

# Saco Woods Condo Association Board Meeting Minutes

**Sunday, March 16, 2025  
4:30 pm, Unit 39**

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

**Username: swcaowner**

**Password: First19saco!**

## **Attendance:**

Quorum established (3). In attendance were board members: Paula Shappell, Ellin Leonard, and Patrick Barrett. Ann Millett (volunteer for drafting meeting minutes) attended via phone.

## **Owner's Comments:**

- Unit 32 requested a handicap space for a first-floor unit in Building 2. Request will be granted and a handicap space moved to accommodate. However, the board discussed the challenges of these individual requests during plowing season when owners have a carport.

## **Administrative:**

- Brought into record were the Meeting Minutes of 02/02/2025 as approved by the Board via email on 02/25/25.
- Rules and Procedures Revision Changes Proposed. Final vote will take place at next meeting.
  - Section 11: Vehicles and Parking: No large SUV and/or trucks shall be parked in the parking area between Buildings 2 & 3 at any time.
  - Section 12: When winter parking rules are in place large SUV's and trucks are authorized to park down by the flagpole or in the area just inside the recreation area.
  - Section 16B: Add boilers must be inspected annually, by a NH Licensed Gas fitter. Eastern Propane is the Association vendor for main system and the board while not required, we recommend Eastern Propane be used.
  - Section 1C: Add - Interior Unit Smoke/CO Detectors to shift responsibility of maintaining and replacing back to unit owners as these unit interior detectors service their unit only.
  - Section 17H: Add - No door mats are allowed in the common area hallways
- We reviewed of the Welcome Letter that EG Chandler provides for all closings on units and the documents provided and no major changes except to repeat the website for documents with username and password, so more people go to the website.

## **Financials:**

- EG Chandler is sending out the initial collection letter emails. The Board stresses that Unit Owners should not ignore these emails and respond to EG Chandler as soon as possible via email, in person or phone call to avoid the accounts being sent to the attorney due to lack of response from a Unit Owner. Lack of response is not acceptable.
- The draft tax return was reviewed and approved for submission. It appears we must pay a hefty tax for interest income on our CD's.
- The financials were received but not in time for review at this meeting.

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

- Building Maintenance Update:
  - a) A lock at Building 3 was replaced.
  - b) Repairs to door closures on the Trash Building have been completed, however there are still some minor adjustments needed.
  - c) The Board is going to go back to the Trash Contractor to request the current dumpster be replaced with an open back like the one prior to the current one in the Trash Building.
  - d) Common Area hallway spring carpet cleaning will take place most likely the third week of April.
- Grounds Maintenance Update:
  - a) Winter Parking Issues: February 2<sup>nd</sup> Winter Storm parking fine/letters were sent to Unit 19 and Unit 88 for not moving timely after the Feb 2<sup>nd</sup> night storm.
  - b) Discussions have begun regarding Spring planning (i.e. areas that need TLC due to winter plowing, SWCA gardens, lawn care, tree management, etc).

### **New Business:**

- Playground equipment/installation quotes and review of costs. Two Estimates for local contractors to install equipment were comparable, but very expensive. Given the anticipated tariffs resulting in a cost of material even higher and expected to far exceed the capital line item as presented at the Annual meeting, the Board will revisit this item in late summer.
- The Board agreed to look into compost pick up service from Agri-Cycle. This is the contractor that the Town of Conway uses for their composting program. The Board will reach out to contractor to get pricing for the program if it were to be utilized at Saco Woods.
- NHDES will be looking for the latest lead service line update even though SWCA has submitted the inventory previously and does not have lead pipes. This will be required by Nov 1<sup>st</sup>.
- An educational package from FX Lyons (our water system contractor) will be sent to Unit Owners on how best to protect our drinking water. Unit Owners should pass this information on to their tenants if they are renting their unit(s).

### **Unfinished Business**

- 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.
- Updated quotes for the intercom replacement for Buildings 3 & 4 will be requested from EG Chandler. It is expected the remaining two building intercoms will be replaced prior to the end of 2025.
- Exploring Fidium Fiber in lieu of Spectrum

### **Owner Comments:**

- None.

### **Next Meeting Date:**

- Thursday, May 8, 2025, at 6:00 pm in Unit 39.

**Meeting was adjourned at 6:32 pm**