

**Highlands at Vallejo Homeowners Association
Board of Directors Meeting Agenda
Tuesday, November 7, 2023, 6:30pm**

**Via Conference Call
1.916.235.1420
PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the September 5, 2023 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

**THE HIGHLANDS AT VALLEJOCONDOMINIUMS
ASSOCIATION
MEETING MINUTES
Tuesday, September 5 , 2023
Conference Call**

1. Call to Order: 6:34 pm by Jenny Stith, other members present were Theresa Lazarri, David LaGrange, Geoff Barsch and Forrest Scruggs of Realty One.

2. Minutes: Minutes from May 2, 2023 meeting approved, motion by Jenny, all in favor. No quorum in July.

3. Homeowners Forum: None

4 Property Management Report:

- Financial Report – Forrest Scruggs reviewed the first two quarters of financials as of August 31, 2023. The insurance has been renewed in April through American Family.

5 Open Issues:

Question, where does our expense for the entry cards appear, maybe they could be put in a separate line item.

As far as roof repairs and the skylight, Theresa has contacted seven roofing companies with either no call backs or they were too busy.

Dave will contact his contact on the parapet wall for a bid.

Dave will get hold of a new snow removal company.

Dave us looking into a new cleaning company.

Dave has been spraying weeds on the edge of the parking lot, next spring we should move rock into that area with weed barriers.

A question was raised about the window A.C. units, it was agreed to leave this as is with no violations.

Meeting Adjourned: 7:28 pm, motion by Dave, second by Jenny.

11:21 AM

10/30/23

Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.

Profit & Loss

January through October 2023

	Jan - Oct 23
Ordinary Income/Expense	
Income	
Monthly Dues	37,794.00
Total Income	37,794.00
Expense	
ACH Quarterly Bank Fee	73.68
Annual Filings/Licenses	40.00
Backflow Certification	250.00
Boiler	90.00
Common Area Cleaning	3,335.00
Fire Inspection	26.00
Gas & Electric	5,618.12
Insurance Expense	12,605.04
Landscaping and Groundskeeping	2,869.55
Office Supplies	35.52
Postage and Delivery	37.68
Property Management Fees	
Special Services	100.00
Property Management Fees - Other	4,550.00
Total Property Management Fees	4,650.00
Security System	97.93
Snow Removal	1,938.00
Tax Prep.	325.00
Trash	1,437.94
Water/Sewer	2,883.08
Total Expense	36,312.54
Net Ordinary Income	1,481.46
Other Income/Expense	
Other Income	
Interest Income	32.59
Total Other Income	32.59
Net Other Income	32.59
Net Income	<u>1,514.05</u>

11:21 AM

10/30/23

Accrual Basis

Highlands at Vallejo Homeowner's Association, Inc.

Balance Sheet

As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	7,624.13
Reserves Acct.	29,486.67
Total Checking/Savings	<u>37,110.80</u>
Total Current Assets	<u>37,110.80</u>
TOTAL ASSETS	<u>37,110.80</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-17,898.01
Net Income	1,125.05
Total Equity	<u>37,110.80</u>
TOTAL LIABILITIES & EQUITY	<u>37,110.80</u>

11:22 AM

Highlands at Vallejo Homeowner's Association, Inc.

10/30/23

Profit & Loss Budget vs. Actual

Cash Basis

January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	37,794.00	37,330.00	464.00	101.2%
Total Income	37,794.00	37,330.00	464.00	101.2%
Expense				
ACH Quarterly Bank Fee	73.68	180.00	-106.32	40.9%
Annual Filings/Licenses	40.00	40.00	0.00	100.0%
Backflow Certification	250.00	200.00	50.00	125.0%
Boiler	90.00			
Common Area Cleaning	3,335.00	2,850.00	485.00	117.0%
Fire Inspection	26.00	100.00	-74.00	26.0%
Gas & Electric	5,618.12	3,985.76	1,632.36	141.0%
Insurance Expense	12,605.04	12,107.20	497.84	104.1%
Landscaping and Groundskeeping	2,869.55	2,084.00	785.55	137.7%
Office Supplies	35.52	45.00	-9.48	78.9%
Postage and Delivery	37.68	130.00	-92.32	29.0%
Property Management Fees				
Special Services	100.00	200.00	-100.00	50.0%
Property Management Fees - Other	4,550.00	4,500.00	50.00	101.1%
Total Property Management Fees	4,650.00	4,700.00	-50.00	98.9%
Reserve Contribution	0.00	3,733.00	-3,733.00	0.0%
Security System	97.93			
Snow Removal	1,938.00	2,500.00	-562.00	77.5%
Tax Prep.	325.00	325.00	0.00	100.0%
Trash	1,437.94	1,500.00	-62.06	95.9%
Water/Sewer	2,883.08	3,000.00	-116.92	96.1%
Total Expense	36,312.54	37,479.96	-1,167.42	96.9%
Net Ordinary Income	1,481.46	-149.96	1,631.42	-987.9%
Other Income/Expense				
Other Income				
Interest Income	32.59			
Total Other Income	32.59			
Net Other Income	32.59			
Net Income	1,514.05	-149.96	1,664.01	-1,009.6%

**Highlands at Vallejo Homeowners Association
Board of Directors Meeting Agenda
Tuesday, September 5, 2023, 6:30pm**

**Via Conference Call
1.916.235.1420
PIN# 557413**

1. Call to Order
2. Roll Call
3. July 11, 2023 Board of Director Meeting Minutes – NO MEETING MINUTES PROVIDED
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss
January through August 2023

	<u>Jan - Aug 23</u>
Ordinary Income/Expense	
Income	
Monthly Dues	30,328.00
Total Income	30,328.00
Expense	
ACH Quarterly Bank Fee	58.83
Annual Filings/Licenses	40.00
Backflow Certification	250.00
Common Area Cleaning	2,445.00
Gas & Electric	5,147.64
Insurance Expense	10,183.60
Landscaping and Groundskeeping	2,869.55
Office Supplies	35.52
Postage and Delivery	37.68
Property Management Fees	
Special Services	50.00
Property Management Fees - Other	3,650.00
Total Property Management Fees	3,700.00
Snow Removal	1,938.00
Tax Prep.	325.00
Trash	1,193.66
Water/Sewer	2,573.14
Total Expense	30,797.62
Net Ordinary Income	-469.62
Other Income/Expense	
Other Income	
Interest Income	25.38
Total Other Income	25.38
Net Other Income	25.38
Net Income	<u>-444.24</u>

Highlands at Vallejo Homeowner's Association, Inc.
Balance Sheet
As of August 31, 2023

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	6,423.05
Reserves Acct.	28,729.46
Total Checking/Savings	<u>35,152.51</u>
Total Current Assets	<u>35,152.51</u>
TOTAL ASSETS	<u>35,152.51</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-17,898.01
Net Income	-833.24
Total Equity	<u>35,152.51</u>
TOTAL LIABILITIES & EQUITY	<u>35,152.51</u>

Highlands at Vallejo Homeowner's Association, Inc. Profit & Loss Budget vs. Actual January through August 2023

	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	30,328.00	29,864.00	464.00	101.6%
Total Income	30,328.00	29,864.00	464.00	101.6%
Expense				
ACH Quarterly Bank Fee	58.83	135.00	-76.17	43.6%
Annual Filings/Licenses	40.00	40.00	0.00	100.0%
Backflow Certification	250.00	200.00	50.00	125.0%
Common Area Cleaning	2,445.00	2,280.00	165.00	107.2%
Fire Inspection	0.00	100.00	-100.00	0.0%
Gas & Electric	5,147.64	3,149.76	1,997.88	163.4%
Insurance Expense	10,183.60	9,685.76	497.84	105.1%
Landscaping and Groundskeeping	2,869.55	1,668.00	1,201.55	172.0%
Office Supplies	35.52	45.00	-9.48	78.9%
Postage and Delivery	37.68	104.00	-66.32	36.2%
Property Management Fees				
Special Services	50.00	200.00	-150.00	25.0%
Property Management Fees - Other	3,650.00	3,600.00	50.00	101.4%
Total Property Management Fees	3,700.00	3,800.00	-100.00	97.4%
Reserve Contribution	0.00	2,986.40	-2,986.40	0.0%
Snow Removal	1,938.00	2,000.00	-62.00	96.9%
Tax Prep.	325.00	325.00	0.00	100.0%
Trash	1,193.66	1,200.00	-6.34	99.5%
Water/Sewer	2,573.14	2,400.00	173.14	107.2%
Total Expense	30,797.62	30,118.92	678.70	102.3%
Net Ordinary Income	-469.62	-254.92	-214.70	184.2%
Other Income/Expense				
Other Income	25.38			
Interest Income	25.38			
Total Other Income	25.38			
Net Other Income	25.38			
Net Income	<u>-444.24</u>	<u>-254.92</u>	<u>-189.32</u>	<u>174.3%</u>

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS
ASSOCIATION
MEETING MINUTES
Tuesday, May 2, 2023
Conference Call**

1. **Call to Order:** 6:35 pm by Jenny Stith, other members present were Theresa Lazarri, David LaGrange, Geoff Barsch and Forrest Scruggs of Realty One.

2. **Minutes:** Minutes from March 7, 2023 meeting approved, motion by Jenny, all in favor.

3. **Homeowners Forum:** None

4 **Property Management Report:**

- Financial Report – Forrest Scruggs reviewed the first quarter financials as of March 31, 2023. Line item Trash is substantially lower with the new trash company. The insurance has been renewed through American Family.

5 **Open Issues:**

The Board agreed to meet on Sunday, May 7, 2023 to make a list for cleanup and other projects the owners could participate in.

Dave talked about the new landscape company and has met with Andrew from the company. He indicates the sprinklers are now turned on.

Dave had contacted several contractors about the condition of the brick. According to most, the brick is in reasonable condition considering the age of the building. The only concern might be the parapet wall up at the roof line. Tuck Pointing these bricks would cost around \$8,000. For the roof, previous bids were about \$8,000 for a new membrane.

One hundred new access cards were ordered but no one knows if they were received or not. Perhaps Nolan many know if received.

Premier Heating will be contacted about turning off the boiler for the summer and fixing the back flow valve that is installed wrong.

When the roofers next come out, can they check out the Bat problem and whether their areas can be sealed off.

Next meeting for the Board only will be May 16th, 6:30 at the condos.

Meeting Adjourned: 7:45 pm, motion by Geoff, second by Jenny.