

# Grandview Villas - HOA Board Meeting Agenda

Date: 9.23.2025

Location: [Google Meet](#)

Time: 6:30 pm MDT

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Call to order: Meeting called to order by Joe Grundler @ 6:30 pm MDT

## Attendees:

- Board Members: Joe Grundler, Mikeleen Reed, Jess Bramhall, Krismichelle Zolcik, Carolyn Kitzmat
- Remote Participants: Mark Winkler, Linda and Rich Kishiue, Bruce Speake

Reading of Minutes: [July 2025 Minutes](#)

[09.07.2025 Initial Proposed Grill Policy Meeting](#)

[09.09.2025 Proposed Grill Policy Emergency Meeting](#)

- Secretary: (Elisa is out)
  - Amendments:
- Motion to Accept: Mikeleen Reed motioned, Krismichelle seconded, all approved.

## President's Report:

- Farmer's insurance:
  - HOA policy effective 9/17 finalized and copy sent to MicroHOA and distributed to owners.
  - Chris Adams from Farmers requested to meet with a board member on 10/16 2pm MT (Mikeleen will meet with him and Joe will send Mikeleen his information) - will need to take pictures of the property, including one unit and one garage (Joe Grundler's) - onsite visual general inspection, to understand general layout of the units, will also look at date of last fire inspections
- Fire inspections coming up:
  - There are two types of required fire inspections annually (fire alarm+sprinkler AND backflow) - two companies doing inspections on 10/15. Mark will meet with both companies onsite on 10/15 to give them

access. Joe to send communication to unit owners notifying them that companies will be onsite 10/15 and there may be noise, etc. [Board to consider documenting these recurring activities in a checklist/schedule or put on the shared calendar].

- IFSS will be on-site on October 15th at 2:30PM to perform Annual fire alarm inspection, Sprinkler inspection, and Antifreeze loop annual inspection. Mark Winkler will be on-site POC to provide access to the three fire closets (106, 109, and 114)
- This inspection WILL include the sounding of horns/strobes. Sounding of the horns/strobes can be done at any time of the day that they are onsite.
- **Insurance Compliance** - Joe to send another reminder to unit owners who have not yet submitted - at 44% currently.
- **Maintenance Directive** - focus on drafting directives for (check folder in Google inbox) things like drain near the manifold, hoses near frig and dish washer, cleaning out the dryer, checking batteries in the smoke alarm. Board to agree on which items to tackle first and then draft directive (step by step instructions). Consider asking unit owners to demonstrate actions taken per directive, consider owners that are gone for long periods of time to shut off water except for boiler (can do this manually with manifolds in units that have them). Differentiate between expected (requirements) vs. best practice (improvements) in these directives. Krismichelle to help draft this.

Joe to draft a communication and ask MicroHOA to send to all owners about the following items:

- Thank you to all unit owners for their timely response and removal of their grills
- Reminder to remove all grills from property per the recently approved grill-ban policy as a condition of our HOA insurance with Farmer's effective 9/17/25
- Reminder to submit proof of unit owner wall's in insurance policy to MicroHOA
- Alert unit owners that there will be companies on the premises 10/15/25 to do annually required fire inspection/testing and that there may be noise as they test those systems.
- Call for volunteers to support the Finance Committee refresh and drafting of the 2026 budget - with weekly meetings taking place between mid-Oct to mid-Nov. Email [gvillas@gmail.com](mailto:gvillas@gmail.com) if interested in volunteering.

### Treasurer's Report:

- Account Balances as of {9/22/25}:
  - Operating = \$59,889.85

- Reserves = \$159,008
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- Savings / MMA= \$58,086.68
  - CAB CD Matures 12-17-25 3.92% APY = \$40,390.04
  - CAB Ladder CD Matures 9-17-25 3.56 APY = \$15,132.91 (*will let rollover/renew*)
- Jess to check that this actually happened, check with Vickie at MicroHOA*
- CAB Ladder CD Matures 12-17-25 3.56 APY = \$15,132.91
  - CAB Ladder CD Matures 3-17-26 3.56 APY = \$15,132.91
  - CAB Ladder CD Matures 6-17-26 3.56 APY = \$15,132.91
- Total expenses of \$59,783.29 vs a budget of \$72,021.2 as of 31 Aug 2025: \$12,237.91 under budget =
    - No snow removal invoice presented yet for 2025 - *Jess to contact Wes with account details to send invoices. Wes drafting contract for 2025-2026 season.*
    - Insurance "allocation" of \$4488.40/mon has built since Jan and was expended at \$58,179.00 with new Insurance Policy on 09/17. This line item was budgeted for \$57,600 in 2025 - so Insurance will be \$579.00 *over* budget for the year. *Jess to make sure this came through.*
    - Taxes *over* budget (budget was \$0) by \$1,200.39 (make sure we add this to 2026 draft budget)
    - Electric *over* budget by \$973.62 (heat tape that kept turning on, keep eye on this for coming winter season)
    - Trash Collection *over* budget by \$582.09 (this is for 2x week pickup which we will continue to do)
- Aging Report as of {9/22/25}: \$12,266.06 (Total) \$11,218.18 (>90 days); \$943.58 (61-90 days); \$52.15 (31-60 days); \$52.15 (1-30 days)
  - Collections report - board authorized sending owner to collections on 8/12/25
  - Discuss timeline for 2026 budget and seek volunteers (2025 budget cycle included finance committee meetings mid-Oct to mid-Nov; will try to align to this so that draft budget is presented at Nov meeting and approved at Dec meeting) MicroHOA has an accelerated timeline - budget approval by 12/1 so Mark is following up w/ Vicky at MicroHOA to see if this is flexible. If not, will schedule finance committee meetings to prepare 2026 budget beginning in early Oct. *Jess/Mark to check with MicroHOA on timeline and will attend training session on 10/6 5pm MT - make sure I get the invite.*

### **Maintenance Items (unfinished and new business):**

- Tree removal - Mikeleen said that Wes would remove the one dead tree near the post office, timing TBD. Will send bill to Mikeleen first and then MicroHOA.
- Damage/Stain - need to replace two boards and then stain it - Dawn talked to owner and said he could repair as long as we reimburse for supplies. Stain is in the HOA shed. Carolyn to email Kevin to see if he can do both repair and stain.
- Fence is falling down - scheduled to be repaired in October
- Mowing responsibility outside the fence (Post Office side) - overgrown on this side, this is the City of Grand Lake's responsibility to mow - inside the fence is HOA responsibility (Alpine) and outside is the City's responsibility - **Mikeleen to ask her son Matt if/when they will do this.**
- Insurance claims - some unit owners inquiring as to status of repairs - **Mark to follow-up.**
- Gutter leakage at inside corner on Building 203 (on the 106/206/306 stack side of the stairwell). **Mikeleen to call Seamless Gutters and get them back out to address this.**
- Garages - Power out, Mechanical release, will address this via maintenance directives.
- Lock boxes / combination / etc. on outside of each unit for emergencies, see if we have the authority to require this - check declarations.
- Dumpster Lock - this may not solve the issue because we would share the combo only to have it shared w/ cleaning crew and see the same behaviors. Dawn to contact cleaning company observed doing this to remind them not to use our dumpster. **Krismichelle to draft email to all owners to consolidate with other communications to go to unit owners re: fire inspections 10/15 reminders.**
- Next steps on non-compliance w/ grills - have a couple units where we need to send notices to remind them. **Carolyn will walk around tomorrow 9/23 and identify units and then Joe will follow-up directly with email and phone call.**

### **Unfinished business (move to Oct HOA meeting):**

- Repainting of garage doors - need more info - move to the next Oct.
- Repainting of the unit door frames - need more info - believe we have a bid on cost/unit. Doors are the owners responsibility but in order to ensure consistency across all units, need to be addressed centrally.
- Status of Vent on Bldg 207 where ice collects on vent come winter - Mikeleen called the venting/roofing (Rockies Roofing) - did not get a date but revisit
- Firepit/common area with seating - consider doing something different with this space, not aesthetically pleasing - come up with a plan to do with fall / spring cleaning, landscaping.

- Management of inbox including primary responders/vectors, backup responders, and potential SLAs.

**Meeting Adjourned: Motion: Krismichelle Zolcik Second: Jess Bramall  
Adjourned at: 8:03pm MT**