

PROVENCE TOWNHOUSE ASSOCIATION

May 13, 2015 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Community Manager

Carol Naff (Unit 60), Diana Moon (Unit 5), and Diana Holgerson (Unit 47) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:12 p.m. at 10000 E Yale Ave Unit 47, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Carol Naff reported a potential drainage issue similar than units 8 & 9, homeowner requested to look at this problem.
3. **COMMITTEE REPORTS:**
 - a. **MAINTENANCE COMMITTEE:**

The 2015 maintenance report was presented to the board. The repairs will be completed as budget permits.
 - b. **LANDSCAPE COMMITTEE:**

The walk inspection for this year is scheduled for June 5 as weather permits.
 - c. **FINANCE/RESERVE STUDY COMMITTEE:**

A brief report was given by Diana Moon. The committee asked if the funds that were transferred from the reserve account to operating to pay the insurance will be paid back. The board stated that the intentions of the board are to reimburse the reserve account if funds are available.

She also reported that two CD's are coming due in July.
 - d. **ARCHITECTURAL COMMITTEE:**

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

No report was given
4. **APPROVAL OF APRIL 8, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the April 8, 2015 meeting minutes; Cheryl seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending April 30, 2015. Upon motion duly made and seconded the financial statements for the period ending April 30, 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. **Draft of Alternative Dispute Resolution (ADR):** The board reviewed the revised draft of the Alternative Dispute Resolution (ADR) prepared by HidmanSanchez. Eric made a motion to approve the draft of the ADR as presented; Kelly seconded. Motion carried unanimously.
 - c. **Additional Items from the Board:** The board requested a proposal for the jetting of the sewer lines in the community, including locations and video.

7. NEW BUSINESS

- a. Ratification of Landscape Request – Unit 9:** The Board reviewed the application submitted by unit 9 for landscape improvements. Upon motion duly made and seconded the application was approved. Motion carried unanimously.
- b. Ratification of Architectural Request – Units 4 & 5:** The Board reviewed the application submitted by units 4 & 5 for the installation of a water fountain in the courtyard of these units. Upon motion duly made and seconded the application was approved. Motion carried unanimously.
- c. 2015 Painting Proposal:** The board reviewed the proposal submitted by Homestead Painting to perform the 2015 painting for units 30, 31, 32, 34, 35, and 36. The board requested an inspection with the contractor and the maintenance committee to look at the repairs needed on these units.
- d. Proposal for Repairs – Unit 52:** The board reviewed the proposal from RE Roofing for roofing and chimney repairs at unit 52. Kelly made a motion to approve the proposal from RE Roofing; Eric seconded. Motion carried unanimously.
- e. Additional Items from the Board:** No additional items were brought forward.

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 9:12 p.m.