

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
MINUTES

**THURSDAY September 17, 2020 5:00 pm**

To join Conference Call from your phone dial: (518)530-1840

When prompted enter: 162405461

*All are welcome*

PRESENT: Board: C. Benedict, S. Hardy, K. Kienitz, E. Miller, J. Nicholas, A. Parsons Marchant, H. Sessa. Property Manager: R. Bruns. Neighbors: R. Denver (35), C. Larkin (8)

OWNER FORUM (please limit to 2 minutes each) No concerns were offered.  
R. Denver (#35) appreciates being at Whispering Sands

CHANGES/ADDITIONS TO BOARD MEETING AGENDA  
ADOPTION OF BOARD MEETING AGENDA

- Update to recent smoking complaint in President's report

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- Minutes approved as amended r/t dragonflies. 6 aye 1 abstention.

TREASURER'S REPORT

Building maintenance: significant maintenance and repairs were completed in July and August to the tune of \$28,300. This exceeds the budget for this fiscal year.  
**ACTION:** Ruth will pursue estimates for a) creation of a depreciation plan and b) rewrite of condo documents.

MANAGER'S REPORT

- 1) MAINTENANCE REQUESTS AND RESULTING ACTIONS.
- 2) OTHER COMMUNICATIONS.

H. Sessa extended kudos for Maine Properties' response to recent plumbing flood in units #3 and #2. Repair is now complete

PRESIDENT'S REPORT

**MOTION:** to affirm vote taken at Workshop Meeting to replace a keyed lock to pool. Second: S. Hardy. 7 aye.

Reviewed and approved at 22 October 2020 Board meeting

[www.whisperingsands.org](http://www.whisperingsands.org)

note Minutes available on website once approved

**MOTION:** Create a separate budget line item for maintenance of trees. Second: C. Benedict. 7 aye

**Board Meeting Schedule:** Three Board meetings in next four months: October 22, 2020. November 19, 2020, January 7, 2020. All Board meetings at 5:00 pm

**Board Communication with Maine Properties.** H. Sessa proposed meeting with Maine Properties to review new MP software. **ACTION:** R. Bruns will provide dates to be considered for a Zoom meeting to include Kris Bujold (#11) volunteer website overseer.

## COMMITTEE REPORTS

### 1) COMMUNICATION

Resident Relations - Cindy Benedict.

- a. #33 concern for entry of squirrels. **ACTION:** J. Nichols will follow up with neighbors in #33.  
Gutter Moss removal on #26 completed today.  
Gutter cleaning on #33 completed today.  
Bat house is mounted and can be viewed from the Bridge
- b. Newsletter: **MOTION:** E. Miller: open opportunity for a volunteer from the WS community to create a WS newsletter to be distributed following approval by the Board. 4 aye 3 nay.
- c. #25 hosta: requests removal of hosta to rear of 25. **ACTION:** C. Benedict will followup with #25
- d. Building Stewards. **ACTION:** R. Denver, S. Hardy and C. Benedict will identify a volunteer Building steward for G.
- e. #9: replacement of dead bush and turf concern. **ACTION:** C. Benedict will follow up with #9.
- f. Building C: difficulty in front entry closing door. J. **ACTION:** R. Bruns will add replacement of door closure mechanism to MP maintenance list
- g. Welcome packet to be created by C. Benedict. S. Hardy and A. Parsons Marchant
- h. Relationship with Pines. S. Hardy will provide contact info to H. Sessa and C. Benedict.
- i. C. Benedict proposed adding cleaning of high gutters to recurring budget. **ACTION:** Anne and Ruth will make a note to discuss at budget time
- j. #30: R. Bruns attempted to evaluate sprinkler system and was unable to gain entry as master key didn't work.

k. OWNER SURVEY: Respondents 26 of 42 owners responded. 24 had had contact with property manager Maine Properties in the last two years - 80% for maintenance concerns. Survey results and comments were reviewed.

**MOTION:** E. Miller. Second: A. Parsons Marchant. To share total survey results with all owners and send copy to MP with request for a meeting. Aye 6 nay 1  
**ACTION:** R. Bruns will send a separate email to all residents thanking all respondents and providing full survey results.

l. Website - none

2) GROUNDS AND GARDENS - Kathy and Anne

C. Benedict reported on behalf of G&G, reviewing the proposed Estabrook Plan and committee enthusiasm for Estabrook Garden Design consultant Kerry Mendez. **MOTION:** by A. Parsons Marchant/second C. Benedict: to accept Specifications recommended by G&G Committee amended to include removal of plantings as specified in the Estabrook Plan. aye 7 nay 0

**ACTION:** send bids to those identified on Estabrook Plan Bid List **ACTION:** add as many contractors as possible to bid list: aye 4 nay 3

#### MAINTENANCE REVIEW

- Only two bids received for routine maintenance contract (grounds maintenance and plowing). Both were \$40,000. This is twice current contract
- Concern for entry step height at center entries. **ACTION:** add to Nov meeting
- J. Nicholas. Five of WS Sands buildings have a roof configuration that might benefit from a 14-15 inch diverter to protect windows and siding on the front of these buildings from water rot. **MOTION:** E. Miller. Second: J. Nichols. to hire a manufacturer to build diverters. Aye 7  
**MOTION:** E. Miller. Second: J. Nicolas. To hire an insured installer to install diverters under the director of J. Nicholas. Aye 7

3) CONTRACT REVIEW: none

#### FOLLOWUP ITEMS FROM PREVIOUS MEETING

- i) Posting of Board contact information on the website. Table.
- ii) Moss removal. **ACTION:** requires followup
- iii) Locking of utility closets. **ACTION:** R. Bruns will check with Eastern Sprinkler and Security specialists to query whether there is a requirement for locking. In recent walkaround 3 closets were found taped open.

- iv) Sand removal: there is concern for remaining sand from entry sidewalk side to clubhouse entry drive/lower parking lot. **ACTION:** R. Bruns will bring issue to Jim Seavey.
- v) Pool door: needs to be reworked. **ACTION:** add to spring maintenance review
- vi) **MOTION:** H. Sessa Second: K. Kienitz . Approve one additional day of arborist Bill Smith service. aye 7 **ACTION:** R. Bruns will contact arborist.
- vii) Article 14: K. Kienitz proposes to tweak language in Rule 14 for review by the Board.
- viii) Smoking Complaint: 5:00 pm meeting tomorrow with Kathy and Sheila and the unit owners.
- ix) The Pool sign "no Diapers" may be removed. **ACTION:** C. Benedict will add removal of no diapers sign to maintenance list.

#### OTHER BUSINESS/ANNOUNCEMENTS

Motion to Adjourn by C. Benedict at 7:25 pm. Board moved to Executive Session. A.Parsons Marchant proposed providing a copy of the Maine statute outlining reasons for a Board to move into Executive Session to all residents. The Board exited Executive session at 7:39 pm.