

PROVENCE TOWNHOUSE ASSOCIATION

April 10, 2013 Board of Directors Meeting Minutes

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

Sandie Spurlock – Absent

Ricardo Lases - Weststar Management, Property Manager

Sheila Pottern (Unit 26), Steve and Kate Buckius (Unit 40), and Ron Naff (Unit 60) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:03 p.m. at 10000 E Yale Ave Unit 49, Denver CO, 80231. A quorum was established.
2. **CD INVESTMENTS:** Warren Coulson from Edward Jones reported on the reserve investments at the April board meeting. There is a CD maturing May 18th.
3. **HOMEOWNERS FORUM:** No items were brought forward.
4. **COMMITTEE REPORTS:** The reports were given by each committee.
 - a. **MAINTENANCE COMMITTEE:**

Steve Buckius went over report. The board requested management to seek proposals for the concrete repairs included in the report.
 - b. **LANDSCAPE COMMITTEE:**

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

Ron Naff reported updates regarding reserve study. A representative from Advance Reserve Studies will attend the May meeting to briefly discuss their services.
 - d. **ARCHITECTURAL COMMITTEE:**

No report was given.
 - e. **SOCIAL COMMITTEE:**

No report was given
5. **RATIFICATION OF MARCH 13, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the March 13, 2013 meeting minutes; Barbara seconded. Motion carried unanimously.
6. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending March 31, 2013. Eric made a motion to approve the financial statements for the period ending March 31, 2013; Pam seconded. Motion carried unanimously.
7. **UNFINISHED BUSINESS**
 - a. **Pool Awning Replacement Proposals** The board reviewed the three proposals presented to them by Four Seasons Awning, Creative Canvas, and American Awning.

Pam made a motion to approve the proposal presented by Creative Canvas to replace the awning at the pool; Barbara seconded. Motion carried unanimously.

b. Additional Items from the Board: No additional items were brought forward.

8. NEW BUSINESS

a. Tree Care Proposals: The board reviewed the proposals presented by Swingle Tree and H.S.I to perform tree care. Pam made a motion to approve the proposal presented by H.S.I.; Barbara seconded. Motion carried unanimously.

b. Additional Items from the Board: After the Maintenance Committee provided their report, the board reviewed the proposal presented by Homestead Painting to replace the perimeter fence surrounding unit 1 as well as to paint/stain the privacy fence by unit 8. Pam made a motion to approve the proposal presented by Homestead Painting as long as the contractor uses screws instead of nails; Barbara seconded. Motion carried unanimously.

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

10. CORRESPONDENCE: No additional items were discussed.

11. EXECUTIVE SESSION: No executive session was held

12. ADJOURNMENT: There being no further business the meeting was adjourned at 9:05 p.m.