

PROVENCE TOWNHOUSE ASSOCIATION

August 14, 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), Paul Spurlock (Unit 43), Ron Smookler (Unit 28), Ron Naff (Unit 60), Margaret Dunkirk (Unit 48), and Jill Stoeffler (Unit 46) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:00 p.m. at 10000 E Yale Ave Unit 47, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Paul at unit 43 talked about the drainage problem between his home and the pool.
3. **COMMITTEE REPORTS:** The reports were given by each committee.

a. MAINTENANCE COMMITTEE:

No report was given.

b. LANDSCAPE COMMITTEE:

Unit 18 – Planting of Tree. The Landscape Committee recommended to the board to approve the request from unit 18 to plant a pear tree in front of the unit. Barbara made a motion to approve the application as submitted by unit 18 for the planting of a tree; Sandie seconded. Pam abstained. Motion carried unanimously.

c. FINANCE/RESERVE STUDY COMMITTEE:

The Financial Committee met on July 30, 2013. They are currently working on a format for the Reserve Study. The committee will seek help from Xcel Energy to obtain the gas lines map of the community.

The board will meet with a member of the Financial Committee to draft the 2014 Budget.

ARCHITECTURAL COMMITTEE:

The ACC will be putting together a spreadsheet including all the pre-approved items of the community.

Units 5 – The board approved via email the additional request from unit 5 for the installation of a fire pit.

d. SOCIAL COMMITTEE:

No report was given

4. **RATIFICATION OF JULY 10, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the July 10, 2013 meeting minutes; Eric seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending July 31, 2013. The high water usage from units 1 through 8 was discussed. Barbara made

a motion to approve the financial statements for the period ending July 31, 2013; Sandie seconded. Motion carried unanimously.

6. UNFINISHED 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 and due to budgeting purposes, the board decided to table this topic until further notice.

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

7. NEW BUSINESS

a. **2013 Painting Plan:** The board discussed a plan for the 2013 painting project. Homeowners will be informed of dates of when the project will begin and what is needed from them.

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 9:02 p.m.