

Spruce Hills Condo Association  
03/20/2018 – Minutes – Open Session  
Spruce Hills Clubhouse  
100 Spruce Hills Drive  
Glen Gardner, NJ 08826

Call to Order: The meeting was called to order at 08:05 PM

Board Members Present:

Janet Traphagen - President  
Joe DeVergillo - Vice President  
Roger Love - Treasurer  
William Palaferro - Secretary  
Tim Todd - Trustee  
Michelle C. McCartney - Property Manager

Unit Owners Present

109 Jim Rispoli  
  
211 Bob Hart  
916 Alan Theesfeld  
1914 Aaron Graf

Approval of Minutes: Motion to Approve the minutes from the Open meeting of 02/20/2018 was made by Janet Traphagen and seconded by Joe DeVergillo. Motion passed unanimously.

Financial Report:

Saving Account	\$ 221,779.04
Checking Account	\$ 10,094.59
Capital Reserve	\$ 255,701.62

Motion to Accept the Financial Report was made by Janet Traphagen and seconded by Joe DeVergillo. Motion passed unanimously.

Motion to Approve monthly Bill List for Encumbrance, Petty Cash, and Checking was made by Janet Traphagen and seconded by Joe DeVergillo. Motion passed unanimously.

Motion to Approve the Audited Bills was made by Janet Traphagen and seconded by Joe DeVergillo. Motion passed unanimously.

Update of the water meter replacement project – 10 vacant Units remaining.

Announcement and explanation of Resolution to apply Interest Rates on unpaid amounts owed by Owners with Delinquent Maintenance Fee Accounts.

Two Parking/Towing signs notifying Authorized Vehicles Only Allowed were erected.

Unpicked up dog poop liter throughout complex grounds remains a cause of complaints. A letter will be sent to one nonresident warning of trespassing.

Some newly installed Water Meters have been found leaking at the bottom coupling. Notification to inspect and report this condition will be made in Newsletter.

Contractors must report to the Office when installing windows, sliding glass doors, garage doors, etc to ensure the correct sealant is applied properly.

Next Open meeting to be held on 04/17/2018.

Motion to adjourn at 09:20 PM was made by Janet Traphagen and seconded by Joe DeVergillo. Motion passed unanimously.

Signed: *Janet K. Traphagen* Title: *President*  
*4/3/18*