

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS
ASSOCIATION
BOARD MEETING MINUTES
Tuesday, July 12, 2022
Conference Call**

Call to Order: 6:40 pm, Board members, Nolan Mera, Jenny Stith, David LaGrange, Theresa Lazzari, Geoff Barsch, and Forrest Scruggs of Realty One.

1. Minutes: Minutes from the May 3, 2022 Board of Directors Meeting 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 April through May, 2022. Forrest indicated the financials were normal but the insurance premium was just renewed with a substantial increase.

4. Open Issues:

Asphalt repair to the hole caused by the trash truck last summer. 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. (This info was stated in November 2021 Minutes). David said he would be willing to work on this matter again, Republic Waste is the vendor.

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. (This info was stated in November 2021 Minutes). Jenny continues to contact other engineers for their opinion.

5. New Business:

Nolan said it has been worked out for UPS and FedEx for making access to the building. New key fobs have been ordered.

Meeting Adjourned: 7:15 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS
ASSOCIATION**

MEETING MINUTES

Tuesday, March 8, 2022

Zoom Call

- 1. Call to Order:** 6:36 pm, Board members present were Nolan Mera, Theresa Lazari, David LaGrange, and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from September 22, 2021 meeting was approved by Nolan, second by Theresa. The Board only meeting was approved from November 2, 2021.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**
 - Financial Report – Forrest Scruggs reviewed the financials with the group for year-end, 2021. Nolan motioned to approve the financials, second by Theresa. The 2022 Budget was previously approved by the Board.
- 5. Open Issues:**

The minor Bylaws addition sent to Realty One were approved,

The call box in the front needs to be altered to allow UPS and Amazon entry. The cost is \$254 which was approved and 100 more key fobs ordered.
- 6. New Business:**

The structural engineers were here today to examine the foundation and the floors that are sloping. They will give a written report as soon as possible.

There was a discussion about having five Directors but keep three officers for voting. More on this at the next meeting.

Meeting Adjourned: 7:02 pm

3233 Vallejo, Denver CO 80211
Owners Annual Meeting Minutes
2/10/22

Meeting called to order at 6:42. Waited for Realty One to join.

Roll Call: Those present:

Geoff Barsch
Nolan Mera
Dave LaGrange
Theresa Lazzeri
Matt and Monica Torres/Yavorsky
Todd Schroeder
Libby Stauffer
Jenny Stith
Caleb Sytner

Those absent:

Richard Hererra
Susan Gingrich
Suzanne Schaefer/Robert Coffman

Owners introduced themselves and shared how long they have owned units in the building.

Approval of the minutes from last HOA Board meeting on Nov. 2 2021 meeting

- Nolan motioned
- Theresa seconded
- No discussion
- Minutes approved

Property Management Report

- Realty One not present

2022 Budget Review

- Nolan shared overview of P&L and Budget
- Discussed that the budget was in a healthy standing
- Mentioned that boiler should still be in good condition; that the last time it was checked it should be good for 8 more years
- Asked if anyone had questions about the numbers

Discussion on overall management / HOA Board operational status. Several owners recognized that the HOA Board needs more members to have a stronger and healthier leadership group for the good of the building. Dave and Geoff expressed interest in joining the board.

Question to owners who have lived in the building for many years:

Have there been any special assessments for the building?

Todd – Haven't been too involved in the past. Can't say for sure. He is aware that there was an issue related to flooring issues on level one. He has been trying to replace his flooring and is running into an issue that appears to involve some structural damage under the floor boards, perhaps damage to a joist. He had reached out to Forrest to inquire what to do about this issue.

Jenny shared that the HOA Board had been made aware of this issue and other issues of floors slanting in the building and have been working to identify a structural engineering company to come do an assessment of the entire building, to determine if these flooring issues are cosmetic in nature or if they may reveal a larger problem that needs attention. We wanted to discuss with owners at the meeting to see how many units may have this type of issue going on, or any other major items we should include for the engineers to look at while they are here.

Nolan shared that his floors have always been slanted and feels that it's because it's an older building that is settling. He noted that any major project to remedy this would not fit within the budget for 2022 that is to be approved. Jenny shared that her floors in 2B have shifted since buying into the building in summer 2019. She shared that definitely, whatever we may find through the structural assessment, if requiring a cost, would have to be talked about separately from the annual budget, yet we are mostly concerned about safety and must do our due diligence to make sure the building is safe and essential upkeep is maintained.

Dave shared that he recently redid his floors and discovered issues through doing that and thinks the problem has existed for a while. Jenny asked in what direction are floors slanting? Jenny's are slanting toward the south/32nd St. Dave said his had been slanting toward the north/33rd St. Geoff shared that his are slanting toward the stairwell. Todd shared that in pulling up his flooring, it revealed a potential shattered joist.

The consensus of the group is that the structural assessment should be prioritized and scheduled as quickly as possible to determine next steps. This will include a site visit assessing the entire property. It may be helpful for the engineers to look at individual units that may be having issues to better determine the cause of the global problem, or whether it is normal settling of the building due to age. Jenny made a list of units who shared they are having slanted floors in the phone list. These owners are asked to be home or leave information on accessing their units when the site visit occurs. The HOA Board approved this assessment and was waiting to discuss at the annual meeting to make sure the site visit would be maximized.

To be clear, at this point, we are not talking about a "special assessment," which, if needed, may require a response to structural issues and potentially require funding to resolve. We are starting with a "structural assessment" – to determine what may be going on structurally, to see how to move forward. The company will include a written report with photos and this will be shared with all owners. We can then discuss options for how to proceed.

Geoff said that if a special assessment is needed, there could be ways to finance needed work, and we can explore that more down the road if needed.

*Please note, we are not wishing to alarm anyone in the building; rather, the HOA Board is doing our due diligence to ensure the safety and upkeep of the building, especially considering its age and this prevalent issue among many units. If it does turn out to be normal wear and tear, we will also decide how to move forward to individual unit requests.

Action item: Move ahead with structural assessment immediately
Jenny to share schedule with owners – anticipate a Monday morning at 9 am

With this ground covered, we returned to the item of approving the 2022 Budget:

Motion to Approve the Budget

- Nolan motioned
- Theresa seconded
- No further discussion.
- Budget is approved.

Open issues

Any other issues in the building? A request had been made to look into painting the exterior. Todd shared it was painted within last 10 years

Jenny shared this is another item we hope the structural assessment can help determine – are the bricks in a good enough state to be painted? Are the cracks in the bricks to be expected, or cause for concern?

No other budgetary issues were mentioned.

New Business

Geoff: If we need to do any plumbing work, is the process that we have to call Forest to turn the water off? Does this turn the water off for the whole building? Answer is yes. Suggestion is to try to give everyone enough notice so that if they want to schedule plumbing work at the same time, they can. Consider “maintenance windows” for these, if that might help?

Theresa shared she is putting together a one page newsletter for better communication for the building. Perhaps this can be used for items like this?

Theresa and Jenny also updated the Rules of the Building document that was sent out last year and posted in the building lobby. This will be emailed out to all owners and we are requesting that if owners do not live in the building, that these rules be worked into your rental agreements so that your tenants are also signing off that they agree to these rules, as well, for the good of the building. A few items below are addressed in the rules doc (refer there).

Recycling issue

Geoff asked why the recycling is always full? Answer is that it is only picked up every two weeks. We just added a 3rd container; we can try to request a 4th. (Volume may be high due to COVID, frequent Amazon orders, etc.) Jenny proposed a recycling schedule to share this duty more equitably among all owners. This is listed in the phone list – each person taking 1 month, in the sequence of your unit number. (You can download a Denver recycling app and be reminded of the recycling schedule for our neighborhood.) All owners present agreed this was a good idea and they will participate. Monica shared she will check with her tenant. Theresa offered to switch months, if more notice is better (since Monica's spot would be now, Feb.) Caleb agreed to switch with Jenny, since she already took out cans in January & early Feb.

We also discussed what to do about larger items for recycling that don't fit in the cans. (These should be taken to a local recycling center, as spelled out in updated Rules of the Building document.) In terms of large garbage items, these should be the responsibility of the owners to remove, possibly through a resource like 1-800-JUNK Denver. Dave said he thought we might have had people dumping items (like the couch that has been left recently). He offered to look into removal options for this.

Action items:

- All owners review phone list for your recycling month to take out bins and make yourself a reminder for these; review instructions for taking out bins on Building Rule document; discuss with your tenants to engage them in the cycle, if needed
- Request fourth container - Jenny
- Couch removal (1800 Junk Denver) – Dave

Motion to Approve Rules of the Building document and incorporate into all building lease agreements, so all residents sign off to comply:

- Geoff motioned
- David seconded
- No further discussion
- Motion approved

Do we need HOA approval for replacing window? Is this on the owner or HOA?

They have to be like replacement windows; this is responsibility of the owner. Communicating to the board in advance is preferred.

Email Notification – Bylaw Amendment

HOA Board inquired as to whether owners would prefer email or hard copy/mail notification of building items. All requested email communication. This requires an amendment to our bylaws.

Motion to amend the bylaws to have all management company communication, including meeting notifications, sent via email instead of hard copy.

- Geoff motioned

- Dave seconded
- No further discussion
- Motion Approved

Question:

If I have ideas on improving the building or area, should I bring those up to the board?

Theresa – yes, absolutely – the HOA board welcomes this. Please email us to discuss at a regular board meeting.

Again, recapping those who are interested in joining the board: Geoff and Dave are.
Jenny will follow up with these individuals.

Flower boxes up front:

Libby – would like to plant some flowers, is this ok? Absolutely.

One owner mentioned trying to turn on the outside spicket – couldn't get it to come on. Libby will check on this.

Meeting adjourned at 7:41