

PROVENCE TOWNHOUSE ASSOCIATION

July 10, 2013 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Property Manager

Sheila Pottern (Unit 26), Bob Case (Unit 24), Diana Moon (Unit 5) and Stephen Fischer (Unit 55) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:02 p.m. at 10000 E Yale Ave Unit 27, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Mike at unit 49 requested some bushes between his unit and unit 50 to be removed. The board explained to the unit owner that this year only dead bushes will be removed.
3. **COMMITTEE REPORTS:** The reports were given by each committee.
 - a. **MAINTENANCE COMMITTEE:**

No report was given.
 - b. **LANDSCAPE COMMITTEE:**

No report was given.
 - c. **FINANCE/RESERVE STUDY COMMITTEE:**

Diana Moon gave an extensive report identifying the different capital improvements needed in the community.
 - d. **ARCHITECTURAL COMMITTEE:**

Units 26 & 27 – Courtyard Improvements between units 26 and 27. Pam made a motion to approve the application as submitted by units 26 and 27; Mike seconded. Motion carried unanimously.

Unit 55 – Replacement of Windows. Pam made a motion to approve the application as submitted by unit 55 for the installation of new windows; Mike seconded. Motion carried unanimously.
 - e. **SOCIAL COMMITTEE:**

No report was given
4. **RATIFICATION OF JUNE 12, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the June 12, 2013 meeting minutes; Sandie seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending June 30, 2013. Eric made a motion to approve the financial statements for the period ending June 30, 2013; Pam seconded. Motion carried unanimously.

6. UNFINISHED BUSINESS

- a. **Concrete Proposals:** The board reviewed the proposal presented by ASAP Asphalt and Concrete to replace the stairs of unit 40, repair stairs at units 30, 32, and 54 as well as repairs to 7 driveways in the community. Eric made a motion to approve the proposal as submitted as long as a meeting is held with the owners affected, the contractor and management prior the project begins as well as to coordinate with landscape company; Barbara seconded. Motion carried unanimously.
- b. **Landscape Improvement Proposals:** The board reviewed the updated proposal from Mountain High to remove dead trees and shrubs throughout the community. Sandie made a motion to approve the proposal as submitted by Mountain High; Mike seconded. Motion carried unanimously.
- c. **Main Sewer Line Jetting Proposal:** The board reviewed the proposals presented by RK Mechanical, Colorado Heating, and Quality 1st Plumbing for the jetting of the main sewer lines. Pam made a motion to approve the proposal as submitted by RK Mechanical including the tv'ing and a recommendation for repairs after the jetting is done; Eric seconded. Motion carried unanimously.
- d. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Landscape/Drainage Improvements Next to Pool and Unit 43:** The board reviewed the proposals from All Phase and Cascade Designs. Due to other projects recently approved, the board decided to table this topic until the August meeting.
- b. **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 9:07 p.m.