

Grandview Villas - HOA Board Meeting Agenda
August 18, 2018 10:00 am MST
Joe Kissell's Condo 204

Call to order: Meeting called to order by Tom Bruton @10:12 am MST

Attendees:

- **Board Members: Joe Kissell, Krystal Constenius, Dawn Dobson, Tom Bruton, Terry Nelson**
- **Owners Present: Brad Niederman, Tammy Niederman, Jan Bruton**
- **Remote Participants: Will O'Donnell, Denise Thode**
- **Vote by Proxy: None**

Reading of Minutes: Secretary: [7.21.18 New Board Member Meeting](#)

- **Amendments: None**
- **Motion to Accept: Terry Motioned to Accept, Tom second, Minutes accepted**

President's Report:

- **Project Update:**
 - **Asphalt Repairs COMPLETED, Paid out of reserves \$2977.00**
 - **Staining completed \$18,000.00 Paid from reserves**
 - **Plowing/Mowing Contracts Got bid for \$70.00/hr for plowing and \$45.00 for shoveling/snow removal, \$50.00 for Roof shovel from Shawn Bruegger for Snow Removal. The Dates were incorrect, will need them revised to reflect 2018-2019. Discussion occurred with owners, would like to see it shoveled sooner before it gets packed down. Joe motioned to accept the contract with a revision of dates, amend sidewalk shovel to 2", and try to add a 2 year optional extension as long as funds are available. Comments: Need to keep sidewalks dry, need to push it into the back of the yard and keep the walkways clear to common area. Maintenance committee will communicate needs and monitor performance. Second: Terry Motion carried unanimously**
 - **Lighting Upgrades - Electricians will be coming in the next week to install 14 lights cost estimate of \$700.00. At this point several more**

garage lights have gone out, replacing approximately every other one. Joe motion to purchase 5 more lights; Krystal Second. Motion carried unanimously. Dawn order and funds will be allocated from maintenance; need to let Bottom Line Know funds come from Maintenance.

- Grade Repairs BLDG 205: Shawn Bruegger gave us estimate for \$2200.00 Dawn Motion: Award Grade Repair contract to Shawn Bruegger, Tom Second. Motion carried unanimously
- **Bookkeeping:**
 - Tom spoke with Bottom-Line and they are willing to continue as Bookkeepers until we are able find new one. They want to limit contact to Tom and Joe. Jan contacted two local bookkeepers and shared a Resume for Robin Conger. Joe contacted ASAP Bookkeeping on Front Range, requested a quote. Krystal requested that we do a scope of work document for them. Joe, Dawn, Krystal will complete.

Treasurer's Report:

- **Account Balances as of :**
 - **Operating:** as of 8/17/18 = \$14,082.42
 - **Reserves:** as of 8/17/18 = \$59,298.36*
 - *Tom errantly transferred 17,600 to Reserves on 8/17/18 for third quarter. This was 5,000 more than budgeted, this will be reversed
 - **Aging Report:**
 - 1-30: 3 units; Joe contacted two of them, they are paying
 - 31-60: 2 units;
 - 61-90: 1 units;
 - Tom, Joe, and Dawn are meeting with Atty to finalize our late letters and ensure that we are legally compliant before placing liens, but will be following through with this. We will then follow up with them. Joe felt there was a mistake on the A.R. and will follow up with Bottom Line.
 - **Profit & Loss:** As of July, we have net income of \$12,117.27; last year it was only \$4,020.10

New Business:

- **By-Laws Changes:** Table to next meeting until after we meet with Atty
 - Overdue payment penalties/interest
 - Parking Violations

- Short Term rentals
- General Rules
- Handyman - two owners asked that we consider hiring a handyman to do the operational tasks (sent a list). Dawn was concerned about having the money in the budget. Joe was concerned about not having Insurance, licenses for work (ie. electrical). We have been using Shawn for these tasks as needed. It was suggested that perhaps we can fund with extra money collected from short term renters. Will improve our appearances and values. Board agreed to look at this in next year's budget and will continue to work with Shawn to do some of these tasks.
- It was discussed that the Board needs to work on building a sustainable community, that isn't dependent upon board personnel for stability. Try to find vendors that will be long-term, dependable so we can minimize transitions.
- Heat Cable Contractor - Will and Dawn will get quote from Roofing Co. to finish Heat Cable, and downspouts.
- Fire Suppression Inspection proposal is being sent to Will, he will disperse
- Parking Passes - Still have 20 to distribute - will mail this week. We need to finalize how we process \$5 for replacement. What do we do if an owner loses a second one? Motion: Owners need to mail replacement fee with self-addressed stamped envelope to our P.O. Box # 2143 or hand-deliver to a board member in exchange for a new pass (contingent on board member availability); owners will have to pay \$5.00 for first replacement, \$25 for the second replacement, \$50 for third. Second Terry. Passed unanimously.
- Shed - Discussed about building a shed to store tools, equipment, etc..
Board
- Joe shared clarification on our By-Laws clause about keeping current contact info. for owners, and their lenders. Terry, Krystal and Dawn will work on a Google Form to collect information
- Owner asked about getting info from lenders or title company when contacted for condo survey, also spoke about rental permit application process. Shared that the city process is an annual one where you pay on a calendar year, wanted to know where we were in the process so they can plan accordingly.
- Shared an email response from an owner that emailed association that they were in opposition and had concerns about charging short term renters more.

- **Brief discussion about need to clarify Board roles and responsibility. Wanting to clarify for folks that Board Members aren't the property management.**

Meeting Adjourned: Motion: Joe Second: Dawn Adjourned at: 1:01 pm