

***Provence Townhouse Association
Board of Directors Meeting Minutes
May 16, 2012***

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 6:35 p.m. The meeting was held at Unit 56. 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 5 attended the meeting to request a speed limit sign be installed at the entrance and to discuss pool issues.

The owner of Unit 60 attended the meeting in support of Unit 5's concerns with regard to the pool and speed limit sign request. The owner also requested that a bush be installed where the bush was removed; and to discuss the damage to the garage window, which she believes is due to the vines.

The owner of Unit 54 also attended the meeting in support of Unit 5's concerns with regard to the pool and speed limit sign request. The owner requested that bushes be installed where the bushes were removed. She also asked that the Board consider repairing the hole in the walkway outside her front door and to let the Board know that the stoop at the front door is pulling away from the foundation.

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

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

COMMITTEE REPORTS

Maintenance/Landscape: Ron Smookler reported that a walk through was conducted and the Committee is in the process of obtaining bids. The Committee will also put together a concrete work list and get a proposal for paint touch up.

Landscape: Judy Igoe provided a detailed report to the Board.

Finance/Reserve Study: No report was provided.

Architectural: Donna Wheeler said that she reviewed the requests from last month and approves both.

UNFINISHED BUSINESS

The gas line replacement project for Units 56 through 60 has been completed.

Garvin's Sewer Service, Inc., completed the cleaning of the main sewer lines. The technician reported that there were large chunks of asphalt in the manholes near Units 9 and 55.

Standard Fence Co. is in the process of completing the fence replacement project between Units 32 and 34, west side of Unit 36, and north side of Unit 30.

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.

The Board requested that Marilyn ask an independent contractor to give a price for evaluating the flashing and vents on the roofs. The information will be used to obtain proposals for needed repairs to prevent interior damage.

The Board reviewed the work order and invoice from NuBilt with regard to diverter flashing at Unit 9. Marilyn will provide additional information to Dieter Reitzig.

Marilyn informed the Board that there is no past documentation with regard to concrete repairs at Unit 40. The repair will be added to the maintenance list.

NEW BUSINESS

The Board discussed the letter received from Unit 5.

The Board was provided a proposal from HSI to spray the trees at The Park directly behind the units. The bid was not awarded.

The next meeting is June 20, 2012, at 6 p.m. in Unit 42.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 9:03 p.m.

Minutes prepared by Community Management Specialists, Inc.