

Spruce Hills Condo Association

Minutes of Open Meeting

Spruce Hills Clubhouse

January 24, 2023

I. CALL TO ORDER

President called the meeting to order at 8:00pm.

II. ATTENDANCE

Board members present are as follows:

John Brown President
Elizabeth Swain Vice President
Jerry Ford Treasurer
*Liz Thompson Secretary
Jim Rispoli Trustee

There is a quorum present.

Others present are as follows:

Kim Merklin Property Manager

Association member present:

See sign in sheet attached.

Proof of Notice of meeting

Meeting was posted in writing on the message boards at both entrances of the community from January 11, 2023 to January 25, 2023.

IV. FINANCIAL REPORT

Given by Treasurer

	December 2022	January 2023
Checking	\$296.04	\$12,142.14
Savings	\$195,985.28	\$282,215.37
Capital Fund	\$266,558.91	\$266,558.91

Special Assessment	\$227,799.38	\$297,791.97
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\$30,000 and \$12,000 was taken out for payment to Pardini upon completion of the 4 alcoves 3,4,5, and 17.

Motion to Accept

Treasurer Report

All in Favor and Motion was approved and Seconded by the Vice President.

V. Management Report

Given by President for a **Motion to approve**

- Bill List = \$ \$48,806.16
- Plumber Unit 1907 Crawlspace
- Upgrade QuickBooks
- 2 Carbon Monoxide Detectors
- Brakes/Tires for UTV
- Generator Maintenance Contract
- Electrician for Clubhouse
- Repair on pump #1 in SBR Plant
- Association Attorney
- Pool Contract

All in Favor and Motion was approved and Seconded by the Vice President

VII. UNFINISHED OLD BUSINESS

Reported by the President

- Plan for Pardini to complete the 4 open alcoves in buildings 3,4,5, and 17.

VIII. NEW BUSINESS

Reports given by President, Vice President, and Treasurer

- New Attorney: interviewed 2 attorneys.
- Donna R. Shahrabani will be the new attorney with a 1 year contract.
- CP Engineers has put out RFP (Request for Proposals) to have work completed separately for decks, siding, balconettes.
- Once we get the new cost estimates from CP Engineering who is working with the Subcontractors, we will have a new Special Assessment which is currently expected by Mid March.
- Maintenance position open
- Suggestion box is available on back table of meetings
- Temporary adjustment to special assessment fee will be \$175 a month. This is based on the July 2022 estimates with an extended time frame to repay of 10 years rather than 5 years.
- DCA (Department of Consumer Affairs) determined that the siding on buildings 3 through 17 must be repaired. SHCA has been fined for this not being completed.
- DCA only recognized the siding as a priority. No mention of decks in their report.

- According to Pardini, sliders and windows need to be installed before siding can go up.

IX. OPEN FORUM

- Unit 812 wanted clarification on homeowners responsibility as far as paying for doors and damage because the prior Board said they were paying for the windows.
- Unit 815 wanted to advise us to keep structural repairs in mind when calculating cost.
 - Board responded: The new bids put out would have the contractors responsible for the 19 inches that was previously put on the unit owner's responsibility to pay. This will reduce the cost placed on the homeowners.
 - Wanted to know if we are considering the conditions of the buildings or the financial concerns of the community when making decisions.
 - President responded "both".
- Unit 503 had pipes burst on December 25, 2022 and wanted to know when the alcoves would be finished so he could get his renovations completed and coordinated with the alcove work. His unit is part of the alcove for Building 5.
- Unit 1511 shared tips for the new Board to consider when moving forward with the project. Tips regarding issues she, as one of the prior Board members working on this project came upon.
- Unit 2001 was concerned and needed clarification that it is the financial part that will take 10 years, not the construction work itself.
- Unit 1802 wants to know what happens with the decks and balconettes if the siding is being completed on all buildings first.
- Unit 1111- wanted to know if a loan was being taken out
- **Unit 2112 wanted consideration given to splitting the timing of the HOA fee and special assessment fee which is currently due at the same time. Suggesting HOA on the 1st of month and Special Assessment on the 15th.**

Informal show of hands of those in attendance of the meeting was taken to see if this was something the community wanted. Large majority of attendees of the meeting wanted to see this enacted.

- Unit 1004 asked about a better system for payments than PAYHOA. We are actively looking into companies.
- Unit 412 in the future, will our HOA's be able to pay for repairs and maintenance so that we won't need special assessments for this.
- Unit 509 Clarification for those who pay their special assessments in advance of the due dates; will they need to continue paying toward this. Special Assessments will be based on a lump sum per unit therefore, if a unit pays that quicker than that unit is paid in full.

- Unit 2112 reporting a water issue in the garage. Trustee and Maintenance went and remediated the issue within the following 2 days.

X. NEXT MEETING DATE

The next monthly open Board of Trustees meeting will be held on
Monday, February 20, 2023 at 7:00pm.

XI. Adjournment

Motion to adjourn meeting 9:40pm

Seconded by the Vice President

*Allison Decoste resigned from the Board of Trustees on Friday, January 20, 2023. In accordance with Spruce Hills Bylaws Article 5, Exhibit E, Section 5 as shown below, the Board of Trustees has appointed Liz Thompson as Secretary effective January 24, 2023.

SECTION 5. If the office of any Trustee shall become vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the remaining Trustees, at a special meeting duly called for such purpose, shall choose a successor who shall hold office until the annual meeting of the members and his re-election or the election of his successor at such meeting. The person so elected shall serve for the unexpired term in respect of which such vacancy occurred. When a member of the Board of Trustees, who has been elected by members other than the Grantor, is removed or resigns, that vacancy shall be filled by a member whom represents members other than the Grantor.

JOHN BROWN - PRESIDENT 1/21/2023