

## PROVENCE TOWNHOUSE ASSOCIATION

February 11, 2015 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Community Manager

Kate and Steve Buckius (Unit 40), Ron Naff (Unit 60), Steve and Nancy Fischer (Unit 55), Sheila Pottern (Unit 26), and Ron Smookler (Unit 28) – 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 57, 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:**

The Financial Committee presented their concerns regarding coming up projects to be done during 2015. The Committee suggested that the board puts on hold some of the projects to avoid some of the expenses this year.

The board will improve the communication between the committee and the board on future projects.

d. **ARCHITECTURAL COMMITTEE:**

No report was given

e. **SOCIAL COMMITTEE:**

No report was given

4. **APPROVAL OF JANUARY 14, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the January 14, 2015 meeting minutes; Dan seconded. Motion carried unanimously.

5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending January 31, 2015. Upon motion duly made and seconded the financial statements for the period ending January 31, 2015 were approved. Motion carried unanimously.

6. **UNFINISHED BUSINESS:**

a. **Tree Pruning Proposal – Ratification:** The board unanimously approved via email the contract from Mountain High Tree for the pruning of trees in the community. Upon motion duly made and seconded the tree pruning proposal was approved. Motion carried unanimously.

b. **Additional Items from the Board:** No additional items were brought forward.

7. **NEW BUSINESS**

a. **Application for Construction Request – Unit 40:** The board reviewed the application submitted by unit 40 for the installation of two skylights and the replacement of current

skylights. The Architectural Committee submitted their recommendations to the board as follows:

Following careful consideration of the ACC Request for unit 40, the committee found that the request is covenant restricted (Covenant 305- "no additions or changes shall be made to the exterior of any townhouse.") The decision to proceed would denigrate the integrity of the existing structure and the board would not be able to be released from future responsibilities regarding leaking or other damage.

Therefore, our recommendation is that the request be denied unless the homeowners are able to present the board with evidence of prior approvals, at which time the board could then consider the request. As a committee, we cannot recommend approval of a request that violates a covenant.

The homeowner was informed that the board will look further into their application request.

- b. Meter Repairs and Backflow Installation Proposals – Pool:** The board reviewed the proposals submitted by Quality 1<sup>st</sup> Plumbing and 5 Star Plumbing for the meter repairs and the installation of a backflow at the pool. The board requested more details on the Quality 1<sup>st</sup> Plumbing proposal as what exactly is included with their proposal. The board was also informed that a third proposal from Premier Plumbing was to be submitted. The board will review the proposals at the March board meeting.
- c. Additional Items from the Board:** Eric made a motion to appoint Sheila Pottern to serve on the board to cover the recently opening after Pam Fey step down; Dan seconded. Motion carried unanimously. Sheila will also serve as a Board liaison for the Architectural Committee.

**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 8:30 p.m. to discuss a legal matter.

**11. ADJOURNMENT:** There being no further business the meeting was adjourned at 8:39 p.m.