

**Provence Townhouse Association
Board of Directors Meeting Minutes
December 13, 2011
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CALLED TO ORDER: Meeting was held at Unit #23. Called to order by Dieter Reitzig at 6:34 p.m. Present were Dieter Reitzig, Ron Smookler, Steve Parker and Judith Igoe. Excused were Donna Wheeler, and Marilyn Ruybal of CMS.

HOMEOWNER FORUM: No homeowners had made inquiry or were present.

APPROVAL OF MINUTES: Steve Parker moved to approve the minutes of the October 19, 2011, Board meeting as presented. Seconded by Judy Igoe. Motion carried.

FINANCIALS: Financials were reviewed. The Board did not approve the November Financials as mailed, pending resolution of a discrepancy with an invoice paid more than once.

The current collection status was made available.

COMMITTEE REPORTS

Maintenance/Landscape: A Motion was made by Ron Smookler to approve the proposal of All Phase Landscape to correct drainage at Units #12 and 13. Seconded by Judy Igoe. Motion carried.

Landscape: Judy Igoe is organizing an unofficial committee of owners to review landscape needs and requests.

Finance/Reserve Study: No report was provided.

Architectural: No requests were made at this time.

UNFINISHED BUSINESS

Gas line replacement decision for Unit 31 is waiting for a cost quote from Xcel Energy. The owners of Units 55-60 are negotiating independently with Xcel.

NEW BUSINESS

Discussion of street repair was tabled until determination of final reserve transfer for 2011.

A motion was made by Ron Smookler and seconded by Judy Igoe to approve a proposal of Mainstream Maintenance to repair drywall in pool area Ladies restroom. Motion carried.

Proposal for winter watering of trees was tabled as unnecessary unless conditions require watering.

Hindman Sanchez submitted their 2012 Legal Services and Fee Summary Agreement. The Board decided to continue with the non-retainer version.

Main sewer line cleaning was discussed and previous contractor will be contacted for an estimate.

Spa removal was discussed and tabled until closer to spring.

House painting discussion was tabled as it is not on cycle for 2012.

South side wooden fence replacement was tabled until early spring.

ADJOURNMENT: There being no further business coming before the Board, the meeting was adjourned at 8:38.

Minutes prepared by Steve Parker, Provence Townhouse Association Board Member.