

WHISPERING SANDS CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS

MINUTES

THURSDAY October 22, 2020 5:00 pm via zoom

All are welcome

PRESENT: **Neighbors:** B. Wilson and D. Fell, E. Varelas, K. Bujold, M. Guimont, S and J. Hardy, S. Thompson. *G&C Larkin*, R. Denver **Board:** C. Benedict, K. Kienitz, E. Miller, J. Nicholas, A. Parsons Marchant, H. Sessa. Property Manager: R. Bruns

OWNER FORUM

E. Varelas spoke to concern for flood plain, consequent flood insurance, resolution of moss on the roofs, and implications for selling unit#6.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

MOTION to approve Minutes of September 17, 2020 made by E. Miller and seconded by K. Kienitz. aye 6, nay 0 abstention 0.

TREASURER'S REPORT: E. Miller reported a payment of fees in arrears has been received. Invoices pending are largely for grounds maintenance, a correction to one grounds invoice is anticipated and will be reflected next month. There was a review of a number of line items under REPAIRS and how the timing of some of the budgeting for repairs affects our monthly reports. For example, opening the pool in May is billed under July....

MANAGER'S REPORT

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

PRESIDENT'S REPORT

1. H. Sessa addressed concerns as expressed under Owner Forum. Hank spoke to C coverage which is the insurance WS has maintained for 30 years. Three years ago a new flood plain map was drawn suggesting 5 WS buildings are now in the flood plain and require A coverage (at greater expense). In response, WS Board joined the Appeal of the new flood plain map by hiring a surveying company (required) which evaluated and stated that NONE of the WS buildings are in the new flood plain. This survey result was sent to

FEMA. A response was received from FEMA 15 days ago which states an official reply will be available in 30-60 days. **ACTION:** E. Miller will contact Maine's congressional delegation and request expedited response from FEMA. **ACTION:** H. Sessa will contact B. Nichols, President of Pines Board to query Pines experience with Appeal process.

2. MOTION to accept WORKSHOP Minutes of September 30 moved by C. Benedict. Second by K. Kienitz. 6 aye. 0 nay 0 abstention. WS Workshop meeting purpose was to plan agenda for October 13, 2020 meeting with Maine Properties regarding results of Survey of Whispering Sands Residents. Discussion resulting from the October 13 meeting is ongoing.
3. Smoking Complaint. There have been two recent meetings with Board representatives. Concern raised by Resident for how a smoking violation inside any unit that goes **unwitnessed** can be addressed. In the event any neighbor is made aware of smoke, that neighbor is asked to make the Board immediately aware and the unit of concern will receive followup from the Board. S. Hardy raised question of a particulate air study as has been done in the past. E. Miller spoke to challenges of that technology as it measures more than cigarette smoke (ie., known to detect burned toast). **ACTION:** Ruth will forward particulate report from prior study to all Board members
4. #14 window removal request. Unit #14 has confirmed that an insured contractor will perform the removal.
5. Kudos were extended to:
 - a. S. Hardy for her long service to the Board and to WS.
 - b. E. Miller and A. Fenton for removal of all razor grass in the front of the complex.
 - c. G. Larkin for consulting on a renovation to the front entry curbing.
6. Three days of service provided by arborist Bill Smith are complete. A line item in the 2021 budget is planned to address increasing tree needs.
7. H. Sessa has met multiple times with B. Nichols, President of the Board of the Pines. All WS neighbors are welcome to traverse the roads of the Pines and are requested to restrict movement to the main roads. Neighbors at #30 requested altering the lighting behind the Pines which is negatively affecting #30. The Pines will address. A concern for early and late hours of quite noisy work was raised by another Building F resident. Work was found to occur within hours stipulated by the town of OOB. Finally, the unsightly appearance of the Pines storage area between Buildings F and G will be brought to the Board of the Pines for discussion.

8. The resignation of Board member S. Hardy was accepted. As a result there is now an opening on the Board. **ACTION:** Ruth will extend an invitation to all owners. Vacancy will be further discussed.

COMMITTEE REPORTS

1) COMMUNICATION

- a. Resident Relations - C. Benedict reports much progress has been made on the Maintenance Review list. **ACTION:** J. Nichols will connect with S. Thompson in building G related to critter entry.
 - a. Newsletter. **ACTION:** R. Bruns will extend an invitation to all residents seeking a volunteer to oversee a newsletter
 - b. Building steward for Building G - R. Denver has volunteered. Thank you!
 - c. Hole in the fence at the entry. J. Nicholas has evaluated **ACTION:** J. Nicholas will gather shingles and a repair will be planned.
 - d. Sprinkler head #30 - pending
 - e. Utility closets - R. Bruns reports there is no regulation requiring utility closets to be locked. Building stewards could monitor to ensure that the closets are not used for storage as ready access is required by Fire Department.
 - f. Diverters - are complete and J. Nicholas is picking them up tomorrow. **ACTION:** status of installation is pending
 - g. Equity Reserve Plan: R. Bruns organized a quote (+/- 5K) for an Equity Reserve Plan with Criterion Engineering. The quote offers both a Standard and an Enhanced report.
 - h. Updating Condominium Association Bylaws and Declaration. R. Bruns organized a quote (+/-5K) for review and revision of Condominium Association Bylaws and Declaration, including any amendments contained in both documents
 - i. Remove diaper sign - R. Bruns thinks it was done at time of removal of pool furniture. **ACTION:** J. Nicholas will check to ensure sign has been removed.

b. Website: K. Bujold was thanked for making submitted changes. As the website continues to evolve, the www.whisperingsands.org address will be added to Minutes and Agendas.

2) GROUNDS AND GARDENS - K. Kienitz and A. Parsons Marchant

1. K. Kienitz provided a review of bids (17) for routine maintenance. Bids were disappointing as more than half the 17 declined to bid. Bids received very costly (two greater than 40K - almost twice current budget) Lowest bid is \$16,400 for snow plow only. H. Sessa, suggested accepting the 16,400 for plow, the 8300 from ACME for routine grounds maintenance, and contract with arborist Bill Smith to do trimming. **ACTION:** H. Sessa will discuss with ACME the possibility of bundling services. Another option is to delink the Moser plow contract from the grounds contract. **ACTION:** R. Bruns will vet Moser. Requested references were not received. H. Sessa requests prioritizing vetting to prepare for Board vote for routine maintenance contract by Monday Oct 26.
2. A. Parsons Marchant spoke to the Estabrook Landscaping Design Plan. a) waiting for bid from Thibodeau Landscaping which is the sole anticipated bid b) Grounds and Gardens Committee met Saturday Oct 17, 2020 to review Thibodeau recommendations for reconstructing curbing and plantings in the entry bed closest to the railroad. G&G recommends revising curbing to keep the same radius while removing the first curb stone, repairing the last stone and pushing the recommended plantings back. Goal is to enhance visibility and safety. **PLAN:** recommendations will be included in the entire Landscaping Project discussion when the bid is available.

3) MAINTENANCE REVIEW (see Resident Relations)

4) CONTRACT REVIEW (see Grounds and Gardens)

FOLLOWUP ITEMS FROM PREVIOUS MEETING

OTHER BUSINESS/ANNOUNCEMENTS

1. Concern for Fall Cleanup given that current ACME contract expires 10/31. R. Bruns recommends negotiating a brief

extension into November when fall clean up is typically completed.

2. Welcome Packets. Suggestions to revise letter to accompany Welcome Packets to new owners were made. **ACTION:** November meeting agenda
3. Status of recycling. Is our recycling happening? Is it being integrated into general trash given that recycling options have been reduced? Tipping fees 370/a month total - what is general trash and what is recycling is broken down on the Pine Tree invoice. **ACTION:** R. Bruns will phone and discuss with Pine Tree.
4. E. Miller emailed results of Resident Survey and thanks for participation to all owners.
5. MOSS - **ACTION:** explore power washing January 7 agenda.
6. Criteria for entering Executive Session. **ACTION:** K. Kienitz will forward Maine statute to web volunteer K. Bujold for posting on the website and to R. Bruns for email distribution to neighbors as a separate email.

The next meetings of the Whispering Sands Board will be Thursday November 19, 2020 at 5:00 pm and Thursday January 7, 2020 at 5:00 pm via zoom address provided at the top of the Agenda. (the zoom address is the same for all meetings).

ADJOURN: The Meeting adjourned at 6:44 pm. The Board moved into Executive Session at 6:45 pm. The Board came out of Executive Session at 7:44 pm.

Respectfully submitted,
Anne Parsons Marchant