

**Saco Woods Condominium Association**  
**2021 Annual Meeting**  
**Saturday, January 8, 2022 @ 10 am**  
**North Conway Community Center**

Property Manager, Erik Chandler of EG Chandler, called the meeting to order at 10:05 am. Board authorized Erik of EG Chandler to moderate the meeting.

Certification of Quorum: Roll call was taken with 25 Present (including 4 board members in person and 1 via phone) and 23 Proxy totaling 48 units represented. A quorum was declared.

Board members Paula Shappell, Ann Millett, Patrick Barrett, and Matthew Morano were introduced by board member Elin Leonard.

A motion was made and seconded to waive the reading and approve the Annual Meeting Minutes of 2020 as distributed. The motion carried with a unanimous vote in favor and the 2020 Annual Meeting Minutes were approved.

**President's Report:**

Paula Shappell read the President's Report which reviewed the 2021 Construction projects for Window/Rot and Drainage. The report thanked everyone (whether for bearing with the construction, offering snacks to the workers, feedback on project decisions, etc) for their help in getting the projects completed in 2021. It was a group effort.

The new website [www.sacowoods.com](http://www.sacowoods.com) was announced with notice that a letter would be forthcoming with further information on the website and how various board communications will be handled going forward (i.e. posted on website, via email, posted on unit doors, posted on building boards, via USPS, etc).

It was also announced that there is a new dedicated email address for communication with the board [board.sacowoods@gmail.com](mailto:board.sacowoods@gmail.com).

See attached President's report as read by Paula Shappell.

**Property Management Report:**

Erik Chandler, EG Chandler Property Management Company, introduced himself and talked about the various services that he does for Saco Woods including snow plowing, water/septic system oversight, repairs as directed by the board, etc.

**Treasurer's Report/Budget Ratification:**

Elin Leonard introduced herself as treasurer and explained that she reviewed invoices for payment for Saco Woods Condo Association. She then turned it over to Ann Millett for a report on cash balances.

Ann Millett reported the following balances (rounded):

\$41,355 Operating

\$311,352 Operating Reserves

\$15,397 Carport Reserve

It was communicated at the meeting that the board approved via email for transfers to be done on 12/31/2021 which were \$100,000 from the Operating account to the Reserve account and \$2,052 from the Capital reserve to Operating (carport transactions run through the Operating account during the year and then the (Over)/under Carport income/Expense is adjusted to the Operating account).

Jessica Wright made a motion to hold ratification of the budget until she presented her Forest Management Plan presentation. This was seconded and approved to hold ratification of budget until after Jess' presentation.

Jessica Wright presented a program that can be reimbursed by the USDA's Natural Resources Conservation Service. A handout was given to attendees with an explanation of the Forest Management Plan Proposal for 2022. The potential cost for a plan is \$2,500 with an anticipated grant reimbursement from the USDA NRCS for \$2,000.

Marilyn D'Aquanni motioned to move forward with the applying for the forest management grant and it was seconded by Tad Furtado. The vote was in favor of moving forward with the application for the Forest Management Plan. It is the boards understanding that this Plan does not lock SWCA into a plan as written by the licensed forester but rather to be used as a guide with possible consideration of recommendations as described in the plan received. It was recommended by the President to use funds from Reserves for this purpose.

With no further questions on the 2022 Budget as approved by the Board of Directors on October 23, 2021, a motion was then made by Marilyn D'Aquanni to ratify the 2022 Operating Budget with monthly fees set at \$325 Unit Fees and \$50 Carport Fees for 2022. This was seconded by Ruth Ann Boucher. Motion passed in favor of ratifying the 2022 Budget and 2022 Monthly Fees for \$325 Unit Fees and \$50 Carport Fees.

#### **Questions and Comments from Owners:**

Question regarding the amount transferred to reserves was addressed by Ann Millett when reporting on bank balances.

A number of owners were concerned about the trees that were taken down during the construction/drainage projects. Ellin Leonard took the question and talked about young conifers that can be planted as natural sound barriers. She reminded everyone that we need to be patient with what was transplanted during the construction/drainage projects especially in 2022. Marilyn D'Aquanni suggested we use April 22<sup>nd</sup> (Earth Day) as a day to come together take the time to move some of the seedlings in the woods to replant where needed.

Esther Gregory requested a question on replanting trees at the Carport 1 island garden be put forth. President Paula Shappell allowed a non-binding show of hands for an opinion of those present. The

majority was not in favor of planting new trees in the island at Carport 1. The board will consider at a future board meeting.

Esther Gregory asked for the board to re-assess the placement of two smaller rocks in front of Building 1. It was explained the rocks have a purpose to protect propane meters and electric/communication boxes from cars at the newly designed parking area. The Board will review at a future board meeting.

There were a few owners that had questions regarding soundproofing when flooring is replaced in second and third floor units. There is a guidance letter that was issued and all owners should request a copy before replacing any flooring in their second or third floor units to be sure they meet the guidance requirements. This guidance letter is available on the new SWCA website [www.sacowoods.com](http://www.sacowoods.com).

Esther Gregory brought a concern forth regarding white backed curtain requirements which was addressed in the meeting minutes of December 8, 2021. Owners with tenants in their units are reminded to communicate these requirements to their tenants. Further details on curtain requirements can be found in documents in the Owner section of the new website.

**Board Member Nominations:**

Patrick Barrett recommended and nominated Ellin Leonard for a three year term and Ann Millett for a three year term. This was seconded by Paula Shappell. No further nominations were brought to the floor. The vote was unanimous in favor of Ellin Leonard and Ann Millett as board members each for a three year term.

**New Business:**

No new business was brought forth.

**Adjournment:**

There being no further business brought forward before the board, a motion was made, seconded, and unanimously approved to adjourn the meeting at 11:15 am.

## **President's Report**

2021 has certainly proved to be a challenging, disruptive AND productive year at Saco Woods. Our buildings look amazing and it truly took all of us to get there! Thank you all for your patience, trust, support and feedback throughout the construction process. Thank you to the many owners who allowed us the use of your carport throughout the projects, those who provided contractors with cold beverages or ice cream to keep them going as they worked tirelessly in the heat, as well as a few pizza lunches. Celio and his crew enjoyed a surprise cooler of beverages left at their trailer on a Friday night with a thank you written in Portuguese from a very thoughtful owner. A huge luncheon coordinated by several owners at building 1 and 2 as the construction crew neared their final day was quite a spread! They were truly thankful and proud.

Thank you to the gutsy and smart board members who met monthly, sometimes twice a month, with an emergency meeting or two thrown in, as well as participating in the informational preconstruction meetings. The meeting in August when the board wanted to move forward ALL the drainage, not just a building or two, almost did me in. However, after crashing for a day, and recalling the Construction Drawings and Plans were in fact completed the year before, they were dusted off. With the support of retired surveyor and owner in building 3, assistance in reviewing and understanding those plans so I could ask intelligent questions was huge. So grateful for your knowledge, work experience and support in weighing decisions put forth by the site contractor and engineer.

We are grateful to Construction Management and Estimating company for their expertise, purchasing capabilities and dealing with the negotiation of subcontractors. Charlie Allen, owner worked tirelessly behind the scenes to get best material pricing in a crazy market and getting a painter on site, when we needed them... very stressful. The lead actually came from the Celio and his construction crew, Charlie navigated the language barrier, interviewed, negotiated and presented the option for an immediate decision. Jeff Stone, the onsite supervisor, dog whisperer extraordinaire, was fabulous at keeping the job running efficiently, safely and kept the boys in line. He made sure materials

were on site as needed which became very challenging near the end with supply chain issues. His personality and character made it all tolerable.

LA Drew's crew was professional to work with on the drainage project, did a great job, had a great sense of humor and did not charge us extra to try to save and relocate shrubs as we went and could. Ellin—thank you for your last minute early morning decisions with shrub and rock placement. Several owners helped with replanting, mulching and watering... a huge team effort especially from building 3 folks. The three owners whom about halfway through the drainage project came up to me and offered a word of thanks and appreciation for all of our time and hard work, and mentioned loving the new neat landscaping look, all on the same day, bless you, cause I was pretty tired at that point.

Never does a construction project come without complications and a job of this magnitude did have a few, which we dealt with those as they came. However, if you are experiencing any technical issues with the windows themselves, please let us know. Today we are announcing a new dedicated board email and website, so please communicate issues through those channels. The hand out as you entered contains the email and website information, as well as user name and password for the Owners secure section. You will find Agendas, Minutes and Condo Documents all in one place.

The plumbing and septic line issues found during the construction project made it even more challenging and we thank EG Chandler and grateful to have Betsy on site with the plumbers; coordinating the effort with electricians, plumbers, alarm companies, fire department, carpenters, and cleaning company. We are still working on scheduling replacing building 2, 3 and 4 main water valves but the super high priority issue have been completed.

We look forward to a much quieter year and hibernating for a few more weeks.

Thank you!