

Saco Woods Condo Association Board Meeting

Saturday, July 29, 2023

9:08 am @ Unit 89

Attendance:

Quorum established (3 required). In attendance were board members: Paula Shappell, Ellin Leonard, Patrick Barrett and Ann Millett. Erik Chandler by phone for Property Manager update.

Owner's Comments:

- None

Administrative:

- Brought into record were the meeting minutes of 5/27/23 as approved by the Board via email on 6/20/23.
- **Hot Water Heaters:** As of this meeting, the following units have hot water heaters on file (from the information that the board currently has available) that are very old. We believe many have replaced and simply not submitted current information/photo. Please submit the information to board.sacowoods@gmail.com:

5,8,11,15,16,24,25,35,44,45,50,54,58,65,66,67,68,71,74,77,82,90,91,

Unit owners will be assessed all damages if a water heater lets go and the board will consider assessing a fine as well for out of compliance units.

- **Insurance Final Reminder:** The following units need to contact their insurance agent as soon as possible to request a certificate of insurance be sent to board.sacowoods@gmail.com or you can drop a copy in the mailbox in Carport 89.

5,7,8,12, 24,29,31,32,44,51,54,58,59,61,65,67,70,77,82,83,88,91

Individual Unit Policies to cover the Master Policy Deductible are affordable and required in the event your unit is assessed the Master Policy deductible.

As we have received no response to our June 9th, 2023, letter, and July 18th, 2023 email reminder from EG Chandler's office, absent of an immediate response, this list will be forwarded to the attorney for his direction. All costs, including attorney fees, fines, and cost to place a policy will be assessed to you in accordance with our bylaws. (Article IV Insurance, Item 5)

- **Vehicle and Contact Information:** The Board discussed the need to make sure all owner contact information (current tenant info, if applicable) and current vehicle info is on file. Contact Information Forms can easily be updated on the website at www.sacowoods.com.

- Hutchins Drive Gate Update: Shared maintenance agreements have been presented by both parties and discussions are still in progress.

Financials:

- June financials were received and will be reviewed in depth outside of the meeting.
- The Board agreed unanimously to a contract rate of \$2.179 with Eastern Propane for 9/2023 – 05/2024.

Building and Grounds Maintenance:

- Updates from the property manager:
 - Fertilization plan: First week of August another fertilizer application with broad leaf weed control (as needed) and grub control (as needed) will be applied.
 - Fire Alarm Panels: The board approved on July 12, 2023 via email to move ahead with switching out current panels with Napco Starlink Cellular units to avoid the monthly costs of phone lines. With the one-time upfront cost, this year will be breakeven for costs, however next year the estimated cost savings should be around \$4,600. Installation was completed by Pope Security and the system is up and running. Phone lines for prior alarm panels have been cancelled.
 - Septic field marking / trim back trees encroaching the road for mowers is in progress.
 - Septic Pump stations inspection is scheduled for the first week of August.
 - Crack sealing price of \$5,500 has been obtained, approved, and will be scheduled with AJ's Blacktop Sealcoating
 - Unit 61/69 new leak reported, and issue resolution is in progress.
 - All 4 septic tanks were pumped in June. The vendor noted that there was a good amount of wipes and feminine products. The board reminds everyone (owners/tenants) that **wipes (of any kind) and feminine products are not flushable** at Saco Woods.
 - Dryer vent plastic screen removal has been completed, Just the dryer vent screens were removed. The screens still in place are for bathroom vent fans and were not removed.
- The balance of carpet replacement should be completed early fall.
- Due to weather delays the carport siding / paint repairs should be done late August or early September.
- Vent hats/pipe caps/roof repair to be done sometime late August.
- Septic Lines proactive cleaning – met with vendor on 7/26 and now waiting on plan/pricing from vendor.

New Business:

- Building 2, Unit 32 overflow of shared drain was resolved. There was a leaking relief valve and defective pressure gauge in the above Unit 48. Repair costs have been assessed accordingly.
- Discussion for a 2024 plan regarding road noise Building 1. The board received an offer for the donation of some trees to begin to create a natural sound barrier. The board will consult with landscape vendor to see what plan/pricing might make sense for the area along Route 113 / Building 1 new parking lot area.

- Town inspected and approved the balance of their requests from last year's site plan review. The refund of the balance on the Bond should be coming within a week or two.
- Ellin Leonard is stepping down from her role as volunteer coordinator for the vegetable garden plots beyond the playground area. Thank you Ellin for all your work to make sure water is set up and available, plots are assigned, weed whacking and for the personal contributions you have made to improve the garden area for those who enjoy vegetable gardening. Anyone interested in taking over this role please contact a member of the board.

Unfinished Business:

- Transformer box near Building 3 – Still waiting on Eversource.
- Window issues unit 46 and 89—waiting on contractor.
- Unit keys secured on site—on hold.
- Holden Engineering for site survey and marking of leased horse barn area – as funds permit.

Owner Comments:

- Unit 11 Owner has been notified regarding a complaint for (cigar) smoking coming from balcony. (2nd complaint)
- The board has received several complaints about drivers going too fast through the property. **The speed limit is 10mph please slow down!!!!**

Next Meeting Date:

Saturday, September 16, 2023 @ 9:00 am, Unit 89

Meeting was adjourned at 11:18 am