

Saco Woods Condo Association Board Meeting

Sunday, November 12, 2023

4:00 pm, Unit 89

Attendance:

Quorum established (3 required). In attendance were board members: Paula Shappell, Ellin Leonard, Patrick Barrett and Ann Millett. Board member attending by phone was Matthew Morano. Owner in attendance – Paula O'Brien.

Owner's Comments:

- The Board agreed unanimously to assess investigation expenses to Unit 69 that related to a shower valve leak in Unit 69. The board agreed that additional costs to sheetrock ceiling in Unit 61 bathroom which was reopened for additional investigate work for the shower valve leak (that may or may not have been missed with the first leak investigation (dishwasher) that occurred from Unit 69) will be paid by SWCA.

Administrative:

- Brought into record were the meeting minutes of 9/16/2023 as approved by the Board via email on 10/5/2023.
- Hutchins Drive Gate Update: Meeting to be set with both attorneys, SWCA & Journey Church.

Financials:

- Motion made and seconded to approve 2024 Budget as presented (with **2024 dues set as follows: \$360/Month Condo Dues and \$25/Month Carport Dues.** Passed unanimously.
- Motion made and seconded with a unanimous vote to move \$25,000 from the carport reserve and an additional \$40,000 from the capital reserve to respective 12 months CD's at Norway Bank with an interest rate of 5.25%

Building and Grounds Maintenance:

- Water System: NH DES upcoming requirements: Lead Service Line inventory in progress.
- Carpet Cleaning scheduled for November 13th and 14th.
- Winter Prep: Irrigation water has been shut down; bike kayaks racks need to be moved for plowing will be completed Saturday 11/18/23. Notices have been posted on building entryway doors.
- Winter Plowing Parking Procedures:
 - a. Winter parking procedures for snowstorm plowing were reviewed and approved for distribution to all Owners/Units. Copies will be placed in each Building entryway and on every unit door.
 - b. To be determined at the next board meeting will be the fines that will be issued for non-compliance with winter plowing parking procedures.
 - c. **Owners are reminded that 2 parking spaces are allowed per unit and for those units with carports, the carport counts as one of the two parking spaces.**
- Septic lines cleaning report: Lines checked were ok, all drains in mechanical rooms now functioning. Clogs were found in two buildings.
- Vent hats/caps roof repair update: The Board will be meeting with roofing

contractor and heating contractor on Monday 13th at 8am to confirm correct material and height needed for repairs. Building Permit was required and in process at the time of this meeting.

- Unit 9/1 repairs in progress for tub overflow: The board agreed unanimously to assess Unit 9 the costs of repairs due to negligence of leaving a tub running and not attended.
- Holiday reminder – NO LIVE GREENS. Notice will be posted in all building entryways.

New Business:

- Letter reviewed and will be sent to Unit Owners 78 for parking space non-compliance violation.

Unfinished Business

- "Deterrent" cameras at flagpole
- Proof of Individual Unit Owners Insurance
- Volunteer Vegetable Garden Manager still needed.
- Town/State approach regarding buffer for noise from Route 113.
- Transformer Box near building 3 in Eversource court. Postpone to Spring 2024 for follow up.
- Window issues unit 46, 89, waiting on contractor schedule.
- Unit keys project to secured on site project-on hold at this time.
- Holden Engineering for site survey/marketing of leased horse barn area.

Owner Comments:

- None

Next Meeting Date:

Tuesday, December 5, 2023 @ 6:00 pm, Unit 89

ANNUAL MEETING, Saturday, January 20, 2024, 10 am at Pine Tree Elementary School

Meeting was adjourned at 5:30 pm