

Saco Woods Condo Association Board Meeting

Saturday, October 1, 2022

9 am @ Unit 89

Attendance:

Quorum established (3). In attendance Paula Shappell, Ellin Leonard, Patrick Barrett and Ann Millett. Matthew Morano joined by phone around 10am.

Owner's Comments:

There were no owners in attendance.

Administrative:

- Brought into record were the meeting minutes of 8/27/2022 as approved by the Board via email on 9/9/2022.
- Hutchings Drive Gate Update: No update at the time of meeting.
- Annual Meeting date was confirmed: January 14th, 2023 10am at Pine Tree School 183 Mill Street Center Conway NH. Notice, Agenda and Proxy Vote forms will be mailed as so many folks do not have printers. Mailing will be mid-December.

Financials:

- The audit review has been completed and financial statements will be posted on the Saco Woods website.
- 2022 financials as of 9/30/2022 were supplied by the property manager. These financials to date will be reviewed and will be used in part for the 2023 budget process.
- Waiting on final approval from the Town of Conway planning dept to request return of paving bond that was required by the town for the new parking area.
- Board Voted unanimously to: assess all costs for Pest Control to Unit 15 as issue was strictly in that unit, to assess costs to Unit 13 for malfunctioning constantly running toilet sourced to be the cause of common area condensation issues below unit, to assess fine \$250 to unit 8 for not supplying unit keys after several requests by the property manager to do so.

Building and Grounds Maintenance:

- Water main shutoff project for Buildings 2,3,4 is complete.
- Dryer vent cleaning is complete. Next cleaning of all vents will be 2024.
- New parking area, Drop Off/Pick Area, and walkway paving projects are now complete.
- Line Striping project is complete.
- Garbage disposal project is complete.
- Post Office roof replacement and misc painting/ repair is in process
- Outgoing mailbox was installed and solar light will be put in back room as requested by mail carrier.

- Light in Bldg 4 entryway was replaced as well as two outside lights at Bldg 2.
- HOT WATER HEATERS:
Thank you to many of you who installed and supplied new information for your hot water heater. However, we have a ways to go... we know some have likely replaced but we do not have new information on file. Please send it in! Please supply information via email board.sacowoods@gmail.com -- or put a copy of information in the black box located in carport 89 at your earliest convenience.

CRITICAL: Hot Water Heaters on file that are in critical attention to replace or supply current water heater information as the age we have on file are original (1988) or exceed ten years in age are:

Units 4, 7, 8, 15, 19, 20, 21,23, 24, 25, 28, 29, 30, 31, 37, 41 ,42, 43, 44, 45, 46, 53, 54, 55, 58, 59, 63, 65, 67, 68, 70, 73, 74, 75, 77, 78, 82, 83, 84, 86, 90, 92, 94, 96

IMPORTANT: These Unit Hot Water Heater exceed 6 years from install date and may need replacement depending on the warranty of the unit –or we need updated information for our files:

Units 6, 12, 26, 27, 34, 40, 48, 49, 50, 52, 60, 66, 71, 76, 88, 91

As per the Rule and Procedures: All waters heaters must be replaced within 6 months of the expiration of the warranty.

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 so we have on file.

The Warranty information can be obtained by the Model # (sometimes serial # is needed) and searching on the Manufacturer website or giving them a call.

New Business:

- No new business

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 – 2023.
- Transformer box near Building 3 – Eversource has been contacted.

Owner Comments:

- Unit 3 comments were reviewed regarding back lawn and dog pooping. We will be applying a fall fertilizer and more “clean up the poop” signs have been ordered

Next Meeting Dates:

- Regular Board Meeting Saturday, November 5, 2022, 9 am @ Unit 89 (anticipate final budget approval by board—meeting minutes to be emailed to owners by November 20th, 2022)
- **Annual Meeting:** Saturday, January 14, 2023, 10 am at Pine Tree School.

Meeting was adjourned at 12:05 pm