

PROVENCE TOWNHOUSE ASSOCIATION

October 8, 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

Fred Keller – All Phase Landscape

Sheila Pottern (Unit 26) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:01 p.m. at 10000 E Yale Ave Unit 25, Denver CO, 80231. A quorum was established.

The board discussed with AllPhase representatives concerns regarding snow removal and the 2015 Maintenance contract.

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

3. **COMMITTEE REPORTS:**

- a. **MAINTENANCE COMMITTEE:**

No report was given

- b. **LANDSCAPE COMMITTEE:**

The Landscape Committee will be meeting on October 11, 2014 to design a pruning plan.

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

No report was given

- d. **ARCHITECTURAL COMMITTEE:**

No report was given

- e. **SOCIAL COMMITTEE:**

No report was given

4. **APPROVAL OF SEPTEMBER 10, 2014 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Eric made a motion to approve the September 10, 2014 meeting minutes; Kelly seconded. Motion carried unanimously.

5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending September 30, 2014. Upon motion duly made and seconded the financial statements for the period ending September 30, 2014 were approved. Motion carried unanimously.

6. **UNFINISHED BUSINESS:**

- a. **Draft of 2015 Budget:** The board reviewed the draft of the 2015 Budget. Kelly made a motion to adopt the budget with a monthly increase to \$334.75; Barbara seconded. Motion carried unanimously.

- b. **2014 – 2015 Snow Removal Proposal:** The board reviewed the Snow Removal Proposal submitted by All Phase; upon motion duly made and seconded the snow removal proposal from AllPhase was approved. Motion carried unanimously.

- c. **Additional Items from the Board:** The board discussed the letter received from Denver Water regarding the pool meter. The meter has to be restored as it was assigned to the pool. A plumber is to be contacted to locate the water lines.

7. NEW BUSINESS

- a. **Ratification of Drainage Engineer Proposal for Construction Administration Services – Units 8&9, and 43-Pool:** The board reviewed the proposal from Knott Laboratory to design and oversee the drainage project between units 8&9 and 43&pool. Kelly made a motion to approve the proposal as long as 3 proposals are included from different contractors; Barbara seconded. Motion carried unanimously.
- b. **2015 Pool Maintenance Proposals:** Proposals from Alligator, Elite Pools and Neptune were reviewed by the board. The board needed additional information and confirmation that the pool deck will be cleaned every time the pool is serviced as well as the vacuuming of the pool.
- c. **2015 Renewal of Management Contract:** Weststar Management presented a contract to renew the management services with an increase from \$13,800.00 to \$14,400.00 annually. Barbara made a motion to approve the management contract as presented; Kelly seconded. Motion carried unanimously.
- d. **2014 – 2015 Landscape Maintenance Contract:** The board reviewed the proposal from AllPhase to perform the landscape maintenance of the community. The board requested additional bids as some AllPhase hasn't delivered to the expectations of the board and the members of the community.
- e. **Additional Items from the Board:** The board reviewed a proposal for the 2014 fall gutter cleaning. Additional bids were requested to only clean gutters and downspouts.

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 8:56 p.m.