

**Agenda for Saco Woods Condo Association Board Meeting**  
**Saturday, April 29th, 2023 9am at Unit 89**

1. Attendance and Board Quorum established (3)
2. Owner's Comments:
3. Administrative
  - a. Unit 18 smoking issue, Unit 94 parking spaces, Unit 5 porch issue
  - b. Meeting minutes approval
  - c. Hutchins Drive Gate Update
  - d. Review draft of Rules/Procedure update with minor clarifications as discussed in previous meetings
4. Financials:
  - a. Review monthly financials
5. Building and Grounds Maintenance
  - a. Property Manager Report: Open work orders status
    - i. Carpet cleaning schedule
    - ii. Unit 61 ceiling repairs
  - b. Unit 69 repairs/insurance status
  - c. Spring Cleanup/Bark Mulch Shrubs/Tree Health at front entrance
  - d. Focus for 2023
    - i. Carport 3 roof and carport siding repairs all carports
    - ii. Move the small kayak rack to building 1 area
    - iii. Add a bike rack for building 1 discuss best placement
    - iv. Carpet replacement status
  - e. Lighting Repairs status at building 1 and 4
  - f. Hot Water Heater replacements review
6. New Business
7. Unfinished Business
  - a. Septic Lines proactively clean pricing
  - b. Transformer Box
  - c. Window issues unit 46, 89
  - d. Roof leak building 4 above unit 91
  - e. Unit keys secured on site project
8. Owner Comments
9. Next Meeting Date
10. Executive Session
11. Adjourn meeting

**If you would like to attend, just not in person, please email [board.sacowoods@gmail.com](mailto:board.sacowoods@gmail.com) for call info or send a comment via the website.**