

PROVENCE TOWNHOUSE ASSOCIATION

October 14, 2015 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Management, Community Manager

Jennifer Doran (Unit 16), Ron Naff (Unit 60), Pat Horoshak (Unit 12), Rich Eisenberg (Unit 59), Susan Williams (Unit 54), and Karen Gruber (Unit 29) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:01 p.m. at 10000 E Yale Ave Unit 36, Denver CO, 80231. A quorum was established.

2. **HOMEOWNERS FORUM:** Ron Naff requested the status of the drainage repairs at unit 60.

Susan Williams at unit 54 reported that her property inspection reflected some possible structural issues and requested an engineer to look at her front porch.

3. **COMMITTEE REPORTS:**

- a. **MAINTENANCE COMMITTEE:**

No report was given

- b. **LANDSCAPE COMMITTEE:**

No report was given.

- c. **FINANCE/RESERVE STUDY COMMITTEE:**

The landscape committee submitted their materials to be presented at the annual meeting to the board.

- d. **ARCHITECTURAL COMMITTEE:**

No report was given

- e. **SOCIAL COMMITTEE:**

No report was given

4. **APPROVAL OF SEPTEMBER 9, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Sheila made a motion to approve the September 9, 2015 meeting minutes; Dan seconded. Motion carried unanimously.

5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending September 30, 2015. Upon motion duly made and seconded the financial statements for the period ending September 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 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 for the board

to make a decision. Additional bids from 5 Star Plumbing and Premier Plumbing were presented to the board.

- c. **2015 – 2016 Snow Removal Proposal:** The board reviewed the proposal from Valley Crest to perform the 2015-2016 snow removal in the community. Sheila made a motion to approve the revised snow removal contract as submitted; Eric seconded. Motion carried unanimously.
- d. **Fall 2015 Gutter Cleaning:** The proposals from Homestead as well as RE Roofing for the 2015 gutter cleaning were reviewed. Eric made a motion to approve the proposal for the gutter cleaning as presented by RE Roofing; Dan seconded. Motion carried unanimously..
- e. **Additional Items from the Board:** Upon motion duly made and seconded the architectural application for the replacement of windows at unit 59 was approved as submitted. Motion carried unanimously.

7. NEW BUSINESS

- a. **Ratification of Application Request – unit 59 – Fence Replacement:** The board reviewed the application submitted by unit 59 for the replacement of their fence. Upon motion duly made and seconded the request from unit 59 was approved. Motion carried unanimously.
- b. **Architectural Application Request – Unit 41:** The board reviewed the application submitted by unit 41 for the installation of a pergola, extension of their patio and landscaping additions. Upon motion duly made and seconded the request from unit 41 was approved with the exception of the proposed Blue Spruce tree to be planted in the courtyard. The rest of the landscaping material to be planted on the courtyard will be maintained by the association. Motion carried unanimously.
- c. **Ratification of 2016 Budget:** Upon motion duly made and seconded the 2016 budget was approved with an increase of dues. The monthly assessments for 2016 will be \$365.00. Motion carried unanimously.
- d. **Draft of Courtyards Responsibilities Resolution:** The board reviewed the draft of the Courtyard responsibilities resolution drafted by HidmanSanchez. The purpose of the resolution is to avoid confusion and for the better understanding of the responsibilities as dictated on Section 407 of the Declaration. Eric made a motion to approve the resolution as drafted; Sheila seconded. Motion carried unanimously.
- e. **Additional Items from the Board:** The board reviewed the proposal submitted by Palace Construction to repair the drainage issues at unit 60 as well as between units 49 and 50. Eric made a motion to approve the drainage repairs between units 49 and 50 to be completed this fall; Dan seconded. Motion carried unanimously. The board will revisit the drainage repairs for unit 60 during the Spring of 2016.

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 9:17 p.m.