

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
MEETING MINUTES  
THURSDAY OCTOBER 20<sup>th</sup>

CALL TO ORDER

Meeting was called to order at 5:02pm

ATTENDEES

BOD: C. Benedict, E. Miller, K. McDonough, J. Nicholas, S. Thompson and G. Leach  
Property Manager: D. Engelhardt  
Neighbors: W. Gingras and R. Denver

OWNER FORUM

No owner comments

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

Add 'Fines' to Old Business discussion

SUGGESTION BOX

N/A

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Motion by E. Miller, 2<sup>nd</sup> by J. Nicholas  
Approved by 4 yes and 1 abstention

TREASURER'S REPORT

Ed reviewed the impact of the need to pull forward the \$15,000 from the Operating Reserve to cover the roofing-related expenses that had to be addressed in the first 4 months of the fiscal year. Based on the budget/cash flow model we will need to reallocate dollars expected to go to general maintenance fund back into the Op Reserve as we move through the balance of the fiscal year. On a monthly basis we will need \$1,875 a month of net income to pay back the Op Reserve.

Dan and Ed are reviewing several of the expenses incurred in the first of the year to determine what should be allocated as long-term expense and be reallocated against the reserve account. The BOD will be updated at upcoming meetings on any decisions.

Ed reviewed line items in the 'budget to actual' and called out some expense lines that will be consolidated as he and Dan update the budget line items.

## PRESIDENT'S REPORT

Cindy thanked:

Ed M. and Susan T. for changing out all the light bulbs in the common areas of all buildings and saving approximately \$400 which was quoted to have a maintenance person do the work.

Susan T., Joe B. and Cindy B. for moving all the pool furniture into the basement.

G. Larkin for general cleaning he had done in the basement of the clubhouse.

The association needs a 2-drawer locking file cabinet to store documents. Board members will be looking at various places and need to coordinate with Cindy prior to purchasing.

A discussion regarding bicycles that are left outdoors at the bike racks was undertaken. Several have been left year-round and appear to not be being used. Ed and Cindy will look to identify those that appear to be abandoned and pictures will be taken and sent to all owners to find the owners. Unclaimed bikes will be donated to an appropriate cause. This includes the one in the clubhouse basement.

The recently received Insurance Company Inspection Report which was completed last year was highlighted and there are several action items that need to be reviewed and addressed.

Regarding lights that were thought to be on timers, they are on photocell sensors that are on the outside of the buildings. Before making any changes, it was decided to wait and see how the lights change in a couple of weeks with time change to daylight savings.

Cindy reinforced that HOA fees need to be received on the first of the month. In many cases they are 'set to be paid' on the first and the funds are not received for 3 to 5 days later. Please adjust payment schedules to allow for receipt of payment on the 1<sup>st</sup> or before.

## PROPERTY MANAGER REPORT

Roof leaks have been being addressed and PMSM is working on reviewing all buildings and identifying and prioritizing needs for both near term and long term.

The water leak in Building A has been resolved with a sealant that was recommended to Dan. This has allowed us to not have to do any work on the shut offs to the building at this time. A further discussion regarding all building shut offs and the need to assess them and determine a course of action to update them occurred. Jim N. recommended that we establish a regular testing schedule to monitor and keep the shut offs from rusting and seizing. Dan will look into a resource with experience in this area.

Dan provided an update on the sewage pump. The parts have been ordered and as soon as they are received the pump will be rebuilt.

Dan has been reviewing new cleaning service companies for the clubhouse and common areas. He reviewed with the BOD two quotes he has received from local vendors with experience in condo association cleaning as well as summer turnover business. The recommendation is to go with the service that has quoted the work at the current budgeted cost we have been being charged. Dan will do some final checking of recommendations before awarding the business.

Fall clean-up of the property is underway. Nate will be doing an end of season gutter cleaning on all buildings once the leaves have dropped.

#### OLD BUSINESS/MAINTENANCE

- Review and discuss next steps with Jenson Baird on legal review – Kathy K. Kathleen has had preliminary discussions with this law firm and they estimate costs to redo our 40 year old condo documents to be in the 4-8k range. More discussion is needed to review the cost vs benefit of this change. What owner support will be needed to adopt changes? We may need to study this proposal and put it into next year's budget.

- Master Key compliance

A reminder to all owners, please use Dupuis Hardware for any lock changes so they can be tied into the master key for the property.

A recommendation was made to install a “Knox Box” on the property. Dan will investigate the costs of having it installed. This will provide EMS the ability to access a Master Key quickly to allow access to buildings/units in the event of an emergency.

- Pool fence work

The fence is on hold and will be budgeted for the next fiscal year.

- Update on dryer vent review

Dan presented a favorable quote of \$89.00 per unit from a vendor he has used with other properties. The work will be done from outside each unit. NOTE that each owner is responsible for the cost of the cleaning of their unit.

- Update on Building Captains following up on light bulb issues and animal feeders Lightbulbs were changed by Ed M. and Susan T. saving the association the labor costs of maintenance. BOD members will take a walk around and address feeders that are too close to the buildings with individual owners.

- Discussion and decision on Utility Closet access in common areas.

After discussion, it was decided to keep these closets unlocked and accessible going forward. Building residents are responsible to monitor the closets and NOT to store any personal items in the closets.

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

N/A

2) GROUNDS AND GARDENS

N/A

3) RULES & REGULATIONS COMPLIANCE

- Rule review update (Anne P-M) – this was pushed to a future meeting
  - Review recommendations of notices and fines associated to rule violation
- Ed informed the BOD that the committee needs to go over final information and will share findings and recommendations at next meeting.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

- Discussion regarding request to install rain diverters above new windows (owner maintenance request)

After discussion it was determined that more information is needed regarding diverters and any adverse impact they may have in the winter. Dan and Cindy are going to look at the roofline on the unit and investigate a solution that was put in place at another unit to see if it may be an ongoing option. Dan will also look into finding a resource that may be able to provide guidance in this area.

ADJOURN

Motion to adjourn by S. Thompson and seconded by G. Leach at 6:36pm

NEXT MEETING OF WHISPERING SANDS BOARD:

Tentative Thursday, December 1st at 5PM