

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING AGENDA
Thursday April 27th 5:00 PM via zoom
All Are Welcome

CALL TO ORDER

Meeting called to Order at 5:02pm

ATTENDEES

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

Property Manager: R. Johnson and D. Middleton Sr.

Neighbors: C. Larkin, P. Roberts, B. Gingras and D. Lee

OWNER FORUM (please limit time to 2 minutes each and please note this is the only time during the meeting for owners to speak)

P. Roberts #30: Asked about moss build-up on her roof. PSOM informed her that it is on a list of issues to be taken care of this Spring.

C. Larkin #8: Raised the concern about the sunken bricks on the walkway between the clubhouse and Temple Avenue. This issue has been raised in the past and PSOM will investigate it and get back to the BOD.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

Cindy Benedict requested adding Mosquito and Tick spraying to the agenda. It was added under the new business section.

OWNER SUGGESTION BOX

No new suggestions

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Motion to Approve: S. Thompson

2nd: E. Miller

Vote: Approved unanimously

TREASURER'S REPORT

Current Fiscal Year:

The current monthly budget is on track with no unusual expenses expected. Ed reviewed the annual budget projection for the current fiscal year, and it is expected that we will end the year with \$6,700 negative to budget.

As had been reported and discussed at prior meetings, the \$6,700. are basically the costs associated for Legal fees to have our thirty-year-old By-Laws and Declaration updated to current laws and needs of the Associations.

Other key points regarding the current year's budget were that we had \$15,000 in unplanned building roof maintenance that we borrowed from our operating reserve and will have repaid the loan to ourselves and been able to transfer the planned \$20,000. to the reserve by fiscal year-end.

2023/2024 New Fiscal Year Budget:

Ed highlighted the annual Operating Budget plan that will be presented for the upcoming fiscal year. It includes:

- Income: A 5% increase to the monthly HOA
- Expense: Most line items will be consistent with prior year spending. We will increase Capital Reserve funding by slightly over 10%. There will be an increase in Arborist costs as significant maintenance is needed on the property.

In addition to the Operating Budget there will be a Capital Improvement Budget presented for the upcoming year. This budget request is based on three areas of maintenance to the buildings and grounds. The requested budget will be around \$40,000 which will be funded through an assessment which will be on average \$1,000 per unit. These projects are:

- Fencing for the pool area. The pool fence must be replaced this year and is projected to be in the \$17k to \$20k range. Additional bids are in the works.
- Clubhouse basement. A solution is desperately needed for the water issues we face in the basement before we are faced with far more expense and further damage and issues. The current remediation process is not successful and is having a significant impact on our monthly expenses. There are new solutions that have been discussed and costs quoted and additional options are still being investigated.
- Tennis Court maintenance. There are some minor issues with the surface of the tennis court that are being evaluated currently and cost estimates are being provided.

Lastly, there will be an open forum zoom call for owners on May 10th at 6:30PM to go through the 2023/24 Budget proposal in more detail prior to the annual meeting discussion and vote.

PRESIDENT'S REPORT

- Thank you for the continued work and support from the owners. Everyone's efforts continue to have a positive impact on our annual budget.
- A special thank you to Katelyn McDonough for coordinating the Association gathering at the clubhouse. It was very much a success and thank you to all owners for your attendance last weekend.
- Update on annual meeting in May: The annual meeting is May 27th at 9:00AM and will be held via zoom. Materials are being sent out by PSOM. Most importantly, **if you cannot attend via zoom, it is critical your proxy is sent in** for all voting requirements.
- Last call on bicycle clean-up. On May 1st the old bicycles will be removed from the property. If you have a bicycle on the bike rack and it is not openly identified as yours it will be removed.

PROPERTY MANAGER REPORT

Open Tasks Review:

- Pool Fence quotes are still coming in and will be reviewed with the BOD.
- Sewage Pump #2 is still being worked on at Stevens.
- Roadway Maintenance has been looked at and an estimate provided. We are waiting for the written proposal.
- Arborists are being contacted to do analysis and provide quotes for the maintenance work needed.
- Exterior lighting on the property is going to need repair and will be discussed at upcoming BOD meetings.
- Gutter cleaning is still being managed. PSOM and Nate are working on timing to get the project completed.

Closed Tasks Update

- Several requested Owner correspondences were sent out.
- Overdue account balances have all been resolved.

PSOM is managing the calendar (task requirements) countdown to the annual meeting and currently we are on track with notifications and materials.

OLD BUSINESS/MAINTENANCE

By-Laws and Declaration documents:

The revisions to our By-Laws and Declaration documents (with the Jensen Baird lawyers) are ongoing. The BOD completed a review of the documents and has provided feedback to the law firm. We are awaiting the revised documents.

Review of the BOD ongoing open item list:

- Threshold height issues – on hold until later this Spring.
- Unit #'s added to back of buildings – on hold until Fall.
- Mosquito & Tick Spraying – see notes under New Business
- Utility Closet Maintenance- find a resource to do the work in the Fall.
- Leak at #27 has been managed by PSOM and request was closed. Costs are an owner expense.
- #16 Birdfeeder on the deck needs to be removed. PSOM to notify the owner.
- Animal burrowing around and under buildings and decks. It was recommended to use moth balls to deter animals and PSOM will be reviewing other solutions and fixing some existing large holes.

COMMITTEE REPORTS (On-Going & Ad Hoc)

GROUNDS AND GARDENS

Mulch:

The landscape company will be refreshing the mulch in the main areas the Association has had mulch. In addition, if an Owner wants additional mulch for other areas around their unit, it can be purchased and delivered in 1-yard requirements by Nate. If interested contact PSOM for further information.

Preen:

The use of Preen in the flower beds to minimize/eliminate the weed issues throughout the growing season was discussed and the BOD voted on the use of Preen and purchase of the Preen for all the Garden areas. Hank Sessa will be purchasing the product and Nate will distribute along with mulch.

The motion to approve use and purchase of the product was made by E. Miller, seconded by G. Leach, and voted unanimous approval.

Lastly, the current volunteer Grounds and Gardens Committee includes Anne Parsons-Marchant, April Fenton, Dayle Watts, and Kathleen Kienitz. All others are welcome.

RULES & REGULATIONS PROJECT

Cindy Benedict reviewed the 2-year process of consolidating and updating the Association Rules & Regulations into one working document and thanked those who volunteered to work on the project throughout that time. After multiple BOD reviews and discussions, a final draft was presented, and feedback was incorporated.

A motion was made by E. Miller to approve the Rules & Regulations. It was seconded by S. Thompson. The BOD approved unanimously the Rules & Regulations.

A copy will be made to all owners with an open period for owners to email questions/comments to the BOD for discussion and any action deemed necessary at a future BOD meeting shortly after the annual meeting.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

Mosquito/Tick Spraying

A Board discussion regarding the policy that spraying around a building required unanimous consent of the owners in the building was undertaken. After discussion, a motion was made to change the unanimous approval to majority approval of owners in the building. This motion was made by S. Thompson, seconded by E. Miller and approved unanimously.

The engaging of a service to spray and the costs associated are at the expense of the owners of the building. In the future the BOD will further discuss the option of including spraying for the entire complex and including that in the annual budget for that year.

ADJOURN

Motion to adjourn: G. Leach

2nd: S. Thompson

Vote: Approved Unanimously

Meeting adjourned at 6:29PM

NEXT MEETING OF WHISPERING SANDS BOARD:

2023 & 2024 Owners Budget Discussion will be May 10th at 6:30PM

2023 Annual Meeting will be May 27th at 9:00AM

The new Board of Directors will establish dates for future BOD meetings after the Annual Meeting.