

PROVENCE TOWNHOUSE ASSOCIATION

January 14, 2015 Board of Directors Meeting Minutes

PRESENT: Eric Holgerson, Kelly Dunham, Pam Fey, Dan Parker, and Cheryl Cohen-Vader - Board of Directors

Ricardo Lases - Weststar Management, Community Manager

Rob Fries – Edward Jones

Diane Holgerson (Unit 47), Kate and Steve Buckius (Unit 40), and Pat Horoschak (Unit 12) – Homeowners

Mr. Fries with Edward Jones was present at the meeting as he is the new account manager; Mr. Fries confirmed that the investment accounts are FDIC insured.

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:29 p.m. at 10000 E Yale Ave Unit 25, 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:**

The Landscape Committee walked the community on January 14, 2015 with the tree company, Mountain High Tree. A revised proposal for tree pruning and care will be submitted to the board. Due to cost, the pruning will be done in two phases during 2015 and 2016.
 - c. **FINANCE/RESERVE STUDY COMMITTEE:**

The financial committee met on January 6, 2015 to discuss major repair items as well as CD investments.
 - d. **ARCHITECTURAL COMMITTEE:**

No report was given
 - e. **SOCIAL COMMITTEE:**

No report was given
4. **APPROVAL OF OCTOBER 8, 2014 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Eric made a motion to approve the October 8, 2014 meeting minutes; Kelly seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending December 31, 2014. Upon motion duly made and seconded the financial statements for the period ending December 31, 2014 were approved. Motion carried unanimously.
6. **UNFINISHED BUSINESS:**
 - a. **2015 Pool Maintenance Proposals:** Proposals from Alligator, Elite Pools and Neptune were reviewed by the board. Kelly made a motion to approve the proposal as submitted by Elite Pools; Cheryl seconded. Motion carried unanimously.

- b. **2014 – 2015 Landscape Maintenance Contract – Ratification:** The board unanimously approved via email the contract from Valley Crest to perform the 2014-2015 landscape maintenance. Upon motion duly made and seconded the landscaping contract from Valley Crest was approved. Motion carried unanimously.
- c. **2014 Fall Gutter Cleaning Proposals – Ratification:** The board unanimously approved via email the contract from SPCS to perform the 2014 fall gutter cleaning. Upon motion duly made and seconded the gutter cleaning contract from SPCS was approved. Motion carried unanimously.
- d. **Replacement of Metal Fence – Unit 1 – Ratification:** The board unanimously approved via email the contract from SPCS to replace the iron perimeter fence at unit 1. Upon motion duly made and seconded the replacement of the fence contract from SPCS was approved. Motion carried unanimously.
- e. **Trip Hazard Repairs – Ratification:** The board unanimously approved via email the contract from ASAP Concrete to repair all the trip hazards in the sidewalks of the community. Upon motion duly made and seconded the trip hazard repairs were approved. Motion carried unanimously.
- f. **2015 – 2016 Insurance Policy - Ratification:** The board unanimously approved via email the proposal from Peliton Insurance with American Alternative for the 2015-2016 insurance policy. Upon motion duly made and seconded the 2015-2016 insurance policy proposal was approved. Motion carried unanimously.
- g. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Election of Officers:** Pam Fey resigned from the board. The board thanked Pam for all her times and efforts while serving the board.

Eric Holgerson – President

Dan Parker – Vice President

Cheryl Cohen-Vader - Secretary/Treasurer

Kelly Dunham - Member at Large

- b. **Tree Pruning Proposals:** The board reviewed the proposal from Valley Crest and Mountain High to perform the tree pruning in the community. Mountain High will be submitting a revised proposal as suggested by the Landscape Committee.
- c. **Additional Items from the Board:** The board designed to assigned a Board liaison to each committee as follows:

Maintenance Committee – Eric Holgerson

Landscape Committee – Kelly Dunham

Financial Committee – Dan Parker

- 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 9:01 p.m. to discuss a legal matter.
- 11. **ADJOURNMENT:** There being no further business the meeting was adjourned at 9:14 p.m.