

**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

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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