

PROVENCE TOWNHOUSE ASSOCIATION

October 9, 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

Bob Case (Unit 24), and Kate Buckius (Unit 40) – Homeowners

Karen Kuhlman – Edward Jones, Financial Advisor

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:00 p.m. at 10000 E Yale Ave Unit 49, Denver CO, 80231. A quorum was established.

NOTE: There was not a board meeting on September 2013. The board held a board session to work on the 2014 budget on September 11, 2013.

Karen Kuhlman introduced herself and she explained her position/responsibilities at Edward Jones.

2. **HOMEOWNERS FORUM:** No items were brought forward.
3. **COMMITTEE REPORTS:** The reports were given by each committee.

- a. **MAINTENANCE COMMITTEE:**

No report was given.

- b. **LANDSCAPE COMMITTEE:**

The upcoming landscape contract was discussed. The landscape committee agreed to perform the 2014 walk through later this year to identify those trees and/or shrubs that need to be removed/replaced.

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

No report was given.

- d. **ARCHITECTURAL COMMITTEE:**

The Board made a motion to stay and continue with the current pre-approved awning colors.

Unit 21 – Replacement of awning. Pam made a motion to approve the application as submitted by unit 21 to replace their awning above the front door; Barbara seconded. Motion carried unanimously.

Unit 30 - Replacement of garage door. Barbara made a motion to approve the application as submitted by unit 30 to replace their garage door; Pam seconded. Motion carried unanimously.

- e. **SOCIAL COMMITTEE:**

No report was given

4. **RATIFICATION OF AUGUST 14, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the August 14, 2013 meeting minutes; Eric seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending September 30, 2013. Eric made a motion to approve the financial statements for the period ending September 30, 2013; Barbara seconded. Motion carried unanimously.
6. **UNFINISHED BUSINESS**
 - a. **Additional Items from the Board:** No additional items were brought forward.
7. **NEW BUSINESS**
 - a. **Ratification of 2014 Budget:** The board reviewed and electronically approved the proposed 2014 Budget with a \$25.00 increase on monthly dues. Sandie made a motion to approve the 2014 budget as presented; Eric seconded. Motion carried unanimously.
 - b. **Ratification of 2013 – 2014 Snow Removal Contract:** The board reviewed and electronically approved the contract submitted by All Phase Landscape to perform the 2013 – 2014 snow removal. Barbara made a motion to approve the contract as submitted by All Phase Landscape; Pam seconded. Motion carried unanimously.
 - c. **2014 Landscape Maintenance Contract:** The board reviewed the contract submitted by All Phase Landscape to perform the landscape maintenance for 2014. Pam made a motion to approve the contract as submitted by All Phase Landscape; Mike seconded. Motion carried unanimously.
 - d. **Additional Items from the Board:** The board requested quotes to pruned trees that are touching the buildings to avoid damages.
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.