

# Grandview Villas

## HOA Board Meeting Minutes

### February 11, 2014

---

#### Call to order 7:00 pm.

#### Attendees: (via teleconference)

Board: Ken Martinez, Tom Bruton, Kevin Muegge, Diane Harris, Bill Klopfenstein, Valerie Busch, Denise Lohness

#### Opening Comments (Ken) – 5 minutes

#### Review & Approval of Minutes (Diane) – 5 minutes

- Diane to work with Valerie to obtain notes from the January meeting and distribute for approval and send to Bill for posting on the website.

#### General Updates

#### Finance (Kevin) – 20 minutes

- Having trouble with getting financials prior to our board meetings. Usually comes out the 10<sup>th</sup>-12<sup>th</sup> of the month.
- Reviewed overall balance sheet. Biggest expenses are snow removal and insurance.
- Adjusted Current Aging report to move old aging to a separate report
- Will be more proactive regarding collections (any two consecutive pmts)
- Placed a lien on unit 212. Unit 208 is an ongoing problem.
- Do we want to discuss financials for each month at the following months meeting to allow for time to review?

*Bill motioned that we move our meetings instead. Board consensus is to move our HOA meetings by one week. Motion carries.*

#### Tax Preparation Plans

- Kevin will begin pricing out tax services.
- Looking for a price better than \$250 to file our 1-page interest income statement.

#### Global Asset Recovery

- Ken thanks Kevin for all his hard work on the aging
- Hearing on Thursday Feb 20<sup>th</sup> at 1pm in Hot Sulphur Springs court
- Received Electric bills from GAR, but did not make any other good faith payments

## Supplier / Maintenance (Ken) – 15 minutes

### Snow Removal Update

- 6 inch limit has been challenging, due to heavy snow
- We have run out of storage space, so we need to have Dirt Works remove snow from the property. This will cause an overspend on our snow removal budget but will maintain our property and safety of owners and their guests.
- City has put us on notice regarding snow piles on portal road, and Ken has asked them to stop plowing city snow against our garages. Generally a very agreeable discussion.

### Landscape RFP's / Interviews

- Will need to be creative about our landscaping budget to get back on track as a result of overspend on snow

### Asphalt Repairs

- Need to start thinking about needed repairs in front of trash dumpster

## Website (Bill) – 20 minutes

### Content Updates

- Content has gotten stale. Need to get financials (Kevin), minutes for December/January (Diane), Policy (Kevin), and Community Rules (Valerie)
- Diane will take charge of updating calendar dates
- Billing & Collection Policy. Kevin will provide to Bill for posting
- Valerie will take the action to get the community rules over to Bill for posting
- Confirmed that Grandview is one word per the official documentation.
- Bill needs to have the contact info for Bottom Line Bookkeeping
- Kevin discussed the possibility of posting the insurance information on the site for re-fi or financing purposes. He reached out to other boards and it was recommended by others that we do not make that information available on the web. Kevin will provide to any realtors/banks/title companies. Board agrees with this plan.

*Ken moved to accept the collection policy & rules. No objections, motion carries.*

## Architectural (Tom) – 5 minutes

- Tom will have something to present at the March meeting. (Diane to add to the agenda)
- Tom will email drafts to the board for review
- Kevin and Ken offered to help
- Tom will price out a Granview Villas sign for the property. Board agrees that it's a low priority due to our financial unknowns with snow removal and GAR.

## **New Business - 5 minutes**

- Valerie asked about the process for being notified if any units are sold and who the contacts are. Kevin will be contacted for status on open liens, pending sales, and final sales, and will make the board aware as status changes.
- Community Rules: Valerie brought up the idea of doing a paper mailing of community rules in addition to the website. Board consensus is to send a postcard to all owners with the website information.

## **Next Meeting - 5 minutes**

Tuesday, March 18th, 2014 7:00 pm (con call)

Sunday, April 13th, 2014 9:00 am (in person)

Tuesday, May 20th, 2014 7:00 pm (con call)

## **Adjourn 8:15 pm**