

PROVENCE TOWNHOUSE ASSOCIATION

March 11, 2015 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Community Manager

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

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:04 p.m. at 10000 E Yale Ave Unit 26, 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 committee will be meeting on March 17, 2015 to review the landscape contract
 - 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 FEBRUARY 11, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the February 11, 2015 meeting minutes; Sheila seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending February 28, 2015. Upon motion duly made and seconded the financial statements for the period ending February 28, 2015 were approved. Motion carried unanimously.
6. **UNFINISHED 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 denied the application as the request violates the Declaration, (Covenant 305- "no additions or changes shall be made to the exterior of any townhouse.") Eric made a motion to deny the application, however the board will work with HidmanSanchez to draft an amendment to the Declaration regarding skylights; Kelly seconded. Motion carried unanimously.
 - b. **Meter Repairs and Backflow Installation Proposals – Pool:** The board reviewed the proposals submitted by Quality 1st Plumbing, Premier Plumbing, and 5 Star Plumbing for the meter repairs and the installation of a backflow at the pool. Eric made a motion to approve the proposal from Quality 1st Plumbing for \$5,187.00; Sheila seconded. Motion carried unanimously.
 - c. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. Light Repairs Proposal – Unit 37:** The board reviewed the proposal submitted by Piper Electric, which includes two different scenarios to be approached. One to provide trench from pool light near the pool or to tap off the nearest home power. A second contractor, Colorado Lighting, visited the community, however their proposal includes a not to exceed \$500.00 for the investigation of the problem. Management will seek other bids.
- b. Additional Items from the Board:** The board requested a draft of an ADR policy (Alternative Dispute Resolution) to be drafted by HidmanSanchez.

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 8:23 p.m. to discuss a legal matter.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 8:35 p.m.