

# Saco Woods Condo Association Board Meeting

**Saturday, September 16, 2023**

**9:08 am @ Unit 89**

## **Attendance:**

Quorum established (3 required). In attendance were board members: Paula Shappell, Ellin Leonard. Board members attending by phone were Patrick Barrett, Matthew Morano and Ann Millett. Ruthann Boucher (Unit Owner) for garden discussion and by phone Paula O'Brien (Unit Owner) for Units 69/61 discussion.

## **Owner's Comments:**

- Trash left on floor in dumpster building. Due to unsanitary conditions from trash left on dumpster floor that was found to be from Unit 70 the Board voted unanimously to fine \$250 plus charge \$125 cleanup cost to Unit 70.
- Dog issues. There have been several communications regarding barking dogs and/or dogs off leash. Those in particular have been contacted. The Board reminds all Owners to review pet rules.
- A request has been made for a "smoking" shed for Buildings 3&4. To be determined at a later date. No funds available in 2023 budget.
- Discussion of possible donation of "deterrent" surveillance cameras with signs around the flagpole area. Further review is needed for this item before consideration.
- Permission was given to Unit 4 to install an American flag in accordance with policy.

## **Administrative:**

- Brought into record were the meeting minutes of 7/29/23 as approved by the Board via email on 8/18/23.
- As of this meeting, the following units have not submitted their certificates of insurance:
  - 5, 8, 58, 59, 65, 67, 82, 88, 91The next step is to refer to the attorney to handle as per bylaw. To avoid referral to the attorney, contact your insurance agent as soon as possible to request a certificate of insurance be sent to [board.sacowoods@gmail.com](mailto:board.sacowoods@gmail.com) or you can drop a copy in the mailbox in Carport 89.
- Hot water heaters: Know the age and warranty of your hot water heater. Is it in compliance? Did you recently have one installed? ... if so, be sure to forward updated information to the board email at [board.sacowoods@gmail.com](mailto:board.sacowoods@gmail.com).  
Reminder: damages and potential fines will be assessed to a unit out of compliance and causes a leak through common area and into another unit.
- Hutchins Drive Gate Update: Discussions still in progress. No update as of this meeting.

## **Financials:**

- August financial information was received from the Property Manager.
- We have one unit that timely collection of dues is an issue and has been forwarded to the attorney.

- The Board agreed to transfer \$700 to the Avidia loan reserve account to bring balance to \$1,000 minimum required to waive monthly fee. The balance of the loan reserve account was previously moved to a CD account to take advantage of the current favorable interest rates.

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

- Unit 69/61 additional leak reported – discussion took place with Unit 69 owner to try to bring this to a resolution.
- Septic Pump Station Report was reviewed. Grease was reported as a major issue and will reduce the life of pumps.
- **PLEASE DO NOT PUT ANY GREASE/OILS/FATS DOWN ANY DRAIN! That means don't flush it as well!**
- Suggestions:
  - Let oil/fat solidify in a can, then throw the can out
  - Use a paper towel to wipe out oils/fats from pan or container and place in trash.
  - Use a pan liner such as aluminum foil or parchment paper and toss all in trash
- Septic line cleaning by Federal Piping is scheduled for Weds/Thurs, Sept 19<sup>th</sup> and Sept 20<sup>th</sup>.
- Carpet replacement materials were received, and we are waiting for the installation date to be determined by the subcontractor.
- Carport siding/paint update: Painter has started prep work and roofing contractor has begun their portion of their project. The painter will also be touching up building base trim boards that are bubbling/peeling.
- Vent hats/pipe caps/roof repairs update: Waiting for the roofing contractor to come in with lift for this work.
- The board obtained a plan/pricing for plantings along Route 113 to begin creating a natural sound absorption for consideration in 2024. There is an offer from a Unit Owner to donate some of the plantings as it relates to Building 1's new parking area. Also included was a fertilization program for 2023 for trees/shrubs and removal of dead trees with replacement trees where appropriate in Spring 2024. The board voted unanimously to utilize \$1,200 for tree/shrub fertilization and \$3,200 to remove dead trees in areas that affect walkways and/or parking areas.
- The Board agreed to a chain/No trespassing sign in the area beyond the vegetable garden to make this area less accessible to non-subcontractors and non-residents. Residents are still welcome to walk the trails.

### **New Business:**

- The Board sent a notice to the Unit Owner of the sandbox/pool that was left in the recreation area to remove it as it poses a risk of animal contamination. The owner agreed to remove.
- Hallway Unit Entry Doors – If there is a deadbolt on your unit door, the property manager needs a copy of the key as (when necessary) contractor will enter from the interior hallway door. Make sure chains are off when you are not in the unit.
- Starlynk communicators may need to have an antenna added.
- Hazardous Waste Collection Day will be September 23, 2023, at the Conway Transfer Station. Notices will be posted in Building entryways.

- We are still looking for a volunteer garden manager for the community vegetable garden.
  - Those who set up gardens this spring: Please clean up garden beds and remove any garden boxes/containers used and dispose of them properly.
- The board agreed not to add any more gardens around the property and scale back some of the existing gardens unless we can increase the volunteer pool to help with the maintenance of these gardens.
- Ellin would like board support to go to Town of Conway and perhaps state to review the noise along Route 113, state road, which we are willing to do, however understand it may be a futile effort.

**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. On hold.

**Owner Comments:**

- None

**Next Meeting Date:**

**Sunday, October 22, 2023 @ 4:00 pm, Unit 89 (Budget Work Session)**

**Sunday, November 12, 2023 @ 4:00 pm, Unit 89 (Budget Review/Vote)**

**Tuesday, December 5, 2023 @ 6:00 pm, Unit 89 (Review/Approve Annual Meeting Packet)**

**Mid-January Annual Meeting – Date to be determined on availability of Property Manager and Location.**

**Meeting was adjourned at 11:45 am**