

**Saco Woods Board Meeting**  
**Wednesday, January 5, 2022**  
**6 PM @ Unit 89**

Meeting started at 6:15 pm

**Attendance:**

Board Quorum established (3)

In attendance Paula Shappell, Ellin Leonard, Patrick Barrett and Ann Millett. Erik Chandler (EG Chandler Property Management) by phone.

**Owner comments:**

There were no owner comments

**Administrative:**

Brought into record were the meeting minutes of November 13, 2021, that were approved by the board via email on November 16, 2021.

Website ([www.sacowoods.com](http://www.sacowoods.com)) is up and running. The board finalized a letter to send to all owners with details as to the contents of the website and username and password for owner's section. The website has the capability to complete forms and submit from within the website.

There is a new email address for communicating with the board. Effective immediately please use [board.sacowoods@gmail.com](mailto:board.sacowoods@gmail.com) for any communications with the board.

**Going Forward for 2022 communications will be as follows:**

- Board Meeting Agendas: Website Only
- Board Meeting Minutes: Website and Email
- Annual Meeting Minutes: Website and Email
- Access Notices and Work Notices: Email and posted on doors
- Emergency Access: No advance notice for emergencies, including but not limited to water, sewer, or propane leaks as deemed an emergency by the Saco Woods Board of Directors
- Invoices/Statements: Emailed or Mailed
- Legal Documents, Notice of Annual Meeting, Special Meeting and Proxy: Mailed

Review of draft of new Welcome Letter from the SWCA Board has been approved to go to new owners of Saco Woods. This will be forwarded to EG Chandler to include with the packet that is given to new owners at time of closing.

The Annual Meeting agenda was reviewed with board members and Erik Chandler.

Board approved getting a proposal from HEB Engineers for town site plan review to get paving/parking approved for Building 1.

Board approved getting a proposal for a condo site plan from Holden Engineering who did the original condo site plan.

Follow up needed for proxies and/or plan to attend meeting for Saturday's Annual Meeting. Elin volunteered to do the follow up.

**Financials:**

Yearend reserve transfers were approved via email and the transfers were completed on 12/31/2021. The transfers were as follows:

\$100,000 from Operating to Reserve Money Market Account resulting in a total reserve balance at yearend of \$311,352.47.

\$2,052.14 was transferred from the Carport Reserve to Operating as carport expenses exceeded the 2021 carport income and this activity is run through the operating account during the year with the exception of carport unit transfer fees that are deposited directly to the Carport Reserve account. Resulting in a year end reserve balance of \$15,348.18.

A motion was made by Paula Shappell and seconded by Ann Millet to change bank account statement notices to go to the new board email and then forwarded to EG Chandler after review of the statements. Board unanimously approved.

**Building and Grounds Maintenance:**

Winter plowing and parking procedures are in place. 13 cars were not moved by 10 am on Sunday, December 19 and 10 cars were not moved at Building 1 for the storm on December 25<sup>th</sup>/26<sup>th</sup>. This causes disruption to the plowing services of EG Chandler and also results in loss of parking area due to the area around cars that were not moved and could not be plowed.

A reminder to owners/tenants that current vehicle information for units must be on file with EG Chandler. The new website has a form that makes it easy to update this information.

**Open Work Orders from Property Manager were reviewed:**

The board is in the process of looking for a new window washing company to clean all the exterior windows of the complex. If anyone knows of a company that can handle the job at Saco Woods please forward their contact information to the Board at board.sacowoods@gmail.com.

Still in process are the temporary lights installed in the glass entry of buzzer entrance of 3 and non-buzzer entrance of 2 as the permanent, longer lasting, LED fixtures are still on order. Hallway replacement lights for those without covers are also in process.

EG Chandler to be notified of a GFI outlet box that needs to be fixed at the non-buzzer entrance of Building 4.

Rekeying all buildings, dumpster and dumpster building was discussed for 2022. A plan and pricing to be obtained.

**New Business:**

Unit 68 was fined \$250 for contractors tossing debris from a third floor window. The board reminds all owners that you are responsible for contractors working in your unit to follow the Bylaws and Rules.

Unit 70 was notified of several tenant issues to be resolved.

The board will contact the attorney for guidance under condo law as to how insurance claims are to be handled when the damage affects common areas.

**Unfinished Business:**

- Backup power pump house postponed to 2023
- Garbage disposals 2022. If an owner has an opportunity to remove an existing garbage disposal from their unit, please be proactive and have it removed.
- Carport 1 garden island trees – Spring 2022
- Landscape/Planting Spring 2022
- Lock Box for contractors 2022
- Update Emergency call procedures with EG Chandler 2022

**Owner Comments:**

There were no additional owner comments.

**Next Meeting Dates:**

Annual Meeting - Saturday, January 8, 2022, 10am @ North Conway Community Center, Organizational meeting for new board to vote on offices to immediately follow.

Board Meeting - Saturday, February 12, 2022, 9 am @ Unit 89

Regular Board Meeting was adjourned at 8:35 pm