

***Provence Townhouse Association
Board of Directors Meeting Minutes
January 18, 2012***

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 6:33 p.m. The meeting was held onsite. Present were Dieter Reitzig, Ron Smookler, Steve Parker, Donna Wheeler, and Judy Igoe. Also present was Marilyn Ruybal of CMS.

HOMEOWNER FORUM: No owners attended.

APPROVAL OF MINUTES: Steve Parker motioned to approve the December 13, 2012, Board meeting minutes as mailed. Seconded by Judy Igoe. Motion carried.

FINANCIALS: The financials were reviewed and discussed. Donna Wheeler motioned to accept the December 2011 financials as mailed. Seconded by Judy Igoe. Motion carried.

COMMITTEE REPORTS

Maintenance/Landscape: Ron Smookler discussed light globe covers on the light poles in the common area and gutter cleaning.

Landscape: Judy Igoe discussed committee members and the spring clean up.

Finance/Reserve Study: No report was provided.

Architectural: No requests at this time.

UNFINISHED BUSINESS

Steve Parker motioned to accept the Annual meeting minutes as mailed. Seconded by Donna Wheeler. Motion carried.

Steve Parker motioned to appoint the officers as follows. Seconded by Donna Wheeler. Motion carried.

President	Dieter Reitzig
Vice President	Steve Parker
Secretary/Treasurer	Ron Smookler
Member at Large	Judy Igoe
Member at Large	Donna Wheeler

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The Board discussed the gas line replacement project. A construction pre-meeting was held and the work will be placed on the contractor's calendar for the near future.

Donna Wheeler motioned to ratify the electronic vote to accept the agreement from All Phase Landscape to correct the drainage at Units 12 and 13 for \$784. Seconded by Ron Smookler. Motion carried.

Marilyn was asked to obtain a bid from Garvin's Sewer Service, Inc., to clean the main sewer line in May 2012.

The Board discussed replacement of the wooden fences at Units 32, 33, and 36. Marilyn was asked to obtain bids.

Dieter Reitzig will obtain a bid from Nordstrom Commercial Builders to repair the streets between Units 42 to 50 or Unit 41 to the west side of the property. Marilyn will obtain additional bids. During this time, the contractors will also evaluate the concrete work.

The Board asked Marilyn to obtain updated bids to remove the spa from the pool, including the pipes and wiring; and to repair and paint the deck.

Judy Igoe motioned to ratify the electronic vote to accept the proposal from Van Gilder for Association insurance coverages for an annual premium of \$31,449.74. Seconded by Steve Parker. Motion carried. Ron abstained.

NEW BUSINESS

The Board was provided a proposal from Homestead Painting LLC to provide gutter repairs. Ron Smookler volunteered to discuss the repairs with a Homestead representative.

The Board discussed filling the Board vacancy.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 8:31 p.m.

Minutes prepared by Community Management Specialists, Inc.