

***Provence Townhouse Association
Board of Directors Meeting Minutes
February 15, 2012***

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 6:37 p.m. The meeting was held at Unit 23. Present were Dieter Reitzig, Ron Smookler, Steve Parker, Donna Wheeler, and Judy Igoe. Also present was Marilyn Ruybal of CMS.

HOMEOWNER FORUM: The owner of Unit 12 attended.

GUEST: Warren Coulson with Edward Jones attended the meeting to discuss investments.

APPROVAL OF MINUTES: Steve Parker motioned to ratify the electronic vote to approve the January 18, 2012, Board meeting minutes as mailed. Seconded by Ron Smookler. Motion carried.

FINANCIALS: The financials were reviewed and discussed. The financials were not accepted as presented.

COMMITTEE REPORTS

Maintenance/Landscape: Ron Smookler reported that there are no maintenance issues at this time.

Landscape: Judy Igoe discussed committee members.

Finance/Reserve Study: No report was provided.

Architectural: No requests at this time.

UNFINISHED BUSINESS

The gas line replacement project for Units 56 through 60 is on schedule. Steve Parker motioned to approve the proposal from The Gas Connection, Inc., to replace the gas line in the common area feeding Unit 31 for \$1,612.40. Seconded by Ron Smookler. Motion carried.

The Board was provided a bid from Garvin's Sewer Service, Inc., to clean the main sewer line in May 2012. No action was taken at the meeting.

Provence Townhouse Association

Board of Directors Meeting Minutes – February 15, 2012

Page 2

The Board was provided proposals for replacing the fences between Units 32 and 34, west side of Unit 36, and north side of Unit 30. Marilyn was asked to obtain additional information.

Marilyn provided the Board with a proposal for the second phase of the street repair. Dieter Reitzig will obtain an additional proposal.

The Board was provided one bid to remove the spa from the pool, including the pipes and wiring; and to repair and paint the deck. Marilyn was asked to obtain additional updated bids from All Set Restoration and Mainstream Maintenance, LLC.

Ron Smookler reported that he has not yet reviewed the proposal from Homestead Painting LLC to repair the gutters. He will do so in the spring.

NEW BUSINESS

The Board was provided a proposal from Homestead Painting LLC to remove a downspout extension at Unit 57 and reconfigure its position. Marilyn was asked to obtain additional information. In addition, the Board was provided a work order request from the owner of Unit 57 with regard to gutter heaters. Marilyn was instructed to ask the owner to contact Dieter Reitzig.

The next meeting is March 21, 2012, at Unit 56.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 8:46 p.m.

Minutes prepared by Community Management Specialists, Inc.