

***Provence Townhouse Association
Annual Meeting Minutes
November 7, 2011***

CALLED TO ORDER: The Provence Townhouse Association Annual Meeting was called to order by Dieter Reitzig at 7:16 p.m. The meeting was held at the Double Tree Hotel, In Aurora, Colorado. Present were Dieter Reitzig, Ron Smookler, and Steve Parker. Also present were Marilyn Ruybal and LouAnn Ruybal of CMS.

INTRODUCTIONS: Dieter Reitzig introduced the Board members.

PROOF OF NOTICE OF MEETING/ESTABLISH QUORUM: The proof of the mailing of the notice of this Annual Meeting was included in the handout.

A quorum was established with 51 homes represented by proxy or owners present.

APPROVAL OF MINUTES: Eric Mohr motioned to approve the 2010 Annual Meeting minutes. Seconded by Pam Pulley Case. Motion carried.

ELECTION OF BOARD MEMBERS: Judith Igoe was placed on the ballot for nomination. Dieter Reitzig opened up the floor for nominations. There were no nominations from the floor. Nominations were closed. Minoru Mochizuki motioned to appoint Judith by acclamation. Seconded by Rosemarie Koplin. Motion carried.

OFFICERS REPORTS: Dieter Reitzig discussed the installation of the Tiki hut, water and gas line breaks, and 2012 street repairs.

Ron Smookler discussed the gas line repairs, testing of gas lines, and no raise in the monthly HOA fee.

FINANCIALS AND OPERATING BUDGET: The homeowners were provided a copy of the operating budget for 2012. The budget was approved as mailed.

COMMITTEE REPORTS

Ron Smookler, Landscape Committee, reported that the landscape is under budget on projects, the Board contracted with All Phase for snow removal and 2012 landscape services, and a contract was awarded for tree removal and trimming.

SPA VOTING: Thirty-seven owners voted to remove the spa and 14 owners voted to buy and install a new spa. Two more votes are needed to remove the spa.

Provence Townhouse Association
Annual Meeting Minutes – November 8, 2011
Page 2

HOMEOWNER FORUM: Owners discussed gutter cleaning and blowing out the sprinkler system.

The Board thanked the clean up crew, welcomed new owners to the community, noted last year's Christmas hosts and this year's Christmas hosts, and thanked the Board members. The community commended the Board for its hard work and accomplishments.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 8:20 p.m.

Minutes prepared by Community Management Specialists, Inc.