

Saco Woods Condo Association Board Meeting Minutes

**Thursday, May 8, 2025
6:07 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, Michael Tolin and Patrick Barrett. Ann Millett (volunteer for drafting meeting minutes) attended via phone. Also in attendance was Nate Infinger the insurance agent for SWCA and Erik Chandler the property manager for SWCA.

Owner's Comments:

- Unit 81 owner was present for the Owner's Comments portion of the meeting to appeal a winter parking fine. The owner said she tried to conform with the winter parking rules but made an error. The board reviewed the winter parking rules and emphasized the importance of the rules (when vehicles are not moved properly based on the winter parking rules, it gets expensive to have the property manager come back to re-plow areas where cars were parked incorrectly). A motion was made and seconded to reduce the fine from \$250 to \$125. The motion passed with 3 yes and 1 no vote.

Administrative:

- Nate Infinger attended the meeting to discuss the proposed change in the insurance renewal next year from a \$25,000 deductible for water claims to a \$25,000 deductible for all perils which should save the association insurance premium (amount to be determined with next year's renewal but could be as much as \$4,000).
- A reminder to all owners that an insurance policy for your unit(s) must cover the master policy deductible, as per the bylaws. The current master deductible is \$25,000. If a claim occurs and the \$25,000 master policy deductible is charged to the association for an owner's unit, then an owner's insurance policy will need to cover the deductible (as per bylaws). If the owner does not have an insurance policy in place to cover the deductible, it will be assessed to the unit owner.
- Rules and Procedures Revision Changes. A motion was made to accept the changes as listed below with a second. The motion carried with a unanimous vote by the board.
 - Section 11: Vehicles and Parking: Add; No Large SUV's and/ or trucks shall be parked in the parking areas between Buildings 2 and 3 at any time.
 - Section 16 B: Add; If boiler, per manufacturer instruction, does not require annual service, then the boiler must be inspected annually by an NH licensed Gas fitter. Eastern Propane is the Association vendor for the main propane delivery system and the board, while not required, recommends Eastern Propane be used.
 - Section 1 C Interior of Units: Add; One hardwired smoke/co detector is located in the interior hallway of each unit and is a required life/safety device which shall not be tampered with. (It is not connected to the central fire alarm system). Unit owners are responsible for maintaining this hardwired smoke/co, changing batteries and changing out when it reaches its end of life. As owners upgrade

units, owners will likely be required to install further smoke/co detectors, as directed, by the Town of Conway.

- Section 17H: Add - No door mats are allowed in the common area hallways

Financials:

- Tax return for 2024 has been filed. While the Board has been able to earn interest income on the reserve CD's, it is required to pay both state and federal taxes and will be subject to paying estimated taxes in 2025, resulting in additional tax expenses as well as tax preparation expenses outside of the budget.
- Receivables were reviewed and those requiring collection efforts were identified. Several folks are overdue –EG Chandler will be reaching out and assessing late fees as identified by the board and in accordance with the bylaws. Please do your part and get your dues in by the 1st of every month, as these dues are necessary to complete budgeted maintenance and operations expenses for the year.
- (4) CDs are set to mature between 5/14/25 – 6/2/25. The Board approved Paula Shappell to move forward and renew with the best rate possible.
- The financials were received but not in time for a full review by the time of this meeting.

Building and Grounds Maintenance (discussed with Erik Chandler present):

- Building Maintenance Update:
 - a) Discussed with Erik Chandler the water and septic inspections. We approved \$1200 to complete septic pump station inspections. Erik will come back with pricing for water system maintenance recommendations. We do have a slight leak in a main line in the pump house which the repair will require full system shut off of water, so we will look at what else needs to be done and perhaps do at the same time.
 - b) The dumpster door closure has been adjusted, and the previous dumpster was replaced with an open top dumpster.
 - c) Painting focus for the summer season will be Building 1 & 2 entrances and will complete as much as the budget allows.
 - d) Common Area hallway carpet cleaning was completed.
 - e) The Board discussed the importance of annual boiler cleaning/inspections and is now referenced in the Rules and Procedures revision. Spring and summer are great times to get a licensed gas fitter in.
- Grounds Maintenance:
 - a) Spring cleanup is in progress and property is looking great.
 - b) Lawn fertilization was discussed and will take place next week.
 - c) Fertilization of ornamental trees – all new trees and shrubs with a slow release to be handled by Broadleaf Tree Services. Cost will be \$725 vs Budget of \$1,000.
 - d) The Board approved LA Drew to do pavement patching, catch basin repairs, front regrade, removal of broken fence and pump house regrade. There is also the opportunity to add a light at the base of the entrance hill and add a light to the back of carport 1 to better illuminate the flagpole area. Road repair out by the garden area will take place in the fall when it is dryer in that area.
 - e) The Board to research fake granite posts to go over the main entrance posts.
 - f) The Board will review line stripping and crack sealing for the fall. Pavement patching needs to be completed first.

- g) The Board approved continued fence repairs behind Building 3. These repairs should take place sometime in July.
- h) East Branch Timberworks will be removing dead trees behind Building 1 as well as stumps/re-grading for trailer and winter truck parking just inside the Rec Area. Schedule for work TBD.
- i) To offset some of the dead trees that will be removed, new trees will be planted. Type of mature trees and planting schedule to be determined.
- j) The board approved to open the vegetable garden plots with Ellin Leonard as Garden Manager. A formal agreement will be created explaining expectations which include keeping the area neat, cleaning up in the fall, lugging heavy hose across the parking lot to water and fill water barrels, fence repair, water line hook up/repair, personal purchasing hoses when one breaks, etc. If you are unable to physically handle this, then a garden plot is not for you.

New Business:

- Sara Holtby has stepped down from the Board due to personal commitments. If you are an owner and would like to be a board member, please contact the board.
- A smoking complaint was received regarding Unit 27. smoking in the unit and on the porch. A letter of notification will be sent directly to Unit 27. Any further complaints will result investigation and testing of unit(s).
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Unfinished Business

- Intercom replacements for Building 3 & 4. The Board received and approved pricing and the work will be scheduled.
- Eastern Propane is scheduled for the week of August 6, 2025 for a full system inspection. Unit entry may be required to relight pilots (which is required by Eastern Propane to complete and test) if any leaks are found and shut off required to repair.
- Explore Fidium Fiber in lieu of Spectrum.

Owner Comments:

- None.

Next Meeting Date:

- Sunday, June 22, 2025, at 4:30 pm in Unit 39.

Meeting was adjourned at 8:42 pm