

Grandview Villas - HOA Board Meeting Agenda
Wednesday Oct. 10th 6:30 PM MST
Online Meeting
Dial-up Access#: (515) 604-9862 Access Code: 443208

Call to order: Meeting called to order by Tom @ 6:36pm MST

Attendees:

- **Board Members: Joe Kissell, Tom Bruton, Krystal Constenius, Dawn Dobson, Terry Nelson,**
- **Owners Present (remote): Will O'Donnell, Jan Bruton**
- **Vote by Proxy: N/A**

Reading of Minutes: Secretary: [8.18.18 Board Meeting Minutes](#)

- **Amendments: none**
- **Motion to Accept:Dawn Second:Joe. Minutes Accepted**

President's Report:

- **Project Update:**
 - **Plowing/Mowing Contract:Shawn Bruegger is back to work. Contract went from \$67 to \$70/hour - shoveling sidewalks \$45 Ice removal \$45/hour as requested by board members. Waiting for the contract to be updated with the current dates. Who will sign contract? Dawn motions to have Tom Bruton accept Shawn Bruegger's contract with dates amended as well as to specify that sidewalks are shoveled clear at 2 inches of snow, and asphalt is plowed once 4 inches accumulate. Terry seconds. Conversation continued about at what amount of snow would we request snow removal on sidewalks, at 2 inches or 4 inches of snow. As soon as it snows shovel sidewalks, 4 inches on pavement - does not need to be requested by board member. Ice removal is at board request. Will, Tom, and Shawn to meet in near future to ensure clear communication on GVV expectations for snow removal. After further discussion, the board voted down the motion unanimously and agreed that a new contract would be made with Shawn to include cost per inch for sidewalks,**

pavement, and specifications for applying sand to mitigate ice. Tom will email new contract and Board will consider phone vote.

- Fire Suppression - Alarms have been going off on building 205. Tom met with Sasquatch today and they said they have fixed it. The problem was a glitch in the frequencies. They also moved the receivers to get better reception. They have battery back ups. Krystal reported that it had not gone off since she has been home today.
- Cintas completed Fire Suppression Inspection and we passed, bill was for \$2207.00 our budget for inspection and repairs was \$4200.00 They did recommend replacement of expansion tanks in 203 & 205 to prevent nozzle drips, which occur when temps in attics get high. We got an estimate of almost 4,000 for each. Will believes we can address this in spring and try to find cheaper bids. They also suggested we consider testing the anti-freeze in building 205 but that section wasn't clear in the report. Will recommends that we consider putting insulation in our budget for 2019. We have received a bid for about \$7000. Discussed using the remainder of the budget to recharge the system in 205. We got a bid for roughly 2400.00 dependant upon amount of anti-freeze needed. Dawn Motion that we use the remainder of this budget and have Cintas replace the anti-freeze in 205 as quoted in bid submitted. Second Joe. Motion carried unanimously. Will is going to follow up schedule with Cintas.
- Dryer Vents - Unit 208 has a blocked dryer vent. The dryer was recently installed and the last vendor that came out cleaned it out six months ago. Jake is going to call Granby Heating and have them give us an estimate. Will suggested that we do a maintenance schedule to have all the dryer vents cleaned.
- Bookkeeping - Bottom Line will cease as our Bookkeeper, as of the end of the Month. Joe is concerned about the transition as it will occur at the end of our Dues Billing. Joe made contact with the company who gave us a previous quote of \$500.00 about a year ago. They will continue to honor this bid if we are interested. They are a local property management company. They clarified all the services and said that the line-item additional costs were generally rare. This ends up being only \$50.00 more than what we are currently paying Bottom-Line. Tom will try to get Meg at Bottom Line to extend until the 12th. **Board members agree to read the contract and we will have text vote. Dawn Motion: Board will Accept Condominium Management Company Bookkeeping Proposal as submitted**

with dates amended to current year. With an official text vote to be held on Friday Evening Oct. 12, 2018. Results will be recorded in these minutes following the vote. Joe will send current proposal to all board members for review. - An email vote was held and the motion was unanimously approved on Oct. 12, 2018. to award Condominium Management Company our Bookkeeping Contract.

- **By-Laws/Attorney Update** - Tom, Joe, and Dawn met with the Attorney to discuss our current By-laws and issues we were having with collections and rentals. Georgia advised us to update our “Responsible Governance Policies”. We directed her to do so, and the Board discussed possibility of sending the draft from attorney to the By-Law committee established at our annual meeting for input, revisions, and proposed changes. Our Attorney also shared the process we need to go through to revise our by-laws. She strongly recommended we start with our Rules and Regulations, which can be changed by current Board. The Board will then hold hearings to get community input on both.
- **President’s Notice of Resignation - Final day as president on Oct 20th. Moving from GVV. Dawn Dobson will assume duties as President effective 10/21/18, Vice-President position will remain vacant**
- **Sales Update:** Unit 103 is on Market, and has an offer pending. Unit 105 is scheduled to close on the 26th.

Treasurer’s Report:

- **Account Balances as of :**
 - **Operating:** \$ 19,994.40 as of Sept. 30th.
 - **Reserves:** \$ 54,311.08 as of Sept. 25th.
 - **Aging Report:**
 - **Two Units** are 61-90 days overdue;
 - **Two Units** over 90 days.
 - **Profit & Loss:** \$-3,056.60 is negative because we are at the of the quarter. New income will be reflected in next months reports.

Discussion: Joe wants us to clarify, currently our collection policy states that we offer a payment plan after an owner is 6 months overdue; the resolutions that we received from Attorney specify that we shall offer any owner that is past due a payment plan of at least 6 months. We will need our current letter to notify us if they would like to establish a plan. Joe would like help drafting the letters, Dawn will help him with that.

Motion: Joe moved that we go to executive session to discuss delinquency issue; Terri second. Went into executive session at 8:56; We adjourned from executive session at 9:06

Condo Questionnaire: We are receiving questionnaires from lenders that are requiring extensive information about it. Our attorney advised us that we only need to provide required information posted on our website.

New Business: Landscaping grade repairs 205; Joe motioned to award contract to Shawn to complete as bid at under \$2200.00 Motion carried unanimously.

Meeting Adjourned: Motion: Terri 9:27 pm Second: Joe Adjourned at: 9:27 pm