

Saco Woods Condo Association Board Meeting Minutes

**Sunday, June 22, 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, Michael Tolin and Patrick Barrett. George Barth new board appointee.

Owner's Comments:

George Barth introduced himself.

Administrative:

- A motion was made by Paula Shappell with a second by Ellin to appoint Owner George Barth to fulfill Sara Holtby's vacancy until the next annual meeting. Vote was unanimous in favor of. Thank you George!
- Condo and Carport Site Plan Discussion. We reviewed the importance of a current carport site plan on record at the registry of deeds. We will further clarify the process with the attorney.
- Fidium Fiber (in lieu of Spectrum) communication was reviewed and it was decided to stay with Spectrum at this time. To install Fiber would be a large, complex process and Fidium wanted us to sign a contract allowing them full access before even meeting to discuss rates, process etc.
- Meeting minutes for May 8th board meeting were approved via email May 29th.

Financials:

- May financials were received and distributed to the Board on June 19th.
- As a follow-up to May's meeting, on June 13th we had 9 units with overdue balances and late fees were issued. There were 4 units with balances over 90 days so demand notices were issued and subsequently they will be turned over to the attorney for collections if payment is not received in a timely manner.

Building and Grounds Maintenance

- Building Maintenance Update:
 - a) The Board is waiting for an installation date to replace the intercoms for Buildings 3 & 4. This will complete the intercom replacement for all buildings. Install date TBD. Subsequent to the meeting dates were provided: Building 3 July 14th and 15th, 2025. Building 4 July 15th and 16th. Access to units is required to replace the panel.
 - b) The Septic Tank Inspection Report has been completed. Once again grease has been noted as an issue. Grease will shorten the life of our pumps and leach fields. The Board approved sending a Do's and Don'ts notice out for each unit by posting on each unit door and emailing to owner's email on file.
 - Each building has a pump station and each pump station has 2 pumps. Based on the recommendations of FX Lyons report replacing some pumps are in order. The board agreed to replace 3 of the pumps and cost is within the Capital Reserve Budget.

c) Water System:

- NHDES Site Inspection Report for our Water System has been completed and shows no deficiencies at this time. The Consumer Confidence Report will be completed soon and will be sent to all owners soon.
- There is a slight leak in a main waterline which should be dealt with, given the upcoming phasing out of copper requirements with NHDES, we will proceed with repairing and replacing pump house materials with PVC. To do this is within our operating budget at this time, but will require system shutdown to repair. Work will be scheduled in advance so folks can plan.
- The 2 existing booster pumps appear to original, however the reserve study folks had a staggered replacement so we will look into further and is very expensive to do.

• Grounds Maintenance:

- a) The Board is proposing a Vegetable Garden Agreement so that everyone who chooses to use the gardens out back understands what is expected if someone is going to garden there. Tabled.
- b) Thank you to all the volunteer gardeners for helping with the community gardens around the buildings. There was watering of patched grass areas and moving and spreading bark mulch. The property looks great thanks to your help!
- c) The beavers have returned out back and there is now flooding of the road outback. EG Chandler has been contacted to work on this issue.
- d) Brush hogging of the leach fields will be done the beginning of July and then again in September.
- e) LA Drew has completed the following to date:
 - New light pole was installed behind Carport 1. This helps to better illuminate the flagpole area at night.
 - Regrading and loam front, removed 2 tree stumps and regraded pump house area.
 - Culvert outback was extended. Contractor will return to add boulders, but it has been too wet to finish this part of the work.
 - Pavement patching has been completed; however, the contractor will be back to address the top of the entrance hill and do additional work if time and budget allow.

New Business:

About 2 weeks ago, a bear was seen in Carport 4. The bear tried to get into a resident's vehicle. The resident reported that there was no food in this vehicle. As a reminder, there is no feeding of birds or animals of any kind for this reason.

Unfinished Business

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.

Owner Comments:

None.

Next Meeting Date:

Sunday, August 3, 2025 at 4:30 pm in Unit 39.

Meeting was adjourned at 6:24pm