

# Saco Woods Condo Association Board Meeting

Saturday, February 25, 2023

9:00 am @ Unit 89

## **Attendance:**

Quorum established (3 required). In attendance Paula Shappell, Ellin Leonard, Patrick Barrett and Ann Millett. Owners Roy Larsen, Dave Kinsman, Josh Lannen for Owners Comment only.

## **Owner's Comments:**

- Unit 5 attended meeting to discuss snowstorm parking fine and unit related issues.
  - Board presented information/observations received from several Owners.
  - Board voted to Trespass the White Conversion Van from the property.
  - Board will provide Owner written summary of issues presented.
  - Unit Owner will be meeting with tenants after the meeting and update the board.

## **Administrative:**

- Brought into record were the meeting minutes of 1/3/23 as approved by the Board via email on 1/21/23.
- Hutchings Drive Gate Update: 2/8/23 call with Attorney Ducharme with board members Paula, Ellin and Ann to discuss proposed easement agreement with Journey Church. A motion was made and seconded to allow Paula Shappell to sign and submit (via attorney) proposed shared maintenance easement agreement to the Journey Church. Passed unanimously.

## **Financials:**

- The insurance policy for Saco Woods was renewed on 2/9/2023 with no changes to the current policy. The renewal premium was a 7.7% increase over last year and is within our 2023 budget.
- The Board reminds all owners that you are required to carry individual unit insurance to at least cover the association's deductible of \$10,000. Please contact your insurance agent regarding a HOA 6 policy as required in the bylaws.
- Board voted via email 2/18/2023 to invoice Unit 18 for costs associated with water damage to unit below.
- Board voted via email 2/23/2023 to invoice Unit 75 for costs labor costs associated with water seeping into mechanical room.
- Invoice Unit 15 for balance of costs associated with pest control was completed and as agreed.

## **Building and Grounds Maintenance:**

- Unit 34 ceiling cut repairs on EG Chandler list. TBD.
- **Winter Parking Issues:**
  - Board noticed the following units for snowstorm parking violation fines for 2023 snowstorms: Units 9, 15, 32, 67, 69, 71 and 81 since our last meeting.
  - At the meeting 2 vehicles that had not moved more than 24 hours after a storm were reviewed. One of those vehicles being a 2<sup>nd</sup> offense, we agreed to assess an additional fine of \$250, as well as notice the owner

that if the tenant did not move within a specific time frame – it would be towed. The other vehicle was not on file, likely a guest, unit doors would be posted that vehicle would be towed if not moved, and \$250 fine would be the responsibility of the unit owner.

- **Owners are responsible for making sure tenants and all guests follow the Winter Parking Procedures. Winter Parking Procedures are posted on every entryway door.**
- **Vehicle Information:** Owners are required per Bylaws *Article V (10I) Each occupant of the Association shall be required to provide the Board of Directors, through our Property Manager, with the license plate number of each vehicle the occupant may have at the Association as well as make and model number.*
  - Information must be kept current and is very easy to update on the Saco Woods Website. If there is a regular occupant/guest staying with you, please submit that vehicle information [board.sacowoods@gmail.com](mailto:board.sacowoods@gmail.com). We remind everyone there are 2 parking spaces allotted to your unit. We have a limited # of parking spaces and our site plan counts carports as a space.
  - Several folks have been contacted and not responded for missing, identified or inaccurate information---please respond!!
- Outstanding window issues from Units 7, 49 and 89: Contractor was notified and outside repairs were completed on Unit 7. Units 49 and 89 will need to be removed and squared up when the weather is warmer (most likely April).
- The Board is continuing to work on the Hot Water Heater log with installation dates and model/warranty period. Please send the information or picture of the model, installation date, and warranty period to [board.sacowoods@gmail.com](mailto:board.sacowoods@gmail.com) so we can update your information. Unless we know otherwise of a longer warranty period - all water heaters 2016 and earlier need to be replaced.
- The fire alarm system inspection was completed on 2/21/2023 and 2/22/2023. The Board is waiting for the inspection report from the contractor.
- Re-keying of building entry doors (green doors) and dumpster building will be completed by the property manager (EG Chandler). The Board is waiting on an update as to dates for completion. As a reminder from the meeting minutes of 1/3/23:
  - The rekeying project will be completed as soon as practical for Intervale Lock and Safe's schedule and EG Chandler.
  - All units will be issued two keys, each key will open the building entrance green doors of your building, the dumpster building, and recycling dumpster. Any additional keys or key replacements will be at an additional charge.
  - Keys will be mailed to your current address and EG Chandler will manage the distribution. Any additional keys will be a \$35 charge.

### **New Business:**

- Board is in discussions with Holden Engineering for site survey and marking of leased horse barn area.
- Discussion of app to find property markers. Ellin Leonard to look into this and report back to the Board.
- Garbage disposal removals were completed in August 2022. Any units that had a garbage disposal removed are no longer in a warranty period for any sink related issues.

- The solar light/motion sensor for the postal carriers in the back mailbox room has been completed.
- A potential roof leak was reported by Unit 91. We will need to have roofer come in this spring to seal flashing and make repairs to unit as needed.
- Door handle replacement at Building 1 was completed. Dumpster building and other door hardware to be adjusted/repaired/replaced as needed on Feb 28<sup>th</sup>.

#### **Unfinished Business:**

- 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:**

- It was reported that people are smoking outside of Building 1 that is not in a designated area. The Board reminds everyone:
  - In accordance with the Bylaws Article V (10K): Smoking is only allowed on the property OUTSIDE the Units and not within fifty feet (50') of the residences, the post office building and the trash compactor building. "Smoking" is defined so as to include:
    - 1) The smoking, burning or other use or disposition of tobacco, marijuana or similar products or materials, including, without limitation, the use of cigarettes, cigars, pipes, hookahs or other similar devices whether for tobacco or tobacco-free products; or
    - 2) Vaping, vaporizing, atomizing or otherwise using electronic cigarettes or similar devices whether for tobacco or tobacco-free product.
  - *We encourage the use of smoking shelters provided at the Garden Shed Porch located between Carport 2 and 3, as well as the Open Shed next to Carport 1. Leaving Cigarette Butts on the ground is prohibited.*
- It is the Owners responsibility to make sure tenants abide by all Rules and Procedures, provide them a copy, and communicate any work notices emailed to you, as any violations for any of the Rules/Procedures/Bylaws by a tenant or tenant's guest will result in fines to the Unit Owner. Copies of the Rules and Procedures can also be found in each building's entryways and on the website sacowoods.com. The link for the Rules and Procedures can be found on the website in the Residents & Guest section (open to all), as well as in the secured Owner's Section.

#### **Next Meeting Dates:**

**Tuesday, March 28, 2023 @ 6 pm, Unit 89**

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

