

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING AGENDA
September 15th 5:00 PM via zoom

CALL TO ORDER

Meeting was called to order at 5:04pm

ATTENDEES

BOD: C. Benedict, H. Sessa, E. Miller, K. McDonough, and
G. Leach
Property Manager: D. Engelhardt
Neighbors: C. Larkin, K. Bujold and R. Denver

OWNER FORUM

C. Larkin – discussed starting a herb garden that would be available to all owner. The Board was in support and a final location will be established in the Spring.

K. Bujold – reiterated to the Board that bushes in front of his building are overgrown and need trimming. Also identified shingles that are lifting off the wall near the building entrance. Dan E. will look at shingles when on-site and indicated shrubbery is scheduled to be trimmed in the upcoming weeks.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

No changes

SUGGESTION BOX

No new suggestions

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Motion: by E. Miller Second: G. Leach Approved

TREASURER’S REPORT

Ed reviewed the budget and highlighted the maintenance issues we have been addressing (deck at clubhouse, roofing issues, alarms, paving, etc.) in that we have exhausted the annual budget allocation for the year in Q1. Based on our funding methodology from monthly assessments it requires that we transfer funds from the Operating Reserve to the Operating Budget. Ed will transfer the future monthly assessments back into the Op. Reserve.

It was noted that Monthly Assessments are critical to cash flow and timeliness of paying monthly association bills. A follow up reminder will go out to owners that have not updated monthly assessment or are not getting checks mailed in for the first day of the month.

There was a brief discussion around the need for a future capital assessment for major building and maintenance needs (roofing, etc.). This will be reviewed further and recommendations presented in upcoming meetings.

PRESIDENT'S REPORT

C. Benedict recognized the efforts of Greg Mrowka for trimming back the tree that was overhanging the driveway, Gary Larkin for sweeping and cleaning the clubhouse basement and K. Kienitz for her extended efforts reviewing of old records of the association.

Thank you to the person(s) removing the speed bumps. With future volunteer projects please review with the Board for approval and coordination of additional support can be provided.

Cindy updated the Board on an upcoming meeting Kathy K. will have with the Law firm of Jensen & Baird regarding the review of By-laws and our rules and regulations. Kathy also completed the review of old files and needs a two-draw file cabinet with a lock to house files we need to maintain.

Pool closing is scheduled for September 16th.

The sewage pumping system requires some work. One of the two pumps needs repairs, and the board agreed to have the pump serviced by the same vendor that has been servicing the system for us for several years. This service will not impact the day-to-day function of the system.

Regarding the monthly HOA, Cindy reinforced the issue raised in the Treasurers Report, especially noting that **payments need to be received by the 1st**. She also updated the Board on delinquent and late payment issues. A recommendation was made and approved that PSOM send a late notice if an owner is delinquent for 7 days. Further discussion was moved to Executive session.

It was recommended that residents that are feeding birds and wildlife need to move the feeders to at least 10 feet from the buildings. The Board will ask Building Captains to review and identify building that have feeders in place.

Going forward it is important that when a Board member is engaged (in-person, phone call, email, etc.) by an owner on maintenance issues that we reinforce the use of the Resident Portal to submit a maintenance request.

The issue of lightbulbs in common areas being out was discussed and a recommendation to get a complete list of locations by building was agreed so that PSOM can address all needs at one time. It was recommended using Building Reps to coordinate lists for their buildings.

PROPERTY MANAGER REPORT

Roof Leaks Update:

The issue at Unit #29 was looked at and determined that the boot around the 'stink pipe' was bad and needs to be repaired. The maintenance vendor has included this in a full report of the roofing issues that need to be addressed and will be submitting a work and cost proposal to Dan.

Bridge Cleaning:

After discussion the Board determined that the power washing be pushed out to Spring. In the meantime, the Board approved putting signs at both ends of the bridge reminding residents and visitors to be aware that the bridge may be slippery at times.

Pool Crack:

We will continue to monitor the issue based on the review and recommendation from the pool maintenance vendor.

Lastly, the Clubhouse basement remains DRY and clean!!!

OLD BUSINESS/MAINTENANCE

Clubhouse Deck Repair:

The work has been completed.

Carpenter Ants:

The treatments have been completed.

Master Key Compliance:

One outstanding unit still needs to be resolved.

Pool Fence:

The fence will need to be replaced. The initial estimates are in the 15-20k range. This project will be included in a capital expense review that is in process. The Board will be looking into vendor solutions and lead times so action can be taken on a timely basis.

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

No action is currently being taken regarding a Fall gathering. If a volunteer is interested in moving that forward, please notify the Board.

2) GROUNDS AND GARDENS

It was noted that general maintenance and upkeep of the property has not been met. This included timeliness of mowing, weed whacking, pruning/trimming, etc. Dan E. will have a discussion with Nate regarding this issue.

3) RULES & REGULATIONS COMPLIANCE

General Rules & Regulations Review:

The committee will review their recommendation around the full process and fine levels for rules infractions at the October meeting.

Monthly Assessment:

A brief discussion around assessment allocation was discussed. Kathy K. will include this in her discussions with Legal resource to potentially get current best practices.

Hot Water Heater Replacement:

The Board & PSOM maintain the master list and will be notifying owners that have 2022 requirements to update heater. It was noted that the 10-year requirement is an Association requirement regardless of the rating of the heater purchased.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

Volunteers for pool furniture & speed bump storage:

Board members agreed to move furniture to basement this coming weekend or following weekend if needed. A note will go out indicating a time so others can join if available.

Dryer Vent Cleaning:

Cindy shared information regarding past practice and indicated that scheduled cleanings had been eliminated. Based on the current issue the need for a scheduled cleaning will be revisited.

ADJOURN

Motion to adjourn: G. Leach Seconded: E. Miller Unanimously Approved

The meeting was adjourned at 6:17pm by President Benedict

The Board went into Executive Session at 6:18pm. Adjourned at 6:28pm

FUTURE MEETINGS OF WHISPERING SANDS BOARD:

Thursday October 20th at 5pm

Thursday December 1st at 5pm

Thursday January 19th at 5pm