

PROVENCE TOWNHOUSE ASSOCIATION

September 9, 2015 Board of Directors Meeting Minutes

PRESENT: Eric Holgerson, Dan Parker, Kelly Dunham, Cheryl Cohen Vader, and Sheila Pottern - Board of Directors

Ricardo Lases - Weststar Management, Community Manager

Diana Moon (Unit 5), Rosemarie Koplin (Unit 58), Karen Gruber (Unit 29), and Diana 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 57, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** It was requested to have the association's insurance policy available for owners upon request.
3. **COMMITTEE REPORTS:**
 - a. **MAINTENANCE COMMITTEE:**

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

The landscape committee had a walk through after the last pruning looking for improvements or failure of shrubs and trees.
 - c. **FINANCE/RESERVE STUDY COMMITTEE:**

Karen Gruber gave a report of the presentation to be done by the finance committee at the annual meeting.
 - d. **ARCHITECTURAL COMMITTEE:**

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

No report was given
4. **APPROVAL OF AUGUST 12, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Sheila made a motion to approve the August 12, 2015 meeting minutes; Dan seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending August 31, 2015. Upon motion duly made and seconded the financial statements for the period ending August 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. **Sewer Repairs Proposal:** The board reviewed the sewer line video provided Quality 1st Plumbing. The board requested additional information regarding units 30-32 and 55-60. Management will contact the contractor requesting additional video material, which man holes were accessed and any recommendations regarding the tree roots in the video.

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

7. NEW BUSINESS

- a. **Ratification of Application Request – unit 23 – Replacement of Windows:** The board reviewed the application submitted by unit 23 for the replacement of windows. Upon motion duly made and seconded the request from unit 23 was approved. Motion carried unanimously.
- b. **Insurance Letter:** Upon motion duly made and seconded the draft of the insurance coverage letter was approved. Motion carried unanimously. The board requested the letter to be mailed with the 2015 annual notice.
- c. **2015-2016 Snow Removal Proposals:** The board reviewed the proposal from Valley Crest to perform the 2015-2016 snow removal in the community. The board requested additional clarification on the contract.
- d. **Fall 2015 Gutter Cleaning:** The proposals from Homestead as well as RE Roofing for the 2015 gutter cleaning were reviewed. Additional information was requested on both proposals.
- e. **Courtyards Responsibilities:** The board discussed the courtyards responsibilities and explanation from HidmanSanchez regarding this topic. The board requested that HidmanSanchez draft a resolution for the courtyard responsibilities to avoid confusion and for the better understanding of the responsibilities as dictated on Section 407 of the Declaration.
- f. **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 9:15 p.m.