

PROVENCE TOWNHOUSE ASSOCIATION

September 10, 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

Diana Moon (Unit 5), Steve Parker (Unit 57), Jennifer Doran (Unit 16) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:03 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:**

No report was given

b. **LANDSCAPE COMMITTEE:**

No report was given

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

Steve Parker gave report; the committee recommended to the board to begin gathering proposals for street replacement to be done in 2015 and 2017 and for locates of gas lines.

d. **ARCHITECTURAL COMMITTEE:**

Unit 52 Landscaping Improvements Request - The Board reviewed the request for the courtyard improvements at unit 52. Upon motion duly made and seconded the request was approved except for the planting of the Chanticleer Pear tree, as the tree may be too big for the area. Motion carried unanimously.

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

e. **SOCIAL COMMITTEE:**

No report was given

4. **APPROVAL OF JULY 9, 2014 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pam made a motion to approve the July 9, 2014 meeting minutes; Sandie seconded. Motion carried unanimously.

5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending August 30, 2014. Upon motion duly made and seconded the financial statements for the period ending August 30, 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. **Ratification of Drainage Engineer Proposal – Units 8 & 9 and 43 & Pool:** Upon motion duly made and seconded via email the proposal was approved as presented by Knott Laboratory

to proceed with the drainage improving designing in both of the areas mentioned above. Motion carried unanimously.

- b. **Draft of 2015 Budget:** The board reviewed and briefly discussed the draft of the 2015 budget. The board will have a board session on October 1st, 2014 to finalize the budget.
- c. **2014 – 2015 Snow Removal Proposal:** The board reviewed the Snow Removal Proposal submitted by All Phase; the board requested All Phase to attend the next board meeting on October to further discuss the contract.
- d. **Tree Removal Proposals – Units 26 & 27, 24 & 25, 41 & 42:** The board reviewed the proposals submitted by AllPhase and Mountain High Tree for the removal of 3 trees between units 26&27, 24&25, and 41&43. Barbara made a motion to approve the proposal from Mountain High Tree for the removal of only 2 trees, between units 26&27 and 41&42, these trees to be removed after December 1st, 2014 to take advantage of discount provided by contractor; Eric seconded. Motion carried unanimously.
- e. **Installation of Backflow Preventer – Pool:** Denver Water requested a backflow preventer to be installed at the pool. Two proposals were presented to the board. The board will meet with the pool company to discuss this matter before approving any proposal. Denver Water has extended the installation time until spring of 2015.
- f. **Additional Items from the Board:** Two proposals were presented to the board for metal railing repairs at units 8, 11, 12, 13, 26 and pool. Upon motion duly made and seconded the proposal from SPCS was approved for the metal railing repairs as submitted. Motion carried unanimously.

The annual meeting will be held on Monday, November 3rd, 2014.

- 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 8:33
 - a. The board discussed legal correspondence regarding covenant enforcement for parking.
- 11. **ADJOURNMENT:** There being no further business the meeting was adjourned at 8:42 p.m.