

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
MEETING MINUTES  
Wednesday, December 1 , 2020  
Conference Call**

1. **Call to Order:** 5:00 pm, Board members Sarah Morden, Nolan Mera, Jenny Stith, and Forrest Scruggs of Realty One.
2. **Minutes:** Minutes from September Meeting were approved by Sarah, second by Nolan. The Annual Meeting was held in November, no meeting in October.
3. **Homeowners Forum:** None
4. **Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials with the group for November, 2020. Nolan motioned to approve the financials, second by Sarah.
5. **Open Issues:**

The situation with 1A's flooring is still being bid by contractors. There is more repairs needed to the joists under the sub floor. Miguel has been told more bids needed instead of from Peak Contracting. Forrest will help in finding another contractor..
6. **New Business:**

**This meeting has been specifically scheduled for determining what the final decision is on the repairs to 1A. Forrest will communicate the Boards discussion through a string of emails to Miguel.**

**Meeting Adjourned: 5:45 pm**

**THE HIGHLANDS AT VALLEJOCONDOMINIUMS  
ASSOCIATION  
ANNUAL MEETING MINUTES  
Wednesday, November 4, 2020  
Conference Call**

- 1. Call to Order:** 6:33pm, Board members Sarah Morden, Nolan Mera and Forrest Scruggs of Realty One. A quorum was established and Proof of Notice.
- 2. Minutes:** Minutes from last year's Annual Meeting were approved by Sarah, second by Nolan.
- 3. Homeowners Forum:** 2C and 1A
- 4. Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials with the group for January-October, 2020. Nolan motioned to approve the financials, second by Sarah.
- 5. Open Issues:**

The new intercom system is now in place and ready for operation. Security cards are being programmed and will be given to Realty One for mailing.

Painting of the building is the next priority, need to get bids for next year.
- 6. New Business:**

It was suggested to clear the old barbeque and other items from in front of the building, probably get some volunteers to help.

Non authorized trash dumping is still happening. We should try putting up a "no dumping" sign or fines will be assessed.

Miguel in 1A said when the floor company comes out He also wanted them to look at a crack in the outside corner of his foundation.

Elections:

Jenny from 2C volunteered to fill Richard Herrera's board position. Nolan motioned, Sarah seconded to approver her as a new Board Member.
- 7. Meeting Adjourned:** 7:12 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Wednesday, 9-2, 2020  
Conference Call**

1. **Call to Order:** 6:30pm, Board members Richard Herrera. Sarah Morden, Nolan Mera and Forrest Scruggs of Realty One.
2. **Minutes:** Minutes from the June 16, 2020 Board of Directors Meeting were approved, motion by Nolan, second by Richard. No quorum in July.
3. **Homeowners Forum:** None
4. **Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials with the Board for June-August, 2020. The Balance Summary was reviewed and dues are up to date. Nolan motioned to approve the financials, second by Richard.
5. **Open Issues:**

There was more discussion on the intercom system. Nolan has spoken with Mathias Lock and Security about their cost which is in the \$8,000 range. Nolan will get a firm bid as the Board is prepared to move forward on this bid.

Richard has asked that at least another bid is received on #1A flooring. Nolan has a possible contact on this and will contact them.

The snow contract looks fine for this season.
6. **New Business:**

Light bulbs on the building needs to be changed out.
7. **Meeting Adjourned:** 7:15 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Tuesday, June 16, 2020  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:30 pm, Board members Richard Herrera. Erich Ulmer, Sarah Morden, Nolan Mera and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from the May 12, 2020 Board of Directors Meeting were approved, motion by Erich, second by Richard.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials with the Board for March-May, 2020. The Balance Summary was reviewed and dues are up to date. Nolan motioned to approve the financials, second by Richard.
- 5. Open Issues:**

Intercom system new costs are in the range of \$7k to \$8k, Richard is still checking on prices. Forrest reminded the Board that we had a bid last summer of about \$6500 from Mathias Lock. More to come on this as the Board wants to move forward on this new system.

Painting of the building is the next priority, need to get bids for this Fall.
- 6. New Business:**

Coit has cleaned the dryer duct. The third floor on the south side needs bulb's changed. It will require at least a 15 foot ladder.

Sarah has planted vegetable's in the front and it looks nice.
- 7. Meeting Adjourned:** 7:08 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Wednesday, May 12, 2020  
Conference Call**

- 1. Call to Order:** 6:30 pm, Board members Richard Herrera. Erich Ulmer, Sarah Morden, Nolan Mera and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from the March 3, 2020 Board of Directors Meeting were approved, motion by Erich, second by Richard.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials with the Board for April 2020. The Balance Summary was reviewed and dues are up to date. Bills were basically normal for the month.
- 5. Open Issues:**

Dryer vents not yet cleaned, Coit Duct Cleaning will do for \$125.

Intercom system repairs or new, still checking on prices, Richard has been getting quotes with more to come. Richard leaning for new, cost about \$6000.

Painting of the building, get bids for this Fall, Richard may have someone for the painting.
- 6. New Business:**

Unique Lawn has started their Spring cleanup and sprinklers are now on. Sarah has planted some flowers in the rock garden area.

We need a lighting company to replace bulbs up on the south side of the 3<sup>rd</sup> floor.

Richard still thinks a day ought to be set aside for plumbing repairs if the owners need some repairs in their units. The Board will discuss a possible date sometime in June.
- 7. Meeting Adjourned:** 7:15 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Tuesday, March 3, 2020  
Conference Call**

- 1. Call to Order:** 6:30 pm, Board members Richard Herrera, Erich Ulmer, and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from the December 17, 2019 Board of Directors Meeting were approved, motion by Erich, second by Richard.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials with the Board for January/February 2020. The Balance Summary was reviewed and dues are up to date. Expenses were basically normal except for snow bills in February.
- 5. Open Issues:**
  - Dryer vents not yet cleaned.
  - Intercom system repairs or new, still checking on prices.
  - Painting of the building, get bids for this Fall.
- 6. New Business:**
  - Railroad ties in front, need replaced.
  - Need locksmith to install Richard's smart lock on the lobby closet.
  - Perhaps this June, it might be a good idea to set aside a couple of hours to shut the water off so that owners can make any plumbing repairs that require the whole building to shut down. More on this later. It is noted that whenever someone asks to have the water shut off for repairs, Premier Building Services should be called to do the shut offs.
- 7. Meeting Adjourned:** 6:55 pm