

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.

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-ration 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

Tuesday, March 4, 2025, 6:30pm

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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 Suzanne Schaefer

Address: 668 S. Cassington Rd. Columbus OH 43209

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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.

Profit & Loss

January through December 2024

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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
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Other Income/Expense	
Other Income	
Interest Income	530.12
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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
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Equity	
Opening Balance Equity	53,883.76
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Net Income	2,924.65
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TOTAL LIABILITIES & EQUITY	41,845.99

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				
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Expense				
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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%
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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%
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Other Income/Expense				
Other Income				
Interest Income	530.12			
Total Other Income	530.12			
Net Other Income	530.12			

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%