

PROVENCE TOWNHOUSE ASSOCIATION

February 13, 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

Steve & Kate Buckius (Unit 40), Carol Oliva (Unit 8), Sheila Pottorn (Unit 26), Ron Naff (Unit 60), and Ron Smookler (Unit 28) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:07 p.m. at 10000 E Yale Ave Unit 27, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** We recently have had a number of backyards that have been destroyed by voles. Management explained that if any homeowners experience or notice damages within their backyards, to contact the city of Denver's Natural Areas Wildlife Department. The number is 720-913-0630 and refer to the open space located at 10300 E. Yale Ave.

Carol at unit 8 asked about the procedures of submitting plans to improve her backyard. She was explained that any Architectural applications must be submitted to management prior the meeting to be reviewed ahead of time.
3. **RATIFICATION OF JANUARY 9 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Sandi made a motion to approve the January 9, 2013 meeting minutes; Pam seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending January 31, 2013. Eric made a motion to approve the financial statements for the period ending January 31, 2013; Sandi seconded. Motion carried unanimously.
5. **COMMITTEE REPORTS:** The reports were given by the chair of each committee.

a. MAINTENANCE COMMITTEE:

Steve Buckius gave his report as the chairperson of the Maintenance Committee. A community walk through will take place on March 15, 2013 at 11:00 a.m.

A discussion took place regarding hiring an onsite person to work on small projects and oversee contractors. A job description is to be submitted to the board for review.

b. LANDSCAPE COMMITTEE:

The chairperson of the Landscape Committee is Kate Buckius, a report was given. Their next meeting will be held on March 11, 2013. A spring walk through will take place in April.

c. FINANCE/RESERVE STUDY COMMITTEE:

Ron Naff gave his report as the chairperson of the Finance Committee.

d. ARCHITECTURAL COMMITTEE:

No report was given

e. SOCIAL COMMITTEE:

No report was given

6. UNFINISHED BUSINESS

- a. 2013 Pool Maintenance Contract:** The board reviewed the four proposals presented by management. Sandie made a motion to accept the proposal from Neptune Pool to perform the 2013 pool maintenance 4 times per week; Eric seconded. Motion carried unanimously.
- b. Additional Items from the Board:** The board discussed updating the directory.

7. NEW BUSINESS

- a. 2013 Painting Proposal – Units 16 through 22:** In an effort to continue with the painting schedule, the board reviewed the proposal presented by Homestead Painting to paint building 2 (units 16-22), as part of the 2013 painting. Mike made a motion to approve the proposal from Homestead Painting as submitted; Pam seconded. Motion carried unanimously.
- b. Additional Items from the Board:** Management was requested to obtain bids to repair and/or replace the awning by the pool entrance.

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. Management updated the board letting them know that the contractor met with the owner a few days ago and the proposal will be presented at the next board meeting.

Unit 1 and 8: Requested the need for stain and replacement of the fence surrounding their units. Management was directed to send the bid submitted by Homestead Painting to the Maintenance Committee for them to check at their walk through.

9. CORRESPONDENCE: No additional items were discussed.

10. EXECUTIVE SESSION: The board went into executive session at 9:05 to discuss legal matters.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 9:20 p.m.