

**Whispering Sands Condominium Association  
Board of Directors Meeting  
July 6, 2023**

**CALL TO ORDER**

The meeting was called to order at 5:01

**ATTENDEES**

BOD: C. Benedict; E. Miller; K. McDonough; W. Gingras; S. Thompson and G. Leach  
Property Management: Russ Johnson; Dave Middleton Sr.  
Owners: C. Larkin; K. Kienitz; A. Parsons-Marchant; D. Lee; S. Hardy

**OWNER FORUM** (please limit time to 2 minutes each and please note this is the only time during the meeting for owners to speak)  
Ann Parsons-Marchant #37: Ann had a conversation with the mosquito spraying person regarding chemicals being used. She wanted to make BOD aware that the chemical that was a concern has been eliminated and a new safer chemical is being used.

C. Larkin #8: Inquired as to there being a schedule for trimming bushes/hedges as it was not done last year. PMSM to follow up with Nate on next steps regarding hedges.

Kathy Kienitz #18: expressed concern with walkway having settled and there is an area that fills with water when raining and freezes over in winter. Asked to have the pavers reset.

**CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA**

No Changes

**OWNER SUGGESTION BOX**

No new suggestions

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

Meeting Minutes April 27<sup>th</sup>, 2023 & May 27<sup>th</sup>, 2023

Motion to Approve: K. McDonough

2<sup>nd</sup>: E. Miller

Vote: Approved Unanimously

**TREASURER'S REPORT**

The Operating Account is carrying a higher than usual balance, but we will have some significant expenses in the first quarter.

Ed reviewed the recently concluded FY budget and highlighted both income and expenses. The FY income was budgeted at \$208k and ended with income actual of \$220k. This included income added to manage roofing issues early in the year.

The expenses for the year were reviewed at a high level with Ed identifying line items with significant saving and significant overages. The bottom line at Net Operating Income level we had a savings of \$6,800.

Lastly, Ed reminded the BOD that we need to work out the process and timing of the assessment that will fund the Capital Improvement Budget that was approved. A BOD workshop will be set up to discuss.

## 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. Thank you to Kathy K. for continued legal support and Lorraine W. for taking on the pool water filling weekly.
- Cindy met with a vendor to look at the tennis court and it was recommended that the association seek out a Company that focuses on building and restoring tennis courts as a business. Cindy later discussed the need to find a company specializing in sports courts with Ron Houle who will try to locate an appropriate company.
- The BOD will be scheduling a couple of workshops to work through several key issues. A workshop was set for Tuesday July 11<sup>th</sup> at 6pm to work through the most recent updates for the Declaration and By-Laws from Jensen-Baird.

## PROPERTY MANAGER REPORT

### Review of Property

Based on a recent site visit and ongoing activity it was recommended that we consider having lawn areas treated to improve the overall growth of grass areas. One concern was raised about the level of sand we have that it is hard to maintain good grass in many of the areas.

Grounds maintenance was discussed, the BOD is very happy with Nate and his work, but it was agreed that Nate may be overloaded and that going forward we need to establish completion dates for projects such as gutter cleaning, mulching, etc. PMSM will discuss this with Nate.

Additional items to address were raised. These included curbing issues, walkways, and the dumpster area. These will be looked at during the upcoming walk-around of the property.

### Basement Update:

- A bid was received from Basement Improvements LLC that was discussed and some open BOD questions were answered. Regarding Lally columns needing replacement, PMSM reached out to the vendor on costs and an additional cost of \$2,300 will be added to the quote to replace four Lally columns prior to the work being done on the floor (the final cost will be based on how many needs replacing up to four). In addition, BOD questions on guarantees in the bid were answered by PMSM.
- One follow-up item for PMSM regarding the quote is regarding the bulkhead and the replacement cost.
- A motion was made to approve the quote from Basement Improvements of \$21,468.75 plus up to an additional \$2,300 for Lally columns. Motion made by Ed M., seconded by Susan T. and voted unanimous approval by the BOD.
- The vendor has indicated the work can start in August.

### Roadway patching & sealing

- Broadturn Paving completed the work.

### Arborist

- A quote was received from Colonial Tree. The BOD reviewed the line items and will be looking at a couple of items in the quote which may be removed. The BOD will address this item on the property walk-around being scheduled.

- The current quote for “winter work” is \$8,840.

## 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 will have a workshop on July 11<sup>th</sup> to review the recent revisions to the documents and provide feedback to the law firm.

### Review of the BOD ongoing open item list:

- Bricks on walkway from clubhouse to temple need some work. Ed M. will work on them.
- Building identification (A, B, C...) letters will be purchased and put on the front of each building. Bill G. will source the letters.
- Chipmunks around the clubhouse need to be looked into as they may be accessing the building.
- 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 to be paid by the owner.
- #16/17 noise in wall - closed
- Rodent issue – closed

It was suggested and discussed that we add the ‘ongoing items’ list that has been being managed by Susan to an online document on the Portal that BOD can access as needed.

The final updated version of the Rules and Regulations was presented and was approved effective July 6<sup>th</sup>, 2023. The motion to approve was made by Kate M. and seconded by Susan T. and voted unanimous to approve.

A discussion regarding the posting and any necessary distribution of hard copies of the Rules and Reg’s was broadened to include some additional communications regarding insurance (master policy), communication process with PMSM, etc. Gary L. will work with PMSM on putting the communication together and getting it out to owners.

## COMMITTEE REPORTS (On-Going & Ad Hoc)

### GROUNDS AND GARDENS

Kathleen K. shared with the BOD that the committee had completed a walk around the property and in general the overall property looks good. A few minor changes are needed and there are still a couple of items from the master plan to address. The committee will be handling the work.

A request was made for funds to purchase some additional plants. A motion to provide an initial \$300 was made by Susan T., seconded by Ed M. and voted unanimous to approve. the Committee was made

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

## NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

A discussion point was made regarding the need to address the need going forward to paint the trim on the buildings. It was noted that this had been done just three years ago. The BOD is adding this to the upcoming walk-around to assess trim and any immediate need we may have.

Cindy B. will be reaching out to the current Building Stewards to re-engage with them and make any changes needed.

The July 20<sup>th</sup> scheduled Board meeting is being cancelled. The next meeting will be August 31<sup>st</sup>.

ADJOURN

Motion to adjourn: G. Leach

2<sup>nd</sup>: E. Miller

Vote: Approved Unanimously

Meeting adjourned at 6:42PM

NEXT MEETING OF WHISPERING SANDS BOARD:

August 31<sup>st</sup> at 5PM