

Saco Woods Condo Association Board Meeting

Sunday, February 25, 2024

4:00 pm, Unit 89

Attendance:

Quorum established (5 required). In attendance were board members: Paula Shappell, Elin Leonard, Patrick Barrett Ann Millett and Michael Tolin. No owners (other than board members) were in attendance.

Owner's Comments:

- None

Administrative:

- Brought into record were the Meeting Minutes of 12/05/2023 and 2023 Annual Board Meeting Minutes as approved by the Board via email on 1/3/24 and 2/18/24 respectively.
- Hutchins Drive Gate Update: Board voted unanimously to authorize Paula Shappell to sign on behalf of SWCA the shared maintenance for the Hutchins Drive easement. She will sign when received from our attorney and it is ready for signing.
- Proof of Insurance: Units 8, 58, 59, 67 and 82 are not in compliance.

Financials:

- The BOD voted via email to accept Vermont Mutual as the new insurer for the business owner policy. Our umbrella and D&O policies will continue with the same carriers as last year. The total insurance package premium cost for the new policy year is \$53,624. The required insurance inspection took place on 2/15/24. Thank you to Units 6 and 93 that opened their homes for inspection.
- The engagement letter for McDonnell and Roberts for tax return prep has been submitted. We are waiting for the final 2023 Financials from our property management company.
- The following bank transfers were done for year end 2023:
 - \$2,760 from Operating to Capital reserve for Unit sales transfers in 2023 as per bylaws.
 - \$100 from Operating to Carport reserve for Unit sales transfers in 2023 as per bylaws.
 - \$6,788 from Carport reserve to Operating account (Carport expenses \$32,588 exceeded dues of \$25,800 in 2023).

Building and Grounds Maintenance:

- **REMINDER: The Speed limit is 10mph through Saco Woods for the safety of all. We ask that all landlords review this with tenants. There are many folks out walking during the day and at night as spring approaches we will be in the gardens and all out enjoying some sunshine.**
- Dumpster Building doors/locks update – Estimate \$3,850 was received and approved by BOD to replace both doors with steel doors, repair some siding and rot found in the back of the building.
- Smoking Shed for Buildings 3/4 - Estimate and placement were discussed and approved by BOD. Total cost is estimated to be \$4,370, which is \$970 from the original budget estimate.
- Winter Parking Fines for Non-Compliance: To date for the 2023/2024 season the following were fined in accordance with board vote of 12/5/2023 "Winter Parking Fines for Non-Compliance: The board unanimously voted to keep the amount the same as last year, \$250 fine, with a recission after 1 year if there are no other compliance issues with any rule/bylaw. Any units with

prior offenses for winter parking or current vehicle information not on file, there will be no recission offered, fines will be due upon receipt"

- Unit 57 2nd violation 12/12/23, the fine held from 1st violation of 2/22/23, became due and payable
- Unit 53 2nd violation 1/28/24, the fine held from 1st violation of 1/8/24 became due and payable
- Unit 78 2nd violation 1/28/24, the fine held from 1st violation of 1/9/24 became due and payable
- Unit 13 1st violation 1/12/24
- Unit 91 1st violation 1/28/24
- Unit 94 1st violation 1/28/24
- Vent hats/caps roof repair update: Final 10 caps are scheduled for the spring, and we anticipate the repairs will be on schedule.
- Water System: The three-year required copper/lead tests were completed on 2/8/2024. Thank you to Units 6,27,31,48,62 and 80 for your cooperation with EG Chandler to collect these samples. The results of the test are forthcoming; however, the 2021 results showed no traces of lead. The results and other documentation will be submitted to the State of NH to complete the filing to meet this new federal mandate.

New Business:

- The BOD discussed the fertilizer plan/landscaping direction for the upcoming season. The BOD determined that it will fertilize as needed for trees and grass areas. We will inquire into Organic fertilizer for the lawns.
 - Hydroseed grass areas that were damaged during the winter season from plowing.
 - Fertilize trees and shrubs as needed to keep healthy.
 - Remove any dead trees, if needed.

The BOD discussed 30-day notice and consider forced replacement for those few units that have water heaters over 10 years old on record. As the majority of water heaters on file previously are a 6-year warranty---which far exceeds the rule in place as advised by the attorney, which is to replace within 6 months of the end of the warranty, this is a concern that a failure could affect common areas and other units. If information is provided that they are in compliance then great! We are hoping many folks have replaced and simply failed to provide information to the Board of Directors at board.sacowoods@gmail.com or left in drop box of carport 89 Many folks that have replaced recently are replacing with a 12-year warranty hot water heaters through DiSilva Heating.

Unfinished Business

- Town/State approach regarding buffer for noise from Route 113. Paula Shappell sent a letter to the Town regarding our experience with Eversource/Asplundh in the cutting of trees on our property and close to our property along Route 113. This was in response to the Town Selectboard that had an issue with NH Coop/tree contractor cutting trees down along Route 16 and destroying green space that did not need to be destroyed. Our hope is that the utility companies will get the message that they need to be more mindful of green space while accomplishing the trimming of trees to protect power lines.
- Transformer Box near building 3 in Eversource court. Postpone to Spring 2024 for follow up.
- Window issues unit 46, 89 – BOD agreed to send an email to the contractor that they had until 5/1/24 to complete the repairs or we would hire another contractor and turn around and bill the

contractor responsible.

- Due to no response for a new Vegetable Garden Manager volunteer - **until further notice the vegetable garden area is closed and not to be used**. Folks are welcome to remove any items/perennials they have planted. The board agreed to grandfather Ellin and Ruthanne to use the vegetable garden area for their own purposes as they have managed the garden area for many years.

Owner Comments:

- None

Next Meeting Date:

Sunday, April 7, 2024, 4 PM in Unit 89

Meeting was adjourned at 6:00 pm

SPEED LIMIT IS 10mph--- PLEASE SLOW DOWN!!