



SPRUCE HILLS CONDOMINIUM ASSOCIATION
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BOARD OF TRUSTEES MEETING MINUTES

Date: February 4, 2026

Location: "Zoom"

Meeting Called to Order: Terri, on behalf of Board President Lucy, called the meeting to order.

Attendance: 19 attendees were present (see attached attendance list)

1. Administrative Updates

1.1 Treasurer's Report

The Treasurer's Report was reviewed, highlighting current account balances and significant expenses including KPI, water, insurance, and snow removal.

Action: The bills list was approved.

1.2 Approval of Minutes

The November meeting minutes were reviewed and accepted.

Action: Minutes will be uploaded to the website and changed from draft to finalized by tomorrow.

2. Construction Updates

2.1 Building 2

Construction on Building 2 is currently in progress.

2.2 Building 7

Terri reported ongoing construction work on the balconets in Building 7.

Reminder: Residents must avoid parking against the building to allow access for equipment and lifts.

2.3 Additional Buildings

Construction continues with Buildings 7 and 19 as part of the broader project schedule.

3. Loan Application and Budget Planning

3.1 Unity Bank Loan

A meeting with Unity Bank is scheduled for the 23rd to begin the loan application process.

Action: Updates will be provided at the next meeting and subsequent meetings.

3.2 2026 Budget

The 2026 budget is nearly complete and will be posted shortly.

4. Rental Cap and Rulemaking

4.1 Rental Cap Proposal

The Board discussed the proposed rental cap of **100 units out of 324**, pending community vote and expected to be finalized by April.

Clarification: No restrictions are currently in place; owners may continue purchasing additional units until the policy is formally adopted.

4.2 Rental Rules Concerns

Residents expressed concerns regarding the impact of rental rules on property values and the ability of current owners to sell units, particularly due to high down-payment requirements.

4.3 Information Session

An informational session with the attorney (Donna) will be held before rental cap voting documents are distributed.

Action:

- Schedule and announce the session (expected within 2-3 weeks).
 - Distribute voting notices and forms once received from the attorney.
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5. HOA Operations and Winter Procedures

5.1 Tenant Information Forms

Terri emphasized the need for tenants to return updated tenant information forms. New forms will be distributed in 2026.

5.2 Winter Snow Procedures

Terri reviewed winter protocols:

- Residents must stay in assigned parking spots.
- Cars must be cleaned off.
- Snow must not be thrown into the roadway or neighboring spaces.

Update: The previous snow removal contractor was relieved of duties due to poor performance. Cedar Ridge will handle snow removal for the remainder of the season.

5.3 HOA Fee Increase

Residents were reminded of the HOA fee increase to **\$315**, effective January 1st, and asked to send in the \$20 difference if autopay has not been updated.

5.4 Payment System Transition

Terri discussed the upcoming new online payment system, which will allow for auto-pay and improved records.

Action: Residents will be notified once the system is active.

5.5 Wildlife Feeding

Residents were reminded not to feed wildlife, as it attracts rats and mice.

5.6 Cold Weather Precautions

Residents should leave faucets trickling, maintain indoor heat, and contact a plumber if pipes freeze. Maintenance staff cannot perform plumbing repairs.

6. Pet Licenses and Waste Management

6.1 Pet License Deadline

Due to mail delays, the pet license deadline has been extended to Friday to avoid late fees.

6.2 Pet Waste

Residents must pick up after their pets even in snowy conditions, particularly in the building 3 parking lot.

7. Meeting Accessibility

A concern was raised regarding Zoom-only meetings being difficult for older residents.

Clarification: The virtual format is temporary due to weather and board availability. Both Zoom and in-person options will continue to be offered as needed.

8. Audit Status

The Board reviewed the audit status. Updates through 2024 are complete, though some historical reconciliation remains.

Action:

- Rick (Auditor) and Terri will schedule the auditor's site visit (weather and health permitting).
- Rick will review updated QuickBooks entries and follow up with any required questions.

9. Additional Action Items


- Distribute updated winter snow procedure notices via email and hard copy.
- Distribute new tenant information forms in 2026 and ensure off-site owners return completed forms.
- Send pet license reminders and enforce the extended deadline.
- Continue implementation of the new online payment system.
- Owners with outstanding invoices must contact the office to set up payment plans.
- All owners must ensure HOA payments reflect the new \$315 amount.
 - Provide Matthew (Unit 1505) with contact information for Chad at Unity Bank in Clinton for refinancing assistance.

10. Adjournment

With no further business, the meeting was adjourned at **8:15 PM**.

Attendance List

Name-Unit Number
Terri Slagle
Jen 1104
pam nicolai 412
JVL - 2112
Jeff Stieh 614
mikeladolcetta 1211
Kupersmith 1505
Lisa Rodriguez 1907
patriciadolce 413
Lisa Rodriguez 1907
Rebecca 503
Peter Ghidella 1214
Lynn 1912
Matt D 503
Samantha 1516
Tannya Abdallah 1802
Josephthomasmith92@gmail.com
KAREN 110
Karen 603
Jess Patane 1801

Approved:
 3/25/26