

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

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 9:35 a.m. The meeting was held at Unit 23. Present were Dieter Reitzig, Ron Smookler, and Steve Parker. Also present was Marilyn Ruybal of CMS. Donna Wheeler and Judy Igoe were excused.

HOMEOWNER FORUM: No owners attended.

APPROVAL OF MINUTES: Steve Parker motioned to ratify the electronic vote to approve the March 21, 2012, Board meeting minutes as mailed. Seconded by Ron Smookler. 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. However, the members will conduct a walk through on April 23 or 24, 2012.

Landscape: Judy Igoe provided a report to the Board. The Board will discuss the issues via email.

Finance/Reserve Study: No report was provided.

Architectural: No report was provided.

UNFINISHED BUSINESS

The gas line replacement project for Units 56 through 60 is to be completed May 2012.

Garvin's Sewer Service, Inc., will clean the main sewer line in May 2012.

Marilyn reported that Standard Fence Co. is in the process of pulling the permits to start the fence replacement project between Units 32 and 34, west side of Unit 36, and north side of Unit 30. Once the permits are pulled, they will schedule a start date.

Provence Townhouse Association
Board of Directors Meeting Minutes – April 18, 2012
Page 2

Dieter Reitzig is still in the process of discussing the total for the second and third phases of the street repairs with a representative of Nordstrom Builders to see if the price could be lowered.

Marilyn reported that Mainstream Maintenance, LLC, removed the spa from the pool, including the pipes and wiring; and repaired and painted the entire deck, steps, and landing at the entrance.

A proposal was provided to the Board for repairing the gutters. The contract was not awarded at this time because these repairs will be made as part of the roof repairs.

Dieter Reitzig motioned to approve the proposal from Homestead Painting LLC to remove a downspout extension at Unit 57 and reconfigure its position for \$145. Seconded by Ron Smookler. Motion carried.

Steve Parker motioned to ratify the electronic vote to approve the proposal from The Roof Doctor to make repairs at Unit 9 for \$2,700. Seconded by Dieter Reitzig. Motion carried.

The Board discussed a proposal received from The Roof Doctor with regard to roof and gutter repairs throughout the community. Ron Smookler will contact The Roof Doctor and request that they prioritize the repairs based on repairs needed immediately vs. repairs that can be made at a later date.

NEW BUSINESS

The Board was provided a proposal from NuBilt Restoration and Construction to correct the diverter flashing at Unit 9. The contract was not awarded to NuBilt.

The Board reviewed the landscape plan from the owner of Unit 16. The Board agreed that the Association will contribute up to \$200 for this owner-preferred landscaping plan. The owner has the option of submitting a less expensive plan or to pay the difference.

The Board was provided a proposal from Homestead Painting LLC to excavate under the rear bay window, make repairs, and backfill under the window at Unit 6. Marilyn was asked to find out if the repairs could be made from the inside rather than the outside of the unit.

Marilyn provided the Board with an email from the owner of Unit 40 concerning the deterioration of the front steps.

The Board was provided a proposal from NuBilt Restoration and Construction to make roof repairs at Unit 57. Ron Smookler will obtain an additional bid from The Roof Doctor.

Provence Townhouse Association
Board of Directors Meeting Minutes – April 18, 2012
Page 3

Ron Smookler motioned to approve the landscape plan submitted by the owners of Units 3 and 4 to re-landscape the driveway strip between the units and the Board will reimburse the owners up to \$111. Seconded by Steve Parker. Motion carried.

Ron Smookler motioned to approve the ACC requests submitted by the owners of Units 40 and 42 pending the ACC's approval for back yard landscape modifications. Seconded by Steve Parker. Motion carried.

The next meeting is May 16, 2012, at 11:30 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.