

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
ANNUAL MEETING MINUTES  
Tuesday, November 2, 2021  
Zoom Call  
by Realty One**

**Call to Order:** 6:40 pm, Board members, Nolan Mera, Jenny Stith and Forrest Scruggs of Realty One. Theresa Lazzari, new owner from 3<sup>rd</sup> floor(3D), was asked to join the Board and accepted. Nolan and Jenny will continue their term.

**1. Minutes:** Minutes from the Annual Meeting of November 4, 2020 were approved, motion by Nolan, second by Jenny.

**2. Homeowners Forum:** None

**3. Property Management Report:**

Financial Report – Forrest Scruggs reviewed the financials with the Board for August, 2021. The Balance Summary was reviewed and dues are up to date.

**4. Open Issues:**

Asphalt repair to the hole caused by the trash truck. Realty One reported a couple dozen phone calls have been placed with their claim department. A previous quote was excessive and Forrest will try to get other bids in the \$1000-\$1200 range.

Forrest has had Complete Basement Systems out to give an opinion on the foundation. They were out to look at the floor in 2C that is sloping. They said could not tell anything about the over 100 year foundation and that it wasn't the cause of 2C floor sloping but that it was the old joists under the sub floor. He said we should have a carpenter look at.

There has been concern that someone is propping the door open. It was agreed to put up an instruction notice for accessing and how to use the call box in the lobby, of which Jenny agreed to attach a laminated print out.

**5. New Business:**

Realty One will send owner list and tenant list if available to Jenny for programming to the talk box at the entrance. Nolan is working with getting UPS and Fedex set up for entrance to the building. It was agreed Jenny would post in the lobby instructions on the call box.

**Meeting Adjourned:** 7:20 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Wednesday, September 22, 2021  
Conference Call  
Zoom Call by Nolan**

- 1. Call to Order:** 6:47 pm, Board members, Nolan Mera, Jenny Stith and Forrest Scruggs of Realty One. **Technical difficulties with Zoom, used conferencing.**
- 2. Minutes:** Minutes from the August 3, 2021 Board of Directors Meeting were approved, motion by Nolan, second by Jenny.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**  
Financial Report – Forrest Scruggs reviewed the financials with the Board for August, 2021. The Balance Summary was reviewed and dues are up to date.

**4. Open Issues:**

There was discussion about the key fobs and how to continue distributing. Nolan has been coding the cards based on name and telephone number given by Realty One. Jenny offered to take the cards and code per Nolan's instructions since she lives there and good easily slide under people's door. The alternative, Realty One could mail out.

A third floor unit, Theresa Lazzari, 2D, expressed an interest in a Board position.

Republic Waste has not responded to numerous calls regarding the broken asphalt caused by their trucks. Discussion was to see about going ahead with re-asphalting the area rather than putting in concrete which is more expensive.

Forrest has had Complete Basement Systems out to give an opinion on the foundation. They were out to look at the floor in 2C that is sloping. They said it would be a carpenters job to replace the supporting floor. Forrest will contact others to see if they can give an opinion on the foundation if it needs shoring up.

There has been concern that someone is propping the door open. It was agreed to put up an instruction notice for accessing and how to use the call box in the lobby, of which Jenny agreed to attach a laminated print out.

**New Business:**

Jenny has contacted another plumber to assess the previous leak from the sewer pipe from above. Premier had previously looked at the vertical pipe and said that it looked like a very old leak.

The rail ties in front have been replaced at a cost of \$1800.

The previous owner, Sarah Morden, asked for reimbursement on having to pay for boiler insurance when selling her unit. Forrest contacted her and told her the Board denied reimbursement. Realty One then cancelled the boiler insurance as she had requested boiler insurance when selling.

**5. Meeting Adjourned: 7:17 pm**

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Tuesday, August 3, 2021  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

**1. Call to Order:** 5:40 pm, Board members, Nolan Mera, Jenny Stith and Forrest Scruggs of Realty One.

**2. Minutes:** Minutes from the June 24, 2021 Board of Directors Meeting were approved, motion by Nolan, second by Jenny.

**3. Homeowners Forum:** None

**4. Property Management Report:**

Financial Report – Forrest Scruggs reviewed the financials with the Board for June and July, 2021. The Balance Summary was reviewed and dues are up to date.

**4. Open Issues:**

Nolan has completed the key fob's for the front door. If anyone needs more cards or when there is a sale, Realty One will notify Nolan.

A third floor unit has asked if the HOA would allow removing the bars facing north. It was agreed to allow but at the owners expense.

**New Business:**

Forrest will try to find an engineer to assess the foundation on the first floor.

The rail ties in front have been damaged and we need a bid for replacement.

The previous owner, Sarah Morden, asked for reimbursement on having to pay for boiler insurance when selling her unit. The Board voted against reimbursement.

**5. Meeting Adjourned:** 6:15 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Monday, June 24, 2021  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:30 pm, Board members, Nolan Mera, Jenny Stith and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from the March 2, 2021 Board of Directors Meeting were approved, motion by Nolan, second by Jenny.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**  
Financial Report – Forrest Scruggs reviewed the financials with the Board for March and April, 2021. The Balance Summary was reviewed and dues are up to date. Nolan motioned to approve the financials, second by Jenny.
- 4. Open Issues:**  
Nolan said has distributed the entry cards as he has slid them under the residents door. Jenny has not received hers yet. Nolan said after we're sure everyone has a card, he will disconnect the key access.
- 5. New Business:**  
The asphalt has come up from the trash truck and is a pretty big hole. Forrest will contact the trash company to see if they would pay for repairs and if there is a better place to put the dumpster.  
It was noted by Jenny the yard is looking really good.
- 6. Meeting Adjourned:** 6:00 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Tuesday, March 2, 2021  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:00 pm, Board members, Nolan Mera, Jenny Stith and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from the January 5, 2021 Board of Directors Meeting were approved, motion by Nolan, second by Jenny.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**

Financial Report – Forrest Scruggs reviewed the financials with the Board for January and February, 2021. The Balance Summary was reviewed and dues are up to date. The Capital Expense from the flooring on the first floor for \$11K was paid. Nolan motioned to approve the financials, second by Jenny.
- 4. Open Issues:**

The washing machines/dryer proposal has been received. Nolan and the Board approved to move forward with replacing re-placing with coinless units, no up-front cost to the HOA. This could take up to 90 days to receive them. It will be a three year lease.

Nolan said he is still working on programming lobby entry cards for residents and once he is done will slide them under the residents door.
- 5. New Business:**

Up-coming spring projects would be new mulch for the plant beds, mainly in the front. Forrest will see what the landscape company would charge.

Forrest will have a letter sent out regarding Nolan's programming. Until he finishes the set up for the cards, residents will be able to continue using their key. With this letter, he will ask for volunteers for a new board member as one of the members just moved.
- 6. Meeting Adjourned:** 6:59 pm

**THE HIGHLANDS AT VALLEJOCONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Tuesday, January 5, 2021  
Conference Call**

- 1. Call to Order:** 6:34pm, Board members Sarah Morden, Nolan Mera and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from December 1, 2020 Meeting was approved by Sarah, second by Nolan.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials for January, 2020. Nolan motioned to approve the financials, second by Sarah.
- 5. Open Issues:**

Painting of the building was the next priority, but will need to be put on hold due to excessive expenses, including the structural repairs on 1A.
- 6. New Business:**

A general letter to the membership was suggested outlining the reason for no major projects will be scheduled this year.

During the repairs at 1A, it was noted about a common sewer pipe leak from above his unit that was leaking and needs repair. Forrest has scheduled the repairs which should be minimal.

The washer repair was reported to the laundry company that services the machines over two weeks ago. A new transmission for the washer had to be ordered and had to be shipped in from out of state. It should be in this week. The dryer report of not drying very well was reported.

Sarah spoke that the recycle bins have been delivered.
- 7. Meeting Adjourned:** 7:00 pm