

Saco Woods Condo Association

Board Meeting Minutes

Sunday, August 4, 2024

4:00 pm, Unit 89

Website: <https://www.sacowoods.com>

Username: swcaowner

Password: First19saco!

Attendance:

Quorum established. In attendance were board members: Paula Shappell, Patrick Barrett, Ellin Leonard, Michael Tolin. Sara Holtby (unit owner) and Ann Millett (volunteer for drafting meeting minutes) were also in attendance.

Owner's Comments:

- None

Administrative:

- Brought into record were the Meeting Minutes of 6/23/2024 as approved by the Board via email on 7/3/2024.
- A motion was made and seconded to appoint Sara Holtby to the board to complete the balance of vacated term by Ann Millett due to sale of unit. The appointment passed unanimously. The appointment will be until our next annual meeting in January. Thank you, Sara, for stepping in!
- A motion was made and seconded to appoint Michael Tolin as Secretary to fill the seat vacated by Ann Millett. Appointment was approved unanimously.
- The Board approved Paula Shappell to sign the Eastern Propane pricing contract for 9/1/2024-8/31/2025 for a rate of \$2.199.

Financials:

- The Board reviewed the Customer Balance Summary and Financials (budget vs actual) that were emailed to the board on 7/12/2024.
- As a reminder, late fees are assessed on balances past due more than 30 days.
- Paula Shappell was able to negotiate a higher money market rate (2.78%) as well as renew the Avidia CD at a slightly higher rate than the maturing CD.

Building and Grounds Maintenance:

- The Board approved a new vendor to wash the (2) large windows in each building's entryways. This has not been done in a few years as the previous vendor retired.
- Spigot/pipe has been repaired at Unit 49. While the top of Unit 49's water heater was rusty, the water heater was out of warranty, so no further investigation was done on the water heater as per the By-laws it needs to be replaced at the owner's expense.
- Door Mats placed at an individual unit's entryway will be removed from the common area hallways if not placed inside units by September 1, 2024. Thank you to the many who have already removed their door mats from the common area hallways.
- Hazardous Waste Collection Day will be Saturday, September 21, 2024. As the date gets closer details will be posted in each Building's entryways.

- Water leak between Units 70/62. Unit 70 has proactively replaced their tub drain while the ceiling was open for repairs from the shower valve issue costs to fix water leak damage will be assessed to Unit 70 and Unit 62 ceiling repairs will be completed once tub drain is completed
- Grounds Maintenance update:
 1. Tree removal/pruning/fertilization still needs to be completed. Lilacs have been pruned.
 2. The stop signs when entering SWCA from Hutchins Drive have been lowered.
 3. The new trees are in. The Board is handling watering of the new plantings per instructions from the tree experts. The landscape lights were damaged at the drop of area between Buildings 1 & 2. The line has been fixed and the Board is working with the tree installer for the repair costs

New Business:

- After previous reminder of the rules to Units 73 and 39, a \$50 fine will be assessed to Unit Owners for repeat occurrence of unleashed animals.

Unfinished Business

- Vent hats/caps roof repair (final 10 caps) and dumpster building repairs vendor hit rot on previous job and we are next on the list, TBD.
- Lead service line inventory for NHDES. The state has requested us to unwrap the main water lines and send photos of the pipes. As these are main water lines, the Board will hire a vendor to handle this.

Owner Comments:

- Unit 78 requested a special exception to the 6-month minimum lease (per By-laws), as the tenant moved out prior to lease expiration and the unit is vacant. A one-time exception was granted for the prior lease only. The owner is currently looking for a new tenant that meets the By-laws' requirement for the rental of units.

Next Meeting Date:

Sunday, September 8, 2024, at 4PM in Unit 89

Meeting was adjourned at 6:03 pm