

Grandview Villas - Board Meeting Minutes
2/27/2018 - 6:30 pm MST
On-Line Meeting
Dial-up Access#: (515) 604-9862 Access Code: 443208

Call to order: Tom called to order 6:36 pm.

Attendees:

- **Board Members:** Sharon Kissell, Tom Bruton, Mariann Babuska, Kevin Muegge, Dawn Dobson
- **Owners:** Jan, Shawn Bruton,
- **Proxy Participants:**

Secretary Report: Reading of Minutes [1/16/18 Board Meeting Minutes](#) (5 minutes)

Sharon moved to accept the minutes with the modification that Mariann's email regarding concerns be attached to the minutes, Jerry second, Minutes accepted with amendment

President's Report: (25 Min)

- **Meeting Norms, Points of Order:** Tom shared that he has concerns about the processes in our meetings, wants to keep it somewhat fun without getting too out of order and avoid arguments. Will be working to enforce Robert's Rules of Order. Will ask folks to comment without speaking over others, items for Agenda need to be sent to Secretary, will not entertain items not on the Agenda, wants folks to work together and be polite.
- **Staining Contract:** We received three bids: Marty Witzman, Patrick Cleary PC Painting, Color Image Painting. Board held an on-line vote, voted to award contract to Marty Witzman. Votes were four in favor; one opposed
- **Reserves Allocation Transfer:** Tom transferred the first quarter 11,760 Reserves Allocation on 2/7/18; Tom then mistakenly transferred 5880.00 on 2/23/17 in error, this transfer will be reversed to back to operating. He will reverse on 2/28/18.
- **Sales Update:** We have two new Sales, Rutherford sold 212, will close in April; Global Asset will be selling 306 to John Kundert, closing in next month.
- **Asphalt Update:** Will need to hire someone to clean and remove weeds from cracks, then Grand County Asphalt will come in and patch/repair. Will hold price of 2900.00 with no more than 10% increase from bid if his vendors went up.
- **Electrical Repairs Building 1 Lights:** Several board members attempted to fix, Electricians inspected and reported that the fixture housings were rusted out within and need replacements. Dawn will continue to search and try to find new

ones, will get extra for the others, this will come from maintenance budget. Will try to get better quality, than what we have. Will also explore LED and send email to board.

- **Parking Tags Committee:** We haven't added anything to our by-laws to determine what penalties and procedures would be. Tom asked for volunteers for Ad-hoc Committee to research and develop our policies before the Annual Meeting. Sharon nominated Joe Kissell to head the Committee to draft a policy/amendment for by-laws.
- **Attorney Update:** Tom met with Attorney and asked if we can charge short term renters a fee. She said yes as long as the board voted for it and we can justify the additional expenses. Group started to discuss and brainstorm, Kevin requested we put this on Agenda for the next meeting.

Treasurer Report: (20 minutes)

- **2017 Year End Report:** Mariann shared the Actual to Budget, she and Tom will clarify with Bottom Line about categorization of some reserves items in Maintenance for the Gutter Work, and 10,000 for Snow Removal.
- **Operating Budget Balance: 12,466.22**
- **Reserves Budget Balance: 42,185.94**
- **Aging Summary:** Five owners are past due, they are getting a 25.00/month plus 1% per month compounded. Upon review of our policies Bookkeepers have only been charging per quarter, this is in error, policies state that we should charge \$25.00 monthly. Tom will instruct to correct that billing error to monthly for all the current outstanding accounts.
 - One resident did make an extra \$600.00 payment, but have not responded to board requests to contact us and make arrangements for a payment plan. Registered Letter sent and was returned unopened. Will O. hand delivered letter, they made a payment a couple of days later. Tom will issue another letter, will include the reminder that the fee is \$25/month

Vice President: (5 Minutes)

- **Past Due Notices:** Sharon sent letters to all on the previous Aging Summary. We did receive several payments, still are four outstanding for Dues one owes Late Fees.

New Business:

- **Budget Discussion**

- **Kevin funding discussion (5 minutes) Kevin moved to postpone this item until further notice**
- **Review Draft Operating Budget (15 minutes)**
- **Review Draft Reserves Budget (15 minutes)**

Meeting adjourned at: Tom adjourned the meeting at 9:27 pm

**Next Board Meeting: Budget Meeting Grand Lake Center
March 24, 2018 @ 3:00 pm**

Board Workshop Session March 9, 2018 - @ 6:00 pm

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