

Spruce Hills Condo Association  
**Minutes of Open Session**  
 Spruce Hills Clubhouse  
 January 19, 2021  
 \*\*Via Zoom due to COVID-19 Restrictions\*\*

**Call to Order:** Meeting call to Order at 8 pm

**Board Members Present:**

Janet Traphagen	President	
Aaron Graf	Vice President	
William Palaferro	Treasurer	
Michelle Brito	Secretary	
Robert Hart, Jr.	Trustee	

**Property Manager:** Michelle McCartney

**Association Members Present:**

210	David Graule	
109	Jim & Gina Rispoli	
1603	Bruce Pierson	
806	Kari Tringali	
808	Trish Duff	
709	Sean Kennedy	
211	Mary Freeman	
1710	Karen Smith	
2104	Maria Szapsik	
1515	Terri Slagle	
803	Dan Bahlman	
Unknown	Michael	
Unknown	Jamie	

**Motion to approve Minutes**

Working meeting for November 3, 2020 – Janet Traphagen – William Palaferro 2nd  
 Working and Open meeting for November 17, 2020 – Table  
 Working meeting for December 1, 2020 – Table  
 Working meeting January 5, 2021 – Table

**Treasurer’s Report**

	<u>November 2020</u>	<u>January 2021</u>
Checking –	\$ 20,368.05	\$ 1,660.22
Savings -	\$ 308,042.12	\$ 320,000.00
Capital Fund -	\$ 87,611.23	\$ 587,795.25
Special Assessment	\$ 250.00	\$ 250.02

### **Motion to accept**

Treasurer report – Janet Traphagen – Michelle Brito 2<sup>nd</sup>

### **Motion to approve**

Bill list – William Palaferro – Janet Traphagen 2<sup>nd</sup>

Replacing Flooring in Clubhouse for \$11,000 – Janet Traphagen – Aaron Graf 2<sup>nd</sup>

Replace the 2 Water Heaters in the Clubhouse for \$3,150 – Janet Traphagen – Michelle Brito 2<sup>nd</sup>

### **Votes needed**

Floor in the clubhouse

### **Votes to be ratified**

1. Falcon Engineering (need from minutes) – Approved 11/5/2020
2. Pat's Lawn Care (need from minutes) – Approved 11/5/2020
3. Purchase of additional sliding glass doors (need from minutes) – Approved 11/17/2020
4. 2 salt orders (12/10, Bill, Aaron, Bob & Janet) & (12/22, Janet, Aaron & Bill)
5. Prototype permits (1/6, Michelle, Aaron, Bob & Janet)
6. Painting on the interior of the clubhouse (need from minutes) – Approved 12/1/2020
7. Gas Cabinet for the maintenance shop (1/7, Aaron, Bill, Janet & Michelle)
8. 507/508 & 1409/1410 deck and structural repairs (need from minutes) – Approved 1/5/2021

### **Projects still in process**

507/508 & 1409/1410 deck and structural repairs

### **Completed projects**

Replacement of the siding on the Clubhouse

Replacement of gutters

7 Z – shaped deck repairs

Painting on the interior of the clubhouse

### **Discussion**

Open to the floor

### **Open the floor for discussion**

1. Jim #109: Noise to unit with Squeaky floors. Company coming to remove carpeting and nail down floors – we will take care of it. Jim expresses appreciation
2. David #210: States Michelle is a wonderful Property Manager and states Michelle has been proactive and attentive with all his questions and concerns. Question: There are plans to replace siding to the West/Back of buildings, any plans to replace siding to the front of the buildings? Currently, back of buildings are priority and front siding replacements will be future discussions.
3. Jim #109: Status update on Clubhouse Water heaters and Expansion tanks? Due to COVID, nearly everything has slowed down but moving forward. Current Projects? Temporary Supports have been installed. 7 Z-Decks Completed. Currently working on 2 Double Decks. Proposed project of replacing 10 more decks that have failed inspection. Additional Flashing completed to reduce further water damage. Jim suggests touching up paint with spray paint. Currently working with contractor, Michael Heon but are open to bids from new companies. Jim suggests developing "Bid Sheets" – helps to keep everyone on the same page.

4. David #210: Special Assessment? Possibly, but not determined thus far. Last assessment occurred back in 2019 for the Roof Replacement Project. Why so many delays? Many reasons such as difficulty obtaining supplies, time, water damage.
5. Reminder – If you are planning on replacing your slider doors, please contact the office for rules.

**Next Meeting**

The next Board meeting will be Tuesday, February 16, 2021 – Via Zoom

**Motion to close meeting** – Janet Traphagen – William Palaferro 2<sup>nd</sup>.

Janet K. Traphagen      2/9/21  
President