

# Saco Woods Condo Association

## Board Meeting Minutes

**Sunday, February 2, 2025**

**4:30 pm, Unit 39**

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

**Username:** swcaowner

**Password:** First19saco!

### **Attendance:**

Quorum established. In attendance were board members: Paula Shappell, Ellin Leonard, Sara Holtby and Michael Tollin. Unit Owner, Peter Leonard, was also in attendance. Ann Millett (volunteer for drafting meeting minutes) attended via phone.

### **Owner's Comments/Issues**

- Unit 85 was invited to review and discuss an issue from the smoke/co detector installation day and attended.
- Unit 79 to review and discuss damage caused by Unit 95. (same owner as Unit 85)
- Unit 76 was invited to review an issue from the smoke/co detector installation day plus a winter parking violation however did not attend. Board voted to assess \$100 for attempting to interfere with a vendor and send letter as drafted.

### **Administrative:**

- Brought into record were the Meeting Minutes of 12/4/2024 as approved by the Board via email on 12/19/2024.
- Slate of officers 2025 - The organization meeting of January 11, 2025, held directly after the meeting, Slate of officers will remain the same. Paula Shappell, President, Ellin Leonard, Treasurer; Michael Tolin Secretary. Patrick Barrett will approve invoices of vendors/projects the board manages with Ellin writing the check. EG Chandler Managed projects Ellin will approve invoices, with Paula cc'd.

### **Financials:**

- The Board discussed the alternative renewal options proposed by the insurance agent. The Board approved renewing the insurance policy with no changes to the current policy.
- Units 20 & 88 have been sent to the attorney for collections after several attempts by EG Chandler to collect resulted in no response. Please respond to EG Chandler if they contact you!
- December financials have been received, and the Board will review for any final adjustments before they are sent to the tax accountant.
- Year-end Carport Reserve Fund transfer as highlighted at the Annual Meeting has been completed.
- Also, as mentioned at the Annual Meeting, there was no year-end fund transfer for the Capital Reserve as the new CD opened has been allocated to the Capital Reserve and this CD was slightly more than what the transfer would have been.

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

- Building Maintenance Update:

- a) Smoke/CO detector has been completed. There were a couple of issues that will need to be addressed. The Board will have EG Chandler notify those units.
- b) The Board has agreed that Unit 95 should be assessed the damage caused to Unit 79 due to a failed expansion tank off the boiler. At this time the Board does not have documentation that the unit was properly maintained and thus being the cause of the water damage.
- c) As brought up at the annual meeting in January, the Recycling dumpster now has easier sliding plastic doors.
- Grounds Maintenance Update:
  - a) The December 6<sup>th</sup>, 2024 snowstorm parking violation fine/letter were send to Unit 7 and 65.
  - b) The December 24<sup>th</sup> and January 1<sup>st</sup> storms were understandably messy storms. With that being said, many vehicles were not parked up against the building prior to and during the storms. Many folks received reminder emails, no fine letters in the spirit of the holidays.
  - c) January 20<sup>th</sup> snowstorm parking violation fine/letters were sent to Units 56, 76, 78, and 85. There was a vehicle with no information on file regarding a vehicle not moved several hours after it need to be. Such vehicle was towed as it was not moved in accordance with the Snowstorm Parking Rules and note was posted on doors with information on who to call to retrieve vehicle.
  - d) January 29<sup>th</sup> snowstorm parking violation fine/letters were sent to Units 21, 46, 81.
  - e) The Board would like to remind those with large vehicles or those that might not be able to move a vehicle timely after a storm, are asked to park in the Rec Area to the left or down by the flagpole.
  - f) There is a drain that is settling in the Rec area. The Board will contact the contractor to look at replacing it in the spring.
  - g) The front entrance fence was damaged by a vehicle accident from a driver on Route 113. Damage to the fence will be assessed in the spring.

#### **New Business:**

- Playground equipment/installation quotes are in progress.
- Replacement of intercoms in Buildings 3 and 4.
- Eastern Propane system inspection is scheduled for the week of August 6<sup>th</sup>, 2025. Unit entry may be required if any leaks are found and the propane shut off for repairs. Eastern Propane would be required to relight the pilot for units in any building(s) that might be affected.
- Sara would like board to explore the idea of Fidium Fiber as lines are being installed.

#### **Unfinished Business**

- None.

#### **Owner Comments:**

- None.

#### **Next Meeting Date:**

- Sunday, March 16, 2025, at 4:30 pm in Unit 39.

**Meeting was adjourned at 6:45 pm**