

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Wednesday, December 17, 2019  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

**1. Call to Order:** 6:33 pm, Board members Richard Herrera, Erich Ulmer, Sarah Morden, Nolan Mera, and Forrest Scruggs of Realty One.

**2. Minutes:** The Minutes from the November 19, 2019 were approved, motion by Richard, second by Sarah.

**3. Homeowners Forum:** None

**4 Property Management Report:**

- Financial Report – Forrest Scruggs reviewed the financials and reported they were in good shape after the capital expense projects this year.

**5 Open Issues:**

Tom Sobernheim resigned from the Board as he is selling his unit. Nolan Mera was appointed by the Board to serve on the Board.

There is a large television sitting in the lobby area and no one knows who it belongs to or if it's just discarded. Sarah said she will put a note on it that it will be removed in a couple of days if no one comes forward.

Dryer vents may be partially clogged as there has been reports of clothes not drying quickly.

Richard has proposed to change the locks to the storage area to the boiler room. He will get a bid on replacing with combination locks. In addition, he suggested re-keying the entry doors, this will be looked into as to the cost.

The "Private Parking" still needs to be painted on the parking lot, two spots, north and south entry.

**6 New Business:**

A question was raised about possible changing the Rules about short term rentals. Sarah quoted from the City of Denver's law, "short term rentals

must be licensed by the owner and insured as a short term rental.  
Further, the owner must also live on the premises.

**7 Meeting Adjourned:** 7:10 pm, motion by Richard.

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Tuesday, November 19, 2019  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:35 pm, Board members Richard Herrera. Sarah Morden and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from the August 21, 2019 Board of Directors Meeting were approved, motion by Sarah, second by Richard. There was no Board meeting in September and October was the Annual Meeting.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**  
Financial Report – Forrest Scruggs reviewed the financials with the Board for October. The final payment for the carpet installation in the hallways was paid along with the balance due for the parking lot repairs. Other expenses were normal.
- 5. Open Issues:**  
The parking lot striping is the final phase of the repairs and is scheduled to be completed tomorrow, 11-20-19.  
The Fall cleanup for leaves has been completed and Sarah reported it looks good.
- 6. New Business:**  
Sarah thanked Forrest and Realty One for their work since taking over in June, 2019.  
It was agreed no need for a conference meeting in December.
- 7. Meeting Adjourned:** 6:45 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION**

**ANNUAL MEETING MINUTES**

**Thursday, October 17, 2019, 6:30 pm**

**1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:30 pm, Board members present were Tom Sobernhein, Erich Ulmer, and Forrest Scruggs of Realty One.  
Five homeowners present, two Proxies  
Quorum established.
- 2. Minutes:** Minutes from the Annual Meeting of April 16, 2019 and Board of Directors Meeting of October 24, 2018 were approved, motion by Tom, second by Eric. Both meetings were from previous management company.
- 3. Homeowners Forum:** A question was asked about painting the exterior of the building. This was not to be a priority at this time and will be re-visited next spring.  
There was a question about the laundry service and whether they clean the ducts.
- 4. Property Management Report:**  
Financial Report – Forrest Scruggs reviewed the financials since June. 1 2019, the date Realty One took over management. The 2020 Budget was also presented, motion by Tom, seconded, all in favor as the HOA monthly dues will remain the same.
- 5. Open Issues:**  
The intercom system is not working for some units. Realty One had two security companies out and it was determined the whole system would have to be replaced as no parts are available as it is an old system. The costs were estimated at over \$5,000 and will be put on the back burner.
- 6. New Business:**  
The parking lot repairs has just been completed as well as new carpet throughout the corridors. Parking lot striping is still to be done.  
  
Board members will stay the same by acclamation, no other volunteers.
- 7. Meeting Adjourned:** 7:10 pm, motion by Tom, all in favor.

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Wednesday, August 21, 2019  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:35 pm, Board members Richard Herrera. Tom Sobernhein, Erich Ulmer, and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from the July 31, 2019 Board of Directors Meeting were approved, motion by Tom, second by Richard.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the financials with the Board for July. The Balance Summary was reviewed and dues are up to date. Expenses were basically normal.
- 5. Open Issues:**

Colorado Carpet bid of \$7,150.41 was approved, motion by Tom, second by Richard.

In regards to the landscape, there still are some lawn areas that are not getting coverage from the sprinklers. Forrest will discuss with Unique. Weed spraying has been done but because of the rains it hasn't taken hold yet.

There was discussion about the estimate from Mathias Lock & Key for the intercom system. For a new system, the cost was \$5,687.32. Because of Budget reasons, it was decided to put this on the back burner until the end of the year.
- 6. New Business:**

The parking lot repairs has been submitted for bid.
- 7. Meeting Adjourned:** 7:10 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Wednesday, July 31, 2019  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

**1. Call to Order:** 6:35 pm, Board members Richard Herrera. Tom Sobernhein, Erich Ulmer, and Forrest Scruggs of Realty One.

**2. Minutes:** Minutes from the June 26, 2019 Board of Directors Meeting were approved, motion by Tom, second by Richard.

**3. Homeowners Forum:** None

**4. Property Management Report:**

- Financial Report – Forrest Scruggs reviewed the financials with the Board for May and June. There was a deposit to Reserve in June of \$1,063, which will be deposited monthly.

**5. Open Issues:**

Colorado Carpet bid of \$7,150.41 was approved, motion by Tom, second by Richard.

In regards to the landscape, there still are some lawn areas that are not getting coverage from the sprinklers. Forrest will discuss with Unique. Weed spraying has been done but because of the rains it hasn't taken hold yet.

There was discussion about the estimate from Mathias Lock & Key for the intercom system. For a new system, the cost was \$5,687.32. Because of Budget reasons, it was decided to put this on the back burner until the end of the year.

**6. New Business:**

The parking lot repairs has been submitted for bid.

**7. Meeting Adjourned:** 7:10 pm

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS  
ASSOCIATION  
BOARD MEETING MINUTES  
Wednesday, June 26, 2019  
Conference Call  
1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:30 pm, Board members Richard Herrera, Tom Sobernhein, Erich Ulmer and Forrest Scruggs of Realty One, Inc.
- 2. Minutes:** Minutes not available from previous management company.
- 3. Homeowners Forum:** None
- 4. Property Management Report:**
  - Financial Report – Forrest Scruggs reviewed the dues balance with the Board as this is a new format for the Board from Quick Books which shows a minus as a credit on the Balance Summary. Other basic reports were provided.
- 5. Open Issues:**
  - Sarah has previously worked with the carpet contractor for carpet replacement and will be asked to contact them for verification on the bid.
  - Unique Lawn Service has contracted at \$325 per month for the lawn care which includes fertilization and weed control. The first cutting and sprinkler activation has been completed.
  - Forrest has contacted Double A Security to give an estimate for repairing, if possible, the intercom system. They have not responded as of yet so he has contacted Mathias Lock & Key to see if they will respond for a service call.
- 6. New Business:**
  - The parking lot needs patching and sealing of the cracks. Forrest will secure a bid. Also, striping and numbering the parking spaces will be bid.
  - There was a question about changing the Rules on placement of For Sale and For Rent signs.
- 7. Meeting Adjourned:** 7:40 pm

# **HOA Simple, LLC**

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April 3, 2019

Highlands at Vallejo Owners

**RE: April 16, 2019 Budget Ratification Meeting and Annual Meeting**

**Annual Meeting**

Highlands at Vallejo Condominium Association will hold an Annual Meeting on the 16<sup>th</sup> of April. It will be held via conference call at 6:30 pm. You will be ratifying the 2019 Budget with an 0% increase and discussing issues for the building.

Tom is providing the following bridge access for the conference call:

<https://icollaborate.webex.com/meet/>

(224) 225-1234 / 3032251234

**2019 Budget**

Attached is the Board approved 2019 Budget with a 0% increase, this budget will be voted on for ratification at the Annual Meeting.

To elect Board members or make other decisions you need to have a quorum, please attend the meeting via conference call or send the attached Proxy Statement to HOA Simple.

Should you have any questions or concerns regarding the above, please do not hesitate to contact Craig Supplee at (303) 260-7177 or preferably by email at [csupplee@hoasimple.com](mailto:csupplee@hoasimple.com).

**Highlands at Vallejo Condo Assoc  
2019 Annual Meeting  
April 16, 2019  
6:30 pm  
Via Conference Call**