

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
THURSDAY FEBRUARY 16th 5:00 PM via zoom

CALL TO ORDER

Meeting 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. Middleton Sr. & Russ Johnson

Neighbors: C. Larkin, A. Parsons-Marchant, E. Norman, C. Schnyer and R. Denver

OWNER FORUM

No owners spoke.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

No Changes.

OWNER SUGGESTION BOX

No new suggestions were received.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Motion to Approve: E. Miller

Seconded: H. Sessa

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.

It was noted that we are at mid-month, so the balance sheet does not reflect all the monthly expenses yet, whereas income is all in for the month. Operating Income is in a good position to cover average monthly expenses.

On our budget versus actual it was noted that certain line items (pool & insurance) have excess money which cover planned expense late in the fiscal year. We are tracking well at this stage.

Other items of note included:

1. We continue to track on reimbursing the money used to cover Repair & Maintenance costs early in the year.

2. Ed is continuing to watch a couple of line items that we may find favorability in at year end pending any major shifts in weather, etc.
3. Ed has started to pull together preliminary planning needs for the budget process and will work with PSOM on building out a pro forma budget for the new year. A BOD workshop will be scheduled for March to work through the budget.

PRESIDENT'S REPORT

Cindy thanked Ann Parsons-Marchant for all the work she has been doing with updating the Rules and Regulations.

Cindy noted that Owners need to review the processes that are in place for owner requests, issues and emergencies. PSOM will be posting in the next week a copy of the document outlining these processes in the Clubhouse as well as buildings with a common entrance inside the utility closets.

PROPERTY MANAGER REPORT

Russ Johnson was introduced and is our new Property Manager going forward. Russ has spent his career in property management roles and will be an excellent addition to our Team.

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

Clubhouse Basement Issue – Jim Nicholas is working with vendors to scope out a solution he has proposed and provide a cost for review. He has contacted vendors and has been holding meetings with them on the property.

The BOD will set up a workshop once the proposals are received to review the findings and recommendations.

Russ highlighted some of the ***WS Outstanding Items and the Open Tasks from the report.***

Key exterior items of note were work being completed this week on exterior property lights and the clean-up of the downed branches around the property.

Interior issues being managed include a burst pipe in a unit (no damage outside the unit involved). Also, there are other pipe leaks that are continuing to be managed.

Other items included the completion of the renewal contract with Electricity Maine and PSOM will be scheduling a property walk around for some point in the next two weeks.

OLD BUSINESS/MAINTENANCE

- Update on project with Jenson Baird
 - No update from them was available for the meeting. Cindy has a call into them to get an update and discuss an open issue.
- Pool Fence

- It was recommended we re-engage in the process of seeking bids on replacing the pool fence. In discussion the BOD agreed that we consider all fence types that meet pool enclosure requirements. PSOM will engage vendors and work to get proposals including timing of installations. It was also recommended we check the fence for any areas that may need reinforcement prior to opening the pool for the summer.
- Review of ongoing open item list – S. Thompson
 - Several open items on the list were covered in other reports during the meeting. It was also noted that several items remain on hold until later in the Spring.

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

No Report

2) GROUNDS AND GARDENS

Cindy asked for any volunteers interested in being on this coming year's committee to contact the BOD. Ed Miller indicated that April Fenton would like to be on committee. Also, at the December meeting Dayle Watts asked to be included on the committee. Thanks to both.

3) RULES & REGULATIONS COMPLIANCE

- Rule review & redrafting update (Anne P-M)
 - The final draft is pending a final version of fine structure to incorporate into the document.
 - A spirited discussion regarding the details of the 'No Smoking Policy and amendments' was undertaken, and a final determination was made to reach out to Jensen-Baird to get a legal position in regard to specific language in the policy and its interpretation including what actions could be taken immediately if in violation of the policy. Also, to get guidance on an amendment to update the policy that may be needed.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

After discussion the BOD recommendation is that security cameras remain inside units and that items such as Ring doorbells or external cameras are not to be installed on exterior of units.

ADJOURN

Motion: E. Miller

Seconded: H. Sessa

Approval: Unanimous Approval

Time: 6:48pm

NEXT MEETING OF WHISPERING SANDS BOARD:

Thursday March 16th at 5PM