

Saco Woods Condo Association Board Meeting

Tuesday, March 28th, 2023

6:00 pm @ Unit 89

Attendance:

Quorum established (3 required). In attendance Board Members Paula Shappell, Ellin Leonard, Patrick Barrett, by phone Anne Millett and Matthew Morano. Owners Leanne Waldie (by phone) and Paula O'Brien for Owners Comment only.

Owner's Comments:

- Unit 18, we reviewed what insurance company needed for her insurance claim and Board will provide necessary information.
- Unit 69; owner was requesting a "hold" in the additional \$250 fine for 2nd offense winter parking fine. Board reviewed the 3rd party cost of bringing plow in later for a cost of \$150. Board agreed to reduce the fine to \$150 payable at this time.
- Unit 69: we reviewed the damages from leak caused by a very old dishwasher. Owner concurred the female tenant noticed water from the dishwasher once before EG Chandler notified them to not use the dishwasher, as the unit below had water through ceiling. As the damages were significant to flooring and cabinets, the Association Master Policy was notified, and the claim adjuster was on site during demo. With most of the damages to unit 69, and EG Chandler's estimated time of 6-9 months to make repairs, owner inquired if she could handle the repairs. With board approval of a bona fide General Contractor the board would consider and would work together with insurance companies. EG Chandler however, will handle ceiling repair to unit 61.

Administrative:

- Brought into record were the meeting minutes of 2/25/23 as approved by the Board via email on 3/5/23.
- Hutchings Drive Gate Update: Journey Church has reviewed our proposal and their full board will meet April 13th, 2023 for a response.
- Water Permit to Operate exp 6/30/23 and renewal of that application is handled by EG Chandler

Financials:

- Monthly financials were provided through Feb 28th. Year End 12/31/2022 financials were provided as well for tax return.

Building and Grounds Maintenance:

- Invoice for costs/repairs from a toilet break in Unit 42 which affected common area and unit 34 was reviewed and Board voted unanimously to pass along those charges to Unit 42.
- Rekeying green doors dumpster building set or March 29th.
 - The next step of adding unit Keys to boxes secured on site will be postponed, as a Full Key check would need to be completed to make sure ALL unit owners have 2 working keys on file at EG Chandler. A review

of costs to do this is not in the budget and we will wait unit later in the year and revisit.

- We strongly suggest bringing 2 fully tested keys to your hallway unit door to Jennifer at EG Chandler. Those owners with tenants should take the time to verify tenants have not changed the lock to the owner's unit.
- When a full key check is done, Board discussed fining any owner that does not have (2) working unit keys with EG Chandler. Amount of fine TBD.
- Spring Clean up Plan: We will soil test 5 areas now. We hope to get lawns around the buildings cleared of sand and sticks so an early fertilizer application can be put down by May 1st. The rest of spring clean up may be done at a slightly later time when all snow has melted.
- 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 so we can update your information.
- Fire Alarm Inspection Report was reviewed and no issues were found. Board should budget for this annually.

New Business:

- Carpet cleaning: we budgeted for 2x per year and we have asked EG Chandler to coordinate cleaning in April.
- Rules update: We will clarify what we have managed by, that each unit is allowed 2 parking spaces: a carport is considered 1 space. During winter storms carport owners MUST utilize their carport space.

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.
- Roof above unit 91 in building 4
- Windows issues unit 46, 89

Owner Comments:

Next Meeting Dates:

Saturday, April 29th at 9am in Unit 89

Meeting was adjourned at 8:10 pm