

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
THURSDAY DECEMBER 1st

CALL TO ORDER

Meeting was called to order at 5:02pm

ATTENDEES

BOD: C. Benedict, E. Miller, K. McDonough, J. Nicholas, S. Thompson, H.Sessa and G. Leach

Property Manager: D. Engelhardt

Neighbors: D. & B. Gingras, D. Watts, K. Kienitz, C. Schnyer, C. & G. Larkin, K. Bujolds, N. Whitney, D. Lee and R. Denver

OWNER FORUM

David Lee, new owner in Unit #9 was introduced

Chris Schnyer, new owner in Unit #4 was introduced

The Gingras's (Unit #26) asked where they can find the Meeting Notes posted. Kris B. and Dan E. offered to help them locate them on both Whispering Sands and the PMSM websites.

K. Bujold (Unit #13) Inquired about getting the thermostat replaced in the common hallway. He also asked about replacing the fire alarms in the unit that hard wired. It was recommended he try to get the same brand so that the plug matches the existing ones (thought to probably be Kidde brand). Lastly, Kris notified Dan E. and Ed M. of upcoming expenses related to the website.

N. Whitney (unit #41) replaced the heating system in the unit and asked if the association or owner was responsible for closing and shingling the vent hole from the old unit. He was informed that that would be the owner's responsibility.

D. Watts (unit #14) has had the fire alarm go off randomly and wanted to know if the alarms were interconnected with other units in the building or fire department. She was informed they are independent.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

None Required

SUGGESTION BOX

N/A

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

G. Leach notified the BOD members of one modification to the wording referencing the insurance inspection. The motion was to approve the amended minutes.

Motion by E. Miller, 2nd by K. McDonough

Approved by unanimous vote

TREASURER'S REPORT

The Operating Account is at \$14,000 with total assets of \$134,000 and based on recent and projected activity it was stated we

The Treasurer reviewed the 'budget vs. actual' and indicated that we had a month end excess of \$4,700 of which he requested a transfer of \$4,000 to the Reserve to go against the \$20,000 annual commitment we have in the budget. Based on historical and current trends we should see similar excess over the next few months.

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 S. Thompson for hanging the new artwork in the clubhouse, K. McDonough for putting up the holiday decorations around the property, K. Kienitz for continued legal support and E. Miller for leading the bicycle clean-up effort. It was reinforced that these efforts continue to have a positive impact on our budget.

In follow-up to actions needed to be taken based on the Insurance Report discussed at the last meeting, some items had been completed (walkway issues) and others were being planned. It was determined that deck steps needed would be an association expense.

Cindy acknowledged that the moss issue at unit #30 was not done and will be a priority in the Spring.

The Bridge situation with lights and slipping was updated. Dan E. stated that the signs have been ordered and will go up as soon as received. He also shared that the lights had all been fixed and were working but that fixtures will need to be changed in the future. Also it was recommended to put sand buckets at each end of the bridge this winter.

The utility closets continue to be a concern, specifically the wiring issue and holes in the walls. The BOD will look further into what we can fix and clean up ourselves and what we might need someone to come in and update.

Winter deck cleaning was mentioned as we are moving into that season. There are three potential resources for owners looking to hire someone to shovel.

Doug Moon - (617)797-0122 or email at moon.douglas.mr@gmail.com Doug lives on W. Tioga and can handle winter watch and handyman services.

Dave Nappi – (207) 590-7015 or at (207) 937-6096

Gary Larkin Unit #8 - (207) 468-4612 (Cathy L. indicated Gary is currently doing some units and may be willing to add another one or two.

PROPERTY MANAGER REPORT

Dryer Vent Cleaning – the work has been completed. The vendor indicated that we should schedule regular cleaning within every two years as there was some significant build up found. It will be added to future budgets.

Knox Box – Dan met with Fire Chief and our current Knox Box that is located at the clubhouse is in good shape and has been used over the years. No new action needed.

Fall Clean-up – this is an ongoing process that Dan is managing closely with Nate as we are getting very late in the season. The gutter cleaning project is continuing as part of the clean-up. Concerns were raised and discussed in regard to remaining work, weather and resources working on the projects. Dan will continue to monitor daily/weekly and update the BOD.

Winter Readiness – Nate has started the process of staking out the property and preparing for winter storms. Cindy also had recently sent a newsletter regarding winter readiness to owners.

Dan hired the new cleaning service (Nat's Cleaning Service of OOB) and they have been on the property twice since starting. Feedback from owners and Dan is positive.

Maintenance Request – Dan reiterated the importance of owners sending all requests through the PMSM website, so they are recorded and tracked to completion. This process allows owners to monitor progress and follow up as needed. Further discussion regarding notification of BOD, auto-notifications and streamlining the request occurred.

When an owner has an open request assigned to the PMSM maintenance department you can directly reach out to Tim Boucher, Maintenance Manager at PMSM at (207) 590-7478. Tim can update you on the plan and progress to date.

OLD BUSINESS/MAINTENANCE

K. Kienitz updated the BOD on her meetings with the Lawyer at Jenson Baird. Based on the state of our current Declaration and By-Laws we should draft new documents from scratch. The cost was estimated to be in the \$5k to \$7k range and if started immediately the documents could be ready for the annual meeting.

A motion to approve the project not to exceed the \$7,000 cost was made by E. Miller and seconded by G. Leach. The vote was unanimous approving the project.

Further discussion regarding the means of allocating the HOA was raised. K Kienitz restated that based on current Maine Condo Law that any change would require 100% supporting vote of the ownership. Further questions were posed and a recommendation to further the discussion and invite the lawyer Kathy is working with to attend a BOD workshop was agreed to schedule as soon as possible. The goal of the workshop is to ask all the questions and get clarity on best practices and future approaches we might consider.

In addition, to help accelerate the process H. Sessa and S. Thompson have offered to provide any support Kathy may need on the Declaration & By-Law project

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

N/A

2) GROUNDS AND GARDENS

It was noted by C. Benedict that the group will be reforming in advance of the Spring season and anyone interested in being on the committee should contact the BOD.

D. Watts (unit #14) asked to be on the committee – Thanks Dayle.

3) RULES & REGULATIONS COMPLIANCE

The committee working on the updating of the Associations fine structure presented a recommendation. After discussion, a motion to approve the new guidelines to go into effect immediately was moved by E. Miller and seconded by S. Thompson. The BOD voted unanimously to approve.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

In ‘other business’ an informal list of vendors that have been hired by owners and the association in the past is being put together and will be sent to Dan E. to distribute to owners.

Going forward S. Thompson will review a list of past tasks/projects to update status. The following were reviewed:

Master Key – with the work being completed with the records the master key Kathy Kienitz had will go to Susan.

Sewage Pump Rebuild – the work will be done as soon as the parts are received. Dan continues to monitor the project with the vendor. A recommendation was made to send a reminder to all owners in regard to what can be flushed in the system and products that should not.

Rain Diverters – a solution was installed.

Water Shut-offs – it was noted that a solution was found for the current issue. The need for further work will be revisited in the Spring.

Insurance Report Actions – it was recommended Dan follow through with all owners that have required work based on the report.

Unit 13 missing shingles – work was completed.

Hallway lights – there were concerns with sensors/timing in building one. K. McDonough will coordinate with Dan on replacing the sensor and in addition BOD agreed that she should also request a motion sensor light for back of the hallway.

ADJOURN

Motion to adjourn by G. Leach and seconded by E. Miller was approved unanimously at 7:19pm

NEXT MEETING OF WHISPERING SANDS BOARD:

Thursday, January 19th at 5PM