

Saco Woods Condo Association Board Meeting

Saturday, April 29, 2023

9:00 am @ Unit 89

Attendance:

Quorum established (3 required). In attendance were board members: Paula Shappell, Ellin Leonard, Patrick Barrett as well as Ann Millett and Matthew Morano by phone. For Owner's Comments in attendance were owners: Leanne Waldie & Lindsay Pratte Bluemie in person and Paula O'Brien & Josh Lannen by phone.

Owner's Comments:

- Unit 18 was in attendance regarding 2nd notice for smoking rule violation. Board unanimously voted to fine of \$125 for 2nd offense tenants smoking within 50' of the building and fine of \$125 for multiple offenses of current vehicle information not on file.
- Unit 94 was in attendance regarding parking spaces notice. Parking limitations were reviewed. Owner is to provide vehicle information for the regular guest.
- Unit 5 called in regarding notice about porch clutter and coverings hung in porch area and review of tenant situation. The Board will be providing the Owner with a formal letter of complaints received to date with a request to non-renew.

Administrative:

- Brought into record were the meeting minutes of 3/28/23 as approved by the Board via email on 4/18/23.
- Hutchings Drive Gate Update: There will be a call with our Attorney and Journey Church representative this coming week.
- Approved changes to the Rules/Procedures are as follows:
 1. Add new amended date May, 2023
 2. Page 2 - Building Maintenance, B(c) – change “An outdoor rated carpet should” to “An outdoor carpet shall”
 3. Page 3 - Interior Units 2(a) – change “Charcoal grills” to “Charcoal grills/smokers”
 4. Page 3 - Interior Units 2(b) – Add “One grill per unit.”
 5. Page 4 – 7(b) – Change “No plantings will be allowed to within 18” of the building to prevent moisture and damage to buildings.” To “No plantings will be allowed along, in or near the stone or crushed gravel drainage perimeter surrounding the buildings as this would affect the underground foundation drainage.”
 6. Page 5 – 10(b) – Change “Tenants are not allowed” to “Tenants or their guests are not allowed.
 7. Page 5 – 11(a) – Add “Carports are counted as a parking space”.
 8. Page 6/7 – 12. Winter Parking has been updated.
 9. Page 8 – 16. Change title from “BOILERS, WATER HEATERS, DRYER VENTS AND PROPANE SAFETY” TO “BOILERS, WATER HEATERS, WASHERS, DRYER VENTS, AND PROPANE SAFETY”.
 10. Page 8 – 16(e) – Change “Dryers and Dryer Venting” to “Washers, Dryers and Dryer Venting”.
 11. Page 8 – 16 (e3) – Add “Units with Washer/Dryer located in a small closet: only small compact/apartment size units are allowable so that ideal clearance behind and on the sides is obtained. Units must meet manufacturer’s specifications”.
 12. Page 8 – 16 (e3) – Add “All washers must utilize stainless steel burst proof hoses.”
 13. Page 8 – Add “Refer to Bylaws Article V.7.B – Maintenance and Repair Obligations of the Owner.”
 14. Page 9 – Change 22. From “INSURANCE REQUIRED” TO “ENFORCEMENT AND FINES” add information regarding fines and enforcement of fines
 15. Page 9 – Add item 23 to now be “INSURANCE REQUIRED” update paragraph to “Owners are required to carry insurance on the interior of their unit, commonly referred to as an HOA 6 and homeowners' policy. Details of which can be found in SWCA Bylaws pages 26-27, Article VI paragraph 3. Proof of insurance is to be provided annually to the Board of Directors. Your insurance policy is required to cover the Master Policy deductible”.

Financials:

- March financial information has been received for review.
- Motion was made and seconded to add Ann Millett, Secretary of board, to bank accounts as an approved signer with on-line access. Approved unanimously.
- With current favorable CD rates there was a discussion to move some of our reserve funds to a CD account. Paula will contact Avidia Bank.

Building and Grounds Maintenance:

- Property Manager Open Items:
 - Carpet cleaning schedule: postponed as vendor could not get here until end of May and could be too muggy by that time.
 - Unit 61 ceiling repairs to be scheduled
- Unit 69 water damage repairs are in progress/master policy insurance claim status was discussed. Owner was asked to send photos of completed flooring.
- Spring cleanup/bark mulch shrubs/tree health was discussed.
 - Utility crew for State of NH cleared all shrubs, small trees right to SWCA property line. There is currently not much of a buffer left. A board member wondered whether there is potential to reach out to the State to see if there are any programs to help with buffering.
 - Spruce trees at front entrance – arborist's opinion (2 received) is they are dead due to the gypsy moths and should be removed.
 - Board received a quote for gypsy moth spray treatment, as well as tree fertilization of ornamental trees around the building in hopes to save them as we have at least one more year of caterpillars. Timing is critical for spraying, and it will happen mid-May. Dead tree removal and some pruning will be done as well, time to be determined as a full walk around of the property was completed.
 - Focus for 2023
 - Carport 3 roof and carport siding repairs (all carports). Roofing contractor has been secured. We will look at painting all carport siding. Much of what we felt needed to be replaced just needs good prep work for painting.
 - We will move a small kayak rack to Building 1 area.
 - Add bike rack for Building 1. Board approved purchase of 2 bike racks (each holds 5 bikes) at a cost of approximately \$589. One will be near building 1 and 1 tucked behind the shed near the flagpole as that is a great place for little ones to ride.
 - Carpet replacement as needed in all buildings. A 2nd price is being obtained.
 - Lighting repairs Building 1 & 4 completed.
 - Hot Water replacements - in progress.
 - Unit Owner Insurance Policy. Board discussed noticing those owners that do not have an updated proof of insurance on file with board. A letter will be mailed to all owners stating our intent to move to a \$25,000 master policy deductible which your individual unit insurance is required to cover.

New Business:

- The State of NH mandates our water testing program via our state certified operator FX Lyons of Intervale. Saco Woods had an arsenic exceedance in Q3 2022. When notified by FX Lyons and as required by the State a public notice was distributed to all owners via postal service and email on 4/11/23. There is no action required by owners at this time and there is no safety concern at this time.
- Unit 30 has requested a handicap post, in front of the 1st floor unit. Upon receipt of handicap placard, we will install.

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.
- Window issues unit 46 and 89—call into contractor
- Roof leak building 4 above unit 91, as well as review of roof vent cap replacements. Report from contractor from Oct 2022, with recommendation to replace more caps and 4' pipes.
- Unit keys secured on site—on hold
- Holden Engineering for site survey and marking of leased horse barn area – as funds permit.

Owner Comments:

- There were no additional owner comments.

Next Meeting Date:

Saturday, May 27, 2023 @ 9:00 am, Unit 89

Meeting was adjourned at 10:57 am