

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

At 6 p.m., there was no quorum of the Board so the meeting could not be called to order at that time. Steve Parker spoke to the owners about concerns with regard to the change in management and the role of the Board of Directors. Both Ron Smookler and Donna Wheeler joined the conversation later. The owners asked that the Board form a Gas Line Replacement Committee and a Newsletter Committee.

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Steve Parker at 7:37 p.m. The meeting was held at the pool. Present were Steve Parker, Ron Smookler, and Donna Wheeler. Also present was Marilyn Ruybal of CMS.

HOMEOWNER FORUM: No owners stayed for the meeting.

APPROVAL OF MINUTES: Steve Parker motioned to ratify the electronic vote to approve the June 20, 2012, Board meeting minutes as mailed. Seconded by Donna Wheeler. Motion carried.

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

COMMITTEE REPORTS

Maintenance/Landscape: No report.

Landscape: No report.

Finance/Reserve Study: No report.

Architectural: No report.

UNFINISHED BUSINESS

Ron Smookler motioned to accept the proposal from Ascent Building Consulting, Inc., to evaluate the flashing and vents on the roofs for \$125 per hour not to exceed \$3,900. Seconded by Donna Wheeler. Motion carried.

Marilyn reported that Homestead Painting LLC scheduled the paint touch up of the siding and trim project for August 14, 2012.

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Marilyn reported that Homestead Painting LLC completed the project to remove and replace the brick molding trim over the rear door and paint at Unit 8.

Donna Wheeler motioned to accept the proposals from Homestead Painting LLC to repair the flashing at Unit 46 for \$65 and repair the gutters throughout the community as listed on the proposal for a total of \$3,330. Seconded by Ron Smookler. Motion carried.

Marilyn provided the Board a letter from Travelers with regard to the water damage at Unit 9.

NEW BUSINESS

Donna Wheeler motioned to ratify the electronic vote to accept the proposal from Homestead Painting LLC, to replace the shelves in the storage room, install a metal plate at the pool storage door and replace existing bent sliding bolt; replace brick molding trim over pool doors; refasten kick plates; repair water shut off valves; and replace fan in women's bathroom for \$1,180. Seconded by Steve Parker. Motion carried.

The Board was provided a proposal from Ross Tree Company to prune the Spruce tree at Unit 12. Marilyn was asked to obtain a recommendation and proposal from Swingle Lawn, Tree and Landscape Care.

Steve Parker motioned to ratify the electronic vote to approve the contract with Alpine Roofing Co., Inc., to repair the roof at Unit 57 for \$1,874 and to include repairs at Unit 18 and 26 at a time and material cost. Seconded by Ron Smookler. Motion carried.

Ron Smookler motioned to accept Judy Igoe's resignation from the Board. Seconded by Donna Wheeler. Motion carried. The letter of resignation will be made a part of these minutes.

The Board was provided a draft 2013 budget for review.

The Board was provided a proposal from Alligator Spa and Pool Services, Inc., to extend the swimming season. The Board declined to accept.

Donna Wheeler motioned to accept the proposal from Homestead Painting LLC to make exterior repairs per the list provided by Dieter Reitzig for \$3,495 and to include repairs at Units 28 and 23. Seconded by Ron Smookler. Motion carried.

Donna Wheeler motioned to accept the proposal from Swingle Lawn, Tree and Landscape Care to remove the dead Aspen trees at various locations throughout the community for \$1,903. Seconded by Ron Smookler. Motion carried.

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Donna Wheeler motioned to approve the agreement from All Phase Landscape to re-landscape the strip between the driveways at Units 58 and 59 for \$695. Seconded by Ron Smookler. Motion carried.

The Board discussed whether or not to appoint Rob Coleman to fill the vacant Board position. The Board agreed to let the owners vote for the Board members at the November annual meeting.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 8:59 p.m.

Minutes prepared by Community Management Specialists, Inc.

ACTION NEEDED.

- Send an email to all owners asking for volunteers to serve on the Board and for volunteer Gas Line Replacement and Newsletter Committee members.
- Ask Ascent Building Consulting to provide a time frame for evaluating the roofs and if they will post garages with information prior to commencing the project. *I emailed Steve Bunn and he said that he will check the schedule and call me with a date.*
- The Board was provided a proposal from Ross Tree Company to prune the Spruce tree at Unit 12. Obtain a recommendation and proposal from Swingle Lawn, Tree and Landscape Care as to what they thing should be done to this tree as far as trimming and pruning.
- Upon receipt of concrete report from Dieter, obtain bids for concrete replacement.
- Add Gas Lines to the reserve study. This will remain on the action list until this is completed by the Finance/reserve committee.
- Add Phases 2 and 3 street repairs to the January 2013 agenda.