

Saco Woods Condo Association

Board Meeting Minutes

Sunday, November 16, 2025

4:30 pm, Unit 39

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

Username: [swcaowner](#)

Password: [First19saco!](#)

1. **Attendance:**

- a. Quorum established (3). In attendance were board members: Paula Shappell, Ellin Leonard, Michael Tolin, Patrick Barrett and George Barth.

2. **Owner's Comments:**

- a. The owner of Unit 69, was present to review and discuss what the Association was charged by the for our property manager, as hired by the board, to determine the source water damaging the ceiling in unit 61. The tub drain overflow, in unit 69 was not connected properly. As the drain itself was replaced in the past year the board determined there is no failure to maintain and damages will not be passed along. By majority vote, 4 yes to 1 no, the board will assess Unit 69 a portion of the charges: \$375 for one emergency call (one of the 3) and \$255 for admin charges (one of the 2). The billing resulted from multiple direct communications from Unit 69 owner directly to EG Chandler. The owner of was notified not to contact EG Chandler unless simply to report an emergency. All communication shall be with the board of directors at a duly scheduled meeting.

3. **Administrative:**

- a. Meeting minutes of September 16th, 2025 were approved via email September 17th, 2025 for the record.
- b. The Carport Site Plan was updated by Holden Engineering was reviewed and accepted unanimously by the board. It will be recorded at the Registry of Deeds as part of the Condo Documents.
- c. Mike and Ellen are looking into alternative website hosts/maintenance as our current provider will not host/manage past June 1, 2026.
- d. **REMINDER: Owner/Tenant and Vehicle Information: Owners are responsible to make sure all information on file is current.**
- e. Unit 10 use of a smoke machine on Halloween resulted in a full fire alarm activation in building 1 and response by the Conway Fire Department. A formal complaint was received by the board. By majority vote of the board, Unit 10 will be assessed a \$250 fine for use of a smoking machine in the building and \$250 fine for tampering/silencing a life safety device in the common area (4 yes and 1 abstention)

4. **Financials:**

- a. The 2026 final draft of operating and reserves budget were presented. Due to the increasing costs of insurance, next year being the year we clean all dryer vents and overall cost of doing business, dues will increase. Paula Shappell made a motion to accept the budgets as presented: Regular Dues with increase to \$435/month (10% increase), with Carport dues remain the same at \$25/month. The motion was seconded by Patrick Barrett. The board vote was unanimously in favor of.

5. Building and Grounds Maintenance:

- a. Building Maintenance
 - i. Unit 69/61 leak –see owner comments
 - ii. Unit 94/86 leak the board approved via email vote November 3rd 2025 to assess costs to Unit 94 in accordance with our bylaws.
 - iii. Water/Septic Project update: In progress. We will have another scheduled shut down at some point after Thanksgiving.
 - iv. Delivered Packages: Residents MUST pick up packages daily. If you don't live here regularly – please don't have packages sent to Saco Woods. Please LEAVE all packages in the glass entryway as bringing them inside creates fire/tripping hazards.
- b. Grounds Maintenance Update:
 - i. Winter Prep and Fall Clean up; Fall clean up was completed on November 14th. The parking area just inside the Rec Area has been leveled out and lots of room for large trucks/guests winter parking. We will sign the area "Overflow Parking"
 - ii. Winter Plowing Parking Rules: The board unanimously accepted the Winter Parking Rules and established 2025-2026 non-compliance violations to be the same as previous year. Violations will result in a \$250 fine, which may be rescinded after a year, if there are no further violations for a year. Vehicles not on record will be fined immediately and/or towed. Rule are posted on every unit door, emailed to every owner and posted on glass doors.

PLEASE TAKE NOTICE: DURING AN OVERNIGHT STORM: GUESTS SHALL PARK DOWN BY THE FLAGPOLE OR IN THE OVERFLOW PARKING AREA JUST INSIDE THE REC AREA.

- iii. Unit 56 Railing: unit 56 has not returned Patrick's call.

6. New Business None

7. Unfinished Business

- a. Vegetable Gardening agreement 2026

8. Owner Comments None

9. Next Meeting Date

- a. Regular Board Meeting Wednesday, December 3rd, 6pm in Unit 39
- b. Annual Meeting Saturday, January 10th, 2026 10am at Pine Tree Primary School

10. Executive Session

11. Adjourn meeting

Meeting was adjourned at 7:07pm

HOLIDAY REMINDER

For the safety of all residents at Saco Woods, no cut trees (including Christmas trees), natural wreaths and natural garlands shall be allowed in the buildings, on decks, porches or patios. Bylaws Article V (10A)