

PROVENCE TOWNHOUSE ASSOCIATION

October 10, 2012 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Property Manager

Bob Case (Unit 24), Tisha Kyner (Unit 4) and Pat Horoschak (Unit 12) – Homeowners

Steve Bunn – Roof Inspector from Ascent Building Consulting

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:30 p.m. at 10000 E Yale Ave Unit 23, Denver, CO, 80231. A quorum was established.

Steve Bunn gave a detailed report on the roofing report presented by Ascent Building Consulting. He helped identified those items in need of immediate attention. He also reported that the shingles are in good conditions; however several components of the roofs need attention.

2. **HOMEOWNERS FORUM:** Pat inquired about the tree in the courtyard in front of her unit. The tree needs to be shaped only without cutting branches.

Tisha, remind management and the board that the new term policy needs to be posted and published.

3. **APPROVAL OF SEPTEMBER 18, 2012 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Donna made motion to approve the September 18, 2012 Board meeting minutes as submitted. Steve seconded. Motion carried unanimously.

4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending September 30, 2012. Steve made a motion to approve the financial statements for the period ending September 30, 2012 pending an audit; Donna seconded. Motion carried unanimously.

5. COMMITTEE REPORTS:

- a. **MAINTENANCE COMMITTEE:** No report was given.
- b. **LANDSCAPE COMMITTEE:** No report was given.
- c. **FINANCE/RESERVE STUDY COMMITTEE:** No report was given
- d. **ARCHITECTURAL COMMITTEE:** No report was given

6. UNFINISHED BUSINESS

- a. **Roof Inspection Report:** Report was given earlier in the meeting.
- b. **Fall Deep Root Watering:** The board reviewed the proposal from H.S.I. Trish recommended to not have deep root watering. Dieter made a motion to approve the proposal presented by H.S.I. to deep root water all trees except the pine trees in the community. Steve seconded. Motion carried unanimously.
- c. **Tree Trimming Proposal:** The board reviewed the proposals submitted by Mountain High Tree, Ross Tree, and Swingle to trim the trees listed by the board. Dieter made a motion to approve the proposal presented by Mountain High. Steve seconded. Motion carried unanimously.

- d. **Ratification of 2012-2013 Snow Removal Contract:** Steve made a motion to approve the proposal from All Phase to perform snow removal for the 2012-2013 season at 3 inches including a 10% discount. Donna seconded. Motion carried unanimously.
- e. **Ratification of 2013 Budget:** Dieter made a motion to adopt the 2013 Budget as presented. Steve seconded. Motion carried unanimously.
- f. **Investment Money Market:** The board decided to table this topic at this time.
- g. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Gutter Cleaning Proposal:** The board reviewed the proposals submitted by Homestead Painting, SPCS, and the Roof & Gutter Guys to perform the fall gutter cleaning. The board requested Management to contact Homestead Painting and find out if they were willing to perform the gutter cleaning at the same rate as the last time; \$2,500.00 including all underground drains.
- b. **2013 Landscape Maintenance Contract:** Dieter made a motion to approve the landscape maintenance contract by All Phase for a ten (10) month contract. Donna seconded. Motion carried unanimously.
- c. **2013 Pool Maintenance Contract:** The board reviewed the proposal presented by Alligator Spa and Pool Services. The board requested management to seek more bids from other companies.
- d. **2013 Painting Proposal:** The board reviewed Homestead Painting proposal for the 2013 painting cycle. Dieter made a motion to approve the proposal from Homestead Painting to paint units 9, 10, 11, 12, 13, 14, and 15. Steve seconded. Motion carried unanimously.
- e. **Additional Items from the Board:** The 2012 Annual Meeting was discussed and confirmed to be held on November 14, 2012 at the Double Tree by Hilton. Notices regarding the meeting as well as the vacancies on the board to be send to all homeowners.

8. MANAGER'S REPORT: The Board reviewed the manager's report.

9. CORRESPONDENCE: No additional items were discussed.

10. EXECUTIVE SESSION: The board went into executive session at 8:27 to discuss a legal matter.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 8:39 p.m.