

PROVENCE TOWNHOUSE ASSOCIATION

June 12, 2013 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Property Manager

Sheila Pottern (Unit 26), Kelly Dunham (Unit 25), 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 43, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** No items were brought forward.
3. **COMMITTEE REPORTS:** The reports were given by each committee.

a. MAINTENANCE COMMITTEE:

The maintenance committee reported that the pool deck needs to be monitored by the pool company as it has been full of pine needles. Also, the skimmers are still missing. Management was directed to contact the pool company.

b. LANDSCAPE COMMITTEE:

A second walk around by the Board established the main priorities for this year. Management will get estimates for these projects and the work will be accomplished in the near future. Pruning of shrubs and bushes in common areas will be done in front yards and courtyards by the end of June.

c. FINANCE/RESERVE STUDY COMMITTEE:

Ron Naff gave report on CD accounts and Reserve study was briefly discussed.

d. ARCHITECTURAL COMMITTEE:

Unit 5 – Replacement of Existing Patio. Pam made a motion to approve the application as submitted by unit 5; Mike seconded. Motion carried unanimously.

Unit 20 – Installation of Concrete Patio. Pam made a motion to approve the application as submitted by unit 20 for the installation of a concrete patio; Mike seconded. Motion carried unanimously.

Unit 43 – Landscape Improvements in Front of Unit. Pam made a motion to approve the application as submitted by unit 43; Mike seconded. Motion carried unanimously.

e. SOCIAL COMMITTEE:

No report was given

4. **RATIFICATION OF MAY 8, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the May 8, 2013 meeting minutes; Sandie seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending May 31, 2013. Eric made a motion to approve the financial statements for the period ending May 31, 2013; Pam seconded. Motion carried unanimously.

6. UNFINISHED BUSINESS

- a. **Concrete Proposals:** Eric will talk to the other members of the maintenance committee to get their opinion on the current proposal from ASAP Asphalt and Concrete. This will be postponed until the July board meeting.
- b. **Landscape Improvement Proposals:** The board was informed that a second walk through took place and updated proposals will be sent to the board as soon as they arrive.
- c. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Request from Unit 56 – Landscape Improvements:** The board reviewed the request from unit 56 to re-sod the landscaped area in front of unit 56 at the homeowner's expense. Sandie made a motion to approve the request from the homeowner to replace the sod in front of her home; Pam seconded. Motion carried unanimously.
- b. **Main Sewer Line Jetting Proposal:** The board reviewed the proposals for the jetting of the main sewer lines. The board requested that the contractors include providing a camera DVD with their proposals.
- c. **Additional Items from the Board:** The board discussed the recent violations that have been observed by a few homeowners that have been parking on their driveways overnight. The Board with a first notice will be exercising their right to enforce this covenant under Article IV section 412-Rule. At a high level, this covenant also identifies monetary values of between \$50 and \$100 dollars that could be assessed for future written notices if the violation is not complied with, within a ten (10) day time frame upon receipt of the first notice.
- d. 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 9:05 p.m.