

PROVENCE TOWNHOUSE ASSOCIATION

June 11, 2014 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Community Manager

Kate Buckius (Unit 40), and Ron Naff (Unit 60) – 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 18, Denver CO, 80231. A quorum was established.

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

3. **COMMITTEE REPORTS:**

a. **MAINTENANCE COMMITTEE:**

No report was given

b. **LANDSCAPE COMMITTEE:**

A detailed list of landscaping improvements was presented by the landscape committee's June 2nd walkabout. The list of items needing attention was thoughtfully prioritized and covered everything from removing or trimming bushes and trees, adding or reviving grassy areas, replacing some areas with drought tolerant plants and capping selected sprinkler heads where they are not needed or are causing drainage issues.

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

The committee recommends getting bids for the street and driveway repair in 2014 for work to be done in 2015 and 2017. The gas lines were briefly discussed as well.

d. **ARCHITECTURAL COMMITTEE:**

No report was given

e. **SOCIAL COMMITTEE:**

The 2014 summer party will be held on July 27th.

4. **APPROVAL OF MAY 14, 2014 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Upon motion duly made and seconded the May 14, 2014 meeting minutes were approved. Motion carried unanimously.

5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending May 31, 2014. Upon motion duly made and seconded the financial statements for the period ending May 31, 2014 were approved. Motion carried unanimously.

6. **UNFINISHED BUSINESS:**

a. **2014 Painting Proposal:** The board reviewed the proposals presented by Homestead Painting, SPCS, 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. Upon motion duly made and seconded the proposal presented by Homestead Painting was approved, including the recommended repairs listed on the proposal. Motion carried unanimously.

- b. **Drainage Proposals - Unit 43 & Pool:** The board reviewed the proposals presented by All Phase Landscape and Cascade Designs to improve the drainage between unit 43 and the pool. Additional information was requested regarding the proposal from All Phase.
- c. **Installation of Gutters Guard:** The board reviewed the proposal from RE Roofing Experts for the installation of Mesh Gutter Guards. This project was not budgeted for the current year, due to the cost of the project the board decided to table this topic until further notice and to include this on future budget.
- d. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **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.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 9:16 p.m.