

PROVENCE TOWNHOUSE ASSOCIATION

July 22, 2015 Board of Directors Meeting Minutes

PRESENT: Eric Holgerson, Kelly Dunham, and Sheila Pottern - Board of Directors

Ricardo Lases - Weststar Management, Community Manager

Ron & Carol Naff (Unit 60), Ron Smookler (Unit 28), 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:**

No report was given
 - c. **FINANCE/RESERVE STUDY COMMITTEE:**

Ron gave the finance report committee. A detail presentation will take place at the annual meeting regarding the current and future financials of the community.
 - d. **ARCHITECTURAL COMMITTEE:**

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

No report was given
4. **APPROVAL OF JUNE 10, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the June 10, 2015 meeting minutes; Eric seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending June 30, 2015. Upon motion duly made and seconded the financial statements for the period ending June 30, 2015 were approved. Motion carried unanimously.
6. **UNFINISHED BUSINESS:**
 - a. **Flood Insurance Report/Proposal:** The board continues working on this flood insurance investigation, the board may visit the C&C Denver offices to view an actual map indicating the flood zone. With the current information that the board has, it seems that only one unit may be in the flood zone.
 - b. **Draft of Cover Letter and Consent Form – Limited Amendment of Declaration:** The board reviewed the draft of the cover letter prepared by HidmanSanchez, the following additions were requested:

The Board of Directors has been approached by owners requesting the approval for the installation of skylights. The current Declaration does not allow any addition or changes to the exteriors per Section 305h.

The Board is aware that in the past owners have installed skylights without the approval of the board. These skylights are not the association's responsibility to be replaced, repaired and/or maintained, since these installations/additions have been done by individual owners. The amendment of the Declaration will clarify the responsibility of the skylights as well as the stipulations of skylight installations or replacements.

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

7. NEW BUSINESS

- a. **Proposal for the Removal of Trees/Shrubs:** The proposal from Mountain High Tree was revised by the board for the removal of dead trees and shrubs. A few items need to be pruned instead of removed as they are not dead.
- b. **Drainage Repairs Proposal – Unit 60:** Palace Construction has submitted a proposal to repair the drainage issues next to unit 60. The price for the repairs is \$7,616.00; Shay from Knott Laboratory will be reviewing the proposal as he seems to believe that there may be a most effective and lower cost solution.
- c. **Banking Transition:** Upon motion duly made and seconded the board made a motion to switch their bank accounts from Citywide to Mutual Omaha Bank at no cost to the association. Motion carried unanimously.

- d. **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 9:16 p.m.