

***Provence Townhouse Association
Board of Directors Meeting Minutes
June 20, 2012***

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 6:05 p.m. The meeting was held at Unit 42. 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 58 attended the meeting to discuss landscaping the strip between her garage and her neighbor's.

The owner of Unit 59 attended the meeting to discuss landscaping the strip between her garage and her neighbor's and to submit an ACC request to remove the Evergreen bushes in her courtyard.

The owner of Unit 46 attended the meeting to report that the gutter on the back side of her unit is pulling away from the building and the snow removal crew damaged her walkway lights as well as the lights at Unit 47.

The owner of Unit 9 attended the meeting to discuss the damage to her unit.

APPROVAL OF MINUTES: Judy Igoe motioned to ratify the electronic vote to approve the May 16, 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 Ron Smookler. Motion carried.

COMMITTEE REPORTS

Maintenance/Landscape: Dieter will provide a list of concrete work that needs to be done and Marilyn will obtain proposals. Repairs at the pool were noted.

Landscape: Judy Igoe reported that the plants around the pool are dead.

Finance/Reserve Study: No report was provided.

Architectural: Donna Wheeler reported that she has one request and that is the one received at the meeting.

UNFINISHED BUSINESS

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

The second and third phases of street repairs are tabled until 2013.

Marilyn provided the Board with a proposal from Ascent Building Consulting, Inc., to evaluate the flashing and vents on the roofs. Marilyn will contact the contractor and ask that they modify the proposal to include all flashings and gutters.

The Board discussed the invoice from NuBilt Restoration and Construction for repairs to Unit 9. The Board also discussed the water damage in Unit 9.

NEW BUSINESS

Dieter Reitzig motioned to ratify the electronic vote to approve the proposal from All Phase Landscape to re-landscape the strip between Units 3 and 4 for \$685. Seconded by Steve Parker. Motion carried.

Ron Smookler motioned to accept the proposal from Homestead Painting LLC to touch up the paint on the siding and trim throughout the community for \$3,480 plus materials not to exceed \$700. Seconded by Donna Wheeler. Motion carried.

Steve Parker motioned to ratify the electronic vote to approve the proposal from All Phase Landscape to perform the landscape improvements in various locations throughout the community totaling \$6,174. Seconded by Donna Wheeler. Motion carried.

Ron Smookler motioned to accept the proposal from Homestead Painting LLC to remove and replace the brick molding trim over the rear door and paint at Unit 8 for \$295. Seconded by Judy Igoe. Motion not carried.

Marilyn provided the Board with a proposal from Homestead Painting LLC to replace the screening structure for the meters at Unit 1. Marilyn was instructed to ask the owner if he wants it to be replaced. If so, Marilyn is to request a proposal from Bob Case.

The Board was provided a proposal from Alligator Spa and Pool Services, Inc., to replace the pool light. The Board tabled a decision at this meeting.

Steve Parker motioned to accept the proposal from Alligator Spa and Pool Services, Inc., to replace the pool chlorinator for \$264.98. Seconded by Donna Wheeler. Motion carried.

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The next meeting is August 15, 2012, at 6 p.m. in Unit 56.

ADJOURNMENT: The Board adjourned the meeting at 8:05 p.m. and entered into Executive Session. Executive Session was closed at 8:52 p.m. and the Board meeting was reconvened. There being no further business to come before the Board, the meeting adjourned at 8:52 p.m.

Minutes prepared by Community Management Specialists, Inc.