

PROVENCE TOWNHOUSE ASSOCIATION

March 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

Bob Case (Unit 24), Rich & Caroline Eisenberg (Unit 59), Jill Stoeffler (Unit 46), and Ron Smookler (Unit 28) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:01 p.m. at 10000 E Yale Ave Unit 47, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Mr. Rich Eisenberg in unit 59 explained his architectural request to improve his backyard to the board.
3. **RATIFICATION OF FEBRUARY 13, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the February 13, 2013 meeting minutes; Sandie seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending February 28, 2013. Eric made a motion to approve the financial statements for the period ending February 28, 2013; Sandi seconded. Motion carried unanimously.
5. **COMMITTEE REPORTS:** The reports were given by each committee.
 - a. **MAINTENANCE COMMITTEE:**

A walkthrough has been scheduled for March 15, 2013 at 11:00 a.m.
 - b. **LANDSCAPE COMMITTEE:**

A spring walk through will take place on April 20, 2013.
 - c. **FINANCE/RESERVE STUDY COMMITTEE:**

Ron Smookler stated that the committee has not met yet, however they are doing some research regarding reserve studies.
 - d. **ARCHITECTURAL COMMITTEE:**

The first Architectural Review Committee took place on March 7, 2013. It was discussed and agreed that homeowners must send their applications directly to the ACC.
 - e. **SOCIAL COMMITTEE:**

No report was given
6. **UNFINISHED BUSINESS**
 - a. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. Pool Awning Replacement Proposals** The board reviewed the three proposals presented to them by Four Seasons Awning, Creative Canvas, and American Awning. A few questions came up after reviewing the proposals regarding warranty and the installation process. This topic was tabled until next board meeting.
 - b. Proposal to Repair Soffit Underneath Bay Window – Unit 20:** The Board reviewed the proposal presented by Homestead Painting to repair the soffit underneath the bay window of unit 20. The board discussed that this is similar than what has been repaired at a different unit. The board also asked if the contractor will give a discounted rate to repair more than one soffit. Mike made a motion to approve the proposal presented by Homestead Painting. Barbara seconded. Motion carried unanimously.
 - c. SB1237 Policy & Procedure Adoption – Inspection and Copying of Records:** The board review the policy for the Inspection and Copying of Records policy drafted by HidmanSachez. An informative discussion took place to inform the board that this policy was drafted after a new statue that passed on January of 2013. Eric made a motion to adopt the policy drafted by HidmanSanchez as submitted. Sandie seconded. Motion carried unanimously.
 - d. 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:** No executive session was held
- 11. ADJOURNMENT:** There being no further business the meeting was adjourned at 9:10 p.m.