

PROVENCE TOWNHOUSE ASSOCIATION

December 12, 2012 Board of Directors Meeting Minutes

PRESENT: Eric Holgerson, Mike DeSciose, Barbara Galbreath, Pam Fey, and Sandie Spurlock - Board of Directors

Ricardo Lases - Weststar Management, Property Manager

Sheila Pottern (Unit 26), Dieter Reitzig (Unit 42) and Ron Naff (Unit 60) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:13 p.m. at 10000 E Yale Ave Unit 43, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** No items were brought forward.
3. **RATIFICATION OF OCTOBER 10, 2012 BOARD MEETING MINUTES:** The meeting minutes were reviewed. The previous board has electronically approved the minutes of the October 10, 2012 board meeting as submitted.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending November 30, 2012. Sandie made a motion to approve the financial statements for the period ending November 30, 2012; Eric seconded. Motion carried unanimously.

The board requested management to obtain a proposal to perform a financial audit.

5. COMMITTEE REPORTS:

- a. **MAINTENANCE COMMITTEE:** No report was given.
- b. **LANDSCAPE COMMITTEE:** No report was given.
- c. **FINANCE/RESERVE STUDY COMMITTEE:** Ron asked for direction from the board on procedures.
- d. **ARCHITECTURAL COMMITTEE:** No report was given

6. UNFINISHED BUSINESS

- a. **Roof Inspection Report:** The board reviewed the roof inspection report.
- b. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Officers Elections:** The board appointed Pam Fey to serve on the board as the fifth board member. Sandi made a motion to accept the officers as follows, Mike seconded; motion carried unanimously:

Barbara Galbreath – President
Eric Holgerson- Vice President
Sandie Spurlock – Treasurer
Mike DeSciose – Secretary
Pam Fey – At Large

- b. **Miscellaneous Repairs – Units 59, 6, 8, 12, and 60:** The Board reviewed the proposal presented by Homestead Painting to perform miscellaneous exterior repairs at units 59,

6, 8, 12, and 60. Pam made a motion to approve the proposal presented by Homestead Painting with option 1. Eric seconded. Motion carried unanimously.

- c. **2013 – 2014 Insurance Policy:** The board reviewed the proposal presented by VanGilder for the 2013-2014 Insurance Policy. There is a 33% increase on the master policy. The board was informed that only Philadelphia – current carrier – submitted a quote. Allied, Middle Oak, Auto Owners declined their quotes. The board will speak to an agent from American Family Insurance.
 - d. **Legal Services Agreement:** The board reviewed the proposal from HidmanSanchez and selected to not have a retainer program.
 - e. **2013 Pool Maintenance Contract/Pool Repairs:** The board requested management to seek other bids, including one from the previous pool company.
 - f. **Additional Items from the Board:** No additional items were brought forward.
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 9:12 to discuss legal matters.
11. **ADJOURNMENT:** There being no further business the meeting was adjourned at 9:58 p.m.