

**WHISPERING SANDS CONDOMINIUM ASSOCIATION**  
**MINUTES OF BOARD MEETING**  
**January 30, 2020**  
**CLUBHOUSE**

Board members present: David Chandler-Smith, Dale Campbell, Ed Miller, Anne Marchant, Kathy Kienitz and Hank Sessa. Present: Ruth Bruns-Property Manager.

WS Community present: Cindy & Joe Benedict #31, Jerry & Sheila Hardy #36, Jen Brannen-Nelson #32, Susan Thompson & John #33, Cathy Larkin #8.

David Chandler-Smith opened the meeting at 5:05 PM. A quorum was certified.

December Minutes were approved by the Board.

Comments: The members present requested an update on the Smoking situation with Unit#34. Susan Thompson requested follow up on the squirrel issue in unit #33.

Smoking Violation Discussion: A second fine had been issued to the owners, currently no response. Ruth is to speak with attorney (Katz-Leavy) regarding the additional violations. A letter is to be sent from the attorney to the owners of unit #34 ASAP. The owners are to cover fines, clean-up and lawyer fees.

A motion to approve by Hank Sessa and a second by Anne Marchant.

Treasurer's Report: Ed-Financials on Target on date. Ruth handling 1 delinquency on the property.

Manager's Report.

- 1) 10 Year Hot Water Tank replacement letters going out.
- 2) Preferred plumbers to be posted on the Website.
- 3) Leak in Unit#14 Estimate from Maine Properties for the roof repair \$10,300. Additional estimates were requested by the Board.
- 4) Ruth Bruns is the point of contact for the owner issues.
- 5) Web Site Renewal \$259.87 which is Budgeted for the year was approved. Goal to move from Wordpress
- 6) Bids were received by Ruth for a replacement Cleaning Person for the Clubhouse and hallways. The Board voted to accept the \$500 bid and the new contract shall run through July 1, 2020. Requested by the Board-Cleaning person to use Green Cleaning Materials.

Request from Anne Marchant to add the No Smoking Documents to the Whispering Sands Website. David had added the documents during the week.

Open Board Position: Hank Sessa requested the Board to vote on filling the open board position with previous Board member Sheila Hardy. A vote was taken and approved by the Board members.

Master Key Proposal: Kathy Kienitz presented the Master Key proposal for "Lock Outs" to be updated and finalized next meeting. The proposal was approved by the board.

Maintenance Review:

- 1) Contact Jackson Tree Service regarding trimming during the spring of 2020.

Grounds: A volunteer Grounds Committee has been established. Anne Marchant & Kathy Kienitz will coordinate the group of Susan Thompson, Cindy Benedict, April, Tammy Heathco, Jim Nichols and Pam Roberts

The next regular meeting of the Board will be on Thursday Feb 27<sup>th</sup> & Thursday March 26<sup>th</sup> in the Clubhouse at 5pm.

The Board went into executive session at 7:05PM.

The Board came out of executive session and adjourned at 7:20PM.

Respectfully submitted,  
Dale