

Spruce Hills Condo Association
Minutes of Open Session
Spruce Hills Clubhouse
June 19, 2018

Call to Order: The meeting was called to order at 8:04 pm

Board Members Present:	Janet Traphagen	President
	William Palaferro	Treasurer
	Tim Todd	Trustee
	Robert Hart Jr.	Secretary
	Michelle McCarthy	Property Mgr.

Unit Owners Present:	Annette Anderson	2002
	Bill Sauder	2004
	Joanne Morrow	1207
	Larry Adrian	1201
	Dorothy Nicolai	111
	Aaron Graf	1914

Approval of Minutes

Minutes unavailable at this time

Treasurers Report:

Checking Account	\$4,752
Savings Account	\$193,624
Capital Reserve	\$256,181

Motion to approve the Treasurer's Report:

Motion: Janet Traphagen Second: Robert Hart

All in favor and motion passed

Q: The Board was asked whether the Association is required to have a fixed amount in the Capital Reserve fund.

A: Members of the Board responded that there is not a fixed amount due to the differences from one HOA vs another with respect to the Common Elements that would require maintenance or replacement. There have been recommendations by the Associations accounting firms over the years and there was a Capital Reserve study done in 2014.

Projects still in Process:

Water Meter replacement status: 7 or 8 remain to be replaced, primarily due to water shut off valves not functioning

Projects Completed:

Roofs completed on Bldgs. 15 and 18

New Business:

1. Board received an unsolicited landscaping proposal for ground cover and mulch. Board President Janet Traphagen noted the cost, further discussion tabled at this time.

2. Patio Extensions:

Unit 1201 Owner, Larry Adrian inquired about approving a patio extension for another unit owner.

The Board advised Mr. Adrian that due to concerns of the space constraints around some unit patios for landscaping access with mowers and some locations expanding their patios beyond their original approval, the Board has put a hold on all patio extensions until such time that a formal policy can be established.

3. Common Elements:

The Board has been advised of multiple encroachments onto Common Elements within the complex. Items including;

1. A Unit owner in Bldg. 13 has erected a shed on Common Elements without Board approval.

Board President Janet Traphagen advised that no discussion had taken place with the unit owner yet.

2. The office received a complaint of encroachment onto Common Elements by the tenant in Unit 1815.

Upon advising the Board, the Property Mgr. sent a letter to the tenant to stop any further actions in the area.

Unit 1914 owner, Aaron Graf addressed the Board, stating that he had reviewed the letter that was sent to the tenant in 1815 as he was a friend of the individual and he that felt the letter that was sent was very strong.

The resident had stated that he had permission from the adjacent property owner for his actions.

Trustee Robert Hart stated to Mr. Graf that the resident had no right to take it upon himself to make the alterations he had to Common Elements. Further, since neither the resident, Mr. Graf nor he knew with certainty where the property boundaries were in the area the resident had altered; he had no authority to do so.

The Board and Property Mgr. will immediately conduct a review of all Common Element areas within the complex.

4. Grills (Gas or Charcoal)

A recent review of the By-Laws and the Uniform Fire Code of NJ has raised the question of the legality of Gas (propane, natural gas, bottled gas) and Charcoal grills within the complex. The current policy of allowing charcoal grills only may be subject to change.

The Board is currently investigating the issue further with state and local Fire Code Officials.

Open Floor:

Dorothy Nicolai of unit 111 notified the Board that the roofing contractor was using her external electrical outlet on her patio to plug in their equipment. Arron Graf advised that there were outlets in the crawl spaces and "dog houses" for SHCA use.

The Property Mgr. will address the issue with the contractor.

Meeting was adjourned at 8:50 pm.

Signed: Janet K. Lyshagen Title: President
7/2/18