



SPRUCE HILLS CONDO ASSOCIATION

PO Box 414

Glen Gardner, NJ. 08826

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2018 FALL/WINTER NEWSLETTER

FIREPLACE INSPECTIONS:

It is time to once again to clean and inspect your fireplace. You will have until the close of business of September 30, 2019 to turn in the certificates to the office. The inspection must be dated between January 2, 2019 and September 30, 2019.

PET REGISTRATION:

All pets at Spruce Hills Condos should be registered with the Borough of Glen Gardner and the Spruce Hills Association Office.

- Please notify the office of any changes to your pet information.
- There is a **MAXIMUM** of two pets per unit. The first pet is free, and the second pet is \$250.00 per year
- If you have any pets visiting, you will need to notify the office.
- Pets are required to be registered with the Borough by January 31, 2019.

(Please remember to turn in your current registration sheet to the office.)

ASSOCIATION MEETINGS for 2019:

All Association meetings are on the 3rd Tuesday of each month. They are held in the clubhouse that is located above the office. All the meetings begin at 8:00 pm.

January 15th

February 19th

March 19th

April 16th

May 21st

June 18th

July 16th

August 20th

September 17th

October 15th

November 19th

AFTER CHRISTMAS TREE COLLECTIONS:

Christmas trees for disposal may be dropped off behind the office prior to February 8, 2019.

That is the last day the Borough will pick up the trees.

You will see a wooden Christmas tree by the main entrance.

Please do not put your Christmas tree on your patio, deck, in the entry way or the garbage areas. Most trees will be very dry and can become a fire hazard.

SNOW RULES:

Before the Storm:

- Move your vehicle parked in the assigned parking space to the open parking area.
- Do not park in the two-yellow designated “no parking spaces” at the left end of each building, located in the open parking area.
- If there are no spaces available in the open parking area, and you elect to park your vehicle in your designated spot, you will be required to move your vehicle immediately after the storm. The plows will not wait for you to move your vehicle!

After the storm:

- Clear off all vehicles in open parking area, and then move one of your vehicles to your designated spot.
- Move additional vehicles that you may own into a plowed spot, as they become available. (This may require you to move any additional vehicles to other buildings open parking areas, until your parking area is cleared.)
- All vehicles in the parking areas must be moved after each storm. No exceptions.
- Do not park in any designated parking area except your own.
- NOTE: Those residents who have more than two vehicles please be considerate of your neighbors during snow conditions. Many have one vehicle and are entitled to park close to their assigned spot.

Under **NO circumstances** can any vehicles be parked backwards.

INFORMATION SHEETS:

Please remember it is important to keep your information sheet updated with the following:

- Address change
- Home phone disconnected
- Cell phone changes
- Any additions or changes of people in your unit
- Vehicle license plate numbers
- Pet change

OFFICE CLOSINGS:

With the holidays quickly approaching, the office will be closed on the following days:

November	22 nd	Thursday	2018
	23 rd	Friday	
December	24 th	Monday	
	25 th	Tuesday	
	31 st	Monday	
January	1 st	Tuesday	2019

WHAT TO DO WHEN WATER IS LEAKING

WATER LEAK FROM WATER HEATER:

1. Go to your laundry/utility room turn the water shut off valve clockwise to turn off the water in your own personal unit. Call the office and leave a voice message with your unit # and that your water heater was leaking. We will contact you the very next morning that the office is open.
2. The next working business day contact a plumber. (If the water heater needs replacement, you will need to make sure that the plumber gets a permit and that the office receives a copy of the permit.
3. If the water doesn't turn off at the shut off valve, located in your laundry/utility closet call the emergency number at 800-879-7287. One of the maintenance team will be called to come and shut off the water on the outside of the unit and then call a plumber on the next working business day.

WATER LEAK FROM ROOF:

1. If you suddenly notice that water is coming from the roof of an upper unit or from the walls of any unit, put down towels and buckets.
2. Call the office with your unit # and describe the location of the leak and we will call you back the next morning that the office is open. (If you call the Emergency Number, there is nothing that we can do at that time because the roof will be too wet to have anyone walking on the roof.)

WATER LEAK FROM UPPER UNIT:

1. Knock or call your upstairs neighbor and have them shut off their water from their laundry/utility room. (Turn it clockwise to turn off the water.) Leave a voice message in the office with your unit # and description of the damage.
2. If you are unable to, get in touch with your upstairs neighbor; call the emergency number 800-879-7287. They will notify the Property Manager and she will look up their contact information and notify the owner of the unit.

Please note: All correspondence and maintenance fee payments should be remitted to: Spruce Hills Condominium Association
PO Bo 414
Glen Gardner, NJ 08826

All maintenance fee payments are due on the 1st of every month. Postdated checks will not be accepted.

RECYCLING BAGS:

All your recycling can be put in a white or clear trash bag in the recycling area. All recyclables can be mixed up together.

The Borough does not allow black bags for pick up.

If you do put your recycling in bags, please do not put them in the plastic trash cans. This allows the cans to be filled by recyclables that are not bagged. Just put them on the ground next to the cans.

RULES FOR THE RECYCLING

(RECYCLING A IS MANDATORY STATE LAW)

WE HAVE BEEN WARNED BY THE BOROUGH THAT IF THERE IS ANOTHER VIOLATION THEY WILL REFUSE TO EMPTY THE DUMPSTER

If you see cars pulling up to the dumpster, please get the license # so the police can track them down for illegal dumping.

PLEASE DO NOT place recyclables in non-recyclable plastic bags. Use a tub or basket to transport recyclables from your kitchen to your recycling bin to ensure your recycling efforts are not wasted. (If the bin is full, call the office so we can bring in another bin)

It is **NOT** necessary to peel labels off containers as they are taken out during the recycling process.

ALL CARDBOARD needs to be flattened and tied.

You can keep your recycling in plastic bags however you cannot use black bags.
The bags can be clear or white.

A full listing of the Glen Gardner Recycling Program has been placed on the Spruce Hills website.

A Hunterdon County Cleanup day schedule has been provided for your reference, so all hazardous waste is disposed of properly. Any questions, please refer to the county's website: www.co.hunterdon.nj.us or call 908/788-1351.

GRILLS:

Which states "N.J. Uniform Code, N.J.A.C 5:70-3.1(a), F-402 states that "charcoal burners, other open-flame cooking devices and outdoor fireplaces shall not be operated or stored on combustible balconies or decks or within 5 feet of combustible construction.

Liquefied-petroleum-gas fuel cooking devices. Portable LP-gas cooking equipment such as barbeque grills and outdoor fireplaces shall not be stored or used:

- On any porch, balcony or any other portion of a building
- Within any room or space of a building
- Within 5 feet of any combustible exterior wall
- Within 5 feet, vertically or horizontally of an opening in any wall
- Under any building overhang

Therefore, because of said code the association ***cannot*** allow any grills on property apart from electric grills. All grills must be kept in a safe and operable condition, and when in use it must be operated as far away from the building exterior as possible. While being stored, the grills must be cool when placed near the building. Any damage done to the building as a result of using grills will result in the offending party paying for any repairs deem necessary. Grills are never to be left unattended. ***If found not following fire code, this may result in an immediate fine without a warning.***

Capital Projects complete this year

1. Removal of uprooted, dead and trees that caused possible structural issues
2. Partial roof replacement on building 17
3. Partial roof replacement on building 11
4. Partial roof replacement on building 6
5. Partial roof replacement on building 5
6. Partial roof replacement on building 3
7. Partial roof replacement on building 19
8. Full roof replacement on building 1
9. Full roof replacement on building 2
10. Full roof replacement on building 8
11. Full roof replacement on building 5
12. Full roof replacement on building 12
13. Full roof replacement on building 10
14. Full roof replacement on building 15
15. Parking-lot pavement repairs
16. Curb shut-off repairs
17. Purchase of new garbage dumpsters
18. Purchase of new Honda snowblower
19. Purchase of new salt spreader for pick-up truck
20. Purchase of new website
21. Purchase and install of 6 new trees
22. Purchase of two new pumps for septic system
23. Purchase of new alarm for septic system
24. Purchase of battery back-up for septic system