

PROVENCE TOWNHOUSE ASSOCIATION

April 9, 2014 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Community Manager

Bob Case (Unit 24), Ron Naff (Unit 60), Kate & Steve Buckius (Unit 40), and Daniel & John Parker (Unit 57) – 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:** New owner, Dan Parker asked about exterior changes including windows.
3. **COMMITTEE REPORTS:** No reports were given.

a. MAINTENANCE COMMITTEE:

A walkthrough will take place on April 26, 2014.

b. LANDSCAPE COMMITTEE:

Their next meeting will be held on April 17, 2014. Their community walk through will take place late in May. On April 19th there will be a class regarding Ash Bore a few committee members will be attending.

c. FINANCE/RESERVE STUDY COMMITTEE:

Ron Naff gave report on CD accounts.

d. ARCHITECTURAL COMMITTEE:

Unit 16 - The board had a few concerns to be address with the owner prior approval of landscaping improvements:

If the lawn around the planting beds is not impacted by the capping of the HOA provided system in the front yard, then they are ok with it. If it is, then the homeowner will incur the costs to fix lawn damage if that occurs.

Also, owner must speak to their contractor and informed them that they are not allowed to park in the community, in particular in front of the fire hydrant.

e. SOCIAL COMMITTEE:

No report was given

4. **RATIFICATION OF FEBRUARY 12, 2014 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Eric made a motion to approve the February 12, 2014 meeting minutes; Pam seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending March 31, 2014. Upon motion duly made and seconded the financial statements for the period ending March 31, 2014 were approved. Motion carried unanimously.
6. **UNFINISHED BUSINESS:**
 - a. **Additional Items from the Board:** No additional items were brought forward

7. NEW BUSINESS

- a. **2014 Painting Proposal:** The board reviewed the proposal presented by Homestead Painting to perform the 2014 Painting for units 23 to 29. The board requested to obtain a couple more bids as the proposal submitted by Homestead Painting was for \$24,263.00 including repairs.
- b. **House Numbers:** The board asked the maintenance committee to look at the house numbers during their walkthrough and to give their recommendations to the board.
- c. **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: The board went into executive session at 8:34:

- a. The board reviewed a request from an owner to remove several late fees. After reviewing the account, the board decided to only waive 1 late fee.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 8:44 p.m.