

Saco Woods Condo Association Board Meeting

Sunday, April 7, 2024

4:00 pm, Unit 89

Attendance:

In attendance were board members: Paula Shappell, Ellin Leonard, Patrick Barrett Ann Millett and Michael Tolin.

Owner's Comments:

- None

Administrative:

- Brought into record were the Meeting Minutes of 2/25/24 as approved by the Board via email on 3/14/24.
- Hutchins Drive Gate Update: The Board is happy to report that the shared maintenance agreement for the easement with Journey Church has been approved and signed by both SWCA and Journey Church. Our attorney will record the agreement at the Registry of Deeds.
- With the signing of the shared maintenance agreement and the gate to Hutchins Drive removed the Board reminds everyone to be respectful when driving across the easement portion of Hutchins Drive. The speed limit will be posted. There will be a Stop sign as you enter and exit Hutchins drive, as well as a stop sign at the end of the fire lane as you enter the Saco Woods parking lot.

Financials:

- The Board is waiting for the final 2023 Financials from our property manager, and we will then submit them to the tax accountant. Due to the time frame, we fully expect an extension will be filed for the 2023 tax return.

Building and Grounds Maintenance:

- Carpet cleaning will take place on April 10th and April 11th. Buildings have already been posted.
- **Door Mats and Safety: In Accordance with the Bylaws, Items are not to be placed in the Common Area Hallway absent permission from the board. The door mats are becoming larger and encroaching into the center of the hallway, which may make it challenging for people to navigate when walking in the hallway. In the event of a fire, they are a tripping hazard (as in a smoke-filled hallway one would use the wall to find one's way out). We ask that door mats be placed on the inside of your unit moving forward.**
- Dumpster Building cleaning update – Snell Brothers has been approved (\$250-\$300) to coordinate with Waste Management the cleaning of the dumpster building (including moving and cleaning under the dumpster)
- The Board reminds everyone (owners please remind your tenants) that the Trash Building/Dumpster is for household trash only. **There have been several items left on the floor of the dumpster building – This is not a "Swap Shop" area.** Anything other than household trash needs to be taken by the unit owner or tenant to the Town of Conway Transfer Station
- Smoking Shed for Buildings 3/4 – Estimate was received and approved by the Board. Installation of the shed is TBD.
- The Board also discussed plans for grounds cleaning and fertilization of trees and grass. This year the Board voted to use an organic lawn fertilizer for the lawn areas only. We will not be doing any applications for weed killer or grub prevention (unless we find we have a major grub problem).

- Fire Extinguisher inspection was done on 3/19/24 by Interstate Fire Protection. 19 of the 24 extinguishers were changed out as part of the 6yr maintenance plan. There are 4 additional extinguishers that will also be changed out.
- The annual fire alarm testing/smoke detector cleaning for the Common Hallway smoke alarm system will take place in the near future.
- Vent hats/caps roof repair update: Final 10 caps will be scheduled as soon as the snow melts off the roofs. We anticipate the repairs will be completed sooner rather than later.
- Water System: The Board is still working with Arcadis on the lead service line inventory.
- Winter Parking Fines for Non-Compliance:
 - Unit 91 for 3/9 into 3/10 storm – 2nd violation. Fine of \$250 held from 1/28/24 violation is now due.
 - Unit 87 1st for 3/9 into 3/10 storm – 1st violation.

New Business:

1. Individual Unit Smoke/CO Detector: Owners are responsible for changing the backup battery in the individual unit's hardwired smoke/co detector (1), as well as any additional smoke alarms you have placed in other rooms.
 - i. We have now had two separate complaints from low battery alarm beeping coming from a neighboring unit.
 - ii. We have also found that in both these units, the hardwired smokes/CO detectors were either removed or covered.
- Costs to correct the issues are passed along to the Unit Owner, however, the board is notifying all unit owners that the Association will issue an immediate fine for the **Tampering of any life safety device or removing the hardwired smoke detector. Tampering of such devices are prohibited and affects the safety of all of us. In accordance with the bylaws, the board reserves the right to fine up to \$1,000 and will determine on a case-by-case basis.** Unit Owners that have tenants—it is up to you to notify your tenants of the importance and severity of this subject.
- Due to power surges from the storm, the board did a walkthrough all buildings and inventoried all lights that were out or blinking. The electrician will be contacted to address these lights.
- Pest control needed for Unit 5 (photo was supplied for animal droppings and what appears to be an area where something was chewing).
- The Board discussed an owner's comment regarding not having HUD status and the Board determined at this time it will not explore this status due to time and cost constraints.

Unfinished Business

- Transformer Box near building 3 in Eversource court. Postpone to Spring 2024 for follow up.
- Window issues in Units 46 and 89 were addressed and repairs completed on 3/8/24.
- Our new insurance company (Vermont Mutual) completed their inspection and at this time there are no recommendations for any repairs. As requested at the annual meeting in January the Board will post the Master Policy Evidence of Insurance on the website.

Next Meeting Date:

Sunday, May 19, 2024, 4 PM in Unit 89

Meeting was adjourned at 6:10 pm

PLEASE BE MINDFUL!! SPEED LIMIT IS 10 MPH