



SPRUCE HILLS CONDOMINIUM ASSOCIATION
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Homeowners Association Meeting Agenda
March 25, 2026

1. Welcome and Call to Order

2. Treasurer's Report

Account Balances

	January 2026	March 2026
Checking -	\$79,805.11	\$28,917.57
Savings -	\$285,056.49	\$298,217.20
Capital Fund -	\$163,721.71	\$155,272.14
Special Assessment-	\$143,957.71	\$163,423.10

**Note: Balances will change after tomorrow's deposit and capital fund transfer.

3. Items for Review and Approval

- Bills List
- January Meeting Minutes

4. Board Discussion

A. Construction Updates

- Building 2: Near completion; balconette railings being installed this week.
- Building 7: In progress; Unit 708 remains for door repair. Siding installation underway.
- Building 19: Demo work has begun; lower-unit door work to be scheduled within the next week.

B. Loan Application & Meeting

- Met with Unity Bank loan officer, awaiting required documentation list.
- Required documents include the 2025 audit.
- Difficulty contacting current auditor; Board must select a new accounting firm.

C. Rental Cap Implementation

- Voting notices are being prepared and will be distributed in the coming weeks.

D. Invoices & Payment Plans

- Owners who have not contacted the office to establish a payment plan are expected to pay by the due date.

E. Landscape Vendor

- Yellowstone Landscape of Hackettstown will service the property this year.
- Property walk-throughs and spring cleanup will begin shortly.

F. Insurance

- After meeting with three additional agencies, the Board will remain with The Baldwin Group for the 2026–2027 policy year.
- Renewal includes an increase in the per-building water damage deductible from \$20,000 to \$25,000.
- Quotes are being sought for Umbrella Liability and Directors & Officers Liability due to nonrenewal notices.
- Baldwin group also recommends that we get a resolution that states water heaters must be replaced every 10 years, we will work with our attorney on this.

5. General Updates

❖ Contractors on Premises

Residents must not approach or interfere with contractors while they are working.

❖ Owner/Tenant Forms

New forms will be distributed; it's time to update them. Failure to return them will result in fines per the 2026 Fines & Fees Schedule.

❖ HOA Fee Increase

Reminder of the 2026 fee adjustment.

❖ New Online Payment System

The new system is nearly ready for launch. Residents will receive instructions once it is fully implemented.

❖ No Feeding Wildlife or Stray Animals

Feeding wildlife is attracting rats and causing property issues.

❖ Pet License Requirements

A \$100 fine per pet will be added every 30 days until a current license is provided.

❖ Pet Waste Cleanup

Multiple complaints continue. Owners must clean up after their pets; maintenance does not handle pet waste.

❖ Emergency Access to Units

A recent medical emergency required unit entry. Because a key was available in the lockbox, emergency responders gained access quickly and fatality was avoided. Without an emergency key on file, the office cannot assist with entry.