

PROVENCE TOWNHOUSE ASSOCIATION

May 14, 2014 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Community Manager

Sheila Pottern, (Unit 26), Diana Moon (Unit 5), Carol Naff (Unit 60), and 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 43, Denver CO, 80231. A quorum was established.

2. **HOMEOWNERS FORUM:** No items were brought forward.

3. **COMMITTEE REPORTS:**

a. **MAINTENANCE COMMITTEE:**

The 2014 maintenance report was given. Management was instructed to create work orders for the items listed.

b. **LANDSCAPE COMMITTEE:**

The 2014 walk through will take place on June 2, 2014.

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

No report was given

d. **ARCHITECTURAL COMMITTEE:**

Unit 21 Backyard Improvements Request - The Board reviewed the request for the backyard improvements at unit 21. Upon motion duly made and seconded the request was approved as long as adjacent units are ok with the improvements. Motion carried unanimously.

Unit 57 Window Replacement Request - The Board reviewed the request for the replacement of windows at unit 57. Upon motion duly made and seconded the request was approved. Motion carried unanimously.

Unit 60 Concrete Patio Improvements Request - The Board reviewed the request for the concrete patio improvements at unit 60. Upon motion duly made and seconded the request was approved as submitted. Motion carried unanimously.

e. **SOCIAL COMMITTEE:**

No report was given

4. **APPROVAL OF APRIL 9, 2014 BOARD MEETING MINUTES:**

The meeting minutes were reviewed. Sandie made a motion to approve the April 9, 2014 meeting minutes; Barbara seconded. Motion carried unanimously.

5. **REVIEW CURRENT FINANCIALS:**

The Board reviewed the financial statements for the period ending April 30, 2014. Upon motion duly made and seconded the financial statements for the period ending April 30, 2014 were approved. Motion carried unanimously.

6. UNFINISHED BUSINESS:

- a. **2014 Painting Proposal:** The board reviewed the proposals presented by Homestead Painting, Decorex, and 5280 Drywall & Repairs to perform the 2014 Painting for units 23 to 29. The proposals included repairs and painting anywhere between \$21,000.00 and \$24,500.00. The board will inspect the building repairs and the proposals will be reviewed at the June board meeting.
- b. **Additional Items from the Board:** The board requested management to have a conversation with the pool company as the board has not been very pleased with their services. The current pool employee plays music too loud, smokes while performing pool duties, do not clean up needles from pine trees after sweeping, doesn't report leaks in bathrooms in a timely manner, etc.

7. NEW BUSINESS

- a. **Gutter Cleaning Proposal/Installation of Gutters Guard:** The board reviewed the proposal from RE Roofing Experts for the installation of Mesh Gutter Guards at a cost of \$42,527.00. The board requested to seek additional products and other proposals.

Sandie made a motion to approve the proposal for the gutter cleaning to be done by RE Roofing Experts; Kelly seconded. Motion carried unanimously.

- b. **Drainage Proposal Unit 43 & Pool:** The board reviewed the proposals presented by All Phase Landscape and Cascade Desings to improve the drainage between unit 43 and the pool. The board requested management to meet with AllPhase and the owner.
- c. **Drainage Proposal Between Units 8 & 9:** The board reviewed the proposals presented by All Phase to improve the drainage conditions between units 8 & 9. Eric made a motion to approve the proposal as presented by All Phase; Barbara seconded. Motion carried unanimously.
- d. **Ratification of Backflow Replacements:** Upon motion duly made and seconded the backflow replacements were approved. Motion carried unanimously.
- e. **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 9:00

- a. The board discussed covenant enforcement for parking and pet violations.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 9:15 p.m.