

# Saco Woods Condo Association

## Board Meeting Minutes

**Sunday, September 8, 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. Ann Millett (volunteer for drafting meeting minutes) was also in attendance. Also in attendance, Norm Tregenza (Unit Owner).

### **Owner's Comments:**

- Unit 67 Owner requested a review of fines that have been assessed for trash in common area hallway and vehicle violations. The Board agreed to review information put forth by Unit Owner and notify Unit Owner with decision.
  - The board further discussed the matter and by majority vote (4-1) agreed the \$50 fine stands for trash left in common area, to waive the vehicle violations \$300 in regard to the Cadillac, however the Cadillac is deemed a nuisance and not allowed back on Saco Woods property. If so the \$300 fine will become due, as well as additional fines and towing.

### **Administrative:**

- Brought into record were the Meeting Minutes of 8/4/2024 as approved by the Board via email on 8/21/2024.

### **Financials:**

- The Board reviewed the Customer Balance Summary and Financials (budget vs actual) that were sent to the board on 9/5/2024. Those with past due balances will be notified by EG Chandler. Capital Budget to date was presented and reviewed.
- The Board discussed some lenders 5% deductible cap and the master policy insurance deductible of \$25,000 due to questions received regarding lending sources for potential buyers. We will not make changes to our policy at this time, we will leave it to the lender's policies to adjust their requirements.

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

- We will move forward with looking at replacing the intercom system at building 2 with same system at building 1
- The fence between Building 2 and 3s was reviewed and discussed to replace this year in October with two board member volunteers and Mike Anthony. We will look at potentially replacing the fence panels behind Building 3 in 2025 that were rotted and removed several years back.
- The Board approved a new vendor to clean the hallway carpets. A board member suggested that the association buy a carpet cleaner for spot cleaning, however the decision was made to wait to see how the new vendor works out and perhaps they will be available for spot cleaning when needed. Update since meeting: Carpets will be cleaned by Carr's Carpet Cleaners on Tuesday September 17<sup>th</sup>, 2024.

- Federal Piping was on property to do the additional documentation needed for the NHDES lead service line inventory reporting requirements. We are waiting for the report and the final report is due October 1, 2024.
- The Board will remove any remaining doormats that are in the common area hallways following this meeting.
- EG Chandler is scheduled to fix the door closer on the back entry door in Building 1.
- All building entryway green doors/trim: we hope to get a fresh coat of paint on all.
- The remaining repairs for the Dumpster Building and roof vents is scheduled for the end of September.
- A leak was reported between Units 41/33. EG Chandler will be handling this project to get the leak fixed and repair the damaged unit. Costs will be assessed to the Unit Owner where the leak originated.
- Unit 88 has been assessed the costs to repair Unit 80 due to a portable AC leak.
- Unit 70 has been assessed the costs to repair Unit 62 due to a shower valve leak.
- The Board has asked EG Chandler to get an estimate for crack sealing for the parking lots.
- There is still some remaining tree pruning work and fertilization to be completed.
- EG Chandler has been requested to lock the top of the recycle dumpster due to unauthorized use.
- There will be a notice going out for the procedure for the fall cleanup of abandoned bikes, kayaks and what appears to be an abandoned grill behind Building 3.

**New Business:**

- None

**Unfinished Business**

- None

**Owner Comments:**

- Emails were received from Unit 28 and Unit 34 about their displeasure with the removal of hallway doormats.

**Next Meeting Dates:**

- **Sunday, October 20, 2024 at 4PM - Budget Work Session**
- **Sunday, November 17, 2024 at 4pm - Board Meeting and Approval of Budget**
- **Wednesday, December 4, 2024 at 6pm - Board Meeting and Approval of Annual Meeting Packet to be mailed.**
- **Annual Meeting in January 2025 - date and time TBD**

**Meeting was adjourned at 6:27 pm**