

PROVENCE TOWNHOUSE ASSOCIATION

April 8, 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

Ron Naff (Unit 60), and Jennifer Doran (Unit 16) – Homeowners

Wayne Schafer – Quality 1st Plumbing

Wayne, representative of Quality 1st Plumbing attended the meeting to report regarding the current meter work/backflow project that is in place next to the pool area. They have run into issues and Denver Water has been contacted, this may cause some delay for the completion of this project.

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:19 p.m. at 10000 E Yale Ave Unit 26, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Ron Naff questioned about the concrete work that was done in front of unit 55. Mr. Naff was informed that Denver Water is responsible for the repairs and they complete as soon as weather permits.
3. **COMMITTEE REPORTS:**
 - a. **MAINTENANCE COMMITTEE:**

No report was given
 - b. **LANDSCAPE COMMITTEE:**

Valley Crest will be performing the spring clean-up this year.
 - c. **FINANCE/RESERVE STUDY COMMITTEE:**

Mr. Naff presented a template of a spreadsheet that will help with the planning of future projects. A brief discussion for future increases took place, due to the aging of the community and future projects.
 - d. **ARCHITECTURAL COMMITTEE:**

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

No report was given
4. **APPROVAL OF MARCH 11, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the March 11, 2015 meeting minutes; Cheryl seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The cost of the buy down policy for the wind and hail coverage was briefly discussed. The board will look at any possible options for the next policy. The Board reviewed the financial statements for the period ending March 31, 2015. Upon motion duly made and seconded the financial statements for the period ending March 31, 2015 were approved. Motion carried unanimously.
6. **UNFINISHED BUSINESS:**
 - a. **Light Repairs Proposal – Unit 37:** Management still in the process of seeking other bids.

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

7. NEW BUSINESS

- a. **Revision of the 2015 Landscape Contract:** The board reviewed the revised contract from Valley Crest. The landscape company was requested to remove a few items from their contract based on the community's needs. Kelly made a motion to approve the contract as submitted by Valley Crest; Sheila seconded. Motion carried unanimously.
- b. **Draft of Alternative Dispute Resolution (ADR):** The board reviewed the draft of the Alternative Dispute Resolution (ADR) prepared by HidmanSanchez. The board requested a more detail resolution to be presented at the next board meeting.
- c. **Ratification of Declaration Amendment Draft:** The board reviewed the draft for the amendment of the Declaration for future skylight installations requests from homeowners. Upon motion duly made and seconded the draft pending minor changes for the amendment of the Declaration was approved. Motion carried unanimously.
- d. **Additional Items from the Board:** The community garage sale will take place on June 6, 2015.

- 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 8:37 p.m. to discuss a legal matter.

- 11. **ADJOURNMENT:** There being no further business the meeting was adjourned at 8:58 p.m.