

**Spruce Hills Condo Association**

**Minutes of Open Meeting**

**Spruce Hills Clubhouse**

February 20, 2023

**I. CALL TO ORDER**

Board President called the meeting to order at 7:07pm.

**II. ATTENDANCE**

**Board members present are as follows:**

John Brown            President

Jerry Ford            Treasurer

Liz Thompson        Secretary

Jim Rispoli            Trustee

**Others present are as follows:**

Kim Merklin    Property Manager

**Association member present:**

\*See sign in sheet attached.

**Board members absent are as follows:**

Elizabeth Swain    Vice President

**III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

Motion by President to approve the minutes of the Open Meeting held 1/24/23, Working meetings 1/28/23 and 2/6/23. Motion seconded by Secretary and Third by Trustee.

**IV. FINANCIAL REPORT**

Given by Treasurer

	<b>January 2023</b>	<b>February 2023</b>
<b>Checking</b>	\$12,142.14	\$1,322.95
<b>Savings</b>	\$282,215.37	\$337,961.88
<b>Capital Fund</b>	\$266,558.91	\$266,558.91
<b>Special Assessment</b>	\$297,791.97	\$ 349,340.44

## Motion to Accept

### Treasurer Report

Motion was approved by President, seconded by Secretary, and Third by Trustee

## V. Management Report

Given by President for a Motion to approve

- Bill List
- TGL Landscaping Contract
- AED for 2023 Pool Season
- Pool Supplies
- Truck Purchase
- Zoom Equipment
- Maintenance T-shirts/Hoodies
- Allison DeCoste's resignation

## VI. Completed

- Maintenance Position was filled, as of February 15, 2023.
- Zoom meetings will be offered for open meetings starting with the March 20, 2023 meeting. Laptop, camera with a microphone, necessary cables, were purchased for under \$400. The annual zoom subscription was purchased for \$149.
- Used 2012 Ford 350 Truck for Spruce Hills was purchased for \$18,300 from Trade Zone.
- Landscaping contract with TGL was signed. This was the least expensive contract offered and includes the most work which includes complete pet friendly fertilizer, pruning, weeding, annuals, and grass cutting.

## VII. UNFINISHED BUSINESS

Given by President

- Progress since 1/24/23 open meeting
  - 2 containers from Jake's Containers were rented to store windows and doors currently being stored in 2 Prime spaces for approximately **\$800 each per month**. These 2 containers are being rented for **\$110 per month each**.
- Pardini came to measure and assess the current windows in the alcoves for building 3,4,5, & 17 and checked storage for windows that were previously purchased for replacement in Fall 2022.
- Pardini started replacing windows in building 3,4, and 503. The egress windows purchased by prior Board through Fox lumber were mis-measured and 1 inch off. CP engineer approved cutting 1 inch at the base of the window framing to accommodate use of these windows. This error in measurement and ordering of windows accrued extra charges by Pardini to install the windows. Pardini's contract as set up with Prior Board did not include installation of windows in the alcoves, it only included installation of sliders; therefore installing windows was an additional labor charge being billed to the Association.
- CP Engineering came up with a structural support system for the wrought iron balconettes that does not require any ripping up of floors that a wooden balconette requires. Railings as previously suggested with prior board as not an option for Spruce

Hills because an easement is required meaning there needs to be a flooring to step out onto so that in case of a fire, the slider can be closed behind you.

- **Assessment Issues:** our projected time frame mentioned at the 1/24/23 for a new special assessment based off of new project bids has been changed due to RFP's not being due from 6 subcontractors til March 8, 2023. Bids then need to be evaluated and financials calculated. New projected time frame but subject to change given status of bids, by the end of April. 2023.

### **VIII. OPEN FORUM**

- **Unit 815** requested certain details about the balconettes. Questioned if the Board was still considering the railing option as proposed by the prior Board because an easement is stated necessary in our Association documents. Board responded that railings are not an option, A balconette with flooring to step out onto will be used.
- **Unit 1004** wanted to know if unit owners will be required to pay the cost of the balconettes as a separate payment due over the summer. Board responded that the balconettes are included in the group special assessment fee and not an individual unit owner responsibility.

Status of pavement repairs. Maintenance will be using patching kits.

- **Unit 1511** Question about the cost to unit owners when floors are pulled up for the balconette installation. At this time, the balconette option does not require pulling up unit owner floors. Wooden balconettes would require that. CP engineers are working on a system to mount the wrought iron balconette without pulling up floors.
- Offered Board tips and critiques on how to improve meetings and communication from the Property Manager.
- **Unit 213** offered to assist, free of charge, with setting up zoom equipment for future Board meetings.
- **Unit 503** asked when the sliders will be moved from Prime Storage to Spruce Hills and how soon will the DCA approve the support structure to install sliders and finish alcove for building 5. Board, Pardini, CP, DCA are actively working on this in order to commence as soon as possible.
- **Unit 814** Asked if amended assessment will be filed with the clerk and new buyers notified of assessment fee. Will unit owners still be notified of liens against their property at 6 months? Sliders take 3-4 months to come in. Town is responsible for paving and plowing Spruce Hills Dr. How will decks be addressed if they are going bad during construction?
  - Board will follow the legal advice of their attorney Donna R. Shahrabani on all necessary matters.

- **Unit 613** billing question Kim will address.

### **IX. NEXT MEETING DATE**

The next monthly Board of Directors meeting will be held on March 20, 2023, 7pm. This date was revised and notice was sent to the community on 2/28/23 that the meeting was moved one week to March 27, 2023, same time.

**X. Adjournment**

The Board adjourned at 8:35pm



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President, John Brown



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Date