

PROVENCE TOWNHOUSE ASSOCIATION

May 8, 2013 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Property Manager

Sheila Pottern (Unit 26), Diana Moon (Unit 5), Jennifer Doran (Unit 16), and Ron Smookler (Unit 28) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:04 p.m. at 10000 E Yale Ave Unit 18, Denver CO, 80231. A quorum was established.
2. **RESERVE STUDY** - Advance Reserve Solution, Inc. presented a proposal to the board for \$1,750.00 to perform a reserve study. They recommended having updates done annually or bi-annual.
3. **HOMEOWNERS FORUM:** Mike at unit 49 reported a puddling issue in his driveway.

There may be a potential issue under the driveways of units 2, 3, and 4 causing the concrete to sink. Management was directed to include this on the concrete proposal and meet with contractor.

4. **COMMITTEE REPORTS:** The reports were given by each committee.

- a. **MAINTENANCE COMMITTEE:**

The painting of the front monument, the removal of the dead bushes at the pool, and the removal of the "No Loading" signage from the mail boxes area will be done during the Maintenance Day clean-up.

- b. **LANDSCAPE COMMITTEE:**

No report was given.

- c. **FINANCE/RESERVE STUDY COMMITTEE:**

Ron Smookler reported that they are still working on how to proceed with the reserve study.

CD accounts were discussed.

- d. **ARCHITECTURAL COMMITTEE:**

Diana Moon and Merge Dunkirk are the co-chairs of the Committee

- e. **SOCIAL COMMITTEE:**

No report was given

5. **RATIFICATION OF APRIL 10, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the April 10, 2013 meeting minutes; Eric seconded. Motion carried unanimously.

6. REVIEW CURRENT FINANCIALS: The Board reviewed the financial statements for the period ending April 30, 2013. Eric made a motion to approve the financial statements for the period ending April 30, 2013; Pam seconded. Motion carried unanimously.

7. UNFINISHED BUSINESS

a. Ratification of Soffit Repairs Units 40 & 47: The board made a motion via email to proceed with the soffit repairs at unit 40 & 47 as presented by Homestead Painting. Eric abstained.

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

8. NEW BUSINESS

a. Concrete Proposals The board reviewed the concrete proposals presented by Brown Brothers, Rocky Mountain Paving, and ASAP Asphalt and Concrete. Management was requested to get clarification on all proposals as they had a few variations.

b. Landscape Improvement Proposals: The board reviewed the proposals presented by Mountain High and All Phase. The proposal from Mountain High did not include the landscape improvements, just the removal of the dead plants/trees. The board decided to have another walk done by the board and management going off the landscape committee list.

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

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.