

PROVENCE TOWNHOUSE ASSOCIATION

January 9, 2013 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

Jill Stoeffler (Unit 46), Rosemarie Koplin (Unit 58), Bob Case (Unit 24), Pat Horoschak (unit 12), Steve & Kate Buckius (Unit 40), Laura Orban (Unit 7), and Paul Spurlock (Unit 43) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:05 p.m. at 10000 E Yale Ave Unit 18, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Mike DeSciose mentioned that he has noticed problems with his awning. The homeowner was informed that if the problem was with the framing of the awning he should contact the community manager. The homeowners are responsible for the replacement and/or repair of the fabric.
3. **RATIFICATION OF DECEMBER 12, 2012 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Per the governing documents there can only be three officers. It was determined that Mike DeSciose will be member At Large and Sandie Spurlock will have the roll of Secretary/Treasurer. Eric made a motion to approve the December 12, 2012 meeting minutes; Sandie seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending December 31, 2012. The board has authorized management to do the financials on cash method after having a meeting with the accounting department of Weststar Management. Pam made a motion to approve the financial statements for the period ending December 31, 2012; Eric seconded. Motion carried unanimously.
5. **COMMITTEE REPORTS:** A list of items to be done per each committee was given by the board.

a. MAINTENANCE COMMITTEE:

Evaluate concrete

a. At pool

b. The street (make sure we get all documents related to most recent replacement)

c. Sidewalks and front porches that are disintegrating, sinking or heaving

Outside perimeter fences that need to be replaced or painted

Rotted boards on houses that need to be replaced

Rotted boards around gas meters

Which building needs to be painted – we were on a 7 year cycle?

Gutters that may be rusting or falling off.

Awning at the pool is ripped – would it be possible to have it repaired?

Check to make sure all awnings are firmly attached to buildings

Mapping of critical infrastructure; water, sewer, gas, electric, telephone & cable.

Plan for gas line replacement with individual homeowner participation.

Review roofing report and provide input for realistic implementation.

Evaluate more efficient community lighting.

Evaluate more accurate water metering.

b. LANDSCAPE COMMITTEE:

Evaluate landscape strips - do they need new plants – extra bark?
Identify dead trees to be removed - and replaced?
Are there any trees that are a hazard?
Trees that need to be trimmed or pruned
Identify dead bushes to be removed
Check for overgrown courtyards
Check for dead grassy areas – is it disease or sprinklers not working
Evaluate sprinkler upgrades.
Review landscaping contract and give input regarding improvement.
Increased seeding & fertilization.

c. FINANCE/RESERVE STUDY COMMITTEE:

Review expenditures vs. budget for 2010/2011/2013
Monitor 2013 expenditures vs. budget for 2013
Prepare recommendations for 2014/2015/ 2016 on projected expenses vs. projected revenue and recommend dues increase adjustments.
Create a target amount for uncommitted reserves for next 5 years and recommend how to achieve (my guess is \$500,000)

d. ARCHITECTURAL COMMITTEE:

Review and implement all design standards

e. SOCIAL COMMITTEE:

Determine the social schedule for the coming calendar year, recommend a budget, determine locations for the events, and welcome new residents

The above list of attached directives handed out at the meeting will be updated based on discussion from each committee member at the meeting. This list of directives is not the final lists.

6. UNFINISHED BUSINESS

- a. 2013 Pool Maintenance Contract:** The board reviewed the three proposals presented by management. After reviewing and going over the prices, the board requested to have the contractors re-submit their proposal including four (4) days of services versus seven (7).
- b. 2013 – 2014 Insurance Policy:** Sandie made a motion to approve the insurance policy presented by Philadelphia, current carrier; Barbara seconded. Motion carried unanimously.
- c. Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. Financial Audit/Tax Preparation Proposals:** The Board reviewed the proposals to perform a financial audit and for the 2012 tax preparation. The board discussed and determined that a financial audit was not necessary. Management recommended including this expense for 2014 budget. Management was instructed to proceed with the 2012 tax preparation only.
- b. Additional Items from the Board:** No additional items were brought forward.

8. **MANAGER'S REPORT:** The Board reviewed the manager's report. Two items were brought up to the attention of the board:

Unit 20: Has reported an insulation problem. The board directed management to send a contractor over to the unit and ensure that there is insulation.

Unit 1 and 8: Requested the need of stain and replacement of the fence surrounding their units. Management will seek bids.

9. **CORRESPONDENCE:** No additional items were discussed.

10. **EXECUTIVE SESSION:** The board went into executive session at 9:07 to discuss legal matters.

11. **ADJOURNMENT:** There being no further business the meeting was adjourned at 9:18 p.m.