

**Provence d'Aliso Community Association
Board of Directors Meeting
February 11, 2009**

1
2 Upon due notice, given and received, the Board of Directors of the Provence
3 d'Aliso Community Association held the regular monthly Board of Directors
4 Meeting on Wednesday, February 11, 2009 at the Gauguin Pool Clubhouse,
5 Aliso Viejo, California. The Board President, Gaylyn Kinnett, called the
6 Meeting to order at 7:05 p.m. with a quorum of Directors present.

7
8 **Directors Present**

9 Gaylyn Kinnett, President
10 Bill Dearing, Vice President
11 Michael Perlongo, Treasurer
12 Melissa Murphy, Secretary
13 Jason Frenn, Director at Large

14
15 **Directors Absent**

16 None

17
18 **Also Attending**

19 Debra Lobichusky, Accell Property Management, Inc.

20
21 **Agenda**

22 It was by the unanimous general consent of the Board of Directors to approve
23 the February 11, 2009 Meeting Notice and Agenda as posted.

24
25 **Executive Session Meeting Matters**

26 In accordance with California Civil Code Section 1363.05, the Board noted
27 that the following items were discussed in an Executive Session Meeting held
28 February 11, 2009:

- 29 1. Minutes
- 30 2. Member Discipline
- 31 3. Towing Reimbursements
- 32 4. Additional Parking Permit Requests
- 33 5. Request for the Relocation of the Dog Trash Container
- 34 6. Statements of Account Preliminary to Levying of Liens
- 35 7. Delinquencies
- 36 8. Resolutions to Foreclose
- 37 9. Legal Correspondence

Executive Session

38 The foregoing declaration is pursuant to the general consent of the Board of
39 Directors.

40

41 **Community Updates by President Gaylyn Kinnett**

Community Updat

42 The Board President did not provide any updates, because no members were
43 in attendance.

44

45 **Open Forum**

46 No homeowners were present for Open Forum.

47

48 **Minutes**

Minutes

49 The Board of Directors reviewed the Minutes from the November 17, 2008
50 Regular Session Meeting. Following review, a motion was made by Gaylyn
51 Kinnett, and seconded by Bill Dearing to approve the November 17, 2008
52 Regular Session Meeting Minutes as presented. The motion carried
53 unanimously.

54

55 The Board of Directors reviewed the Minutes from the January 5, 2009
56 Reconvened Annual Membership Meeting. Following review, a motion was
57 made by Gaylyn Kinnett, and seconded by Bill Dearing to approve the
58 January 5, 2009 Reconvened Annual Membership Meeting Minutes as
59 presented. The motion carried unanimously.

Minutes

60

61 The Board of Directors reviewed the Minutes from the December 15, 2008
62 No Quorum Annual Membership Meeting. Following review, a motion was
63 made by Gaylyn Kinnett, and seconded by Bill Dearing to approve the
64 December 15, 2008 No Quorum Annual Membership Meeting Minutes as
65 presented. The motion carried unanimously

Minutes

66

67 **Special Resolutions**

68 The Board of Directors reviewed the special resolution of the Board of
69 Directors for repairs due to emergency slab and roof leaks. Following
70 review, it was the general consent of the Board of Directors to approve the
71 special resolution as presented for the following addresses: 73 Gauguin
72 Circle, 145 Matisse Circle, 60 Gauguin Circle, 106 Gauguin Circle, 63
73 Matisse Circle, 12 Matisse Circle, 167 Matisse Circle, and 14 Matisse Circle
74 for a total amount of seventy seven hundred twenty six dollars and forty
75 eight cents (\$7,726.48).

76 The Board of Directors reviewed the special resolution of the Board of
77 Directors for immediate roof repairs. Following review, it was the general
78 consent of the Board of Directors to approve the special resolution as
79 presented for the following addresses: 26 Matisse Circle, 63 Matisse Circle,
80 89 Matisse Circle, 106 Gauguin Circle for a total amount of seventy three
81 hundred dollars and no cents (\$7,300.00.)

82

83

84 **Lien Authorization Consent Calendar**

85 The Board of Directors reviewed the Lien Authorization Consent Calendar
86 for the following accounts: 110138, 110086, 110146, 110126, 110145, 109980,
87 109943, 110036, 109951 and 110062. Following review, it was the general
88 consent of the Board of Directors to approve the Lien Authorization
89 Consent Calendar with the exception of the following accounts: 110086,
90 110146, 109980 and 110036.

Liens

91

92 **Committee Review**

Committee Review

93 The Board reviewed and discussed the following committee reports:

94 **Parking Committee** – No new business was presented.

95 **Architectural Review Committee (ARC)** – No new business was presented.

96 **Website Committee** – No new business was presented.

97 **Landscape** – No new business was presented.

98 **Clubhouse** – No new business was presented.

99 **Finance** – No new business was presented.

100

101 **Board Actions**

102 **Reserve Study Proposals**

103 The Board of Directors reviewed proposals for the preparation of the 2009
104 Community Reserve Study. Following review, it was the general consent of
105 the Board to authorize Treasurer, Michael Perlongo, Treasurer to select the
106 reserve analyst at his discretion. After obtaining additional information,
107 Michael Perlongo approved the proposal submitted by McCaffery Reserve
108 Consulting in the amount of three hundred twenty five dollars and no
109 cents.

110 **172 Matisse Circle**

111 The Board of Directors reviewed the proposal submitted by DM
112 Construction for stucco repairs at 172 Matisse Circle. Following review, it
113 was the general consent of the Board of Directors to approve the DM
114 Construction proposal for the repairs as presented in the amount of
115 eighteen hundred fifty eight dollars and no cents with repairs scheduled for
116 completion in lieu of March Maintenance.

117

118 **Gauguin Pool and Spa Re-plastering/Maintenance**

119 The Board of Directors reviewed the proposals submitted for the Gauguin
120 pool and spa re-plastering. Following review, it was the general consent of
121 the Board of Directors to table action on this item pending further financial
122 review.

123

124 The Board of Directors reviewed the proposals for pool and spa health
125 department required maintenance. Following review, it was the general
126 consent of the Board of Directors to direct Management to contact 1st Choice
127 Pool and Spa for a list of items requiring immediate repair and replacement,
128 not to exceed the amount of one thousand dollars and no cents (\$1,000.00).

129

130 **Matisse Pool Restroom – Toilet Replacement Proposals**

131 The Board of Directors reviewed proposals for toilet replacement at the
132 Matisse Pool restrooms. Following review, it was the general consent of the
133 Board of Directors to table action on this item until additional information
134 can be obtained.

135

136 **Integrity Access Management**

137 The Board of Directors reviewed proposals for entrance gate repairs and
138 alarm installation submitted by Integrity Access Management. Following
139 review, it was the general consent of the Board of Directors to table action
140 on this item pending further financial review.

141

142 **125 Matisse Circle**

143 The Board of Directors reviewed the proposal submitted by Artistic
144 Maintenance from the November 12, 2008 walk through. Following review,
145 it was the general consent of the Board of Directors to table action on all
146 landscape extras at this time. Additionally, the Board directed Management
147 to send letters to the Landscape Committee thanking them for their

148 continued service, with a directive for all HOA committee's to focus on
149 vendor contractual services for extras at no additional cost.

150

151 **Correspondence**

152 **5 Gauguin Circle**

153 The Board of Directors reviewed the utility gas bill reimbursement
154 correspondence submitted by Hsu, 5 Gauguin Circle. Following review, it
155 was the general consent of the Board of Directors to deny the gas bill
156 reimbursement since the homeowner could not quantify their claim of cause
157 from a prior slab leak.

158

159 **89 Matisse Circle**

160 The Board of Directors reviewed the plumbing reimbursement
161 correspondence submitted by Lazar, 89 Matisse Circle. Following review, it
162 was the general consent of the Board of Directors to approve the plumbing
163 reimbursement for damage caused by the common area tree roots.

164

165 **125 Matisse Circle**

166 The Board of Directors reviewed the correspondence submitted by
167 McWilliam, 125 Matisse Circle for dryer vent and fabric sheet fumes at 123
168 Matisse Circle. Following review, it was the general consent of the Board of
169 Directors to deny the member's request as the Board's decision remains
170 unchanged from 2008 as a neighbor-to-neighbor matter.

171

172 **Financials**

173 The Board of Directors reviewed the financial statements and bank
174 reconciliation for the periods ending November 30, 2008, December 31, 2008
175 and January 31, 2009. Following review and discussion, it was the general
176 consent of the Board of Directors to suspend allocations to reserves for the
177 months of February, March and April 2009.

178

179 **Adjournment**

180 There being no further business to come before the Board of Directors, it was
181 the general consent of the Board of Directors to adjourn the meeting at 7:55
182 p.m.

125 Matisse Circle

Financials

Adjournment

183 Attest

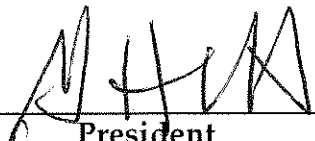
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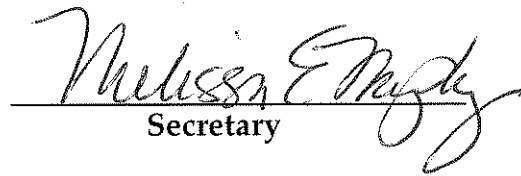
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President



Secretary

Attest