

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

CALL TO ORDER

Meeting called to order at 5:03pm

ATTENDEES

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

Property Manager: Russ Johnson

Neighbors: C. Larkin, K. Bujold, R. Denver and D. Watts

OWNER FORUM

Cathy Larkin mentioned to the BOD that a snowblower was being used on the bridge which appeared to be both dangerous and damaging. The BOD asked PSOM to ask Nate to use shovels only on bridge.

Kris Bujold will be updating the website in the next week or so.

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: K. McDonough

Approval: Unanimously approved

Modifications: None

TREASURER'S REPORT

Ed highlighted several key points in the balance sheet and budget vs actual reports. He also indicated that he and Russ are working through monthly budgeted and actual expenses to better align budget by actual month. In general, the overall position of our financials is favorable as we move towards end of year.

It was noted that we are at mid-month, so the balance sheet does not reflect all the monthly expenses yet, whereas income typically is all in for the month. Operating Income is in a good position to cover average monthly expenses. Regarding income Ed and Russ will be reviewing line items that Ed had questions in regard to the income that they account for. Ed will update the BOD on his findings.

Income questions led to a discussion regarding delinquent accounts and further items for immediate consideration. First, it was proposed that owners provide a secondary contact person that can be contacted in emergency situations. It was suggested we can communicate this and have owners update their current information and provide new contact information at the annual meeting.

Secondly, the use of WS amenities (clubhouse, pool, tennis courts, parking, etc.) can be suspended as per the by-laws after a specific period of delinquency. The discussion led to a proposed change in the delinquent period before cancelling the amenities be updated. A final recommendation will be considered with feedback being provided to Jensen-Baird on the updating of our By-Laws/Declarations.

Other items of note included:

1. Ed has identified specific line items that we may find favorability in at year end pending any major shifts in weather, etc.
2. Ed has started to pull together preliminary planning needs for the budget process and will work with PSOM on finalizing a pro forma budget for the new year. A BOD workshop will be scheduled for later in March or early April to work through the budget.
3. Two significant contracts are up for renewal and need to be managed for inclusion in the budget. These are Property Management and the Grounds & Maintenance vendor.

As for the new fiscal year budget, we also need to identify key capital improvement items for discussion and potential inclusion. This could include the new pool fence, roadway resealing/patching, etc.

PRESIDENT'S REPORT

Cindy noted that we will have **two open Board positions** for the upcoming year. An email to all owners will go out with a basic application that any interested owner can complete and submit.

In addition, a recommendation was made to host an owners gathering in advance of the Annual Meeting in hopes of folks taking more interest in the Board now and in the future. Kate M. offered to coordinate the gathering.

PROPERTY MANAGER REPORT

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

The Flood Insurance Policy was up for renewal and Russ has reviewed quotes and moved the coverage to a new vendor with significant savings to the Association.

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

Pool Fence Update

As for the pool fence, Russ reached out to multiple fence companies all of which are closed until later this Spring. In discussion, the BOD reiterated that we are looking to get quotes on a black chain link fence to replace the old wooden one.

Video Doorbell/Changes to Exterior Doorbell and Lights

PSOM has sent an email to the unit that has installed and exterior camera doorbell and requested it be changed back to the original. In addition, the BOD reiterated that the exteriors of all buildings are the Association responsibility and that any changes would require a BOD review.

Russ was asked to reach out to Nate and get a report by building as to what gutters and drain pipes have been and which have not been done. Also, to prioritize and provide a timeline for completing the project asap.

OLD BUSINESS/MAINTENANCE

- Update on project with Jenson Baird
 - The initial draft from the lawyer was received and the BOD is reviewing the documents and will have a working session now scheduled for March 23 to work through questions and recommendations for change consideration.
- Smoking Amendment Update
 - The smoking policy and guidelines are being updated in the work being managed by Jensen-Baird.
- Review of ongoing open item list – S. Thompson
 - Kate will be following up on purchasing a lock for the filing cabinet in the office.
- Clubhouse Basement Issue – Jim Nicholas has contacted vendors and has/will be holding meetings with them on the property.

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

No Report This Month

2) GROUNDS AND GARDENS

No Report This Month.

3) RULES & REGULATIONS COMPLIANCE

- Rule review & redrafting update
 - The final draft is pending incorporating additional information into the recent version Anne had completed. It includes bringing in the warning/fine structures discussed in prior meetings. An updated version will be sent to BOD for final edits/recommendations shortly.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

A discussion was had regarding tree management around the property and the decision was taken to have PSOM reach out to Colonial (vendor from this past year) to coordinate a walk-through of the property and complete a prioritized list of the 'must do, preventative and nice to do' work needed. The BOD can then review and make decisions affecting the current and next year's budget.

The issue of 'critters' gaining access to buildings and eventually units was discussed. It was recommended that an email go out to all owners reminding them NOT TO FEED animals and birds around the buildings. The costs associated with the damage incurred when they gain access has an immediate impact on the association budget as well as potential impact to future insurance renewals.

ADJOURN

Motion: G. Leach

Seconded: E. Miller

Approval: Unanimous Approval

Time: 7:00pm

NEXT MEETING OF WHISPERING SANDS BOARD:

Thursday April 27th at 5PM