

PROVENCE TOWNHOUSE ASSOCIATION

December 9, 2015 Board of Directors Meeting Minutes

PRESENT: Eric Holgerson, Dan Parker, Cheryl Cohen Vader, and Kelly Dunham - Board of Directors
Ricardo Lases - Weststar Management, Community Manager
Jennifer Doran (Unit 16), Ron Naff (Unit 60), and Steve Buckius (Unit 40) – Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 7:02 p.m. at 10000 E Yale Ave Unit 47, Denver CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Steve at unit 40 resubmitted his application for the installation of skylights. Ron Naff requested the status of the drainage repairs at unit 60.
3. **COMMITTEE REPORTS:**
 - a. **MAINTENANCE COMMITTEE:**

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

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

CD accounts were discussed.
 - d. **ARCHITECTURAL COMMITTEE:**

The board requested the recommendations from the Architectural Committee regarding house numbers.
 - e. **SOCIAL COMMITTEE:**

No report was given
4. **APPROVAL OF OCTOBER 14, 2015 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kelly made a motion to approve the October 14, 2015 meeting minutes; Cheryl seconded. Motion carried unanimously.
5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending November 30, 2015. Upon motion duly made and seconded the financial statements for the period ending November 30, 2015 were approved. Motion carried unanimously.
6. **UNFINISHED BUSINESS:**
 - a. **Additional Items from the Board:** No additional items were brought forward.
7. **NEW BUSINESS**
 - a. **Architectural Application Request – Unit 49:** The board reviewed the application submitted by unit 49 for the installation of gutter covers. Kelly made a motion to approve the application from unit 49 as submitted with the understanding that the owner will be responsible for the maintenance and replacement of the gutter covers; Dan seconded. Motion carried unanimously.

b. Additional Items from the Board:

b.1 2016 – 2017 Insurance Policy: The board reviewed the proposals submitted Peliton Insurance for the 2016-2017 insurance policies. Kelly made a motion to approve the insurance coverage as follows; Eric seconded. Motion carried unanimously.

Property/General Liability - American Alternative without wind and hail buy down.

Fidelity – Travelers

D&O Liability – Travelers

Umbrella – Greenwich

Workers Compensation – PMA

b.2 Architectural Application Request – Unit 40: The board reviewed the application submitted by unit 40 for the installation of skylights. Dan made a motion to approve the application of unit 40 as submitted, pending the recommendations from the ACC; Cheryl seconded. Motion carried unanimously.

b.3 Architectural Application Request – Unit 55: The board reviewed the application submitted by unit 55 to replace the fence between units 55 and 56. Kelly made a motion to approve the application of unit 55 as submitted; Dan seconded. Motion carried unanimously.

b.4 Architectural Application Request – Unit 25: The board reviewed the application submitted by unit 25 to replace their AC unit in their backyard. Eric made a motion to approve the application of unit 25 as submitted; Dan seconded. Motion carried unanimously.

8. MANAGER'S REPORT: The Board reviewed the manager's report. The board requested a copy from the Roofing Company with their finding after the gutter cleaning.

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 7:55 p.m.