



SPRUCE HILLS CONDO ASSOCIATION
P. O Box 414
Glen Gardner, NJ. 08826
Tel: 908-537-7515

Email: pmanager@sprucehills.org

Spruce Hills Condo Association

Minutes of Open Session

Spruce Hills Clubhouse

November 20, 2023

Welcome and Call the Meeting to Order: 7:06 PM in person and via ZOOM.

Board Members Present:

John Brown	President
Jerry Ford	Treasurer
William Palaferro	Secretary
Jim Rispoli	Trustee
Elizabeth Swain	Vice President
Terri Slagle	Property Manager

Association Members Present:

- Vassili Loupatchev 105
- Karen Cannon 110
- Erika Kurpis 315
- Alex Velazquez 316
- Wayne Rockman 409
- Matthew Ducker-Duffy 503
- Emily Minnich 509
- Joshua Minnich 509
- Benjamin Incantalupo 601
- Janice Passaro 606
- Trish Duffy 808
- Janet Traphagen 814
- Meg Nugent 1213
- Lindsay Licwinko 1409
- Michelle Brito 1511
- Rosennie Feliz 1804
- Benjamin Vreeland 2001

Motion to approve Minutes.

Open Meeting 10/23/2023

John Brown

Elizabeth Swain 2nd

*All in Favor and Motion Approved

Motion to Approve Bill List

John Brown

William Palaferro 2nd

*All in Favor and Motion Approved

Treasurer's Report

	<u>October 2023</u>	<u>November 2023</u>
Checking –	\$406,546.55	\$ 91,943.05
Savings -	\$308,472.01	\$293,415.38
Capital Fund -	\$269,222.66	\$269,225.61
Special Assessment	\$ 97,261.27	\$135,311.98

**Amounts will change after deposits on Monday

Motion to Accept Treasurer's Report

William Palaferro

Jim Rispol 2nd

*All in Favor and Motion Approved

Motion to Approve

Hire Maintenance Employee to fill an open position with start date of 11/20/2023.

John Brown

Elizabeth Swain 2nd

*All in Favor and Motion Approved

Motion to Ratify

Stop using PAY/HOA Platform to collect Unit Owner Payments due to Price Increases.

As of 12/31/2023 all Unit Owner Payments must be submitted to Association's Office.

Jim Rispoli

Jerry Ford 2nd

*All in Favor and Motion Approved

Board Discussion

Status of Construction	Building 6 was delayed awaiting delivery of Sliding Glass Doors. Anticipate completion of Balconettes, Sliding Glass Doors, and Siding by 11/30/2023. Building 13 Completed. Experienced more Structural Repair work than expected. Building 17 Completed
Project Plan for 2024	Buildings 3 4 5 Front Balconettes, Sliding Glass Doors, Structural Repairs, and Siding. Building 1 Front and Back Balconettes, Decks, Sliding Glass Doors, Windows, Structural Repairs, and Siding.
Audit Status	Preparing 2022 Report. 2 separate Accounting Systems were used (QuickBooks and PAY/HOA). Reconciling the 2 has been problematic. Same practice was used in 2023. \$20,000 is still unaccounted for.
Hoa Fee 2024	Expect an increase in Maintenance Fees. Amount will be based upon the 2024 Budget requirements,
Maintenance	Additional Solar lighting was installed at Dumpster areas.
Gardening Committee	Grooming and planting at Entryway Islands. Identifying other areas for beautification.

Open the Floor for Discussion.

- Unit Owner 509 Light in Dumpster Area is not in service. Maintenance will address issue. Recycle and Trash Dumpsters are being overfilled. Boxes are thrown away without being deconstructed, which takes up space. Can larger Dumpsters be utilized? Collection trucks are unable to handle them.
- Unit Owner 1511 Nonresident dumping of construction material, etc. has been observed. Try to identify violator and/or vehicle involved. Report findings to Property Manager. Will Recycle pickups be weekly in December? Property Manager will contact Township. Cat litter spill near Building 21. Maintenance will cleanup area.
- Unit Owner 315 Requests reimbursement for Invoiced Sliding Glass Door Installations charge that is more than Contractor Pardini was paid. All Unit Owners are being Invoiced the \$650 price increase. Dispute resolution process is an option.
- Unit Owner 503 Requested a comparison of Invoices with Unit 315.
- Unit Owner 814 Advised a 30 day notice for Maintenance Fee increase is required. Association will follow the governing Rules.

Next Meeting

There will not be an Open Meeting in December.
The next Open Board meeting will be Monday, January 22, 2024, at 7pm.

Motion to close meeting at 8:03 PM

John Brown

William Palaferro 2nd

*All in Favor and Motion Approved