

Saco Woods Board Meeting

Saturday June 4, 2022

9 am @ Unit 89

Meeting started at 9:00 am

Attendance:

Board Quorum established (3)

In attendance Paula Shappell and Ellin Leonard. Patrick Barrett and Ann Millett by phone. Also, in attendance for a portion of the meeting was Erik Chandler from EG Chandler (our property management company).

Owner comments:

In our meeting minutes of 3/26/22 an owner had asked the question about using electric grills. The board originally referred to SWCA Rules and Procedures - Section 1.C.2. Since the last meeting an inquiry was made to the Conway Fire Chief: ***Electric grills are not to be allowed on decks/balconies.*** The Rules and Procedures will be updated soon to reflect this new information.

Based on 3rd owner request, the displaying of the American Flag has been approved (via email on 4/22/22) with the following rule:

One American Flag per unit, no larger than 3' x 5' on a pole no longer than 6' may be flown from your porch or balcony on the outside of the building. Installation to be on opposite side of the unit adjacent to you. Placement and installation of the bracket to be completed by SWCA contractor only and at the owner's expense. Owner(s) shall respect the US Flag code – flags will be brought in each evening as lighting will not be permitted.

A question was raised regarding the transfer of ownership of a carport. It is not the board's responsibility to notice anyone if a carport may be available for ownership transfer.

It is required that anyone conveying ownership of a carport to another owner to notify the board and request that the LCA (limited common area) be reassigned from Unit XXX to Unit XXX. The board must approve transfer of ownership and will only do so with acknowledgement from the owner that they are responsible for any costs incurred to update the site plan to make the reassignment. Once the notice of ownership change and acknowledgement of fee responsibility have been received from the owner, the board's attorney will draft any changes required to the condo documents and the board will then have the site plan updated to reflect the change and all costs will be assessed to the owner. The property manager will be notified by the board to begin invoicing the newly reassigned unit owner for carport fees. Any other transaction costs (unrelated to the SWCA site plan update or condo docs cost) are the responsibility of owners involved and has nothing to do with the board.

Administrative:

Brought into record were the meeting minutes of 3/26/2022 as approved by the board via email on 4/21/2022.

The Town of Conway site plan review for additional parking area and Hutchins Drive is still in process

Site Survey and Condo Site plan update: In process, still waiting for a proposal to approve.

The horse barn next door, which leases a portion of our land has a new owner. The new owner requested permission to ride in the same areas as the previous owner. The new owner has signed the same agreement that was in place with the previous owner, however, the agreement has been updated with a minor modification of no motorized vehicles allowed. An updated insurance certificate from the new owner listing SWCA as additional insured has been received. The new owner also requested to cut down dead, bug, infested trees on the leased area which are located near their barn area. The board agreed to allow them to remove the trees at their expense.

Betsy is now no longer with EG Chandler. A replacement has been hired, so we ask that you give Jennifer time to get up to speed. Should you speak with Jennifer please welcome her to the SWCA account.

Financials:

The tax return was put on extension as the audit is still in process. As with most audits and a new audit firm, the board has received a few questions which have been responded to by the board and EG Chandler.

May financials and accounts receivable were received and will be reviewed by the board.

With a new person contact at EG Chandler the board wanted to make sure that going forward unit transfer/carport transfer fees are applied directly to the reserve accounts respectively. The board wants to be sure that "Welcome Packets" are sent out to new owners and that EG Chandler is aware of all units that are in the process of being sold. While we do not anticipate any Accounts Receivable balance at the time of a closing, in the event there is a balance it must be settled prior to or as part of the closing on a unit.

Building and Grounds Maintenance:

Water main shutoff replacement for Buildings 2,3 & 4 was discussed. Once the board has definitive dates the respective building will be notified as to when the work will be done. As a reminder when this work is being done, the water in the building will be turned off while the work is being done which could be for several hours so please plan accordingly.

Dryer vent cleaning for all units is in progress.

Emergency call procedures have been finalized.

Septic lines: proactive pricing: Tabled

Water System: A 3-year inspection by NHDES was completed. A well casing was found not to be in compliance, quote for \$1250 was obtained, approved and work completed. Consumer Confidence Report was sent via email and mail on May 19th, 2022.

Hot Water Heaters: Thank you to the many of you who have reacted to the email sent on April 6th, 2022 regarding this very important matter.

Please be sure to send a photo and provide make/model along with a copy of proof of installation date to board.sacowoods@gmail.com and the board will submit to EG Chandler to update their list with current information. If not, per a 2017 inspection list (created when the fire chief inspected all boilers) we have on file (created when the fire chief inspected all boilers), your water heater may be out of warranty and owners will be subject to a fine should it fail, as well as all costs for emergency calls and damages. At our July 30th meeting the board will review

the final list, and decide on inspections, with those individual owners who have a hot water heater out of warranty on file. Owners will be financially responsible for this inspection, and we will consider forced replacement of such hot water heater and assess the responsible unit owner for all costs to do so. We will provide updated list on the agenda for that meeting.

Per the rules and procedures Section 1.C.18.d.1, see below:

- d) **Water Heaters:** All water heaters must be replaced within 6 months of the expiration of the warranty.
 - 1) **Water heaters** are an Owner's expense and shall be properly maintained. Take a picture of the, model #, warranty and the date of installation of the unit and have on file at the Property Managers office.

Garbage disposal removal update: Al DiSilva Plumbing & Heating has been contracted for garbage disposal removals. If you happen to contact Al DiSilva for a hot water heater replacement and have a garbage disposal he will remove the garbage disposal the same day and bill SWCA directly for the garbage disposal removal. Once the flurry of hot water heater installations have been worked through, we will circle back and come up with a date for the balance of the garbage disposals.

Mowing: The general day for Saco Woods mowing will be Tuesdays, based on weather and need. There will be no notice of schedule changes. The SWCA community will need to work together and if mowers are heard and you have a chair set up, please move it so they will mow the area. Also please move from the mowing area for your safety.

Eastern Propane is scheduled to be on-site June 8th to evaluate a temporary ground winter fix with a date of June 15th to begin repairs to the underground line.

Septic Tank Pumping: All tanks will be pump this month. **This is a reminder any type of baby wipe or so called "flushable" wipe should never be flushed.**

Reminder: With varying contractors on site at times over the course of the year, please remember not to approach any of these vendors to ask questions, offer opinion, direct them in any way or ask them to do work for you. This is interfering with a job they have been hired by SWCA board to do. The board does have the ability to fine for this which we do not like to be in the position to have to do so. Please respect the vendors and the job that they are on property to do for SWCA. We recommend if you are looking for a contractor to do work for you in your unit that you take the phone number off their business truck and contact them later.

New Business:

Bird feeder discussion to be on the agenda for next meeting

Unfinished Business:

- Backup power pump house postponed to 2023
- Rekeying main entry doors/dumpster building/Knox Box for fire department 2022. Plan has been submitted to Intervale Lock at this time.
- Rules Update: No Electric Grills on Deck. American Flags with restrictions and install by SWCA ok.

Owner Comments:

There were no additional owner comments.

Next Meeting Dates:

Saturday, July 30, 2022, 9 am @ Unit 89

Meeting was adjourned at 11:20 am

SPEED LIMIT IS 10 mph : PLEASE SLOW DOWN!