

Saco Woods Condo Association Board Meeting Minutes

Friday, January 23, 2026

6:00 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, George Barth by phone. Ann Millett by phone to take meeting minutes.

Administrative:

- Meeting minutes from December 3, 2025, approved via email on December 30, 2025.
- Michael Tolin (secretary) resigned as he is no longer a deeded owner.
- We received no response from email sent to all owners regarding the open board position. Paula reached out to a couple of new owners directly. Paula nominated Barbara Dunham as an appointment until the Annual Meeting at which time the balance of the one-year term will be put to a vote. Patrick seconded and the vote was a unanimous yes.
- Paula nominated George Barth for secretary, Ellin seconded and vote was a unanimous yes.

Financials:

- The board received the insurance quote from Vermont Mutual (our current carrier). Thankfully the quote came in with just a 3% increase over last year. The policy was put out to bid however Vermont Mutual continues to be the best pricing, so the Board has agreed to move forward with the Vermont Mutual renewal for the policy beginning on 2/9/2026.
- A Notice of Master Policy letter has been included with these meeting minutes.

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

- Building Maintenance Update:
 - a) Pump house project is complete. The electrician completed a 24-hour required test on the generator. In the spring we will loam and seed the disturbed area from this project.
 - b) Sprinkler systems inspection was done on January 15th.
- Winter months are challenging for snow removal, and we remind everyone to follow the winter parking rules to help with smooth winter storm cleanups.
- We received an estimate from Strokes Painting to complete several of the gable ends that are peeling. The board agreed to accept this estimate and get on their schedule for the 2026 season.

New Business:

- Since a quorum was not met at our annual meeting on January 10, 2026, there will be a rescheduled Annual Meeting on Saturday, March 7, 2026, at 10:00 am at Pine Tree Primary School. As a reminder, if you are unable to attend the meeting in person it is important

that you submit a proxy to ensure that we have a quorum for the March 7th meeting.

- Notice, Agenda and Proxy for the March 7th meeting will be mailed out the beginning of February. Please keep an eye out for updated instructions on the proxy.

Unfinished Business

- Vegetable gardening agreement for 2026 season.
- The board is in the process of contracting with a new vendor to host our website.

Owner Comments:

- Unit 53 suggested via email to the Board to consider a zoom type option for the annual meeting as it could increase attendance. Currently there is neither expertise nor time available for this option. We will continue to keep this in mind if anything changes.

Next Meeting Date:

- Saturday, April 18th at 4:00 pm in Unit 39.

Meeting was adjourned at 7:44 pm

*Saco Woods Condominium
Association*

*P.O. Box 1050
Glen, NH 03838*

February 2nd, 2026

NOTICE OF MASTER POLICY INSURANCE

To All Saco Woods Owners,

The Board of Directors has authorized the renewal of our Master Policy Insurance with Vermont Mutual through our Agent Nate Infinger of Infinger Insurance. The Master Policy Deductible remains at \$25,000 deductible and a \$25,000 per unit water damage deductible.

Owners' are required to have insurance for the interior of their Unit, commonly call an HO-6 policy, and provide proof of the same to the Association. The details of which are found in the Bylaws, Pages 26-27, Article VI, Paragraph 3. The policy must cover the Master Policy Deductible amount, at a minimum.

Attached is a letter from Infinger Insurance that you can take to any insurance company to help understand the basics of condo insurance policies for your reference.

Proof of insurance should be sent via email to board.sacowoods@gmail.com.

Thank You,



Saco Woods, President



INSURANCE CONCERNS FOR CONDOMINIUM UNIT OWNERS
AT SACO WOODS CONDOMINIUM ASSOCIATION

Some basic criteria that a unit owner should consider when purchasing a unit owner policy:

- Unit owners need to calculate the total value of personal contents in their unit by completing an inventory. Keeping this inventory along with pictures of high valued items will help in the loss settlement if a loss should occur.
- Building coverage can be purchased under a unit owner's policy. The master insurance policy is covering the building and all permanently attached fixtures that are original. The association master policy currently has a \$25,000.00 deductible and a \$25,000.00 per unit water damage deductible. In the event of a covered claim, the association's master policy would not pay anything until the loss exceeded the deductible. In this event, the unit owner would look to their individual unit owner policy for coverage under building coverage for the portion of the covered loss which pertained to their unit and was under the association's deductible. Our recommendation would be that each unit owner purchase building coverage under their unit owner's policy in an amount of at least 25,000 PLUS any improvements that have been made to the unit. Higher limits of building coverage are available and should be considered. If a unit owner makes any improvements to their unit over \$1,000 they need to insure the improvements under their own unit owners policy.
- Owners should purchase the highest limit available for water/sewer back up coverage
- Loss Assessment coverage should be purchased under the unit owner policy. This coverage will respond to the board of directors right to make assessments to all unit owners for covered losses, insurance claims that exceed the coverage provided by the master policy and master policy deductible are several examples. The coverage is very affordable and should be purchased. The key for this protection to be afforded is that the assessment must be made to all unit owners. We recommend that a *minimum* limit of \$50,000 be purchased (Higher limits are available). It is important to note that under the standard unit owner policy coverage for a loss assessment for a deductible is limited to \$1,000.
- Each unit owner needs to be certain they have the proper personal liability protection. The master liability policy only covers the common areas and does not cover the inside of the unit. We recommend unit owners maintain personal liability limits of at least \$500,000. Higher limits are available.
- If an owner rents their unit they should consider purchasing loss of rental income coverage. The minimum amount of insurance to purchase would be the amount of rental income that would be received over a 12-month period.

There are certainly other insurance concerns, but these are the major considerations. It is important that a unit owner share this outline with their insurance agent &/or insurance company to be certain coverage is written properly.

Nate Infinger- Infinger Insurance

Phone: 603-447-5123 Email: nate@infingerinsurance.com

01/2026