

# Saco Woods Condo Association Board Meeting

Saturday, November 5, 2022

9 am @ Unit 89

## **Attendance:**

Quorum established (3). In attendance Paula Shappell and Ellin Leonard as well as by phone: Patrick Barrett, Matthew Morano and Ann Millett. Also in attendance, Unit Owners, Michael Mulvey, Josh Lannen (by phone) and Jess Wright (for owner's comment).

## **Owner's Comments:**

Unit 5 questioned their bill for emergency services from property manager for a toilet leak that had affected the hallway outside of Unit 5 and the mechanical room adjacent to the unit. Discussion regarding lock box on premise which is in process for 2023 for more efficient access to units in a situation such as this.

Unit 53 requested that we note in the minutes the culvert repairs out back which were completed by LA Drew during the paving project late summer. The rutted area that was a concern was smoothed out and reseeded, however wild turkeys ate the seed, so we will wait until spring for any further seeding. There was a concern of birch trees being cut, the board has not directed any contractor to cut down any birch trees. The trees may have been trimmed back due to overhanging branches for the vehicles that need to access that back area for the septic/leach fields. The board will take care of tree pruning or removal. Unit 53 came with a request for an ESA animal (dog) for a tenant. Board directed owner to submit ESA documentation to the board which will be submitted to and vetted by the Association's attorney.

Unit 15 requested to wait until the end of the meeting for comments.

## **Administrative:**

- Brought into record were the meeting minutes of 10/1/2022 as approved by the Board via email on 10/20/2022.
- Hutchings Drive Gate Update: The board has directed our land use attorney to contact the attorney for the Church and we are hopeful for a reasonable resolution between the two parties for the right of way to use Hutchins Drive.
- A motion was made and seconded for a Rules clarification for pets to read "Tenants, *including guests of tenants*, are not allowed to keep pets on the premises.". The board agreed unanimously to accept the rule clarification.

## **Financials:**

- The 2023 Operating Budget, Capital Budget and Carport Budget were reviewed in detail. A motion was made and seconded to accept the 2023 Budget, Capital Budget, and Carport Budget with a \$20 per month increase in dues (\$345/Monthly – effective 1/1/2023) and no increase to monthly Carport Dues (\$50/Monthly). This was approved unanimously.

- The board reviewed the units that were sold in 2022 to make sure all unit transfer fees were received from the new owners. At this time, it appears all transfer fees have been assessed to the new owners. Please note if for some reason a unit transfer fee or carport transfer fee fails to get recognized at the closing the board will direct the property manager to bill the new owner accordingly.
- Our property manager is in the process of transitioning to a new cloud-based software, Owners should have noticed that monthly fee invoices are now coming from "Intuit E-Commerce Service" [quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com).

### **Building and Grounds Maintenance:**

- Fall and Winter Prep – Winter Parking Procedures were approved and will be posted in building entryways as well as individual unit doors.
- Town of Conway Planning Board inspection for the new parking area paving and improvements is complete. A partial release of the bond is forthcoming, however \$1,000 will be held until the spring to make sure the newly hydroseeded areas around the new parking area and the rhododendron in front of the transformer box take.
- Roof vent replacement project is complete. The board is waiting for the final report from the contractor that did the work. If there is anything additional required, it will be deferred to 2023.
- Post Office and carport miscellaneous repairs have been completed for 2022., with the exception of light inside the delivery area as requested by postal service. Balance will be completed in 2023 which will be additional painting on the post office and carports, as well as miscellaneous repairs to carports where needed.

### **New Business:**

- Unit 7 reported a window leaking from top during heavy rainstorm. CME (contractor who managed the project) has been contacted and will send someone out to assess and repair as needed.
- Unit 10 has reported water leaking onto their bathroom ceiling from what appears to be unit above. The property manager has been contacted, the plumber notified and scheduled. The situation will be assessed, repaired, and invoiced accordingly.
- Snowstorm parking procedures will be posted on every door and attached to these minutes A reminder to owners that rent their units, the board needs updated tenant information including vehicles on file. This is especially important during the winter months when vehicles need to be moved accordingly for plowing reasons. All of this can be done on-line at [www.sacowoods.com](http://www.sacowoods.com).
- Holiday reminder: No cut trees, natural wreaths or natural garland are allowed anywhere within the residential buildings including on decks, porches and patios in accordance with Bylaws Article V 10A.

**Unfinished Business:**

- Rekeying green doors/dumpster building, Knox Box for fire dept 2023.
- Septic lines proactive cleaning 2023. Looking for an alternate quote to determine if feasible.
- Transformer box near Building 3 – Still waiting on Eversource.

**Owner Comments:**

- Unit 15 requested that the monthly inspection/treatment for pest control for unit be canceled. Unit owner has worked with their insurance company to remedy the situation. This was a situation that the board had not previously encountered and followed treatment as specified by the contractor hired to do the original pest control work. The board agreed that it would request cancellation of the current agreement for monthly inspection/treatment (if needed) provided the board receives the two independent reports that the unit owner has that confirms there is no longer any pest activity in the unit.

**Next Meeting Dates:**

- Regular Board Meeting Tuesday, December 6<sup>th</sup> 5:30pm @ Unit 89
- Regular Board Meeting Tuesday, January 3<sup>rd</sup> 5:30pm @ Unit 89

• Annual Meeting  
Saturday, January 14, 2023, 10 am at Pine  
Tree School.

**Meeting was adjourned at 11:00 am**