

PROVENCE TOWNHOUSE ASSOCIATION

September 18, 2012 Board of Directors Meeting Minutes

PRESENT: Dieter Reitzig, Steve Parker, Ron Smookler and Donna Wheeler - Board of Directors

Ricardo Lases - Weststar Management, Property Manager

Kate Buckius (Unit 40), Marcia Pittleman (unit 37), Eric & Diane Holgerson (Unit 47), Bob Case (Unit 24), Sandie Spurlock (Unit 43), Sheila Pottorn (Unit 26), Donna Otten (Unit 31), Tisha Kyner (Unit 4). Steve Backus (Unit 6), and Rob Coleman (Unit 22) - Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:31 p.m. at 10000 E Yale Ave Unit 28, Denver, CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Introductions along the present unit owners took place as well as new management company.

Several maintenance requests from the homeowners present were reported to the board and management. It was explained to the unit owners that early spring there is a list posted at the mailboxes for them to report their maintenance requests. It was also explained that they could also contact Weststar Management to report an inquiry.

The concern about the gas line issue was brought up to the board. Dieter explained that it would cost the association \$3,000 per building to have Xcel perform an air test of each unit's gas line; resulting in a \$36,000 expenditure. The board discussed the possibilities of appointing a committee to come up with a plan/solution for the gas lines problem.

3. **APPROVAL OF AUGUST 15, 2012 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Steve made motion to approve the August 15, 2012 Board meeting minutes as submitted. Ron seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending August 31, 2012. A transfer of \$5,927.00 was requested by the board to be placed back into the reserves account for the fence replacement. Also an amount of \$5,548.00 for landscape improvements was requested to be transferred back into the operating account. These transfers were to fix a coding error from previous management company.

5. COMMITTEE REPORTS:

- a. **MAINTENANCE COMMITTEE:** No report was given.
- b. **LANDSCAPE COMMITTEE:** All dead aspen trees have been cut.
- c. **FINANCE/RESERVE STUDY COMMITTEE:** No report was given
- d. **ARCHITECTURAL COMMITTEE:** No report was given

6. UNFINISHED BUSINESS

- a. **Roof Inspection Report:** Management reported that the roof inspection report is not ready. Once the report is submitted it will be send via email to all board members.
- b. **Pruning of Tree – Unit 12:** The board reviewed the proposal from Swingle Tree. The board requested management to contact Swingle Tree and request them to only trimmed/shaped the tree.

- c. **Draft of 2013 Budget:** The draft of the 2013 budget was reviewed and discussed. Discussion took place regarding some of the expenses, i.e. insurance, water cost, etc.
- d. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Proposal for Exterior Repairs of unit 5:** The homeowner reported that she has made the repairs. No further action.
 - b. **Fall Deep Root Watering:** The board reviewed the proposal submitted by H.S.I. The proposal did not include any of the large pine trees. The board requested management to find out why the pine trees were not included and how much more it will be to include all trees.
 - c. **Snow Removal Proposals:** The board reviewed the proposals presented by All Phase and Environmental Designs for the 2012-2013 snow removal season. There was a 10% hourly rates discount on the All Phase contract from last season. The board requested management to find out if this discount will be applicable this year.
 - d. **Complaint from unit 51:** The board reviewed the complaint received from unit 51. Management reported to the board that the landscape company has identified and fixed the sprinkler leaks.
 - e. **Controller Between units 22 & 23:** The board discussed the report by All Phase. It was questioned why this problem just started occurring now. Further investigation to be done by All Phase.
 - f. **Board Terms:** The board discussed the current board member terms. Ron made a motion to amend the Bylaws to change the terms from three (3) years to two (2) with five (5) board members. Donna seconded. Motion carried unanimously.
 - g. **Reserve Transfers:** Steve made a motion to stop any future reserve contributions for October, November and December of 2012; Donna seconded. Motion carried unanimously.
 - h. **Investment Money Market:** The board reviewed and discussed the interest offer by Citywide Bank if the money market is transferred over them. Ron made a motion to move \$200,000.00 from Edward Jones to Citywide Bank money market. Donna asked how much Edward Jones would charge to keep the remaining \$19,000.00 with them. Motioned died
8. **Additional Items from the Board:** The 2012 Annual Meeting will be held on November 14, 2012 at the Double Tree by Hilton.
9. **MANAGER'S REPORT:** The Board reviewed the manager's report.
10. **CORRESPONDENCE:** No additional items were discussed.
11. **EXECUTIVE SESSION:** The board went into executive session at 9:10 to discuss a legal matter.
12. **ADJOURNMENT:** There being no further business the meeting was adjourned at 9:20 p.m.