

# Saco Woods Condo Association Board Meeting

Saturday, August 27, 2022

9 am @ Unit 89

## **Attendance:**

Quorum established (3). In attendance Paula Shappell, Ellin Leonard, Patrick Barrett and Ann Millett.

## **Owner's Comments:**

There were no owners in attendance.

## **Administrative:**

- Brought into record were the meeting minutes of 7/30/2022 as approved by the Board via email on 8/14/2022.
- Hutchings Drive Gate Update: This is still in process with the Land Use attorney.
- A motion was made, seconded, and voted unanimously to accept the revised Rules and Procedures with a revision date of September 2022. The main changes were to add to the Rules and Procedures the following: 1) No Electric Grills - Sect 1.C.2(d); 2) American Flag Policy - Sect 1.A(g); 3) No bird feeders year-round - Sect 7(g); 4) Unit renovations/contractors shall be between the hours of 8 am to 5 pm - Sect 3. The September 2022 Rules and Procedures will be emailed to owners, posted to the website and additional copies will be posted in the entryways for each building.

## **Financials:**

- The audit review has been completed and we are waiting on the final financial statements to be sent to us from the accountant which we anticipate having by the next board meeting.
- Current Bank Balances at the time of this meeting are as follows:

Operating Northway	-	\$ 90,511
Capital Reserve Northway	-	\$273,827
Carport Reserve Northway	-	\$ 15,702
Capital Reserve Avidia Bank	-	\$ 40,311
Loan Balance Avidia Bank	-	\$950,280 (\$49,720 PRN paid to date)

## **Building and Grounds Maintenance:**

- Building 1 mechanical room condensation issue has been resolved, this was the result of a constantly running toilet which has since been replaced. Running toilets (other than normal flushing) wastes precious water, creates condensation and overburdens the septic system. Please be proactive and have your toilet repaired or replaced if necessary.

- Water main shutoff project for Buildings 2,3,4 is now primarily complete with some minor insulation/sheetrock repairs to finish. Thank you for your cooperation and patience in accomplishing this project.
- Dryer vent cleaning has been completed except for three units that will be done in early September. Next dryer vent cleaning project will be 2024.
- Paving will begin soon for the following areas only: all entrance walkways, new parking lot area (at end of Building 1) and Post Office walkways.
- **Line Striping (once the paving project is complete) - there will be new line striping for the entire community. This will require coordination of parking for the entire community. The striping is a "weather permitting" project so stay tuned for posted parking details as timing could be short notice if the weather does not cooperate with initially planned dates. If you are going to be away, we recommend parking in the flagpole area or the limited parking area available in the recreation area to avoid having your vehicle towed in order to stripe all areas on the day scheduled.**
- A new Drop Off/Pick Up area sign will be added to the area between Building 1 and 2 which will be paved as part of the new site plan requirements.
- A new "No parking between signs" will be added (for the winter months) at the end of Building 4 where the crushed gravel area is. The intent is to keep the area open for snow removal.
- The Board/Property Manager continue to compile the updated Hot Water Unit list for compliance with replacement requirements.
- Garbage disposal removal project still in progress to be completed in September
- Post Office and Carport repairs that are expected to be done in 2022:
  1. The deposit has been sent in for the Post Office roof which was a budget item for 2022. Waiting on contractor's schedule.
  2. Misc. minor repairs will also be done to the Post Office
  3. The board is working on getting a price for painting/ using paint leftover from 2021 paint project.
  4. Post Office inquired about lighting in the back room, too dark in summer. Ellin will contact them.
  5. Carport repairs were budgeted for \$10K in 2022 for siding replacement (At minimum three ends need full replacement of the T1-11). The board is getting an estimate and the contractor's schedule to determine if this can be completed in 2022. If not, it will move to 2023 Budget.
- Septic Fields will be mowed September 2<sup>nd</sup>.
- There were a couple of water pump alarm calls. It was ultimately determined that a sensor needed to be replaced.

### **New Business:**

- Unit 74 requested board approval to place a reserved handicap space sign in front of their 1<sup>st</sup> floor unit. The board agreed unanimously to approve.

- Units 74/76 requested board approval to install, at their personal expense with an association approved vendor, a railing similar to others unit walkway in their building. The board agreed unanimously to approve.
- A railing will be added to new stairs leading down to the new parking area at the end of Building 1, other railings will be put back in once paving is completed.

### **Unfinished Business:**

- Rekeying green doors/dumpster building, Knox Box for fire dept will be reconsidered in 2024.
- Backup generator at pump house 2023.
- Septic lines proactive cleaning 2023.
- Site Survey/Condo Site Plan – pricing was received but too late to be reviewed in full for the 8/27/22 meeting. Will follow up at next scheduled meeting.
- Tree planting within the forestry line item in the budget to be completed in 2022.
- Transformer box near Building 3 – Eversource has been contacted.

### **Owner Comments:**

- Unit 51 submitted a letter requesting the board to reconsider their vote to not allow bird feeders. The board's vote will remain the same as in the meeting minutes of 7/30/2022, however, the owner can have this item brought up at the annual meeting for discussion.
- Units 3,28,34 submitted emails regarding the “tree plantings” and cost that were referred to in the last meeting minutes. To further clarify a few items:
  1. As referenced in the 2021 Annual Meeting minutes the board allowed a non-binding show of hands regarding not to replant trees at the Carport 1 and the board re-visited this item at the 2/12/2022 board meeting. In the meeting minutes of 2/12/2022 it was stated that the board agreed not to plant anything new in the Carport 1 island.
  2. The 15 or so small evergreens/10 spruce saplings that were mentioned in the minutes of 7/30/22 were at no cost to the community for the plants or the labor to plant these items. They were either donated or transplanted from the back wooded area of Saco Woods property.
  3. There was a question regarding the (3) maple trees and whether the (2) slated for Building 1 & 2 areas made sense to plant where the new drainage project was completed in 2021. The board confirmed with the engineer: a) the drainage pipe is a solid pipe in the areas where the trees are expected to be planted, b) roots should not play a factor, c) recommendation is at least 5' from the solid pipe (more if you can) in case you needed to dig up the pipe you would not damage the root system. Board will confer with McSherry when we plant as well. The trees will be planted well away from the drainage areas. Note: Underground pipes near the building are a slotted pipe to accommodate the high-water table which is why we do want not

any plantings near the buildings. The cost of these maples is within the 2022 forestry budget line item.

- It was a tough/dry summer for the newer seeded areas from the 2021 project. The Board would like to thank all those who volunteered to help out this summer with plantings, watering, etc. There will be some areas that may need an additional season or two to fully establish.

**Next Meeting Dates:**

- Saturday, October 1, 2022, 9 am @ Unit 89 (preliminary budget discussion)
- Saturday, November 5, 2022, 9 am @ Unit 89 (anticipated final budget approval—meeting minutes emailed to owners - November 20<sup>th</sup>, 2022)

**Meeting was adjourned at 12:15 pm**