

PROVENCE TOWNHOUSE ASSOCIATION

January 8, 2014 Board of Directors Meeting Minutes

PRESENT: Barbara Galbreath, Eric Holgerson, Sandie Spurlock, Kelly Dunham, and Pam Fey, Board of Directors

Ricardo Lases - Weststar Management, Property Manager

Sheila Pottern (Unit 26) Mike Rudd (Unit 14), Diana Moon (Unit 5), and Rosemarie Koplin (Unit 58) – 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:** Diana Moon Diana read the list of owners that she was representing concerning the issue of smoking at the pool.

Rosemarie requested that all neighbors should shovel their sidewalks after a snowfall.

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:**

Mike Rudd gave report. The committee requested copies of the DVD sewer inspection and the proposals that were submitted.

- d. **ARCHITECTURAL COMMITTEE:**

No report was given

- e. **SOCIAL COMMITTEE:**

No report was given

4. **RATIFICATION OF OCTOBER 9, 2013 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the October 9, 2013 meeting minutes; Barbara seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending December 31, 2013. Eric made a motion to approve the financial statements for the period ending December 31, 2013; Sandie seconded. Motion carried unanimously.

While reviewing the financials management reported to the board that a short term loan from the Reserve account was necessary to cover the insurance expenses. The operating account should be able to pay back within 60 days. Upon motion duly made and seconded a transfer of \$10,000.00 was approved. Motion carried unanimously.

6. UNFINISHED BUSINESS

- a. **Additional Items from the Board:** The Board requested that the snow removal company comes back to the community after a snow storm on a nice day to plow, shovel and apply ice melt. This will be done as needed depending on the accumulation of snow.

7. NEW BUSINESS

- a. **Ratification of 2013 Tree Pruning:** The board reviewed and electronically approved the proposed 2013 Tree Pruning Proposal by Mountain High. Upon motion duly made and seconded a transfer of \$10,000.00 was approved. Motion carried unanimously.
- b. **Ratification of 2014 – 2015 Insurance Policy:** The board reviewed and electronically approved to continue with the current policy and agent, VanGilder. A second proposal from Anderson Ban was also reviewed. Sandie made a motion to approve the policy as submitted by VanGilder; Barbara seconded. Motion carried unanimously.
- c. **Adoption of Collection Policy:** The board reviewed the Collection policy drafted by the association's legal consul, HidmanSanchez to comply with statute SB1276. Barbara made a motion to adopt the policy as drafted; Pam seconded. Motion carried unanimously.
- d. **Additional Items from the Board:** The Board decided that in order to accommodate all owners of the community there will be a designated smoking area in the south west corner of the pool on the raised, uncovered deck area. A "Designated Smoking Area" sign will be posted prior to the pool opening.

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 8:30 p.m.