

**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
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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