



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
September 25, 2023

Welcome and Call the Meeting to Order: 7:03 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

Guests : Matthew Tomczyk, E.I.T. Project Engineer CP Engineers

Association Members Present:

- Regina Rispoli 109
- David Graule 210
- Matthew Duffy 503
- Emily Minnich 509
- Samantha Hauenstein 601
- Benjamin Incantalupo 601
- Janet Traphagen 814
- Carol Karas 1306
- Michelle Brito 1511
- Karen Smith 1710

Motion to Approve Minutes.

Open Meeting 8/22/2023
Elizabeth Swain 2nd
*All in Favor and Motion Approved

Treasurer's Report

	<u>August 2023</u>	<u>September 2023</u>
Checking –	\$ 78,341.38	\$ 44,434.00
Savings -	\$ 259,189.87	\$ 281,565.35
Capital Fund -	\$ 269,574.28	\$ 269,219.98
Special Assessment	\$ 363,928.28	\$ 421,316.95

Amounts will change after Mondays deposits*

Motion to Accept Treasurer's Report

Elizabeth Swain 2nd
*All in Favor and Motion Approved

Motion to Approve Bill List

Jerry Ford 2nd
*All in Favor and Motion Approved

Open the floor for discussion.

- Unit Owner 210 Deck needs Staining. Will be investigated.
Association Fiscal year. Calendar year.
Financial documents. Can be viewed at Office.
Auditor. Olsen & Thompson, P.A. Morristown, NJ
- Unit Owner 212 Slider is jammed and plastic blocking egress. Will be investigated.
Unit Owners are advised to delay, if possible, purchasing Sliding Glass Doors until Building restoration. Structural repair work may require door to be removed and there could be a better price.
- Unit Owner 509 Sub-floor. Minimum amount is being done.
- Unit Owner 601 Slider is missing Screen and Kitchen Window casing needs replacement. Both will be investigated
- Unit Owner 1306 Area needs clean up by KPI2 now that work is complete.
KPI2 should move stored supplies away from Building 12.
Deck boards are loose. Will be investigated.
Drain Gutters. Getting prices.
- Unit Owner 1511 Rewire Utility Dog Houses. No Electrical upgrades.
Mold. None being found.
Balconettes. Using Aluminum instead of Composite Rails to save money.
Special Assessment. KPI2 Contract prices are for 3 years.
Increases may then occur.

Board Discussion

Status of Construction

- Building 13 & 17 almost complete- punch list items to be completed
- Building 6 work continues when materials arrive.

2024 Plan

- Finish Buildings 3, 4, 5 already started
- Proceed year to year from oldest Building 1 to newest Building 21 then Building 16 last.

CP Engineering- Pictures and Questions

Structural/Water damage examples

- Floor Trusses, Headers, Jack Studs, Ladder Trusses
- Building 13 Rear Structural Damage was extensive.
- Structural water damage repairs are consistent at Buildings.

Audit

- 2021 was last year Reported.
- 2022 collecting figures for Report.

*Monthly Reconciliations were not done, Income and Expenses not correctly posted by previous Property Managers.

*Previous Property Manager did not provide information to the auditor, which has substantially delayed the audit for 2022.

Gardening Committee- Seeking volunteers to serve.

Snow Removal Contractor

Awaiting 2023/2024 Contract.

Landscaping

Mowing made difficult and costly due to uneven area, aboveground roots, holes, and different grass types. Would cost \$100K - \$300K to remedy.

Lawn Care- Soliciting Bids for 2024 season.

Next Meeting

The next Board meeting will be Monday, October 23, 2023, at 7pm.

Motion to close meeting at 8:40 PM

Jim Rispoli 2nd

*All in Favor and Motion Approved

*John Brown - President
10/19/2023*