

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
**MINUTES of the Meeting on**  
THURSDAY November 19, 2020  
*All are welcome*

PRESENT: Neighbors: G. Larkin, C. Larkin, C. Holt, K. Bujold, R. Denver. Board: C. Benedict, K. Kienitz, E. Miller, J. Nicholas, A. Parsons Marchant, H. Sessa.  
Property Manager: R. Bruns

OWNER FORUM: C. Holt expressed concern for gutter over her C. Larkin questioned status of suggestion box. K. Bujold reported Suggestion Box up and running on website. All suggestions added to website will be auto emailed to all Board members. Future Agendas will include a section to report on any suggestions made in the preceding month.

CHANGES/ADDITIONS TO BOARD MEETING AGENDA - none

APPROVAL OF THE MINUTES OF OCTOBER 22, 2020. MOTION: to accept minutes of October 22 as amended was made by E. Miller. Second: K. Kienitz. Approved 6 aye.

TREASURER'S REPORT: E. Miller provided an overview of financial docs with goal of increasing comfort with docs for all. Most of the money currently in liabilities is for maintenance repairs identified in the Spring 2020 walk around. As a result we currently have a deficit of 8895\$. E. Miller expects this to come back down very soon as resolutions will be reflected next month. i.e. 3K from contesting a Maine Properties charge has been received. 6K from savings will go toward the remaining deficit.

#### MANAGER'S REPORT

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

There were no questions to the Manager's Report. Hank read the Recycling Report for all present detailing Ruth's report from Pine tree. (See attached).

**ACTION:** R. Bruns will laminate list of accepted recyclables and send email to all with accepted recyclables including information about the OOB transfer station as a resource for items inappropriate for WS.

FINAL: reviewed and approved at the January 7, 2021 meeting

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**ACTION:** Volunteers to craft content about recycling to be included on the WS website will be sought.

#### PRESIDENT'S REPORT

**ACTION:** Kudos to G. Larkin, E. Miller for doing walk around with new plow contractor

**ACTION:** Raising brick walkways to central entries to meet code for height of step into front entries. Current height exceeds Code. Hank proposes completing work as part of proposed landscaping project

**ACTION:** update to Flood Plain Appeal. H. Sessa has been collaborating with D. Sousa who recommends taking the determination of our no longer being in the flood plain with a grain of salt. Discontinuing our C insurance coverage prior to the February FEMA meeting with OOB could potentially result in increased costs for WS. Maintaining current flood insurance until anticipated approval of new FEMA Flood Plain Plan in April or May 2021 might be prudent.

**ACTION:** Board vacancy. No volunteers have presented

**ACTION:** Newsletter. No volunteers have come forward

**ACTION:** Building stewards. Hank is asking building stewards to monitor utility closets for complete absence of any storage or other materials.

**ACTION:** R. Bruns will send an email to all building stewards with utility closet request.

**ACTION:** Following first storm, R. Bruns will distribute a map of WS to clarify moving cars for snow removal for when owners are onsite and when owners expect to be away

**ACTION:** Review of Contracts: Nate Moser, plow. J. Seavey (ACME) lawn. Bill Smith: trimming of trees and shrubs. An increased cost for total service provision is expected this coming year. Jim Seavey will be back for a final Fall cleanup sweep.

**ACTION:** R. Bruns will remind Jim to do the center back island and the drive along the railroad stockade fence

#### COMMITTEE REPORTS

1) **COMMUNICATION:** Resident Relations - Cindy Benedict

- Flying Squirrels. J. Nicholas and S. Thompson are in discussion
- Welcome Packet. **MOTION:** To accept Letter to accompany welcome packets made by E. Miller and seconded by H. Sessa. 6 aye

FINAL: reviewed and approved at the January 7, 2021 meeting

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- Shingles for repair to entry stockade fence will be requested of D. and J. Chandler Smith in #14.
  - Key to #30 - in process
  - Building diverters: J. Nicholas diverters are on site and a contractor is to be identified
  - Roof moss - on January agenda
  - Gutter cleaning - in process
  - Winter Watch -**ACTION:** Ruth will discuss shoveling decks with Nathan as to whether this is a service he will provide and at what cost. Shoveling of upper decks required for snowfall six inches or more. Owners are responsible for contracting with someone to do it.
- 2) GROUND AND GARDENS -R. Bruns reached out this morning to Thibodeau Landscaping. No reply as yet
- 3) CONTRACT REVIEW. Please see President's report

#### FOLLOWUP ITEMS FROM PREVIOUS MEETING

#### OTHER BUSINESS/ANNOUNCEMENTS

**ACTION:** Discussion of credentials for contractors. All work done contracted through Maine Properties requires proof of insurance. Individual unit owners are responsible for and encouraged to ensure that a contractor with whom they privately contract is insured.

**ACTION;** Proposal form required for Owner Contracted Work will be revised by K. Kienitz to include encouragement to ensure insurance

**ACTION:** Letters ten year replacements of water heaters will go out in January.

**ADJOURN:** Meeting adjourned at 6:18 upon motion made by C. Benedict and seconded by K. Kienitz. Happy Thanksgiving to All!

Board moved into executive session at 6:20. Out of executive session at 6:30 pm

#### NEXT ZOOM MEETINGS OF THE WHISPERING SANDS BOARD:

January 7, 2021

February 11, 2021

March 11, 2021