

**Provence d'Aliso Community Association
Board of Directors Meeting
May 16, 2011**

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
36
37

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 16, 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
- Jason Frenn, Director at Large

Directors Absent

- Melissa Murphy, Secretary

Also Attending

- Debra Lobichusky, Accell Property Management, Inc.

Agenda

It was by the general consent of the Board of Directors to approve the May 16, 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 May 16, 2011:

1. Minutes
2. Member Discipline
3. Statements of Account Preliminary to Levying of Liens
4. Homeowner Correspondence
5. Late Fee and Pre-lien Waiver Requests
6. Payment Plan Request
7. Bad Debt Write-Offs
8. Resolutions to Foreclose
9. Resolution to Lien

Executive Session

- 37 10. Settlement Proposal
- 38 11. Personal Money Judgment Request
- 39 12. Civil Law Suit Request
- 40 13. Delinquencies
- 41 14. Water Test Report and Resolution
- 42 15. Legal Correspondence

43
44 The foregoing declaration is pursuant to the general consent of the Board of
45 Directors.

46
47 **Community Updates**

Community
Updates

48 Board President, Gaylyn Kinnett, addressed the members in attendance with
49 updates on community repairs.

50
51 **Open Forum**

Open Forum

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

54
55 **Minutes**

Minutes

56 The Board of Directors reviewed the Minutes from the March 21, 2011
57 Regular Session Meeting. Following review, a motion was made by Gaylyn
58 Kinnett and seconded by Bill Dearing to approve the March 21, 2011
59 Regular Session Meeting Minutes as presented. The motion carried
60 unanimously.

61
62 **Lien Authorization Consent Calendar**

Liens

63 The Board of Directors reviewed the Lien Authorization Consent Calendar
64 for the following accounts: A1340001014601, A1340001008601,
65 A1340001005101, A1340001002501, A1340001007201, A1340001003103,
66 A1340001004301 and A1340001010701. Following review, it was the
67 general consent of the Board of Directors to approve the Lien Authorization
68 Consent Calendar for the following accounts: A1340001014601,
69 A1340001008601, A1340001005101, A1340001002501, A1340001007201,
70 A1340001003103, A1340001004301 and A1340001010701; excluding
71 A1340001014601 and A1340001005101, since the homeowners are
72 making an effort to bring their accounts current.

73 **Committee Review**

74 The Board reviewed and discussed the following committee reports:

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

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

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

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

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

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

82

83 **Board Actions**

84 **Trellis Repair and Replacement – Gauquin and Matisse Pool Areas**

85 The Board of Directors reviewed the proposals for trellis repair/replacement
86 submitted by ATC Construction, Collins Builders, Professional Services and
87 Catspaw Construction. Following review, it was the general consent of the
88 Board of Directors to approve the proposal submitted by Catspaw
89 Construction in the amount of nineteen thousand five hundred dollars and
90 no cents (\$19,500.00) for the Matisse pool area trellis's and three thousand
91 eight hundred dollars and no cents (\$3,800.00) for the Gauquin pool area
92 trellis's. The Board also agreed that the pool areas will be shut down
93 Monday through Friday during construction and open on weekends.

Catspaw
Construction

94

95 **23 Matisse Circle – Interior Repairs due to a Plumbing Leak**

96 The Board of Directors reviewed the proposal submitted by MCC
97 Construction and Restoration for interior repairs at 23 Matisse Circle
98 due to a plumbing leak. Following review, it was the general consent of the
99 Board of Directors to approve the proposal in the amount of three thousand
100 seven hundred twenty-eight dollars and no cents (\$3,728.00).

MCC Construction

101

102 **45 Matisse Circle – Interior Repairs due to a Roof Leak**

103 The Board of Directors reviewed the proposal submitted by MCC
104 Construction and Restoration for interior repairs at 45 Matisse Circle
105 due to a roof leak. Following review, it was the general consent of the Board
106 of Directors to approve the proposal in the amount of nine hundred sixty-
107 eight dollars and no cents (\$968.00).

MCC Construction

<p>108 <u>85 Matisse Circle – Mold Remediation due to a Plumbing Leak</u> 109 The Board of Directors reviewed the proposal submitted by MCC 110 Construction and Restoration for mold remediation at 85 Matisse Circle 111 due to a plumbing leak. Following review, <u>it was the general consent of the</u> 112 <u>Board of Directors to approve the proposal in the amount of two thousand</u> 113 <u>two hundred ninety-four dollars and fifty-three cents (\$2,294.53).</u> 114</p>	<p>MCC Construction</p>
<p>115 <u>85 Matisse Circle – Interior Repairs due to a Plumbing Leak</u> 116 The Board of Directors reviewed the proposal submitted by MCC 117 Construction and Restoration for interior repairs at 85 Matisse Circle 118 due to a plumbing leak. Following review, <u>it was the general consent of the</u> 119 <u>Board of Directors to approve the proposal in the amount of one thousand</u> 120 <u>eight hundred seventy-one dollars and no cents (\$1,871.00).</u> 121</p>	<p>MCC Construction</p>
<p>122 <u>85 Matisse Circle – Post Fungal Abatement Assessment due to a</u> 123 <u>Plumbing Leak</u> 124 The Board of Directors reviewed the proposal submitted by Allstate 125 Environmental Solutions, Inc., for post fungal abatement assessment at 85 126 Matisse Circle due to a plumbing leak. Following review, <u>it was the general</u> 127 <u>consent of the Board of Directors to approve the proposal in the amount of</u> 128 <u>six hundred eighty dollars and no cents (\$680.00).</u> 129</p>	<p>Allstate Environmental Solutions</p>
<p>130 <u>143 Matisse Circle – Mold Remediation due to a Roof Leak</u> 131 The Board of Directors reviewed the proposal submitted by MCC 132 Construction and Restoration for mold remediation at 143 Matisse Circle 133 due to a roof leak. Following review, <u>it was the general consent of the Board</u> 134 <u>of Directors to approve the proposal in the amount of two thousand eight</u> 135 <u>hundred fifty dollars and ninety-four cents (\$2,850.94).</u> 136</p>	<p>MCC Construction</p>
<p>137 <u>143 Matisse Circle – Post Fungal Abatement Assessment due to a</u> 138 <u>Roof Leak</u> 139 The Board of Directors reviewed the proposal submitted by Allstate 140 Environmental Solutions, Inc for post fungal abatement assessment at 143 141 Matisse Circle due to a roof leak. Following review, <u>it was the general</u> 142 <u>consent of the Board of Directors to approve the proposal in the amount of</u> 143 <u>six hundred eighty dollars and no cents (\$680.00).</u></p>	<p>Allstate Environmental Solutions</p>

180 **Gauguin Pool Heater**

181 The Board of Directors reviewed the proposal submitted by 1st Choice Pool
182 and Spa for the replacement of the pool heater at the Gauguin pool area.
183 Following review, it was the general consent of the Board of Directors to
184 approve the installation of the Raypak RP400k ASME LowNox Heater in the
185 amount of two thousand nine hundred ninety-five dollars and no cents
186 (\$2,995.00).

1st Choice Pool
and Spa

187
188 **Roofing Proposals**

189 The Board of Directors reviewed the roofing repair/replacement proposals
190 submitted by Cliff Brown Roofing for the following addresses: 28 Matisse
191 Circle, 45 Matisse Circle, 85 Matisse Circle, 143 Matisse Circle and 147
192 Matisse Circle. Following review, it was the general consent of the Board of
193 Directors to approve all proposals for repair and replacement as follows: 28
194 Matisse Circle in the amount of thirteen thousand one hundred ninety
195 dollars and no cents (\$13,190.00), 45 Matisse Circle in the amount of one
196 thousand seven hundred eighty dollars and no cents (\$1780.00), 85 Matisse
197 Circle in the amount of eight thousand seventy dollars and no cents
198 (\$8,070.00), 143 Matisse Circle in the amount of five thousand one hundred
199 twenty dollars and no cents (\$5,120.00) and 147 Matisse Circle in the
200 amount of five thousand one hundred twenty dollars and no cents
201 (\$5,120.00)

Cliff Brown
Roofing

202
203 **Tax and Audit Preparation**

204 The Board of Directors reviewed the proposals submitted by Inouye, Shively
205 and Logntin, Schonwit and Company and Robert A. Ownes for tax and
206 audit preparation. Following review, it was the general consent of the Board
207 of Directors to approve the proposal submitted by Inouye, Shively and
208 Longtin in the amount of nine hundred fifty dollars and no cents (\$950.00).

Inouye, Shively
and Longtin

209
210 **Insurance Proposals**

211 The Board of Directors reviewed insurance proposals submitted by LaBarre
212 Oksnee Insurance and Michael Abdou Insurance Agency, Inc. Following
213 review, it was the general consent of the Board of Directors to approve the
214 proposal submitted by LaBarre/Oksnee Insurance for the building and
215 liability coverage policy in the amount of thirty-three thousand eight hundred
216 twenty dollars and no cents (\$33,820.00) and the earthquake policy in the

LaBarre/Oksnee
Insurance

217 amount of twenty-five dollars three hundred sixty dollars and no cents
218 (\$25,360.00).

219

220 **Termite Treatment and Repair Proposal for 97 Gauguin Circle**

221 The Board of Directors reviewed the termite report and proposal for 97
222 Gauguin Circle submitted by Bug Central. Following review, it was the
223 general consent of the Board of Directors to approve the proposal for the
224 termite treatment and repairs in the amount of one thousand one hundred
225 eighty-five dollars and no cents (\$1,185.00).

Bug Central

226

227 **Termite Treatment and Repair Proposal for 93 Gauguin Circle**

228 The Board of Directors reviewed the termite report and proposal for 93
229 Gauguin Circle submitted by Bug Central. Following review, it was the
230 general consent of the Board of Directors to approve the proposal for the
231 termite treatment and repairs in the amount of seven hundred eighty-five
232 dollars and no cents (\$785.00).

Bug Central

233

234 **Homeowner Correspondence**

235 The Board of Directors reviewed the request for reimbursement from the
236 garage door controller repairs due to damage from a roof leak submitted by
237 McWilliam, 125 Matisse Circle. Following review, it was the general consent
238 of the Board of Directors to approve to reimburse the homeowner in the
239 amount of three hundred dollars and no cents (\$300.00) as they felt this was
240 a reasonable reimbursement for the damages to the controller board.

125 Matisse
Circle

241

242 The Board of Directors reviewed the request for a gutter cover submitted by
243 Pinedo, 8 Gauguin Circle. Following review, the Board directed
244 Management to request a proposal for a gutter cover from Gutter Masters.

8 Gauguin
Circle

245

246 The Board of Directors reviewed the correspondence regarding the
247 installation of a lock on both pedestrian front gates. Following review, the
248 Board directed Management to obtain a proposal from Ken's Locksmithery
249 for the installation of locks at both pedestrian gates, which could be opened
250 with the current facility key.

Ken's
Locksmithery

251 The Board of Directors reviewed the parking variance submitted by Surch,
252 71 Matisse Circle. Following review, it was the general consent of the Board
253 of Directors to approve the request for a parking variance until September
254 30, 2011.

71 Matisse circle

255

256 The Board of Directors reviewed the request for reconsideration of
257 reimbursement for plumbing charges due to a slab leak submitted by
258 Hoselton, 1 Matisse Circle. Following review and discussion, it was the
259 general consent of the Board of Directors to approve the reimbursement
260 request in the amount of two hundred fifty dollars and no cents (\$250.00).

1 Matisse Circle

261

262 **Financials**

263 The Board of Directors reviewed the Draft Budget and Disclosure Materials.
264 Following review, the Board tabled action this item until the July 18, 2011
265 meeting.

Draft Budget and
Disclosure
Materials

266

267 The Board of Directors reviewed the final Reserve Study submitted by
268 McCaffery Reserve Consulting. Following review, a motion was made by
269 Michael Perlongo and seconded by Gaylyn Kinnett to approve the final
270 Reserve Study. The motion unanimously passed.

McCaffery Reserve
Consulting

271

272 The Board of Directors reviewed the memorandums submitted by Accell
273 Property Management, Inc. regarding the Internal Revenue Service
274 payments and insufficient/shortage of operating funds. Following review, it
275 was the general consent of the Board of Directors to suspend reserve
276 funding for the months of July and August 2011.

Reserve
Suspension

277

278 The Board of Directors reviewed the financial statements and bank
279 reconciliation for the periods ending March 31, 2011 and April 30, 2011.
280 Following review, a motion was made by Michael Perlongo and seconded
281 by Gaylyn Kinnett to approve the financial statements as presented.

Financials

282

283 **Adjournment**

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

Adjournment

287 **Attest**


288

289

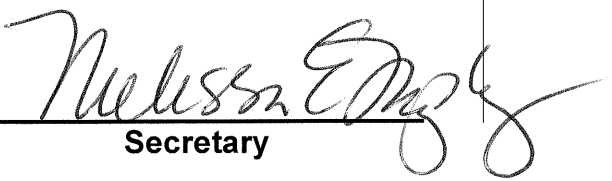
290

291

292



President



Secretary