

**Provence d'Aliso Community Association  
Board of Directors Meeting  
July 18, 2011**

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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, July 18, 2011 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  
Michael Perlongo, Treasurer  
Melissa Murphy, Secretary  
Jason Frenn, Director at Large

**Directors Absent**

None

**Also Attending**

Debra Lobichusky, Accell Property Management, Inc.

**Agenda**

It was by the general consent of the Board of Directors to approve the July 18, 2011 Meeting Notice and Agenda as posted.

**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 July 18, 2011:

1. Minutes
2. Statements of Account Preliminary to Levying of Liens
3. Homeowner Correspondence
4. Late Fee and Pre-lien Waiver Requests
5. Payment Plan Request
6. Resolution to Foreclose
7. Delinquencies
8. Legal Correspondence

Executive Session

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

38

39 **Community Updates**

Community  
Updates

40 Board President, Gaylyn Kinnett, addressed the members in attendance with  
41 information on bi-monthly meetings, slab leaks, roof leaks and the Bare-Walls  
42 Amendment.

43

44 **Open Forum**

Open Forum

45 There were three (6) homeowners present to address the Board of Directors.

46

47 **Minutes**

Minutes

48 The Board of Directors reviewed the Minutes from the May 16, 2011 Regular  
49 Session Meeting. Following review, a motion was made by Gaylyn Kinnett and  
50 seconded by Bill Dearing to approve the May 16, 2011 Regular Session Meeting  
51 Minutes as presented. The motion carried unanimously.

52

53 **Lien Authorization Consent Calendar**

Liens

54 The Board of Directors reviewed the Lien Authorization Consent Calendar for the  
55 following accounts: A1340001014601, 1340000998401, A1340000991602,  
56 A1340001005101, A1340001003603, A1340001003103, A1340001012802 and  
57 A1340000997604. Following review, it was the general consent of the Board of  
58 Directors to approve the Lien Authorization Consent Calendar for the following  
59 accounts: A1340001005101, A1340001003103, A1340001012802 and  
60 A1340000997604; excluding A1340001014601, A1340000998401,  
61 A1340000991602 and A1340001003603, since the homeowners are making an  
62 effort to bring their accounts current.

63

64 **Committee Review**

Committee Review

65 The Board reviewed and discussed the following committee reports:

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

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

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

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

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

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

72 **Board Actions**

73 **Gym Equipment Maintenance**

74 The Board of Directors reviewed the proposal for Gym Equipment Maintenance  
75 submitted by BodyWorks Home Fitness. Following review, the Board tabled action  
76 on this item and requested BodyWorks Home Fitness to submit a list of  
77 maintenance services performed prior to the next meeting on September 19, 2011.

BodyWorks  
Home Fitness

78

79 **Pedestrian Gate – Lock Replacement**

80 The Board of Directors reviewed the proposal for lock replacement at the entry  
81 pedestrian gates submitted by Ken’s Locksmithery. Following review, it was the  
82 general consent of the Board of Directors to approve the proposal in the amount of  
83 nine hundred fifty-six dollars and twenty-five cents (\$956.25).

Ken’s  
Locksmithery

84

85 **Shepherd Hooks – Matisse Pool**

86 The Board of Directors reviewed the proposal for the installation of shepherd hooks  
87 at the Matisse pool perimeter submitted by Integrity Access Management  
88 Corporation. Following review, it was the general consent of the Board of Directors  
89 to approve the proposal in the amount of two thousand eight hundred eighty-five  
90 dollars and no cents (\$2,885.00).

Integrity Access  
Management Corp.

91

92 **130 Matisse Circle – Balcony Repairs**

93 The Board of Directors reviewed the proposal for balcony repairs at 130 Matisse  
94 Circle submitted by WICR. Following review, the Board tabled action on this item  
95 until management can obtain additional proposals.

WICR

96

97 **17 Matisse Circle – Interior Repairs due to a Roof Leak**

98 The Board of Directors reviewed the proposal submitted by MCC Construction and  
99 Restoration for interior repairs at 17 Matisse Circle due to a roof leak. Following  
100 review, it was the general consent of the Board of Directors to approve the  
101 proposal in the amount of two hundred ninety-eight dollars and no cents (\$298.00).

MCC Construction

102

103 **49 Matisse Circle – Interior Repairs due to a Plumbing Leak**

104 The Board of Directors reviewed the proposal submitted by MCC Construction and  
105 Restoration for interior repairs at 49 Matisse Circle due to a plumbing leak.  
106 Following review, it was the general consent of the Board of Directors to approve  
107 the proposal in the amount of one thousand five hundred ninety-five dollars and no  
108 cents (\$1,595.00).

MCC Construction

<p>109 <b><u>49 Matisse Circle – Interior Repairs due to an Exterior Building Leak</u></b></p> <p>110 The Board of Directors reviewed the proposal submitted by MCC Construction and</p> <p>111 Restoration for interior repairs at 49 Matisse Circle due to an exterior building leak.</p> <p>112 Following review, <u>it was the general consent of the Board of Directors to approve</u></p> <p>113 <u>the proposal in the amount of two thousand eight hundred seventy-five dollars and</u></p> <p>114 <u>no cents (\$2,875.00).</u></p> <p>115</p> <p>116 <b><u>85 Matisse Circle – Interior Repairs due to a Plumbing Leak</u></b></p> <p>117 The Board of Directors reviewed the proposal submitted by MCC Construction and</p> <p>118 Restoration for interior repairs at 85 Matisse Circle due to a plumbing leak.</p> <p>119 Following review, <u>it was the general consent of the Board of Directors to approve</u></p> <p>120 <u>the proposal in the amount of one thousand eight hundred seventy-one dollars and</u></p> <p>121 <u>no cents (\$1,871.00).</u></p> <p>122</p> <p>123 <b><u>143 Matisse Circle – Interior Repairs due to a Roof Leak</u></b></p> <p>124 The Board of Directors reviewed the proposal submitted by MCC Construction and</p> <p>125 Restoration for interior repairs at 143 Matisse Circle due to a roof leak. Following</p> <p>126 review, <u>it was the general consent of the Board of Directors to approve the</u></p> <p>127 <u>proposal in the amount of two thousand two hundred ninety-five dollars and no</u></p> <p>128 <u>cents (\$2,295.00).</u></p> <p>129</p> <p>130 <b><u>147 Matisse Circle – Interior Repairs due to a Roof Leak</u></b></p> <p>131 The Board of Directors reviewed the proposal submitted by MCC Construction and</p> <p>132 Restoration for interior repairs at 147 Matisse Circle due to a roof leak. Following</p> <p>133 review, <u>it was the general consent of the Board of Directors to approve the</u></p> <p>134 <u>proposal in the amount of one thousand three hundred fifty dollars and no cents</u></p> <p>135 <u>(\$1,350.00).</u></p> <p>136</p> <p>137 <b><u>Administrative &amp; Operating Requests and Actions</u></b></p> <p>138 The Board of Directors discussed the Bare-Walls By-Law Amendment. Following</p> <p>139 review, the Board of Directors directed Management to contact the Tinnelly Law</p> <p>140 Group to prepare the material for mailing to the membership.</p> <p>141</p> <p>142 <b><u>Homeowner Correspondence</u></b></p> <p>143 The Board of Directors reviewed the request for a gate remote refund and pool key</p> <p>144 at a reduced fee or no charge submitted by 41 Matisse Circle. Following review, <u>a</u></p> <p>145 <u>motion was made by Melissa Murphy to approve the request for a pool key at a</u></p>	<p>MCC Construction</p> <p>MCC Construction</p> <p>MCC Construction</p> <p>MCC Construction</p> <p>MCC Construction</p> <p>MCC Construction</p> <p>Bare Walls By-Law Amendment</p> <p>41 Matisse Circle</p>
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146 reduced fee of \$75.00, since this unit was purchased as a short sale. The Board  
147 denied the request for the gate remote refund.

148

149 The Board of Directors reviewed the request for a pool key at a reduced fee or no  
150 charge submitted by Kiedrowski, 21 Matisse Circle. Following review, a motion was  
151 made by Melissa Murphy to approve the request for a pool key at a reduced fee of  
152 \$75.00, since this unit was purchased as a short sale.

153

154 The Board of Directors reviewed the correspondence regarding the high school  
155 trespassers submitted by Benning, 112 Gauguin Circle. No action was needed at  
156 this time.

157

158 **Financial Action**

159 The Board of Directors reviewed the Draft Budget and Disclosure Materials.  
160 Following review, it was the general consent of the Board of Directors to approve  
161 the 2011-2012 Budget and Disclosure Materials with the Association's assessment  
162 rate increase to three hundred thirty-one dollars and nineteen cents (\$331.19).

163

164 **Financials**

165 The Board of Directors reviewed the financial statements and bank reconciliation  
166 for the periods ending May 31, 2011 and June 30, 2011. Following review, a  
167 motion was made by Michael Perlongo and seconded by Gaylyn Kinnett to  
168 approve the financial statements as presented.

169

170 **Adjournment**

171 There being no further business to come before the Board of Directors, it was  
172 the general consent of the Board of Directors to adjourn the meeting at 9:15 p.m.

173

174 **Attest**


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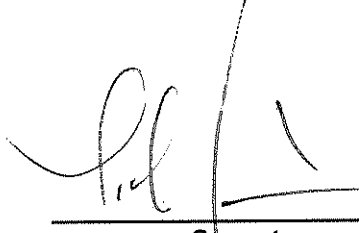
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President

  
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Secretary

21 Matisse Circle

112 Gauguin Circle

Draft Budget and  
Disclosure  
Materials

Financials

Adjournment