

Grandview Villas - HOA Board Meeting Agenda

02.10.2026 @ Location: [HOA Monthly Meeting](#)

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

Attendees:

- **Board Members:** Joe Grundler, Elisa Kuriyagawa, Krismichelle Zolcik,
- **Owners Present:** Dawn Dobson, Kevin Muegge, Bruce Speake, Richard and Linda Kishiue

Reading of Minutes: [01.13.2026 HOA Meeting Minutes](#)

- **Secretary:**
 - **Amendments:**
- **Motion to Accept:** Krismichelle Zolcik moves to accept January minutes without formal reading; Joe Grundler seconds; All approve, Motion carries and minutes for January are accepted

President's Report:

- **Owner Insurance Tracking Update:** Joe has so far gotten a 50/50 response, Joe explained that he is working on this. Some owners have submitted but policies are updating...He will keep working on this.
- **Development of Mandatory and Recommended Maintenance Directives**
 - **Review List and prioritize:** Joe explained that the HOA is trying to get ahead of some of the leaks and make sure owners take responsibility. We reviewed the document that Joe prepared for us which outlined mandatory and suggested maintenance.
 - **Who is willing to participate?** Joe will edit his document with suggestions from the meeting and put a call out for volunteers to form a committee on what and how to enforce the directives. He will also refer to the Maintenance Directive Policy passed last year for guidance. Joe would like to ask owners for participation in a committee that will look at what the Directive will first focus on. Elisa

will write an email inviting owners to join this committee and do so before the next monthly meeting.

Treasurer's Report:

- **Actual operating expenses to budget 1/1/26-1/31/26:** \$7,229 (actuals) to \$10,520 (budget) - running \$3,291 under YTD. January expenses include primarily recurring monthly expenses: management fee to MicroHOA, insurance payment to Farmers, electricity, trash, alarm monitoring. NOTE: Based upon the immaterial changes to the balance sheet (assets such as CDs, checking) vs. liabilities such as dues for reserves) month over month, we will plan to report this at least quarterly.
- **Aging Report:** Total amount aged: \$21,365 (primarily due to one owner referred to collections, account on hold). Breakdown of aging is: 9 units totaling \$7,070.46 (0-30 days), one unit totalling \$26.92 (>30 days), one unit totalling 26.92 (>60 days), and the 4 units totalling 14,241.30 (>90 days). Comparison of assessment fee protocols:
 - Current protocol via MicroHOA is that dues are due by the first day of the billing cycle (e.g., 1/1/26 for Q1 26 dues). For outstanding payments, reminders are sent to owners on the 15th day of the month (1/15/26) and late notices + late fee on the 30th day of the month.
 - Historical practice was (pending confirmation from GVV HOA Billing & Collection Policy) that dues are billed quarterly and have the following payment due dates: **First Quarter:** January 31st, **Second Quarter:** April 30th, **Third Quarter:** July 31st, **Fourth Quarter:** October 31st. Any payment not received in full by these due dates is subject to a **\$25.00 late fee**.
 - **Action Item for Board:** Discuss this existing protocol versus historical practices. Both are largely consistent with the difference being payment due on 1st of the month but given reminders until end of month versus payment due by end of month w/ no reminders.
 - **Payment Schedule and Due Dates:** *Due Dates: Annual assessments are due quarterly on the 30th of January, April, July, and October:* As Cited from RESOLUTION OF Grandview Villas Condominiums Association, INC Regarding Policy and Procedure for Collection of Unpaid Assessments, Feb 2, 2019.
 - Discussion from owner about frustration around confusion around the policy and procedure.
 - We will work with MicroHOA about notices.
 - We will stay with the current policy.

Unfinished Business:

New Business:

- We had a person knocking on doors, seeking entrance from multiple units. The sheriff was called. He responded but by the time he arrived, the person of question left the property.
- Dawn recommended that we purchase a Eufy camera for our property. Joe would like us to look into privacy laws before we purchase any cameras.
- Dawn turned off the heat tapes due to lack of snow. She will turn them on when/if the weather changes.

**Meeting Adjourned: Motion: Krismichelle Zolcik Second: Joe Grundler
Adjourned at: 7:32 pm (MST)**

Next meeting: Tuesday, March 10 @6:30 pm (MDT)