

**Provence d'Aliso Community Association
Board of Directors Meeting
November 15, 2010**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

Upon due notice, given and received, the Board of Directors of the Provence d'Aliso Community Association held the regular monthly Board of Directors Meeting on Monday, November 15, 2010 at the Gauguin Pool Clubhouse, Aliso Viejo, California. The Board President, Gaylyn Kinnett, called the Meeting to order at 7:00 p.m. with a quorum of Directors present.

Directors Present

- Gaylyn Kinnett, President
- Melissa Murphy, Secretary
- Jason Frenn, Director at Large

Directors Absent

- Bill Dearing, Vice President
- Michael Perlongo, Treasurer

Also Attending

Debra Lobichusky, Accell Property Management, Inc.

Agenda

It was by the unanimous general consent of the Board of Directors to approve the November 15, 2010 Meeting Notice and Agenda as posted.

Agenda

Executive Session Meeting Matters

In accordance with California Civil Code Section 1363.05, the Board noted that the following items were discussed in an Executive Session Meeting held November 15, 2010:

Executive Session

1. Minutes
2. Member Discipline
3. Statements of Account Preliminary to Levying of Liens
4. Homeowner Correspondence
5. Late Fee and Pre-lien Waiver Request
6. Delinquencies
7. Legal Correspondence
8. Returned Check Correspondence

36 The foregoing declaration is pursuant to the general consent of the Board of
37 Directors.

38
39 **Community Updates**

Community Update:

40 Board President, Gaylyn Kinnett, addressed the members in attendance with
41 an update on the community projects.

42
43 **Open Forum**

Open Forum

44 There were two (2) homeowners present to address the Board of Directors.

45
46 **Minutes**

Minutes

47 The Board of Directors reviewed the Minutes from the September 20, 2010
48 Regular Session Meeting. Following review, a motion was made by Melissa
49 Murphy and seconded by Jason Frenn to approve the September 20, 2010
50 Regular Session Meeting Minutes as presented. The motion carried
51 unanimously.

52
53 **Lien Authorization Consent Calendar**

Liens

54 The Board of Directors reviewed the Lien Authorization Consent Calendar
55 for the following accounts: A1340000995302, A1340000998001,
56 A1340000999402, A1340001011701 and A1340001010701. Following review,
57 it was the general consent of the Board of Directors to approve the Lien
58 Authorization Consent Calendar for the following account:
59 A1340001010701; excluding A1340000995302, A1340000998001,
60 A1340000999402 and A1340001011701, since the homeowners are making an
61 effort to bring their accounts current.

62
63 **Committee Review**

Committee Review

64 The Board reviewed and discussed the following committee reports:

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

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

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

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

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

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

71 **Board Actions**

72 **106 Matisse Circle – Interior Repairs due to a Slab Leak**

73 The Board of Directors reviewed the proposal submitted by MCC
74 Construction and Restoration for interior repairs at 106 Matisse Circle
75 due to a slab leak. Following review, it was the general consent of the Board
76 of Directors to approve the proposal in the amount of three thousand nine
77 hundred seventy-one dollars and no cents (\$3,971.00).

MCC Construction

78

79 **164 Matisse Circle – Interior Repairs due to a Slab Leak**

80 The Board of Directors reviewed the proposal submitted by MCC
81 Construction and Restoration for interior repairs at 164 Matisse Circle
82 due to a slab leak. Following review, it was the general consent of the Board
83 of Directors to approve the proposal in the amount of one thousand five
84 hundred thirty-six dollars and twenty-nine cents (\$1,536.29).

MCC Construction

85

86 **164 Matisse Circle – Post Fungal Abatement Assessment due to a Slab**
87 **Leak**

88 The Board of Directors reviewed the proposal submitted by Allstate
89 Environmental Solutions, Inc for post fungal abatement assessment at 164
90 Matisse Circle due to a slab leak. Following review, it was the general
91 consent of the Board of Directors to approve the proposal in the amount of
92 six hundred eighty dollars and no cents (680.00).

Allstate

Environmental

93

94 **123 Matisse Circle – Interior Repairs due to a Slab Leak**

95 The Board of Directors reviewed the proposal submitted by MCC
96 Construction and Restoration for interior repairs at 123 Matisse Circle
97 due to a slab leak. Following review, it was the general consent of the Board
98 of Directors to approve the proposal in the amount of three hundred
99 seventy-five dollars and no cents (375.00).

MCC Construction

100

101 **124 Gauguin Circle – Interior Repairs due to a Roof Leak**

102 The Board of Directors reviewed the proposal submitted by MCC
103 Construction and Restoration for interior repairs at 124 Gauguin Circle
104 due to a roof leak. Following review, it was the general consent of the Board
105 of Directors to approve the proposal in the amount of one thousand two
106 hundred forty-five dollars and no cents (\$1,245.00).

MCC Construction

107 **130 Matisse Circle – Balcony Repairs**

108 The Board of Directors reviewed the proposal for balcony repairs submitted
109 by DM Construction and MCC Restoration and Construction. Following
110 review, the Board tabled action on this item and directed Management to
111 follow up with DM Construction to inquire if this work could be performed
112 as a monthly maintenance visit.

MCC Construction

114 **Tennis Court Nets Revised Proposal**

115 The Board reviewed the revised proposal submitted by Collins Company
116 for the replacement of three (3) new tennis court nets and hardware.
117 Following review, it was the general consent of the Board of Directors to
118 approve the revised proposal for replacements in the amount of one
119 thousand one hundred forty-four dollars and ninety-nine cents (\$1,144.99).

Collins Company

121 **Patrol Services – Patrol and Parking Permit Program Proposal**

122 The Board of Directors reviewed the proposal for Patrol Services submitted
123 by Nordic Security. Following review, it was the general consent of the
124 Board of Directors to approve the patrol proposal in the amount of seven
125 hundred seventy-three dollars and fifty cents (\$773.50) per month and the
126 parking permit program proposal in the amount of one hundred seventy-
127 seven dollars and no cents (\$177.00) per month.

Nordic Security
Services

129 **Towing Service Agreement**

130 The Board of Directors reviewed the service agreement prepared by Mission
131 Viejo Towing. Following review, it was the general consent of the Board of
132 Directors to approve the service agreement starting on December 1, 2010.

Mission Viejo
Towing

134 **Matisse Circle Fitness Center Ceiling Fan Proposal**

135 The Board of Directors reviewed the Ceiling Fan Installation proposal
136 submitted by DM Construction. Following review, it was the general
137 consent of the Board of Directors to deny the proposal for the ceiling fan
138 installation.

DM Construction

140 **Pool Sign Proposal**

141 The Board of Directors reviewed the pool sign proposal stating “No Glass,
142 Alcohol, Smoking” submitted by Signs by Creation Unlimited. Following
143 review, the Board tabled action on this item until the January 31, 2010
144 meeting.

Signs by Creation

145 **Pool and Pedestrian Gate Proposal**

146 The Board of Directors reviewed the proposal submitted by Integrity Access
147 for pool and pedestrian hydraulic gate closers. Following review, the Board
148 tabled action on this item until the January 31, 2010 meeting.

Integrity Access

149

150 **Gauguin Exit Spike Strip Removal/Repair Proposal**

151 The Board of Directors reviewed the proposal submitted by Integrity Access
152 for removal or repair to the Gauguin exit spike strip. Following review, a
153 motion was made by Jason Frenn and seconded by Melissa Murphy to
154 approve the spike strip removal in the amount of nine hundred twenty-five
155 dollars and no cents (\$925.00).

156

157 **Gauguin Circle BBQ Area – Exterior Sink Tile Replacement**

158 The Board of Directors reviewed the proposal for tile replacement at the
159 Gauguin Circle BBQ Area submitted by DM Construction. Following
160 review, the Board tabled action on this item and directed Management to
161 follow up with DM Construction to inquire if this work could be performed
162 as a monthly maintenance visit.

DM Construction

163

164 **Termite Treatment and Repair Proposal for 62 Gauguin Circle**

165 The Board of Directors reviewed the termite report and proposal for 62
166 Gauguin Circle submitted by Bug Central. Following review, it was the
167 general consent of the Board of Directors to approve the proposal for the
168 termite treatment and repairs in the amount of one thousand four hundred
169 sixty-five dollars and no cents (\$1,465.00), contingent upon Management's
170 check with Bug Central to see if this treatment would be under warranty.

Bug Central

171

172 **Roofing Proposals**

173 The Board of Directors reviewed the roofing repair/replacement proposals
174 submitted by Cliff Brown Roofing for the following addresses: 5 Matisse
175 Circle, 43 Matisse Circle, 79 Matisse Circle, 73 Gauguin Circle and 124
176 Gauguin Circle. Following review, it was the general consent of the Board
177 of Directors to approve all proposal for repair and replacement as follows:
178 5 Matisse Circle in the amount of two thousand nine hundred ninety dollars
179 and no cents (\$,2990.00). 43 Matisse Circle in the amount of five thousand
180 one hundred twenty dollars and no cents (\$5,120.00). 79 Matisse Circle in
181 the amount of five thousand one hundred twenty dollars and no cents
182 (\$5,120.00). 73 Gauguin Circle in the amount of two thousand eight hundred

Cliff Brown

Roofing

183 fifty dollars and no cents (\$2,850.00). 124 Gauguin Circle in the amount of
184 two thousand nine hundred ninety dollars and no cents (\$2,990.00).

185

186 **124 Gauguin Circle – Flat Stucco Repair Proposals**

187 The Board of Directors reviewed the flat stucco repair proposals for 124
188 Gauguin Circle submitted by DM Construction Services and McCormack
189 Roofing and Window Company. Following review, it was the general
190 consent of the Board of Directors to approve the Flat Stucco Repair proposal
191 submitted by DM Construction Services in the amount of one thousand nine
192 hundred eighty-seven dollars and no cents (\$1,987.00).

193

194 **Tennis Court Fence Painting Proposals**

195 The Board of Directors reviewed the proposals for tennis court fence
196 painting submitted by Action Painting Company, Advanced Painting and
197 Pilot Painting and Construction. Following review, the Board tabled action
198 on this item until the January meeting.

199

200 **Administrative and Operating**

201 **Nordic Security Service – Parking Permit Program**

202 The Board of Directors reviewed the parking permit re-application program
203 for mailing to the membership. Following review, the Board tabled action
204 on this item until revisions could be made.

205

206 **Homeowner Correspondence**

207 The Board of Directors reviewed the correspondence submitted by Theil, 91
208 Matisse Circle regarding a rattlesnake, which was found in the garage of
209 his unit and the undeveloped hill in back of the community. Following
210 review, Management informed the Board that the undeveloped slope is a
211 natural area owned by the county and the county doesn't take action to
212 interfere with the natural habitat.

213

214 The Board of Directors reviewed the submitted by homeowners at 112
215 Gauguin Circle and 8 Gauguin Circle. No action was needed at this time.

216

217 The Board of Directors reviewed the correspondence regarding maintaining
218 the landscaping of the parkway area between Provence d'Aliso and the
219 Montelena community. Following review, the Board directed Management
220 to contact the City of Aliso Viejo and ask if they would be willing to release
221 and deed the property to the Provence d'Aliso Community Association.

DM Construction

91 Matisse
Circle

112 and 8 Gauguin
Correspondence

City of Aliso
Viejo

222 The Board of Directors reviewed the next meeting date correspondence
223 submitted by Accell Property Management, Inc. Following review, the
224 Board agreed to hold the next meeting on Monday, January 31, 2011.

Next Meeting

Date

225

226 A discussion was opened regarding the current landscape walks and
227 proposals for items in need of repair or replacement through Tierra Verde
228 Landscape. Following discussion, a motion was made by Melissa Murphy
229 and seconded by Jason Frenn that Management can approve proposals
230 submitted by Tierra Verde Landscape to remove or replace items in the
231 community relating to the walk items, costs not exceed two hundred fifty
232 dollars and no cents (\$250.00) monthly.

Tierra Verde

Landscape

233

234 **Financials**

235 The Board of Directors reviewed the financial statements and bank
236 reconciliation for the periods ending September 30, 2010 and October 31,
237 2010.

Financials

238

239 **Adjournment**

240 There being no further business to come before the Board of Directors, it was
241 the general consent of the Board of Directors to adjourn the meeting at 8:45
242 p.m.

Adjournment

243

244 **Attest**

Attest


245

246

247

248

249



President



Secretary