

PROVENCE TOWNHOUSE ASSOCIATION

June 10, 2015 Board of Directors Meeting Minutes

PRESENT: Eric Holgerson, Kelly Dunham, Dan Parker, and Sheila Potters - Board of Directors

Ricardo Lases - Weststar Management, Community Manager

Ron Naff (Unit 60), Jennifer Doran (Unit 16), and Steve and Kate Buckius (Unit 40) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:08 p.m. at 10000 E Yale Ave Unit 25, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Sheila at unit 26 requested that the company that removed the tree from her courtyard inspect and improves the work that was done. More grinding of the stump may be necessary.

Ron asked for an update on the reported potential drainage issue similar than units 8 & 9, homeowner was informed that the board is waiting for proposal.

3. COMMITTEE REPORTS:

a. MAINTENANCE COMMITTEE:

The maintenance committee, board and management performed inspection with Homestead Painting for the buildings to be painted this year (Units 30-32 & 34-36). Homeowners will receive notice ahead of time as they will need to remove any planters or attachments that may impede the progress of the painting.

The inspection revealed several siding and trim damages due to the age of the buildings, the damaged trim and siding will be replaced during the painting project.

b. LANDSCAPE COMMITTEE:

A list of improvements to be done was presented to the board with recommendations of the landscape committee.

c. FINANCE/RESERVE STUDY COMMITTEE:

No official report was given due to the unseen operating expenses that had recently occurred. The board requested that the financial committee gives a presentation at the annual meeting to inform the members of the current financials of the community and the near future expenses.

d. ARCHITECTURAL COMMITTEE:

No report was given

e. SOCIAL COMMITTEE:

No report was given

4. **APPROVAL OF MAY 13, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the May 13, 2015 meeting minutes; Sheila seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending May 31, 2015. Upon motion duly made and seconded the financial statements for the period ending May 31, 2015 were approved. Motion carried unanimously.

6. UNFINISHED BUSINESS:

- a. **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. Kelly made a motion to approve the proposal as submitted including the trim/siding repairs; Dan seconded. Motion carried unanimously.
- b. **Light Post Repairs – Unit 37:** Dan reported that he found a very similar solar post light at Costco for about \$380.00 that could be used to replace the current non-working post. Kelly made a motion to replace the post with the solar post from Costco; Sheila seconded. Motion carried unanimously.
- c. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Flood Insurance Report/Proposal:** Some members of the community received a brochure from Urban Drainage and Flood Control District. The insurance agent was contacted and they reported the following information:

Each building must have its own flood policy and the maximum amount of flood insurance that can be obtained is \$500,000 per building, regardless of the total replacement value or number of units. For a \$500,000 building limit and a \$5,000 deductible, the annual premium per building would be \$4,497. To decrease the deductible \$1,500 would bump up the annual premium to \$4,806

The board will request a map from the City showing the exposure of Provence or of any buildings that may be within the flood zone.

- b. **Ratification of Mulch Proposal:** The Board reviewed and approved via email the proposal from Valley Crest to apply mulch throughout the community. Upon motion duly made and seconded the proposal was approved as submitted with Harvest Brown Mulch. Motion carried unanimously.
- c. **Ratification of Pruning Proposal from Snow Storm:** The Board reviewed and approved via email the proposal from Mountain High Tree to prune all the broken limbs and stubs affected in the common areas due to the recent snow storm. Upon motion duly made and seconded the proposal was approved as submitted to not exceed \$770.00. Motion carried unanimously.
- d. **Ratification of Pool Pump Replacement:** The Board reviewed and approved via email the proposal from Elite Pools to replace the pool pump. Upon motion duly made and seconded the proposal was approved as submitted. Motion carried unanimously.
- e. **Garage/Post Lights Volunteers:** Three candidates submitted their information to volunteer replacing garage lights, common area lights including the cleaning of the interior of the post bulbs, and the front lighting of the community. Kelly made a motion to accept Andy at unit 16 as the volunteer to help with the lighting needs in the community; Dan seconded. Motion carried unanimously.
- f. **2015 Roof Maintenance Proposal Units 30 – 36:** The board reviewed the proposal submitted by RE Roofing to perform the roof preventative maintenance for units 30, 31, 32, 34, 35, and 36. Kelly made a motion to approve the proposal as submitted; Dan seconded. Motion carried unanimously.
- g. **Sewer Line Jetting Proposal:** The board reviewed the proposal from Quality 1st Plumbing for the sewer lines jetting including a DVD and report of findings. Kelly made a motion to approve the proposal as submitted by Quality 1st Plumbing; Sheila seconded. Motion carried unanimously.
- h. **Draft of Limited Declaration Amendment – Skylights and Domes:** The board reviewed the draft of the Limited Declaration Amendment regarding installation of skylights and domes prepared by HidmanSanchez. Kelly made a motion to approve the draft of the Limited Declaration Amendment as presented; Eric seconded. Motion carried unanimously.

- i. **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 9:49 p.m.