

Spruce Hills Condo Association  
**Minutes of Open Session**  
Spruce Hills Clubhouse  
July 21, 2020

Call to Order: The meeting was called to order at 8:00 pm

Board Members Present: Janet Traphagen      President  
                                 Aaron Graf              Vice-President  
                                 William Palaferro      Treasurer

                                 Robert Hart Jr.          Secretary

Property Manager:      Michelle McCartney      Property Manager

Assoc. Members Present:

1	Michelle Brito	1511
2	Grace Beam	2005
3	Annette Anderson	2002
4	Bill Sauder	2004
5	Camille Noonan	301
6	Karen Aulisio	603
7	Clare Cucco	1303

Approval of Minutes:

*Motion to approve the following minutes:*

Working Meeting for April 7, 2020  
Open and Working Meetings for April 21, 2020  
Working Meeting for May 5, 2020  
Open and Working Meetings for May 19, 2020  
Working Meeting for June 2, 2020  
Open and Working Meetings for June 16, 2020

Motion: Janet Traphagen      Seconded: Aaron Graf  
All in favor and motion passed

Treasurers Report & Bills (Invoices):

	<u>June 2020</u>	<u>July 2020</u>
Checking Account	\$1,561	\$12,732
Savings Account	\$418,529	\$424,680
Capital Reserve	\$486,562	\$486,839
Special Assessment	\$7,507	\$7.00

*Motion to accept the Treasurers Report:*

Motion: Janet Traphagen      Seconded: Aaron Graf  
All in favor and motion was approved

*Motion to approve the Bill's list:*

Motion: Janet Traphagen      Seconded: Aaron Graf  
All in favor and motion was approved

Completed Projects:

1. Flashing on Z-Shaped Decks
2. Repair of B fire hydrant at Bldg. 14

Votes to be ratified

1. Motion to suspend the additional fee for having a second pet for 2020.

Motion to Approve:	Janet Traphagen	Yes		
Motion Seconded by:	William Palaferro	Yes		
	Joe DeVergillo	Yes		
	Aaron Graf	-	Absent	
	Robert Hart Jr.	Yes		

Suspension of Fee :    Approved 4/07/20      4      0

2. Board agreed to suspend late fees and interest during the Covid-19 emergency through June 2020.

Motion to Approve:	Janet Traphagen	Yes		
Motion Seconded by:	William Palaferro	Yes		
	Joe DeVergillo	Yes		
	Aaron Graf	-	Absent	
	Robert Hart Jr.	Yes		

Suspension of Fees :    Approved 4/07/20      4      0

3. Approved the purchase 20 gallons of paint for the replacement siding material. - \$798

Janet Traphagen	Yes
William Palaferro	Yes
Joe DeVergillo	Yes
Aaron Graf	Yes
Robert Hart Jr.	Yes

Approved 4/21/20      5      0

4. Approved the purchase of mulch for entrances for \$563

Janet Traphagen	Yes
William Palaferro	Yes
Joe DeVergillo	Yes
Aaron Graf	Yes
Robert Hart Jr.	Yes

Approved 4/21/20      5      0

5. Motion to approve the proposal to install flashing on the (28) "Z" decks: \$10,080

Motion to Approve:	Janet Traphagen	Yes
Motion Seconded by:	William Palaferro	Yes
	Joe DeVergillo	Yes
	Aaron Graf	Yes
	Robert Hart Jr.	Yes

Approved 5/05/20      5      0

6. Motion to approve parts; 1, 2A and 3 of proposal #20-023 dated 4-29-20 from CP Professional Services for engineering of building structural and deck repairs: \$18,100

Motion to Approve:	Janet Traphagen	Yes
Motion Seconded by:	William Palaferro	Yes
	Joe DeVergillo	-      Absent
	Aaron Graf	Yes
	Robert Hart Jr.	Yes

Approved 5/05/20      4      0

7. Renew the Association insurance policy: \$129,719

Motion to Approve:	Janet Traphagen
Motion Seconded by:	William Palaferro
	Joe DeVergillo
	Aaron Graf
	Robert Hart Jr.

Approved 5/15/20

8. Approved the purchase of (7) new dumpsters for \$5,460

Motion to Approve:	Janet Traphagen	Yes
Motion Seconded by:	William Palaferro	Yes
	Joe DeVergillo	-      Absent
	Aaron Graf	Yes
	Robert Hart Jr.	Yes

Approved 5/05/20      4      0

9. Motion to approve the purchase of (10) 8' and (10) 6' Anderson 100 Series sliding glass doors from Fox Lumber for \$25,599

Motion to Approve: Janet Traphagen Yes  
Motion Seconded by: William Palaferro Yes  
Joe DeVergillo Yes  
Aaron Graf Yes  
Robert Hart Jr. Yes

Approved 5/19/20 5 0

10. Approve the truck repairs for \$614.

Janet Traphagen Yes  
William Palaferro Yes  
Joe DeVergillo Yes  
Aaron Graf Yes  
Robert Hart Jr. Yes

Approved 5/19/20 5 0

11. Support beam replacement in the attic space of 316: \$370

Janet Traphagen  
William Palaferro  
Joe DeVergillo  
Aaron Graf  
Robert Hart Jr.

Approved 6/23/20

12. Approve the closing of the Pool for 2020.

Janet Traphagen Yes  
William Palaferro Yes  
Joe DeVergillo Yes  
Aaron Graf Yes  
Robert Hart Jr. Yes

Approved 6/16/20 5 0

13. Approve the repairs to the ceiling areas affected by the previously leaking roof vent pipe boots of Unit 316.

Janet Traphagen Yes  
William Palaferro Yes  
Joe DeVergillo Yes  
Aaron Graf Yes  
Robert Hart Jr. Yes

Approved 6/16/20 5 0

14. Purchase of shipping container: \$3,900

Motion to Approve:	Janet Traphagen	Yes
Motion Seconded by:	William Palaferro	
	Joe DeVergillo	Yes
	Aaron Graf	
	Robert Hart Jr.	Yes

Approved 6/25/20

15. Motion to renew the Snow Removal contract with Prime Design Landscapes, LLC for the 2020/2021 season. Payment is dependent on the amount of snowfall

Motion to Approve:	Janet Traphagen	Yes
Motion Seconded by:	Robert Hart	Yes
	William Palaferro	Yes
	Joe DeVergillo	- Absent
	Aaron Graf	- Absent

Approved 7/07/20      3      0

16. Motion to approve estimate from Bruno Construction for the repair of (4) chimney chases on Bldg. 5 in the amount of: \$5,800

Motion to Approve:	Janet Traphagen	Yes
Motion Seconded by:	Robert Hart	Yes
	William Palaferro	Yes
	Joe DeVergillo	- Absent
	Aaron Graf	- Absent

Approved 7/07/20      3      0

17. Motion to approve estimate from Bruno Construction for the repair of the siding on units 315/316 in the amount of: \$2,750

Motion to Approve:	Janet Traphagen	Yes
Motion Seconded by:	Robert Hart	Yes
	William Palaferro	Yes
	Joe DeVergillo	- Absent
	Aaron Graf	- Absent

Approved 7/07/20      3      0

18. Motion to approve estimate from Kope Electric to add electrical service to shipping container and reroute emergency POD Stop for pool in the amount of: \$3,631

Motion to Approve:	Janet Traphagen	??
Motion Seconded by:	William Palaferro	??
	Joe DeVergillo	Yes
	Aaron Graf	Yes
	Robert Hart Jr.	Yes

Approved 7/13/20

Projects in Progress:

1. Replacement of the siding on the Clubhouse – Board is still waiting for architectural drawings for replacing the sliding glass doors with windows.
2. Z-Shaped Deck Repairs

Discussion

Pool: Jante Traphagen reviewed the states COVID-19 requirements to open the pool this season and the resulting decision of the Board not to open it.

Open Floor Discussion:

1. Q: Unit 2001: Why did the Board purchase the sliding doors as per the motion?

*A: Board: The Board determined, in consultation with our contractor, to purchase replacement sliding glass doors in order to facilitate the immediate replacement of any door found to be contributing to structural damage during the pending repairs. By having the doors on site, the Unit/Resident owner will not have to wait the usual 4-6 weeks for a replacement to be delivered.*

2. There was some general conversation concerning the events of the last few months of the COVID-19 pandemic.
3. Election Results: Bill Palaferro reviewed the results of the annual election:

Ballots Received: 146  
Janet Traphagen: 145  
Robert Hart: 146  
Write-In: 0

There being no further questions, the meeting was adjourned at 8:15 pm.

*Motion to Adjourn*

Motion: Janet Traphagen      Seconded: Aaron Graf

All in favor and motion was approved

The next meeting will be on Tuesday, August 18, 2020 at 8:00 pm.

Signed: Janet K. Traphagen Title: President  
8/4/20