

Grandview Villas - HOA Board Meeting Agenda

Date: 10.28.2025

Location: [Google Meet](#)

Time: 6:30 pm MDT

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

Attendees:

- Board Members: Joe Grundler, Mikeleen Reed, Elisa Kuriyagawa, Jess Bramhall, Carolyn Kitzman
- Remote Participants: Mark Winkler, Dawn Dobson, Brennan Boehne

Reading of Minutes: [9.23.2025 Minutes](#)

- Secretary:
 - Amendments: Jess called for a correction to a date in the Treasurer's report
- Motion to Accept: Mikeleen motioned to accept as amended, Jess seconded. All agreed. Motion passed

President's Report:

- Share update on compliance with unit's providing proof of insurance: Joe is tracking this and we are at about 50% compliance. **Joe asked the board if we should send a blanket letter out for those who have not yet complied. Joe will do this through MicroHOA.**
- Share update on Farmer's feedback from grill policy compliance: Joe explained that the Farmer's insurance policy is in effect. Joe verified that residents can grill using electric grills. There is a moratorium on all open flames. There was supposed to be an on-site visit from Farmer's, but due to road closures, this was postponed.
- The contract for the snow plow is being reviewed by Joe. It is the same price as last year. **Joe will send the signed copy to Vicki at MicroHOA.** We will plow the next time we have four or more inches of snow. The company

will also hand shovel. (Thank you Mikeleen for setting this up for the community.)

- **Mikeleen will send a copy of the pressure test for our records.** Gutters will also be repaired.

Treasurer's Report:

- **Account Balances as of {10/20/25}:**
 - Operating Checking = \$ 111,930.57
 - Reserves Savings = \$17,885.25
 - Laddered CDs (5 total with laddered maturity dates): \$101,224.04
- **Total expenses of \$67,854.84 vs a budget of \$81,642.97 as of 30 Sep 2025: \$13,788.13 under budget (primarily due to snow plowing being half of what was budgeted and it was not paid until after 9/30/25 so will show up in the November report.**
 - still need to make adjustments to MicroHOA income statement to ensure actuals to budget match, including moving \$53,000 in insurance accruals for AmFam which was paid lump sum in September 2024.
 - Received invoice for 2024-2025 season snow removal from Wes in the amount of \$5,312; set him up as a vendor with MicroHOA and approved invoice on 10/20/25
- **Aging Report as of {10/20/25} total: \$21,444.38 (majority are late fees for 9 units aged 0-30days, and late fees for 3 units aged >90 days: Discussion on reminder notices going out on the 15th of the month and if not received by the 30th of the month, a late fee will be applied. Jess will communicate this to MicroHOA.**
- **Preview 2026 Budget and LTRP (quarterly dues increasing from \$905 to \$950, \$45 increase QoQ) for Board approval and submission to MicroHOA to handle ratification process prior to year-end: Jess presented the new budget to the board. Joe asked if there were any questions. Mikeleen moved to approve the proposed budget. Jess seconded the motion. Any discussion? None. All voted in favor of the budget.**
- **Jess will convert the budget information to the MicroHOA. MicroHOA will send out notices along with proxies. Joe asked Jess to check with MicroHOA on when would be best to hold a budget meeting. Jess will contact the Board about the information she gets back. Elisa will have to make a Budget Ratification Agenda for MicroHOA. (A tentative date: December 2 at 6:30 for budget ratification and any pressing issues.) Mark**

suggested that we move the monthly meeting to an earlier date in the month now that we get financials from MicroHOA after the first. **Jess suggested that we change our meetings to the second Tuesday of every month.**

Unfinished Business:

- Tree on back side of Building 205/Needs to be cut down: Completed by Wes
- Lights for Buildings/Garages - Status: Mikeleen has the lights in her garage. Michael Hammond will replace the lights that are out. Dawn suggested that we order another 12 light units as the lights will start failing and we will have them on hand. She also reminded everyone that we do order “down” lights that direct light downward. Michael Hammond will do this job and will send bills to MicroHOA after we get his insurance and W4. **Jess will contact Michael and request that information. Elisa will send out an email that the lights will be repaired, but until they can be replaced, please put unit porch lights on. This email will be sent to the units whose lights are burned out. Dawn will check to see who these owners would be. If owners notice something to be replaced, please notify the board to see if that is possible.**
- Clarification on what homeowners can repair: See the above statement about owners and repairs.
- Keys and Codes to be discussed in new business: **Dawn will get a new lock for the shed and will share the new code with Board members. Keys are back in the lockbox in building 203. Dawn will put codes in google docs for board members. And she will also send this information to MicroHOA for Board members.**
- Diane Harris: email recommendation for boiler drainage mitigation; the board agreed that this was a good idea but that we first need to discuss next steps on maintenance directive policy: Joe suggested that we have a separate meeting to discuss next steps for Maintenance Directive, especially for the boilers and dryer vents. **Joe will send out a notice about a meeting date and we will start a sub-committee.**
- Bldg 205 - wood outside 107 still needs repair : Michael Hammond is going to fix this. He reassured the board that he has not forgotten, but that this is a busy time for him. Stain is in the shed when he needs it.

- Gutter repairs: Status of Mike calling Seamless Gutter folks to have them come back out to address the leak on the inside stairwell corner on the 106/206/306 side of that stairwell on building 203. NEW: When Mark was up working with the IFSS fire inspectors today, I noticed that the gutter above Garage 48 is coming detached and also needs attention.
- Alignment on GVV inbox management (who should be responsible for responding and how timely): Jess proposed that we have a subset of people who monitor the email. **The secretary (Elisa) will monitor the inbox and forward emails to the Board Member who is responsible.** There will be a 48 hour turn-around for responses. We are still trying to coordinate communication through MicroHOA. **Joe will monitor requests that go to MicroHOA.**
- IFFS (Fire Suppressant) update (Mark): Fire inspection went well. We need a cable lock and sprinkler head. **Mark will purchase these.** Mark explained that the sprinkler head in his unit had been JV welded and caused build-up in the pipe. For Board's awareness for future UL testing.

New Business:

- The owner is bldg 205 asked if we can put two cones out on corners of the concrete pad for snow season to mark the edge: **Dawn will look into this.**
- A welcome letter went out to the new owner in Unit 307. The owner is completing STR forms.
- Dawn's update on late STR registration. Dawn sent a letter and warned that the Board may take action based on policy. Two more STR registrations are pending. Nine total for this year.
- Mark updated us on the damage in Building 203. At this point it looks as if there will not be a payment from the HOA. All insurance companies are paying for the work. Mark updated the owners on the third floor.

Next meeting: November 25 @ 6:30 MDT

**Meeting Adjourned: Motion:Elisa Second:Jess All agreed Adjourned at:
8:19 pm MDT**