

Saco Woods Condo Association

Board Meeting Minutes

Wednesday, December 3, 2025
4:30 pm, Unit 39

Website: <https://www.sacowoods.com>
Username: [swcaowner](#)
Password: [First19saco!](#)

1. **Attendance:**

Quorum established (3). In attendance were board members: Paula Shappell, Ellin Leonard, Michael Tolin and George Barth (by phone). Also in attendance; Property Manager, Erik Chandler.

2. **Building and Grounds Maintenance:**

- a. AJ Coleman is contracted to apply the liquid brine, as we did last year, and the ice build up was much less. Coleman's makes the call as to timing and necessity.
- b. The salt barrel frames are being rebuilt. They should be out by Monday, December 8 at the latest.
- c. Pump House project underway. The Generator is tentatively scheduled to be installed the week of December 8th with a water shut off needed.

3. **Administrative:**

- a. Meeting minutes for November 16th, 2025 meeting unanimously approved for distribution.
- b. Annual meeting packet was unanimously approved and we hope to be in the mail by December 10th, 2025 with Proxy enclosed. If you are unable to attend the meeting, please support your board of directors and send your proxy in.

4. **Financials:**

- a. EG Chandler reviewed with the board inadvertent low billing from EG Chandler for the past 4 years. Each year a step increase was contracted, however payments were made at the 1st year rate. The board agreed to submit to EG Chandler \$1028.04 in December 2025, \$2082.04 in January '26, \$3162.04 in February '26 and \$2490.27 in April '26.

5. **New Business:**

- a. A white car with Georgia plates is not on file and has been followed winter storm parking procedures has been parked at Building 1 and Building 2. We will post that the owner of the vehicle must reach out or vehicle will be towed.

- b. A complaint was received by and owner to the board regarding smoking from a unit below. This unit owner sent a complaint in May of 2025 as well for smoking from below on the porch. The board then issued a letter to the Unit below.

The action as this time: We will post the units below who are known smokers (as we have seen them outside smoking at times) to cease smoking immediately and that any further complaints received will result in further action by the board, which shall include, nicotine air/surface testing in the units, with fees for such testing and attorney fees to be passed along to the owner with positive results, as well as fines up to \$1,000. Noting that nicotine testing costs over \$2500.00 per unit.

6. Unfinished Business:

Vegetable Gardening Agreement for 2026
Pump house project
Website new host and someone to manage changes

7. Next Meeting Date:

**Annual meeting Saturday, January 10th , 2026 10am at
Pine Tree Primary School**

8. Adjourn meeting

Meeting adjourned at 7:00 pm.