

**Provence d'Aliso Community Association
Board of Directors Meeting
May 17, 2010**

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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, May 17, 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
- Bill Dearing, Vice President
- Melissa Murphy, Secretary
- Michael Perlongo, Treasurer
- Jason Frenn, Director at Large

Directors Absent

None

Also Attending

Debra Lobichusky, Accell Property Management, Inc.

Agenda

It was by the unanimous general consent of the Board of Directors to approve the May 17, 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 May 17, 2010:

Executive Session

1. Minutes
2. Member Discipline
3. Statements of Account Preliminary to Levying of Liens
4. Homeowner Correspondence
5. Late Fee Waiver Request
6. Delinquencies
7. Legal Correspondence

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

39

40 **Community Updates**

Community Updates

41 Board President, Gaylyn Kinnett, addressed the members in attendance with
42 an update on the community projects: slurry seal/asphalt repair and new
43 pool furniture.

44

45 **Open Forum**

Open Forum

46 There were four (4) homeowners present to address the Board of Directors.

47

48 **Minutes**

Minutes

49 The Board of Directors reviewed the Minutes from the March 15, 2010
50 Regular Session Meeting. Following review, a motion was made by Melissa
51 Murphy and seconded by Michael Perlongo to approve the March 15, 2010
52 Regular Session Meeting Minutes as presented. The motion carried
53 unanimously.

54

55 **Lien Authorization Consent Calendar**

Liens

56 The Board of Directors reviewed the Lien Authorization Consent Calendar
57 for the following accounts: 110091, 110146, 110125, 109987, 110103 and
58 110096. Following review, it was the general consent of the Board of
59 Directors to approve the Lien Authorization Consent Calendar for the
60 following accounts: 110091, 110146 and 110125; excluding 109987, 110103
61 and 110086.

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

72 **Board Actions**

73 **Tax and Audit Preparation Proposals**

74 The Board of Directors reviewed proposals submitted by various vendors

Inouye, Shively

75 for audit and tax preparation. Following review, a motion was made by
76 Gaylyn Kinnett and seconded by Michael Perlongo to approve the proposal
77 for the audit and tax preparation submitted by Inouye, Shively and Longtin
78 in the amount of one thousand dollars and no cents (\$1,000.00).

79

80 **LaBarre/Oksnee Insurance Renewal**

81 The Board of Directors reviewed the proposal for insurance renewal
82 submitted by LaBarre/Oksnee Insurance. Following review, it was the
83 general consent of the Board of Directors to approve the property/liability
84 insurance policy renewal by LaBarre/Oksnee Insurance in the amount of
85 thirty-three thousand two hundred sixty-five dollars and no cents
86 (\$33,265.00) and the earthquake insurance policy in the amount of twenty-
87 four thousand four hundred sixty dollars and sixteen cents (\$24,460.16).

88

89 **Pool Furniture Proposals**

90 The Board of Directors reviewed pool furniture proposals submitted by
91 Patio Guys and Seabreeze Outdoor Leisure Furniture. Following review, the
92 Board tabled action on this item until they could see the samples and
93 quantity revisions by Patio Guys.

94

95 **Pool Trellis Repairs/Replacement/Paint**

96 The Board of Directors reviewed proposals submitted by various vendors
97 for the repair, replacement and paint of the pool trellises. Following review,
98 the Board tabled action on this item until all vendors could meet and
99 discuss the items for repair, replacement and paint. Vendors will submit
100 new proposals by the next meeting on July 19, 2010.

101

102 **Roadrunner Exterminating Proposals**

103 The Board reviewed the bee trap, tree guard and bait station installation
104 proposals submitted by Roadrunner Exterminating. Following review and
105 discussion, a motion was made by Gaylyn Kinnett to approve the tree
106 guard installation proposal in the amount of three hundred eight-five
107 dollars and no cents (\$385.00).

108

109 **Patrol Masters - Pool Monitoring Proposal**

110 The Board of Directors reviewed the proposal submitted by Patrol Masters
111 for summer pool monitoring. Following review and discussion, it was the

Tree Guard
Installation

112 general consent of the Board of Directors to deny the summer pool
113 monitoring proposal.
114

115 **Tierra Verde Landscape Proposals**

116 The Board of Directors reviewed the tree thinning proposal for 120 Matisse
117 Circle submitted by Tierra Verde Landscape. Following review, the Board
118 tabled action on this item until a revised proposal could be obtained to trim
119 all the trees in the area.

120 Matisse Circle

121 The Board of Directors reviewed the shrub installation proposal for 93
122 Matisse Circle submitted by Tierra Verde Landscape. Following review, it
123 was the general consent of the Board of Directors to approve the shrub
124 installation proposal in the amount of one hundred fifty dollars and no
125 cents (\$150.00).

93 Matisse Circle

127 The Board of Directors reviewed the tree removal/replacement proposal by
128 the Gauguin Pool area submitted by Tierra Verde Landscape. Following
129 review, it was the general consent of the Board of Directors to deny the
130 proposal for the tree removal and replacement.

Tree Removal/
Replacement

132 The Board of Directors reviewed the tree trimming proposal for 155 Matisse
133 Circle submitted by Tierra Verde Landscape. Following review, it was the
134 general consent of the Board of Directors to deny the proposal for the tree
135 trimming.

155 Matisse Circle

137 The Board of Directors reviewed the shrub installation proposal for 28
138 Matisse Circle submitted by Tierra Verde Landscape. Following review, it
139 was the general consent of the Board of Directors to approve the shrub
140 installation proposal in the amount of two hundred sixty dollars and no
141 cents (\$260.00).

28 Matisse Circle

143 **Driveway Replacement - 121 Gauguin Circle**

144 The Board of Directors reviewed the proposal submitted by DM
145 Construction for driveway replacement at 121 Gauguin Circle from the
146 common area walkthrough on May 5, 2010. Following review, it was the
147 general consent of the Board of Directors to approve the driveway
148 replacement proposal in the amount of one thousand one hundred ninety-
149 eight dollars and no cents (\$1,198.00).

DM Construction

151 **Roof Repairs - 133 Gauguin Circle**

152 The Board of Directors reviewed the roof repair proposal for 133 Gauguin

Cliff Brown

153 Circle submitted by Cliff Brown Roofing. Following review, it was the
154 general consent of the Board of Directors to approve the roof repair
155 proposal in the amount of two thousand nine hundred fifty dollars and no
156 cents (\$2,950.00).

Roofing

157
158 **26 Matisse Circle - Mold Remediation**

159 The Board of Directors reviewed the proposal submitted by MCC
160 Construction and Restoration for remediation at 26 Matisse Circle
161 due to a roof leak. Following review, it was the general consent of the Board
162 of Directors to approve the proposal in the amount of four hundred eighty-
163 four dollars and no cents (\$484.00).

MCC Construction

164
165 **26 Matisse Circle - Interior Repairs due to a Slab Leak**

166 The Board of Directors reviewed the proposal for interior repairs at 26
167 Matisse Circle due to a slab leak submitted by MCC Construction and
168 Restoration Services. Following review, it was the general consent of the
169 Board of Directors to approve the proposal for interior repairs in the
170 amount of one thousand six hundred twenty dollars and no cents
171 (\$1,620.00).

MCC Construction

172
173 **155 Matisse Circle - Interior Repairs due to a Slab Leak**

174 The Board of Directors reviewed the proposal for interior repairs at 155
175 Matisse Circle due to a slab leak submitted by MCC Construction and
176 Restoration Services. Following review, it was the general consent of the
177 Board of Directors to approve the proposal for interior repairs in the
178 amount of three thousand five hundred eighty-three dollars and no cents
179 (\$3,583.00).

MCC Construction

180
181 **133 Gauguin Circle - Drywall Repairs due to a Roof Leak**

182 The Board of Directors reviewed the proposal for drywall repairs at 133
183 Gauguin Circle due to a roof leak submitted by MCC Construction and
184 Restoration Services. Following review, it was the general consent of the
185 Board of Directors to approve the proposal for drywall repairs in the
186 amount of six hundred ninety-five dollars and no cents (\$695.00).

MCC Construction

187
188 **133 Gauguin Circle - Wood and Stucco Repairs**

189 The Board of Directors reviewed the proposal for wood and stucco repairs

MCC Construction

190 at 133 Gauguin Circle submitted by MCC Construction and Restoration
191 Services. Following review, it was the general consent of the Board of
192 Directors to approve the proposal for wood and stucco repairs in the
193 amount of nine hundred eighty-five dollars and no cents (\$985.00).

194

195 **29 Matisse Circle - Interior Repairs due to a Slab Leak**

196 The Board of Directors reviewed the proposal for interior repairs at 29
197 Matisse Circle due to a slab leak submitted by MCC Construction and
198 Restoration Services and Garland Restoration. Following review, it was the
199 general consent of the Board of Directors to approve the proposal submitted
200 by MCC Construction for interior repairs in the amount of nine thousand
201 four hundred eighty-seven dollars and no cents (\$9,487.00).

202

203 **Paving Proposals**

204 The Board of Directors reviewed paving proposals submitted by City
205 Service Paving and Sanders Paving. Following review, it was the general
206 consent of the Board of Directors to approve the paving proposal submitted
207 by Sanders Paving in the amount of twenty-eight thousand four hundred
208 thirty dollars and no cents (\$28,430.00).

209

210 **Administrative and Operating**

211 **157 Matisse Circle - Wood Floor Installation for a 2nd Story Unit**

212 The Board of Directors reviewed the correspondence regarding wood floor
213 installation on the 2nd story unit submitted by Malone, 157 Matisse Circle.
214 Following review, it was the general consent of the Board of Directors to
215 direct Management to call the homeowner and inform them about the
216 Impact Insulation Class.

217

218 **Financials**

219 The Board of Directors reviewed the Reserve Study proposal submitted by
220 McCaffery Reserve Consulting. Following review, a motion was made by
221 Michael Perlongo and seconded by Gaylyn Kinnett to approve the proposal
222 in the amount of one thousand two hundred fifty dollars and no cents
223 (\$1,250.00).

224

225 The Board of Directors reviewed the financial statements and bank
226 reconciliation for the periods ending March 31, 2010 and April 30, 2010.

227

MCC Construction

Sanders Paving

McCaffery Reserve
Consulting

Financials

228 **Adjournment**

229 There being no further business to come before the Board of Directors, it was
230 the general consent of the Board of Directors to adjourn the meeting at 8:25
231 p.m.

Adjournment

232

233 **Attest**

Attest

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237

238

President

Secretary