

WHISPERING SANDS CONDOMINIUM ASSOCIATION

MINUTES OF THE BOARD MEETING

August 20, 2020 5:00 pm Via Phone Conference

PRESENT: BOARD: C. Benedict, E. Miller, H. Sessa, K. Kienitz. A. Parsons Marchant. S. Hardy , J. Nicholas. Property Manager: R. Bruns. Owners: K. Bujold (13), S. Thompson and J. Pollard (33), C. Larkin (8), R. Denver (35)

RESIDENT INPUT: C. Larkin reported 1) sand remaining on roadway verge is sprouting vegetation. 2) suggested emailing list of 2020-2021 Board members. **ACTION:** Ruth will forward the requested list to all residents and K. Bujold will add that list to the website.

MINUTES: Acceptance of July minutes moved by E. Miller. 5 aye, 0 nay 1 abstention.

ADDITIONS TO AGENDA: 1. Action on smoking complaint and 2. Feces in the pool were added to President's report

TREASURER'S REPORT: E. Miller provided a comparison of expenditures. In FY 2019, 14% of expenditures occurred in June and July. For the same period in 2020 expenditures are at 15%. E. Miller reports a surplus of approximately \$7,000. Invoice for recent expenditure for work performed on roofs by Maine Properties is pending.

MANAGER'S REPORT:

PRESIDENT'S REPORT

1. Process of moving Board and other meetings to **Zoom** in ongoing
2. **Building Steward** priorities for orientation of volunteer Stewards were identified.
3. **Keys and Master Key.** Clubhouse Key Holders will be Jim Nicholas and Kathy Kientz.
4. **Clarity for 131 Temple address location** is urgently required. Property Manager of 137 Temple Ave has offered assurance that the property will be clearly marked.
5. **Dates of Contracts:** **DECISION:** To remain with Nov 1 date for contracts.
6. **Drive Through Reports.** Currently, Maine Properties does a monthly drive through which includes inspection of interior of clubhouse, basement, and central hallways. Billed at hourly rate by MP.
7. **Clubhouse Roof.** Concern for water infiltration requires further investigation.
8. **Jackson Tree.** Maintenance appointment scheduled for August 27 will be cancelled except for the removal of debris stemming from Jackson's service earlier this season. Bill Smith (arborist), will be returning to address specific areas.
9. **Smoking Complaint.** **ACTION:** A Special Board meeting will be convened following clarity from the attorney who formulated the fourth amendment.
10. **Feces in Pool.** Detected last Friday. Pool had to be closed for 48 hours. **ACTION:** 1) Ensure functioning pool lock - Ruth will phone Dupuis 2) Ensure a policy on containment diapers 3) Ruth will followup r/t a specific unit.

COMMITTEE REPORTS

1. **Resident Relations. MOTION:** Resident Survey will be distributed by E. Miller on Survey Monkey. Moved by C. Benedict, second by K. Kienitz. 6 aye 1 abstention.
2. **Website. ACTION:** Cindy, Kathy and Hank will review existing links and work with K. Bujold for updating with a target date of Tuesday September 1.
3. **Grounds and Gardens.**
 - a. **MOTION:** to send the Estabrook's Plan for Landscape Design out to bid. Moved by K. Kienitz and seconded by H. Sessa. Motion passed: aye: 6, nay: 1
 - b. **MOTION:** to approve Winter and General Landscaping Specifications as recommended by Grounds and Gardens Committee. Motion passed: aye:6, nay: 0, Abstain: 1.
 - c. **MOTION:** to request Maine Properties invite bids from recommended contractors for service per approved Winter and General Landscaping Specifications with the stipulation that Kathy and Anne will meet with R. Bruns to clarify list of recommended contractors. Moved by E. Miller and seconded by K. Kienitz. Motion passed: aye:6, nay: 0, abstain: 1.
 - d. **MOTION:** to request MP invite bids to remove plantings, grade areas and prepare beds this autumn in preparation for spring planting per Estabrook Plan. Moved by E. Miller. Second by C. Benedict. Motion passed: aye:6, nay: 0, abstain: 1.
4. **MAINTENANCE REVIEW. ACTION:** Jim will prepare a Recommended Maintenance list and send to the Board. **ACTION:** a policy is needed to guide residents when alterations to any unit is planned. To be placed on September agenda.
5. **CONTRACT REVIEW:** Specifications will be going out to bid.

FOLLOW UP FROM PREVIOUS MEETING:

1. **STATUS OF DRAGONFLIES:**
2. **STATUS OF MEETING WITH PINES. ACTION:** S. Hardy will provide Pines contact info to Hank and Cindy who will schedule a meeting.
3. **MOSS:** Recent applications by MP have not been effective.

OTHER BUSINESS/ANNOUNCEMENTS

1. **MOTION:** to approve Alteration request #14 to include following revision: alteration requires new shingles from top of window to ground. Moved by H. Sessa. Seconded by K. Kienitz. Motion passed: aye: 7.
2. **MOTION:** to approve Alteration request #40. Moved by S. Hardy. Seconded: K. Kienitz. Motion passed. Aye: 7
3. **MOTION:** to approve Alterations requests for #20 and #29. Moved by S. Hardy. Second by J. Nicholas. Motion passed. Aye 7.
4. **STATUS OF COVID POOL RULES:** Sign is installed.

The Meeting Adjourned 7:40.

The next regular Board meeting is September 17, 2020 at 5:00 pm.

Respectfully submitted,
Anne Parsons Marchant