

# Saco Woods Condo Association

## Board Meeting Minutes

**Tuesday, December 4, 2024**

**6:00 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, and Michael Tollin. Lee (Service Manager) from Eastern Propane and Eric Chandler from EG Chandler (Property Manager). Ann Millett (volunteer for drafting meeting minutes) attended via phone.

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

- None

### **Administrative:**

- Brought into record were the Meeting Minutes of 11/17/2024 as approved by the Board via email on 11/22/2024.
- The Board approved the annual meeting notice, agenda, and packet to be mailed to all owners with a proxy that is specific to each unit as per condo statute.
- The Board wants to remind owners that owner contact info, tenant info (if applicable) and vehicle info must be on file and updated if any changes occur. If Amy at EG Chandler has reached out to you for more information—please respond with information immediately.

### **Financials:**

- The October Financials were received and reviewed.
- The carport CD with additional funds, as well as a capital reserve CD, as approved at the last board meeting, was renewed for 6 months with a 4.5% rate. The Board's goal is to combine into the capital reserve CD with another capital reserve CD that will be renewing in May.
- The Board approved the President of SWCA to renew a Capital Reserve CD in the amount of \$96K that will be renewing in January 2025. Approved unanimously.

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

- Lee, the service manager from Eastern Propane, discussed with the Board the required inspections by Eastern Propane for large complexes such as SWCA.
  - a) Major jurisdictional inspections are required every five years and SWCA is slated for 2028 for the next major inspection.
  - b) Regular jurisdictional inspections are done annually. It should be noted that there could be interruption in propane service with either type of inspection if a leak is found.
  - c) If a leak is found during an inspection by Eastern Propane, then the propane will be turned off to the building(s) that are affected and then units in those affected building(s) will need to be entered to relight the pilot

and check the propane connection to each unit, as is required for them to do.

- d) A suggestion was made and accepted by SWCA and Property Manager to schedule the annual inspection around the same time frame every year so the Board can best notify owners in a timely manner of the upcoming inspection and allow the Property Manger to schedule staff accordingly if entry to units will be needed if a leak is encountered and repaired.
- e) The 2025 annual inspection with Eastern Propane is tentatively scheduled on or about Weds, August 6, 2025.
- f) Eastern recommends servicing/inspecting unit boilers on an annual basis. Lee from Eastern will research a discount for SWCA owners for this type of service and the Board will pass the information on in future meeting minutes once the information is received.

- We will be replacing the hardwired CO/Smoke detectors in every unit's hallway, as they are due to be replaced. After reviewing estimates, the Board unanimously agreed on the contractor, DW Electric will be completing the work. EG Chandler will notice folks of the required Access to units once dates have been set.
- In discussion with the Property Manager, the Board has asked the Property Manager to investigate costs for either rock salt and/or brine for the parking lots in addition to the sanding.
- The Board discussed the possibility of adding gutters to the carports, however the discussion has been tabled for now. EG Chandler has a vendor he has used at other complexes.

**New Business:**

- None.

**Unfinished Business**

- Dumpster container change out due to odor.

**Meeting was adjourned at 7:45 pm**

**Next Meeting Date:**

**Annual Meeting – Saturday, January 11, 2025, 10am at Pine Tree School (now known as Lakeside Primary School)**