

## Grandview Villas - Annual Meeting Agenda

10/3/2017 - 7:00 pm MST

On-Line Meeting

Dial-up Access#: (515) 604-9862 Access Code: 443208

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**Call to order: 7:08 pm (MST)**

### **Attendees:**

- **Board Members:** Kevin Muegge, Tom Bruton, Sharon Kissell, Dawn Dobson, Mariann Babuska, Jerry Wexler
- **Owners:** Joe Kissell, Jan Bruton

**Proxy Participants:** None

**Reading of Minutes:** [Board Meeting Minutes 8/23/2017](#) One amendment made, with Kevin Muegge listed in opposition to Parking Tags Motion Motion to accept by Sharon, second by Mariann, Minutes approved

### **President's Report:**

- **Project/Contract Updates:**

- **Gutters:** Kevin concerned about quality of installation with new gutters on garages as you can see the white flashing due to too much incline. Randy and Mariann are going to look at it this weekend.
  - **Insulation/Heat Cable:** Heat cable installed, but only half of what we requested. We are getting more bids to finish
  - **Electrician:** Getting bids for hook-up, one of electricians while surveying area discovered that only one of the circuits on Bldg. 3 was controlled by the timer, which contributes to some of the costs.
- **Garbage:** We cut back to one pick-up per week, have new dumpster (was backordered) with steel lid, added cables and latches, seems to be working well - no more bear cleanups! Thanks to all who helped with the clean-up
- **Roof Inspections/Repairs:** Repairs are completed and paid for, will be continuing to pursue the heat cable continuation and electrical work.
- **Fire Suppression Inspection Results:** Everything passed, originally, there was one issue with labeling that the inspector corrected to passing as he said that was not a concern. Tom shared the anti-freeze ratings for each building. Bldg.1 was -1 degrees, others were minus -16 and -12; when calibrated and considering for backflow these readings are taken at the weakest point in the system, probably much lower (closer to -45 for bldgs 2&3) Discussion about whether to recharge the system or wait for insulation. Kevin felt that we have enough heat in attics as we are getting

condensation. Mariann wondering when or if bldg 1 was re-charged in the past. Board decided to table this and continue to monitor at this point, consider insulation in future budgeting process

- **Garage repairs:** New owners sent pictures of the Garage for Unit 209 which had several holes in the sheet rock from past owners. They were original owners of the unit. Tom would like us to send letter and request that they arrange or pay for repairs. Talked about the need to do a walk through of the garages before closing so that we can recoup costs prior to closing. Tom would also like to do a walk through to get pictures for baseline data. Joe clarified that garages are limited common elements and that owners are responsible for repairs. Dawn motioned: Get a contractor to complete repairs and send bill and letter to owner informing them of the Declarations requiring them to cover damages. Sharon seconded. Motion carried unanimously.
- Kevin and Mariann had follow-up discussion about garages not being listed as an asset on our Balance Sheet.

#### **Treasurer Report:**

- **Operating Budget Balance:** 20,063.46 Aug. 31 as per Balance Sheet from BLB
- **Reserves Budget Balance:** 20,536.31 Aug. 31 as per Balance Sheet from BLB
- **Aging Summary:** Two outstanding accounts 61-90 days, and several finance charges from change in dues. One member contacted board and acknowledged they are overdue and will be making payments and will be responsible for late fees/finance charges. Another member is also overdue, need to check that they were billed correctly as they are newer owners, research showed that payment was made last quarter late.
- **Owner Request:** Board received letter from an owner requesting that he not be charged late fees/finance charges as his check was lost. Sharon was given the check in August as he had incorrectly written it out to BLB. Lisa at BLB said she notified him of this and asked him to re-issue his check. He since has paid the Dues amount, but is requesting that late fee & finance fees be waived. Discussed the need to avoid setting precedence with fees, but felt reasonable to waive for this owner as per his request.
- **Bookkeeping:** Mariann concerned about quality of Bookkeeping services. She would like us to consider changing to CMC. Their system connects directly to their bank Centennial in Fraser, deposits are deposited and booked within 24 hrs.. It would also allow for automated payments. They would also do budgets they would look at our reserves budget and operating budget and help us develop. They would also do the Billing, and Past Due Receiving/Collectibles.

Dawn brought up concerns about increase in cost (150.00/month) and effect of banking in Fraser. Kevin shared his perspective that we have evolved and have new needs. He questioned if we need to continue to work with Bottomline or change to new. Mariann said they will not do cash forecasting.

- Tom had to leave, Sharon took over the meeting. Sharon proposed that we look at trying to work it into our budget for next year. Mariann asked that we have a budget planning meeting to develop and propose a budget for 2018. Decided November would be good to do this. Dawn will notice this as a Budget Workshop meeting, no formal action will be taken.
- **Taxes:** Mariann will call Tim Day (CPA) to make sure he files our taxes
- **Reserves Allocation:** Dawn motioned that we transfer \$11,750.00 for third quarters allocation to money market account. Kevin Seconded, passed unanimously.

#### **New Business:**

- **Parking Tags** - Joe reported that the Tags are in, have the number of the unit and back indicates how to use it. Includes the \$5.00 replacement fee. Joe payed \$374.20 requested reimbursement. Board brainstormed ideas on how to distribute tags, and acknowledge receipt. Sharon suggested that we send a mass email asking folks if they would like to have Will enter their units and distribute, otherwise, they would be mail. Mariann and Randy will check in with Will on his ability to do this.
- **HOA Insurance Policy** - Tom received recommendation from the American Family Agent (Stephanie) that we add a \$24.00/month Condo Enhancement Endorsement which increases a number of our coverages including debris removal, electronic data, lock-key replacement, new property additions, ordinance law changes, sewer back-up (not covered in current policy). Tabled and Tom asked board members to call and get more information on the coverage. Board will discuss again next meeting.

**Meeting adjourned at: Dawn Motioned, that we adjourn at 9:53; Mariann second motion carried.**

**Next Board Meeting: TBD**

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