

***Provence Townhouse Association
Board of Directors Meeting Minutes
March 21, 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 at Unit 56. Present were Dieter Reitzig, Ron Smookler, Steve Parker, and Judy Igoe. Also present was Marilyn Ruybal of CMS. Donna Wheeler was excused.

HOMEOWNER FORUM: No owners attended.

APPROVAL OF MINUTES: Ron Smookler motioned to ratify the electronic vote to approve the February 15, 2012, Board meeting minutes as mailed. Seconded by Steve Parker. Motion carried.

FINANCIALS: The financials were reviewed and discussed. Ron Smookler motioned to accept the financials as mailed. Seconded by Steve Parker. Motion carried.

COMMITTEE REPORTS

Maintenance/Landscape: No report was provided.

Landscape: Judy Igoe discussed conducting a spring walk through.

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 to be completed June 2012. The Gas Connection, Inc., completed the replacement of the gas line for Unit 31.

Ron Smookler motioned to accept the proposal from Garvin's Sewer Service, Inc., to clean the main sewer line in May 2012 for \$1,095. Seconded by Steve Parker. Motion carried.

Dieter Reitzig motioned to accept the proposal from Standard Fence Co. to replace the fences between Units 32 and 34, west side of Unit 36, and north side of Unit 30 for \$5,765. Seconded by Steve Parker. Motion carried.

Dieter Reitzig provided a proposal from Nordstrom Builders for the second and third phases of the street repairs. Dieter Reitzig will discuss the total with a representative of Nordstrom Builders to see if the price could be lowered.

Ron Smookler motioned to accept the proposal from Mainstream Maintenance, LLC, to remove the spa from the pool, including the pipes and wiring; and to repair and paint the entire deck, steps, and landing at the entrance not to exceed \$1,250. Seconded by Steve Parker. Motion carried.

The Board reviewed the additional information with regard to the proposal from Homestead Painting LLC to remove a downspout extension at Unit 57 and reconfigure its position and they visited the area. The proposal was not accepted at the meeting.

NEW BUSINESS

The Board was provided the 2011 tax returns for signature.

The Board agreed to have The Roof Doctor conduct an evaluation of the roofs, gutters, and vents to determine if there are any issues that need to be addressed to prevent future damage.

The next meeting is April 18, 2012, at 9:30 a.m. in Unit 56.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 8:19 p.m.

Minutes prepared by Community Management Specialists, Inc.