

Grandview Villas  
HOA Board Meeting Minutes  
Saturday 8/27/2016

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**Called to order 10:16 am (MST) by President Tom Bruton**

**Attendees:**

- **Board Members:** Tom Bruton, Sharon Kissell, Phyllis Schierioth, Mariann Babuska, Dawn Dobson
- **Non-Board Members:** Will O'Donnell, Joe Kissell
- **Not in attendance:** all members present

**Approval Prior Minutes (Phyllis) : [July 2016 Minutes](#) (Click link to view)**

- Review & Approval of July Minutes
  - Motion: Dawn
  - Second: Sharon
  - Results: Motion Approved

**Finance Report (Mariann) Financial Overview**

- Discussion regarding increasing check authorization requiring two signatures from \$1000.00 to \$2000. Result: checks over \$1000.00 requires two signatures remains.
- Vote to accept Treasurer's report. Approved as reported
- Discussion re: liens on delinquent HOA fees. (see New Business)
- Budget Discussion (Operating and Reserve)
  1. GVVillas is "Non-Profit" entity. Mariann indicated the need to change the statement to "Funds" rather than "Equity Funds" in financial reporting from Bottom Line Bookkeeping to reflect the non-profit status. . Approved. Mariann will communicate approval to BLB to initiate the phrase change.
  2. Budget. Mariann will set up financials according to DORA standards: Operating Fund and Reserve Fund, plus a Balance Sheet. The Budget will follow P&L each month.
  3. 2017 Budget information is due to Mariann by 1st week in December (2016)
  4. Will recommended keeping track of maintenance contracts in a log to include vendor name, contact name and cost. Dawn will create a log. Mariann will send copy of mtc repair invoices for individual units to Will for approval.
  5. Discussion re: bad dept of \$23,018 written off last year return. Due to Bldg 3 foreclosures and unpaid HOA dues, the bad debt was written off.
  6. Mariann requested the signed HOA copies of previous year tax returns from past president, Ken Martinez.
- Procedure implemented for current sales RE: Title companies request for information from GVV HOA. New procedure: Title Company is sending email to Mariann. She is

forwarding to BLB for completion. BLB will deposit the \$100 transfer fee directly to GVV checking account.

### **Current & Pending Sales (Tom)**

Pending Sales: Bldg 2 unit # 115 Hal & Willyne Stanislaw

Recently completed closings:

Bldg 205, unit #211, Steve Shideler & Darcy Bell

Bldg 207, unit #114, Tom & Deb Jenkins

### **Property Maintenance (Tom & Will)**

- Fire Suppression System & Monitoring Update
  1. Cintas is current Fire Suppression vendor. Will has scheduled Annual Inspection of all buildings for Mon, Aug 29 and has notified all homeowners, via email, for home access.
  2. Current Board approved "Repair Proposal and Annual Inspection" from Cintas.
  3. Homeowner Dianne Harris asked that Board provide documentation of monitoring for her insurance company. Will O'Donnell will prepare letter for Ms Harris.
  4. Board members toured the property examining the fire suppression and monitoring closets located in each bldg.
  5. Discussions regarding water damage damage in 105 and 102. Will is contacting handyman, Mark Carrington, to repair drywall.
  
- American Family Insurance Review.
  1. Tom, Phyllis & Sharon met with insurance agent, Leslie Wiese, Aug 22, to discuss current and proposed insurance coverage.
  2. Ms Wiese has written a letter for all homeowners explaining coverage provided by the HOA and what the individual homeowner is responsible for. Dawn will email letter to all homeowners .
  3. Insurance contract renews Sept 17, 2017. The Board voted to approve continued coverage with American Family Insurance.

### **Property Services/Contracts: (Tom)**

- Garbage Bids - Jan & Tom obtained one bid. Other bids are outstanding.
  
- DORA Annual Registration completed by Phyllis. Registration was 2 years in arrears and is now current.
  
- Noriyaki & Parker, located in Granby
  1. Tom spoke briefly via telephone with Attorney Noriyaki introducing the new Board. She agreed not to charge the HOA for time spent during the introduction. Tom reported a positive conversation. The Board approved retaining Noriyaki & Parker at the rate schedule provided. Tom will follow up with the signed contract.
  2. Tom will schedule appt with Attorney Noriyaki to further discuss HOA bylaws relating to Limited Common Elements and fees.

### **Rules and Regulations - no discussion**

## **Architecture Committee Update- no discussion**

### **New Business**

- Google “Hangout” for remote conference call-in
- Rental fees- nightly, weekly, long-term
- Parking
- Re-establish Welcome Committee for Grandview Villas community
- Establish Grand Lake community good will. Cancer Walk Sept 24-25. Dawn suggested setting up water stand manned by Board members & volunteer homeowners with recognition for our community i.e. banner, t-shirts.
- Grandview Villas letterhead stationery. Dawn will speak to Bill K.
- Project Proposals and vendor bids
  - Plowing, mowing, weeds
  - Roof Snow Removal
  - Concrete Bids
  - Asphalt Repair Bids
- Mariann: Fed Tax returns for past 3 year-status
- Mariann: garages added on balance sheet
- Mariann: Billing & Collection Policy

**Next Board Meeting: Saturday, Oct 1 @ Phyllis (#304) 10:00 am**

**Adjourn: 2:30pm**

Respectfully Submitted: Phyllis Schierioth, Asst. Secretary