

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
THURSDAY JANUARY 19th 5:00 PM via zoom

CALL TO ORDER

Meeting called to order at 5:05pm

ATTENDEES

BOD: C. Benedict, E. Miller, K. McDonough, J. Nicholas, S. Thompson, H. Sessa and G. Leach
Property Manager: D. Middleton Sr.
Neighbors: C. Larkin, K. Bujolds and R. Denver

OWNER FORUM

K. Bujolds asked about parking during storms and the movement of cars for plowing. It was clarified that typically cars should be clustered and moved by 9AM. It was noted that certain storms may require multiple shifting of cars to allow for plowing to occur.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

Addition: A moment of silence was observed in memory of our neighbor Chris Rose who unexpectedly passed away this past week. Cindy acknowledged the efforts of Greg & Bee Mrowka in getting medical resources on site and making every effort to assist Chris.

The BOD will be sending a personal note of thank you to the Mrowka's.

OWNER SUGGESTION BOX

No new suggestions were received.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Motion to Approve: H. Sessa
Seconded: S. Thompson
Approval: Unanimously approved
Modifications: None

TREASURER'S REPORT

Ed highlighted several key points in the balance sheet and budget vs actual reports. In general, the overall position of our financials is favorable.

On the balance sheet we have had a substantial increase in the Operating Account since the end of November. This increase still has some monthly bills that are outstanding but once paid will remain in a positive position.

On our budget versus actual it was noted that the budget does not spread evenly across the 12 months and at this stage we should be in the 58 to 60% range. We are tracking well at this stage.

Other items of note included:

1. Our building/maintenance/repair line was overspent for the year early on as has been discussed at all meetings and we are in the process of paying ourselves back from monthly income and on track to be on budget at year end.
2. Reserve expenses – the BOD approved the transfer of \$4,000 from net income back to the reserve at the December meeting. This transfer is pending Ed being able to go to the Bank in person to make the transfer.
3. On a monthly basis the budget has a \$2,000 a month allocation that goes to the Operating Reserve. Ed is working with the Bank to set up a direct monthly transfer of that amount to simplify the process.
4. A recommendation was made to transfer an additional \$6,000 from net income to the Operating Reserve (combining with the approved \$4,000 from the December meeting).
 - a. A motion was made by G. Leach to approve the additional \$6,000 be transferred as recommended by the Treasurer.
 - b. Seconded by S. Thompson.
 - c. Approved by a unanimous vote.

PRESIDENT’S REPORT

Cindy reinforced the continuing efforts by many of our neighbors around the property. These efforts are greatly appreciated by the Board.

Update on the BOD appointing K. Kienitz to be primary contact with Jensen-Baird project. A motion made by E. Miller and was seconded by H. Sessa. Motion passed unanimously. H. Sessa and S. Thompson will provide Kathy with additional support in reviewing documents and other items as necessary.

Cindy responded to a previous inquiry regarding cost allocations by unit that had been raised. She shared the findings and challenges of making such changes that were shared with the BOD on a call with Jensen-Baird. It is a change that requires 100% of owners to approve and is a very costly expense to work through with a legal resource.

PROPERTY MANAGER REPORT

Attached is a copy of the Property Manager Report reviewed in the meeting. Below are additional highlights to each section.

Clubhouse Basement Issue - Dave summarized the recent activity regarding the basement of the Clubhouse water issues. A representative from Basement Improvements has been onsite twice in recent weeks to review and discuss the work previously done, current issues and potential solutions. The current water in the basement is being driven by a significant increase in the level of the water table in the area around the clubhouse. The current sump pump system is working correctly but due to the level of the water table they cannot manage the volume of water under the foundation.

The solution proposed by Basement Improvements (BI) is to install a new slab on top of the existing floor. In doing so, they would raise the level of the pumps to address only water still seeping in between the two floors. Drainage channels would be placed in the original slab to move any water to the sump pump areas to be pumped out. BI has implemented this solution in other properties with very good results.

Additional discussion occurred and Jim N. reviewed his perspective of the issue and a proposed solution that should be considered. Jim's major concern with the BI solution is that the water continues to be under the foundation, and we will be continuing to pump water thus continuing to incur utility costs etc. Jim proposed that we look at a solution that will divert the water from the clubhouse area/under the foundation to the stream behind unit #14. This would minimize or not eliminate the constant running of sump pumps as the water table would subsequently be lowered by the solution.

Other solutions were discussed such as epoxying the current floor in an attempt to seal of the areas water is seeping in through. This would not impact the issue of the water table rising to levels we are experiencing currently.

The BOD recommended that we set up a workshop to further discuss and review proposals and costs. Jim N. will reach out to resources he knows who do this type of work and have them on-site as soon as possible to review the issue and potential solution. Dave M. will coordinate with Jim on meeting with new vendors and gathering proposals and bids. The BOD will set up a workshop once those dates are established to review the findings and proposals.

Dave then reviewed the *WS Outstanding Items Report and the Open Task Summary*. Of note the Property Management team received and closed 20 requests between 10/1/22 and 12/31/22. They are currently working through 4 open requests.

Next, was a review of issues identified in the *Andover Insurance Report* that has been ongoing. It was noted that some of the work was completed regarding walkways and steps. One item will be addressed in the Spring and Dave will follow up on the extension cords identified in the report.

Update on sewer pump parts

- Parts are still pending, and the pump will be rebuilt once parts are received.

Lastly, Dave reviewed the recent Flood Zone remapping that impacts the property. It was noted

OLD BUSINESS/MAINTENANCE

- Update on project with Jenson Baird
 - See notes under Presidents Report
- Master Key compliance
 - No report, need follow-up with one unit on pending lock change.

- Review of ongoing open item list – S. Thompson
 - Bicycles that are beyond repair will be taken to OOB transfer station.
 - Chimney servicing notifications will no longer be going out. Owners with wood burning chimneys are responsible to have cleaned annually.
 - Susan volunteered to take down the Holiday decorations and store them in the office for the time being.

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

No Report

2) GROUNDS AND GARDENS

No Report

3) RULES & REGULATIONS COMPLIANCE

- Rule review & redrafting update (Anne P-M)
 - BOD members reviewed the initial draft and provided Anne with suggestions this past week.
 - Some points were discussed:
 - Bird Feeders – it was reinforced that they must **NOT** be attached to buildings or decks and need to be away from the buildings.
 - Deck Storage – storage is to be limited to seasonal furniture only.
 - Owner request and meeting notices – owners asking to have an item on the agenda (outside the owner’s forum) must submit the request 10 business days prior to the meeting. Final Agendas will be distributed 5 days prior to the meeting.
- Review updated recommendations of notices and fines associated to rule violation (committee report)
 - The final document is being drafted and will be sent to the BOD for final review in the next week(s).

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

Ed Miller volunteered to work with a group of owners this Spring to build a kayak/canoe rack near the shed and tennis courts. This project would be funded by owners that would be using the new rack.

Meeting Schedule: The next meeting will be February 16th. The following meetings are tentatively scheduled for March 16th, April 27th, and the Annual Association Meeting on May 27th.

Calendar/Timeline: Dave Middleton will be providing a calendar of key dates and activities for the BOD to work through the budget process and preparation for the Annual Association Meeting in May.

ADJOURN

Motion: H. Sessa

Seconded: G. Leach

Approval: Unanimous Approval

Time: 7:06pm

NEXT MEETING OF WHISPERING SANDS BOARD:

Thursday February 16th at 5PM