

PROVENCE TOWNHOUSE ASSOCIATION

August 12, 2015 Board of Directors Meeting Minutes

PRESENT: Dan Parker, Kelly Dunham, and Sheila Pottner - Board of Directors

Ricardo Lases - Weststar Management, Community Manager

Carol Naff (Unit 60), Michael DeSciose (Unit 49), and Jennifer Doran (Unit 16) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:05 p.m. at 10000 E Yale Ave Unit 25, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Michael DeSciose reported an ongoing drainage issue between units 49 and 50. The board requested a bid along with the revised proposal for the similar drainage problem at unit 60.
3. **COMMITTEE REPORTS:**
 - a. **MAINTENANCE COMMITTEE:**

The 2015 painting will begin at the end of the month pending weather for units 30-32 and 34-36.
 - b. **LANDSCAPE COMMITTEE:**

The landscape committee would like to create a scheduling of annual improvements per building.
 - 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 JULY 22, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the July 22 10, 2015 meeting minutes; Sheila seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending July 31, 2015. Upon motion duly made and seconded the financial statements for the period ending July 31, 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 has been provided to the board, it seems that only one unit may be in the flood zone.
 - b. **Ratification of Cover Letter and Consent Form – Limited Amendment of Declaration:** The board reviewed and approved via email the cover letter and consent form to be sent to all unit owners for the proposed Amendment of the Declaration regarding skylights.

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

7. NEW BUSINESS

- a. **Sewer Repairs Proposal:** The board reviewed the proposal submitted by Quality 1st Plumbing to repair the crack on the main sewer line identify by unit 40. The board requested additional proposals.
- b. **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.