

**WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING**

**Friday, August 23, 2019 -5:00 PM in the Clubhouse
Call In: (518)530-1840 Participant Code: 162 405 461
Host Code: 4126**

Agenda

- 1. Roll Call/Call to Order**
- 2. Owner Comments**
- 3. Approval of the Minutes of the Board Meeting of July 25, 2019**
- 4. Financial Committee Report:**
 - A) July Financials**
 - B) Delinquencies**
- 5. Manager's Report - Ruth Bruns**
- 6. President's Remarks**
- 7. Old Business:**
 - A. Buildings**
 - 1) Maintenance Review- Walk Around Report**
 - 2) Dumpster Corral**
 - 3) Trim Painting – In progress**
 - 4) Dryer Vent Cleaning**
 - B. Grounds**
 - 1) Proposed RFP for Landscape Design**
 - 2)**
 - C. Other:**
 - 1) Flood Zone – Survey sent to Insurance Agent for follow up**
 - 2)**
- 8. New Business:**
- 9. Schedule Next Board Meeting**

**WHISPERING SANDS CONDOMINIUM ASSOCIATION
MINUTES OF BOARD MEETING
JULY 25,2019
CLUBHOUSE**

President David Chandler-Smith opened the meeting at 5:00 PM.

Board members present: David Chandler-Smith, Marc Guimont, Kathy Kienitz, Anne Marchant, Hank Sessa, Ed Miller (by phone). Dale Campbell was unable to make the meeting.

There is a quorum.

Property Manager Ruth Bruns was present.

Association members present: Mary and Jim Nicholas (10), Jerry and Sheila Hardy (36), Gary Larkin (8), and Bev Wilson (11).

The meeting opened with introductions of everyone.

Gary Larkin told the Board that his golf clubs were stolen from his car. Everyone should be aware and cautious.

The door to the clubhouse was left unlocked. This is unsafe! If this problem continues then an alternative locking system will need to be considered, e.g. a lock that can only be opened with a key.

Lights are being left on in the clubhouse. Ruth Bruns is working to change light switches to occupancy sensors so that lights will go out if a room is unoccupied.

When done using the clubhouse and pool please make sure windows are closed and umbrellas are down.

We are all responsible for the safe use of our property.

Minutes of the previous Board meeting were unanimously approved.

Financials: Treasurer Ed Miller stated that we have a strong balance sheet and that our reserve account is very good. The Association's accounts are reviewed annually by a CPA when our taxes are prepared. This is not an audit. Ed Miller and Ruth Bruns will discuss our financial records and make a recommendation to the Board at the next meeting regarding whether a formal, periodic audit is necessary.

Manager's report: Maine Properties does a Whispering Sands drive through bi-weekly. The Board asked for copies of the drive through reports.

Gutters need to be cleaned 2 to 3 times each year. A schedule of cleanings will be provided to the membership.

There is a pickup truck with a commercial license plate and a company name on the doors. This is not in conformance with our rules. The truck owner offered to remove the company name from the sides. The Board agreed that as this is now an unmarked pickup truck it will be allowed a resident vehicle.

Window replacements necessitate the removal and replacement of adjacent shingles. While all of the shingles are cedar it is not clear if they are red cedar or white cedar shingles. Ruth Bruns will check with Maine Properties maintenance staff on the color difference between red and white cedar and report back to the next Board meeting.

The Board's goal is a consistent appearance.

Periodic dryer vent cleaning is necessary for fire safety. Previously this has been done from the building exterior. Newer technology is to measure the air flow in each pipe. This work must be done from the inside of each unit. The air flow measurement will determine the cleaning need. More information on this will be forthcoming at a later date.

Plants that were removed by the recent shrub cutting will be replaced.

Ruth Bruns was complimented for the updated project list.

Trim painting will begin soon. A work schedule will be provided to the membership.

The Board received a request to remove decorative beams on a rear deck in order to facilitate construction of a screen room. No action was taken on this matter as no plans were submitted. There was agreement that plans prepared by a design professional would need to be submitted before this item can be considered. If this concept is authorized the first design will be the standard for all similar decks. There was further discussion about whether this matter is a Board decision or a member decision. Kathy Kienitz referred the Board to Article 3, section 3.7 of the Declaration.

The Board retained the service of a surveyor, Dow and Coulombe of Saco, to determine if any of our buildings are in the flood plane under the new flood plane guidelines. We presently have flood insurance for one building. Under the new guidelines none of our buildings are now in the flood zone. We will file for an exemption to the requirement for flood insurance.

David Chandler-Smith moved and Hank Sessa seconded to authorize payment for a filing fee for our updated elevation plan showing none of Whispering Sands buildings are in a flood plane. Motion passed unanimously.

A proposal was received and reviewed for the repair of the dumpster enclosure. More information was requested and the matter was tabled until the next meeting.

Cindy and Joe Benedict requested approval to install a heat pump for their unit. The heat pump will be located on the back side of their shed and the unit will be painted brown. The installation will be the same as the unit for unit 9. This was unanimously approved subject to the completion of the forms for alterations that is on the Whispering Sands website.

As other unit owners may be interested in installing heat pumps information will be put on the Whispering Sands website. whisperingsands.org

There is vegetation growing between the bricks on the pool deck. ACME will address this.

At the annual meeting the members directed the Board to obtain proposals for landscape design improvements. Cindy Benedict and Marc Guimont will draft a request for proposals subject to Board review and approval. If other members wish to be involved in this effort please contact Ruth Bruns, Cindy Benedict or Marc Guimont.

The Board went into executive session to discuss personnel issues.

Respectfully submitted,

Marc Guimont, Secretary