

Highlands at Vallejo Homeowners Association
Board of Directors Meeting Agenda
Tuesday, November 4, 2025, 6:30pm

Via Conference Call
916.235.1420
PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the September 9, 2025 Board of Director Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS
ASSOCIATION
MEETING MINUTES
Tuesday, September 9, 2025
Conference Call**

1. **Call to Order:** 6:38 pm by Dave LaGrange, and Jack Barsch also attending. Forrest Scruggs of Realty One was also present.
2. **Minutes:** Minutes from July 8th, 2025 meeting were approved, motion by David, all in favor.
3. **Homeowners Forum:** None
4. **Property Management Report:**
 - Financial Report – Forrest Scruggs reviewed the financials through August, 2025.
5. **Open Issues:** There has been no response yet from Custom Iron on repairs to the adjacent neighbor's fence. Dave said we should see if we can find another vendor and Jack would see if he can find someone.
6. **New Business:** The stump grinding has not been done yet and Dave will contact them again. Dave has contacted an exterminator about the bats up in holes in the building. The company said they could put up some bat boxes to help deter them from nesting. This would cost about \$450.

There was discussion about raising dues by about 10%. Dave said he would discuss this with others and wait to see what the 2026 budget looks like.

Dave has talked to the new owner in 3B about changing out his door.

Per Jack, the Rules posted in the mail room should be updated.

Dave suggested the need for 3 more no parking signs to keep the adjoining restaurant people from parking there.

Meeting Adjourned: 7:12 pm, motion by Dave, second by Jack.

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss
January through October 2025

	Jan - Oct 25
Ordinary Income/Expense	
Income	
Monthly Dues	51,185.00
Special Assessment 24/25	16,745.70
Total Income	67,930.70
Expense	
ACH Quarterly Bank Fee	97.00
Annual Filings/Licenses	69.00
Association Management	
Special Services	750.00
Association Management - Other	4,750.00
Total Association Management	5,500.00
Backflow Certification	250.00
Boiler Inspection	90.00
Common Area Cleaning	2,200.00
Door King Service	269.70
Fire Inspection	78.00
Gas & Electric	4,365.79
Insurance Expense	22,121.57
Landscaping and Groundskeeping	6,843.95
Office Supplies	37.53
Postage and Delivery	73.73
Repairs and Maintenance	
Paint Project	17,143.24
Repairs and Maintenance - Other	11,374.21
Total Repairs and Maintenance	28,517.45
Tax Prep.	350.00
Trash	1,682.94
Water/Sewer	3,753.03
Total Expense	76,299.69
Net Ordinary Income	-8,368.99
Other Income/Expense	
Other Income	
Interest Income	2.16
Total Other Income	2.16
Net Other Income	2.16
Net Income	-8,366.83

2:17 PM
11/01/25
Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.
Balance Sheet
As of October 31, 2025

	Oct 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	12,956.00
Reserves Acct.	20,523.38
Total Checking/Savings	33,479.38
Accounts Receivable	
Accounts Receivable	-0.04
Total Accounts Receivable	-0.04
Total Current Assets	33,479.34
TOTAL ASSETS	33,479.34
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-12,037.59
Net Income	-8,366.83
Total Equity	33,479.34
TOTAL LIABILITIES & EQUITY	33,479.34

Highlands at Vallejo Homeowner's Association, Inc. Profit & Loss Budget vs. Actual January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	51,185.00	39,830.00	11,355.00	128.5%
Special Assessment 24/25	16,745.70	20,255.70	-3,510.00	82.7%
Total Income	67,930.70	60,085.70	7,845.00	113.1%
Expense				
ACH Quarterly Bank Fee	97.00	60.00	37.00	161.7%
Annual Filings/Licenses	69.00	68.00	1.00	101.5%
Association Management				
Special Services	750.00	400.00	350.00	187.5%
Association Management - Other	4,750.00	4,750.00	0.00	100.0%
Total Association Management	5,500.00	5,150.00	350.00	106.8%
Backflow Certification	250.00	250.00	0.00	100.0%
Boiler	0.00	350.00	-350.00	0.0%
Boiler Inspection	90.00		0.00	100.0%
Common Area Cleaning	2,200.00	2,200.00	0.00	100.0%
Door King Service	269.70	500.00	-230.30	53.9%
Fire Inspection	78.00	26.00	52.00	300.0%
Gas & Electric	4,365.79	4,950.00	-584.21	88.2%
Insurance Expense	22,121.57	17,250.00	4,871.57	128.2%
Landscaping and Groundskeeping	6,843.95	1,000.00	5,843.95	684.4%
Office Supplies	37.53	45.00	-7.47	83.4%
Postage and Delivery	73.73	125.00	-51.27	59.0%
Repairs and Maintenance				
Paint Project	17,143.24			
Repairs and Maintenance - Other	11,374.21	27,367.70	-15,993.49	41.6%
Total Repairs and Maintenance	28,517.45	27,367.70	1,149.75	104.2%
Tax Prep.	350.00	350.00	0.00	100.0%
Trash	1,682.94	1,100.00	582.94	153.0%
Water/Sewer	3,753.03	3,750.00	3.03	100.1%
Total Expense	76,299.69	64,541.70	11,757.99	118.2%
Net Ordinary Income	-8,368.99	-4,456.00	-3,912.99	187.8%
Other Income/Expense				
Other Income				
Interest Income	2.16			
Total Other Income	2.16			
Net Other Income	2.16			
Net Income	-8,366.83	-4,456.00	-3,910.83	187.8%

Highlands at Vallejo Homeowners Association
Board of Directors Meeting Agenda
Tuesday, September 9, 2025, 6:30pm

Via Conference Call
1.916.235.1420
PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the July 08, 2025 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

THE HIGHLANDS AT VALLEJO CONDOMINIUMS
ASSOCIATION
MEETING MINUTES
Tuesday, July 8, 2025
Conference Call

1. Call to Order: 6:39 pm by Jenny Stith, other members present were Jack Barsch, and David LaGrange. Forrest Scruggs of Realty One was also present.
2. Minutes: Minutes from May 6th, 2025 meeting were approved, motion by Jenny, second by David, all in favor.
3. Homeowners Forum: None
4. Property Management Report: Financial Report – Forrest Scruggs reviewed the financials through June, 2025.
5. Open Issues: Per David, 1C hasn't started their work with Groundworks yet. We should hold off paying the half that was agreed to until they start work. Dave said the painting project is done and that \$3300 has been paid as down payment, 75% is due. Project looks good but some paint got on the brick and Dave will talk to them about removing the paint.
6. New Business: There have been bats nesting in the brick areas. Jack got an estimate of \$7000 for providing bat control for the year. This will be put on hold. Dave has a bid of \$2000 to remove and grind the stump on the tree that fell. Forrest has asked Save A Tree to give a bid as well. 3B is for sale and they were asking about the foundation safety. No assurance was given about this but was told there was a two year old engineering report that is available for their review. The neighbor's fence which had the tree fall in it wants to know about his fence repair. Forrest and Dave will try to contact a fence company for possible repairs not to exceed \$1000.

Meeting Adjourned: 7:26 pm, motion by Dave, second by Jack.

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss
January through August 2025

	<u>Jan - Aug 25</u>
Ordinary Income/Expense	
Income	
Monthly Dues	33,103.20
Special Assessment 24/25	16,745.70

Total Income	49,848.90
Expense	
ACH Quarterly Bank Fee	66.00
Annual Filings/Licenses	69.00
Association Management	
Special Services	600.00
Association Management - Other	3,800.00

Total Association Management	4,400.00
Backflow Certification	250.00
Boiler Inspection	90.00
Common Area Cleaning	1,600.00
Gas & Electric	3,868.81
Insurance Expense	18,762.51
Landscaping and Groundskeeping	4,998.95
Office Supplies	37.53
Postage and Delivery	36.50
Repairs and Maintenance	
Paint Project	17,143.24
Repairs and Maintenance - Other	10,744.66

Total Repairs and Maintenance	27,887.90
Security System	181.80
Tax Prep.	350.00
Trash	1,324.02
Water/Sewer	2,733.94

Total Expense	66,656.96

Net Ordinary Income	-16,808.06
Other Income/Expense	
Other Income	
Interest Income	1.81

Total Other Income	1.81

Net Other Income	1.81

Net Income	<u><u>-16,806.25</u></u>

Highlands at Vallejo Homeowner's Association, Inc.

Balance Sheet

As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	5,208.89
Reserves Acct.	20,523.03
Total Checking/Savings	25,731.92
Accounts Receivable	
Accounts Receivable	-692.00
Total Accounts Receivable	-692.00
Total Current Assets	25,039.92
TOTAL ASSETS	25,039.92
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-12,037.59
Net Income	-16,806.25
Total Equity	25,039.92
TOTAL LIABILITIES & EQUITY	25,039.92

Highlands at Vallejo Homeowner's Association, Inc.

Profit & Loss Budget vs. Actual

January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	33,103.20	31,864.00	1,239.20	103.9%
Special Assessment 24/25	16,745.70	20,255.70	-3,510.00	82.7%
Total Income	49,848.90	52,119.70	-2,270.80	95.6%
Expense				
ACH Quarterly Bank Fee	66.00	60.00	6.00	110.0%
Annual Filings/Licenses	69.00	68.00	1.00	101.5%
Association Management				
Special Services	600.00	400.00	200.00	150.0%
Association Management - Other	3,800.00	3,800.00	0.00	100.0%
Total Association Management	4,400.00	4,200.00	200.00	104.8%
Backflow Certification	250.00	250.00	0.00	100.0%
Boiler	0.00	350.00	-350.00	0.0%
Boiler Inspection	90.00			
Common Area Cleaning	1,600.00	1,800.00	-200.00	88.9%
Door King Service	0.00	500.00	-500.00	0.0%
Fire Inspection	0.00	26.00	-26.00	0.0%
Gas & Electric	3,868.81	3,960.00	-91.19	97.7%
Insurance Expense	18,762.51	17,250.00	1,512.51	108.8%
Landscaping and Groundskeeping	4,998.95	800.00	4,198.95	624.9%
Office Supplies	37.53	45.00	-7.47	83.4%
Postage and Delivery	36.50	125.00	-88.50	29.2%
Repairs and Maintenance				
Paint Project	17,143.24			
Repairs and Maintenance - Other	10,744.66	27,367.70	-16,623.04	39.3%
Total Repairs and Maintenance	27,887.90	27,367.70	520.20	101.9%
Security System	181.80			
Tax Prep.	350.00	350.00	0.00	100.0%
Trash	1,324.02	880.00	444.02	150.5%
Water/Sewer	2,733.94	3,000.00	-266.06	91.1%
Total Expense	66,656.96	61,031.70	5,625.26	109.2%
Net Ordinary Income	-16,808.06	-8,912.00	-7,896.06	188.6%
Other Income/Expense				
Other Income				
Interest Income	1.81			
Total Other Income	1.81			
Net Other Income	1.81			

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss Budget vs. Actual
January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Net Income	-16,306.25	-8,912.00	-7,894.25	188.6%

Highlands at Vallejo Homeowners Association

Board of Directors Meeting Agenda

Tuesday, July 8, 2025, 6:30pm

Via Conference Call

1.916.235.1420

PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the May 6, 2025 Board of Director Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

THE HIGHLANDS AT VALLEJOCONDOMINIUMS
ASSOCIATION
MEETING MINUTES
Tuesday, May 6, 2025
Conference Call

1. **Call to Order:** 6:35 pm by Jenny Stith, other members present were Jack Barsch, and David LaGrange. Forrest Scruggs of Realty One was also present.
 2. **Minutes:** Minutes from February 5th, 2025 meeting were approved, motion by Jenny, second by David, all in favor.
 3. **Homeowners Forum:** None
 4. **Property Management Report:**
 - Financial Report – Forrest Scruggs reviewed the financials through March, 2025.
 5. **Open Issues:** 1C owner is not present but a letter has been sent for demand by their attorney for repairs to the floor. After much discussion, it was agreed that the HOA should now have an attorney to answer their attorney. Realty One can arrange this through Altitude Law, P.C. Forrest said he would get a preliminary estimate for their cost but suspected it would initially be around five hours of their time just for reviewing the Bylaws and other reports. Forrest will convey this information if it sounds feasible back to the Board by email. Jenny sent out to everyone on the Board a copy of a engineer's building foundation report from a couple of years ago. Forrest said this is an important report and will review this report before sending to the attorney.
 6. **New Business:** Dave reported he has been getting paint bids for the outside of the building, and what to do with the flower beds, and trees/bushes. He would ask for help in these decisions and meet with the other Board members on site soon.
- Meeting Adjourned:** 7:42 pm, motion by Dave, second by Jack.

11:23 AM
06/29/25
Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss
January through June 2025

	Jan - Jun 25
Ordinary Income/Expense	
Income	
Monthly Dues	22,456.40
Special Assessment 24/25	16,745.70
Total Income	39,202.10
Expense	
ACH Quarterly Bank Fee	33.00
Annual Filings/Licenses	69.00
Association Management	
Special Services	450.00
Association Management - Other	2,850.00
Total Association Management	3,300.00
Backflow Certification	250.00
Common Area Cleaning	1,100.00
Gas & Electric	3,352.93
Insurance Expense	14,715.45
Landscaping and Groundskeeping	2,742.65
Office Supplies	37.53
Postage and Delivery	36.50
Repairs and Maintenance	
Paint Project	6,760.81
Repairs and Maintenance - Other	4,666.60
Total Repairs and Maintenance	11,427.41
Security System	91.90
Tax Prep.	350.00
Trash	1,062.05
Water/Sewer	2,087.94
Total Expense	40,656.36
Net Ordinary Income	-1,454.26
Other Income/Expense	
Other Income	
Interest Income	1.30
Total Other Income	1.30
Net Other Income	1.30
Net Income	-1,452.96

11:23 AM
06/29/25
Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.
Balance Sheet
As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	8,770.69
Reserves Acct.	31,622.52
Total Checking/Savings	40,393.21
Total Current Assets	40,393.21
TOTAL ASSETS	40,393.21
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-12,037.59
Net Income	-1,452.96
Total Equity	40,393.21
TOTAL LIABILITIES & EQUITY	40,393.21

11:23 AM

06/29/25

Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.

Profit & Loss Budget vs. Actual

January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	22,456.40	23,898.00	-1,441.60	94.0%
Special Assessment 24/25	16,745.70	20,255.70	-3,510.00	82.7%
Total Income	39,202.10	44,153.70	-4,951.60	88.8%
Expense				
ACH Quarterly Bank Fee	33.00	60.00	-27.00	55.0%
Annual Filings/Licenses	69.00	68.00	1.00	101.5%
Association Management				
Special Services	450.00	400.00	50.00	112.5%
Association Management - Other	2,850.00	2,850.00	0.00	100.0%
Total Association Management	3,300.00	3,250.00	50.00	101.5%
Backflow Certification	250.00	250.00	0.00	100.0%
Boiler	0.00	350.00	-350.00	0.0%
Common Area Cleaning	1,100.00	1,400.00	-300.00	78.6%
Door King Service	0.00	500.00	-500.00	0.0%
Fire Inspection	0.00	26.00	-26.00	0.0%
Gas & Electric	3,352.93	2,970.00	382.93	112.9%
Insurance Expense	14,715.45	17,250.00	-2,534.55	85.3%
Landscaping and Groundskeeping	2,742.65	600.00	2,142.65	457.1%
Office Supplies	37.53	45.00	-7.47	83.4%
Postage and Delivery	36.50	125.00	-88.50	29.2%
Repairs and Maintenance				
Paint Project	6,760.81			
Repairs and Maintenance - Other	4,666.60	27,367.70	-22,701.10	17.1%
Total Repairs and Maintenance	11,427.41	27,367.70	-15,940.29	41.8%
Security System	91.90			
Tax Prep.	350.00	350.00	0.00	100.0%
Trash	1,062.05	660.00	402.05	160.9%
Water/Sewer	2,087.94	2,250.00	-162.06	92.8%
Total Expense	40,656.36	57,521.70	-16,865.34	70.7%
Net Ordinary Income	-1,454.26	-13,368.00	11,913.74	10.9%
Other Income/Expense				
Other Income				
Interest Income	1.30			
Total Other Income	1.30			
Net Other Income	1.30			
Net Income	-1,452.96	-13,368.00	11,915.04	10.9%

Highlands at Vallejo Homeowners Association

Board of Directors Meeting Agenda Tuesday, May 6, 2025, 6:30pm

Conference Call 1.916.235.1420 PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the February 5, 2025 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, February 5, 2025
Conference Call**

1. **Call to Order:** 6:38 pm by Dave LaGrange, other members present were Theresa Lazarri, and Jenny Stirth. Forrest Scruggs of Realty One was also present. The 1C new owner was present.
2. **Minutes:** Minutes from September 10, 2024 meeting were approved, motion by Jenny, second by Theresa, all in favor.
3. **Homeowners Forum:** Roberto in 1C.
4. **Property Management Report:**
 - Financial Report – Forrest Scruggs reviewed the financials through December 2024.
5. **Open Issues:** 1C brought to the Boards attention about his sloping floor. An inspection indicated there were some rotten joists. His original bid was \$28,000 which was very high an Forrest said to get other bids. He got another one at \$13,500
Dave stated there were other floors shat were sloped, including his. The HOA does not have the funds to fix every floor. He suggested to Roberto find another contractor that can do minimal repairs without replacing some of the joists. Roberto said he would do that and bring more information and pictures to the next Board Meeting.
Forrest said American Family is not renewing the insurance policy coming up 4-15-25. Dave and the Board is going to see if they can get a broker to find a carrier to bid and Realty One will continue to work with their broker.
6. Dave said the new front door system will be in place next week which he paid for and will see reimbursement. A new call box will be then have to be replaced.

Meeting Adjourned: 7:38 pm, motion by Dave, second by Theresa.

6:51 AM

05/01/25

Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.

Profit & Loss

January through April 2025

	Jan - Apr 25
Ordinary Income/Expense	
Income	
Monthly Dues	11,809.60
Special Assessment 24/25	16,745.70
Total Income	28,555.30
Expense	
ACH Quarterly Bank Fee	33.00
Annual Filings/Licenses	44.00
Association Management	
Special Services	300.00
Association Management - Other	1,900.00
Total Association Management	2,200.00
Backflow Certification	125.00
Common Area Cleaning	700.00
Gas & Electric	2,501.68
Insurance Expense	11,356.39
Landscaping and Groundskeeping	798.41
Postage and Delivery	36.50
Repairs and Maintenance	4,666.60
Tax Prep.	350.00
Trash	773.27
Water/Sewer	1,215.52
Total Expense	24,800.37
Net Ordinary Income	3,754.93
Other Income/Expense	
Other Income	
Interest Income	0.77
Total Other Income	0.77
Net Other Income	0.77
Net Income	3,755.70

6:51 AM

05/01/25

Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.

Balance Sheet

As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	13,979.88
Reserves Acct.	31,621.99
Total Checking/Savings	45,601.87
Total Current Assets	45,601.87
TOTAL ASSETS	45,601.87
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-12,037.59
Net Income	3,755.70
Total Equity	45,601.87
TOTAL LIABILITIES & EQUITY	45,601.87

6:52 AM

05/01/25

Cash Basis

Highlands at Vallejo Homeowner's Association, Inc.

Profit & Loss Budget vs. Actual

January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	11,809.60	15,932.00	-4,122.40	74.1%
Special Assessment 24/25	16,745.70	20,255.70	-3,510.00	82.7%
Total Income	28,555.30	36,187.70	-7,632.40	78.9%
Expense				
ACH Quarterly Bank Fee	33.00	60.00	-27.00	55.0%
Annual Filings/Licenses	44.00	68.00	-24.00	64.7%
Association Management				
Special Services	300.00	0.00	300.00	100.0%
Association Management - Other	1,900.00	1,900.00	0.00	100.0%
Total Association Management	2,200.00	1,900.00	300.00	115.8%
Backflow Certification	125.00	250.00	-125.00	50.0%
Boiler	0.00	350.00	-350.00	0.0%
Common Area Cleaning	700.00	1,000.00	-300.00	70.0%
Door King Service	0.00	0.00	0.00	0.0%
Fire Inspection	0.00	26.00	-26.00	0.0%
Gas & Electric	2,501.68	1,980.00	521.68	126.3%
Insurance Expense	11,356.39	17,250.00	-5,893.61	65.8%
Landscaping and Groundskeeping	798.41	400.00	398.41	199.6%
Office Supplies	0.00	0.00	0.00	0.0%
Postage and Delivery	36.50	0.00	36.50	100.0%
Repairs and Maintenance	4,666.60	27,367.70	-22,701.10	17.1%
Tax Prep.	350.00	350.00	0.00	100.0%
Trash	773.27	440.00	333.27	175.7%
Water/Sewer	1,215.52	1,500.00	-284.48	81.0%
Total Expense	24,800.37	52,941.70	-28,141.33	46.8%
Net Ordinary Income	3,754.93	-16,754.00	20,508.93	-22.4%
Other Income/Expense				
Other Income				
Interest Income	0.77			
Total Other Income	0.77			
Net Other Income	0.77			
Net Income	3,755.70	-16,754.00	20,509.70	-22.4%

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS
ASSOCIATION
ANNUAL MEETING MINUTES
Tuesday, March 4, 2025
Conference Call**

- 1. Call to Order:** 6:35, pm by Jenny Stith, other Board members present were Theresa Lazarri, David LaGrange; and Jack Barsch. Homeowner Richard Herrera by Proxy, a quorum was established. Forrest Scruggs of Realty One, Manager.
- 2. Minutes:** Minutes from February 7th meeting was approved by Jenny, Dave seconded.
- 3. Homeowners Forum:** 3C, had questions on 2025 Budget.
- 4. Property Management Report:**
 - Financial Report – Forrest Scruggs reviewed the financials through 12-31-24.
- 5. Open Issues:**

The roof repairs have been done with the big open items being the approximately \$3,000 for the new front door system. Then there will be \$40 per month for the intercom system. The painting of the building will be discussed again in the spring.

Jordan from All Colorado Insurances came on the line at this time. Nolan Mera had contacted him to try to get a quote for new insurance as American Family will not renew. He has preliminary quotes from Northfield and Integrity. The final quote should be in the \$23K annual premium range, wind & hail at 3%. Theresa said she should have someone for a quote as well.

Current officers will remain for now by acclimation. Officer titles will be determined by e=mail. Dave had to leave the meeting early.

Adjourn: 7:10, motion by Jenny, second by Theresa.

Highlands at Vallejo Homeowners Association

Annual Meeting Agenda

Wednesday, March 4, 2025, 6:30pm

Conference Call in information: 1.916.235.1420 PIN #557413

1. Call to Order
2. Roll Call
3. Approval of the February 7, 2024 Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

**THE HIGHLANDS AT VALLEJOCONDOMINIUMS
ASSOCIATION
ANNUAL MEETING MINUTES
Wednesday, February 7 , 2024
Conference Call**

1. Call to Order: 6:37, pm by Jenny Stith, other Board members present were Theresa Lazarri and David LaGrange; Geoff Barsch, Nolan Mera and Richard Herrera by Proxy, also Forrest Scruggs of Realty One, Manager.

2. Minutes: Minutes from 2023 meeting weren't available as there was no quorum. .

3. Homeowners Forum: None

4 Property Management Report:

- Financial Report – Forrest Scruggs reviewed the financials through 12-31-23.

5 Open Issues:

Lighting bids were received for throughout all common areas. Dave has lined up an electrician to install fixtures as well as LED bulbs and exit lights. He will arrange for purchasing material's through Home Depot. The labor will cost approximately \$2,000.

Richard brought up the question of how the plumbing is holding up in the building. Forrest said other than a few owners changing out their faucets for leaking there hasn't been major issues.

Richard questioned the proposed \$25 increase in monthly dues. The Board has approve the 2024 Budget with a \$25 increase across the board. Richard reminded the Board the Bylaws call for increases are to be done by pro-ratio per square footage of the units. Until the Board can review this issue further, this will be tabled for now.

The Board has approved to transfer \$20K from savings to a 7 month CD so as to earn a higher rate of interest.

Current officers will remain for now by acclimation. Officer titles will be determined by e=mail.

Adjourn: 7:30, motion by Jenny, second by Dave.

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss
January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Monthly Dues	43,596.00
Special Assessment 24/25	20,254.30
Total Income	63,850.30
Expense	
ACH Quarterly Bank Fee	58.31
Annual Filings/Licenses	53.00
Asphalt Repairs	2,200.00
Association Management	
Special Services	318.94
Association Management - Other	5,400.00
Total Association Management	5,718.94
Backflow Certification	250.00
Boiler	657.50
Common Area Cleaning	2,705.00
Federal Withholdings	112.04
Fire Extinguishers	168.00
Fire Inspection	26.00
Gas & Electric	5,103.70
Insurance Expense	18,507.91
Landscaping and Groundskeeping	1,516.00
Lighting Repairs	150.00
Office Supplies	36.49
Postage and Delivery	107.19
Repairs and Maintenance	4,630.10
Roof Repairs	13,260.00
Tax Prep.	325.00
Trash	1,423.44
Water/Sewer	4,447.15
Total Expense	61,455.77
Net Ordinary Income	2,394.53
Other Income/Expense	
Other Income	
Interest Income	530.12
Total Other Income	530.12
Net Other Income	530.12
Net Income	2,924.65

Highlands at Vallejo Homeowner's Association, Inc.
Balance Sheet
As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	10,524.95
Reserves Acct.	31,621.04
Total Checking/Savings	42,145.99
Accounts Receivable	
Accounts Receivable	-300.00
Total Accounts Receivable	-300.00
Total Current Assets	41,845.99
TOTAL ASSETS	41,845.99
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-14,962.42
Net Income	2,924.65
Total Equity	41,845.99
TOTAL LIABILITIES & EQUITY	41,845.99

12/30/24

Highlands at Vallejo Homeowner's Association, Inc.

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	43,596.00	47,296.00	-3,700.00	92.2%
Special Assessment 24/25	20,254.30	37,000.00	-16,745.70	54.7%
Total Income	63,850.30	84,296.00	-20,445.70	75.7%
Expense				
ACH Quarterly Bank Fee	58.31	102.00	-43.69	57.2%
Annual Filings/Licenses	53.00	40.00	13.00	132.5%
Asphalt Repairs	2,200.00			
Association Management				
Special Services	318.94			
Association Management - Other	5,400.00	5,400.00	0.00	100.0%
Total Association Management	5,718.94	5,400.00	318.94	105.9%
Backflow Certification	250.00	250.00	0.00	100.0%
Boiler	657.50			
Boiler Inspection	0.00	90.00	-90.00	0.0%
Common Area Cleaning	2,705.00	2,850.00	-145.00	94.9%
Federal Withholdings	112.04			
Fire Extinguishers	168.00			
Fire Inspection	26.00	30.00	-4.00	86.7%
Gas & Electric	5,103.70	6,120.00	-1,016.30	83.4%
Insurance Expense	18,507.91	18,296.08	211.83	101.2%
Landscaping and Groundskeeping	1,516.00	2,000.00	-484.00	75.8%
Lighting Repairs	150.00			
Office Supplies	36.49	45.00	-8.51	81.1%
Postage and Delivery	107.19	65.00	42.19	164.9%
Repairs and Maintenance	4,630.10			
Reserve Contribution	0.00	4,497.92	-4,497.92	0.0%
Roof Repairs	13,260.00			
Snow Removal	0.00	2,000.00	-2,000.00	0.0%
Tax Prep.	325.00	350.00	-25.00	92.9%
Trash	1,423.44	1,380.00	43.44	103.1%
Water/Sewer	4,447.15	3,780.00	667.15	117.6%
Total Expense	61,455.77	47,296.00	14,159.77	129.9%
Net Ordinary Income	2,394.53	37,000.00	-34,605.47	6.5%
Other Income/Expense				
Other Income	530.12			
Interest Income				
Total Other Income	530.12			
Net Other Income	530.12			

12/30/24

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss Budget vs. Actual
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Net Income	2,924.65	37,000.00	-34,075.35	7.9%

Highlands at Vallejo Homeowners Association

ANNUAL MEETING NOTICE

Tuesday, March 4, 2025, 6:30pm

Call in Information: 1.916.235.1420 PIN# 557413

The Annual Meeting of the Highlands at Vallejo Homeowners Association will be held on the above date and location. The meeting is scheduled for 6:30pm and we hope you will be able to attend. Please mail back this proxy if you are unable to attend, as we need a quorum to conduct this meeting. All assessments, fees and charges must be current as of February 28, 2025, to count towards a quorum and to vote at the Annual Meeting. Return proxy to: Realty One, Inc., 1630 Carr St., Suite D, Lakewood, CO 80214, or email admin@realtyone-co.com.

PROXY

Highlands at Vallejo Homeowners Association

ANNUAL MEETING, Tuesday, March 4, 2025

I, _____ am a member in good standing of the Highlands at Vallejo Homeowners Association under the provision of the legal documents governing said association (please check one of the following):

_____ I grant my proxy to the Secretary of the Highlands at Vallejo Homeowners Association.

_____ I grant my proxy to _____ (please name an individual who will vote your proxy at the March 4, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for March 4, 2025 and all adjournments thereof, and carries with it full right to the proxy holder to cast his/her vote (s) as he/she sees fit, and to represent me on any matter or resolution which may come before the meeting and to take any other action which I could personally take if present at the meeting.

This proxy shall remain in effect for this meeting, until revoked by me or upon the conveyance of my property.

Date: _____, 2025 By: _____

Address: _____

Highlands at Vallejo Homeowners Association

ANNUAL MEETING NOTICE

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PROXY

Highlands at Vallejo Homeowners Association

ANNUAL MEETING, Tuesday, March 4, 2025

I, Suzanne Schaefer am a member in good standing of the Highlands at Vallejo Homeowners Association under the provision of the legal documents governing said association (please check one of the following):

☒ I grant my proxy to the Secretary of the Highlands at Vallejo Homeowners Association.

I grant my proxy to _____ (please name an individual who will vote your proxy at the March 4, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for March 4, 2025 and all adjournments thereof, and carries with it full right to the proxy holder to cast his/her vote (s) as he/she sees fit, and to represent me on any matter or resolution which may come before the meeting and to take any other action which I could personally take if present at the meeting.

This proxy shall remain in effect for this meeting, until revoked by me or upon the conveyance of my property.

Date: 2/16, 2025 By: Suzanne Schaefer
Address: 668 S. Cassington Rd., Columbus OH 43209

211

Highlands at Vallejo Homeowners Association
Board of Directors Meeting Agenda
Tuesday, February 4, 2025, 6:30pm

Via Conference Call
1.916.235.1420
PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the Board of Director Meeting Minutes – No Meeting Minutes to Approve
4. Property Management Report
 - Year End Financials 2024
5. Open Issues
6. New Business
 - Annual Meeting has been moved to March 4, 2025
7. Meeting Adjourned

Highlands at Vallejo Homeowner's Association, Inc.

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Highlands at Vallejo Homeowner's Association, Inc.

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