

**Whispering Sands Condominium Association  
Board of Directors Meeting  
August 31, 2023**

**CALL TO ORDER**

The meeting was called to order at 5:02

**ATTENDEES**

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

Property Management: Dave Middleton Sr.

Owners: N. Whitney #41; K. Kienitz #18; A. Holland #6; D. Lee #9; P. Vicciquerra #34; D. Watts #14;

D. Labbe #10

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

Nat Whitney #41: Nat reinforced that he had notified PMSM about roofing shingles needing work.

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

C. Benedict added Dryer Vent Cleaning and Shingle removal from the fence to the ‘other business’ section.

**OWNER SUGGESTION BOX**

No new suggestions

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

Meeting Minutes July 6<sup>th</sup>, 2023

Motion to Approve: E. Miller

2<sup>nd</sup>: S. Thompson

Vote: Approved Unanimously

**TREASURER’S REPORT**

Ed reported that the budget process is changing for this fiscal year. Going forward we will be utilizing an “Accrual basis” budgeting versus a “Cash basis” process. An Accrual basis approach is a more typical budget process and Dave Sr. and Ed provided a basic overview of the difference in the two accounting methods. Ed also explained for the new owners on the call how our Operating Account, Reserve and CDs are managed.

Within this month’s report explanations were provided for several line items to understand variances and future impacts. The net of the report is that after the first two months of the fiscal year that we are tracking to budget. Two specific expenses that were called out are the fence and basement work being done this month. They will initially be paid out of the Operating Account and then once the ‘Assessment’ monies are received the money will be transferred back into the Operating Account to cover those costs.

Regarding the Assessment, owners have received the information and assessment by unit. The assessments can be paid in one installment or two monthly installments on the first of October and first of November.

**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 separate call out was made to the Grounds and Garden group for the continued work around the property.

- The PMSM portal was discussed, and Dave Sr. explained the limitations and how to access information that we don't see on follow up notification that the BOD receives. A question was asked about the texting option, and it was stated that that is only used by PMSM team and should not be used by Owners.

## PROPERTY MANAGER REPORT

### Review of Property

#### Streetlights:

The first light coming into the complex is out and options to fix were discussed. It was recommended that power be fed back to the first light from the second light which is working and as are others along the road. This would likely be both a simpler and less expensive option.

#### Propane Lines:

Dave Sr. indicated that Irving was onsite and reviewed the pipes that feed into the buildings and even though rusted are safe at this time. He is still waiting on a full written report from Irving and will send it along when received.

#### Basement Update:

The basement work is scheduled to begin on September 11<sup>th</sup>. The floor area will be prepped and the new floor to be poured is planned for September 18<sup>th</sup>. Please do not access the basement while they are working on the floor or for several days after they pour the new floor so the concrete sets properly.

#### Pool Fence:

The work on the pool fence will also begin on September 11<sup>th</sup>. While the fence company is onsite we will have them assess options to reinforce a number of spots on the fence along the railroad tracks.

#### Arborist

No firm date has been scheduled as yet. Work is to be done later this Fall.

#### Pool Closing:

The pool needs to be closed prior to the fence work being completed. Dave Sr. will be reaching out to confirm they can close the pool on the 7<sup>th</sup> or 8<sup>th</sup> of September.

#### Other Topics from PMSM:

Cleaning of common areas was raised and concerns regarding changes in scheduled dates have extended the time between cleanings. Dave Sr. took an action item to call the company on Friday and report back to the BOD.

HOA fees were discussed as a small number of owners had not updated their automatic payments based on the new fee structure. Dave Sr. is reaching out to help each owner get it taken care of in the system.

Dave Sr. also provided a 'Closed Maintenance Request Report' for the Board to review work completed in the month.

General maintenance from the walk-around was discussed and a recommendation was made to bundle a number of small maintenance needs so as to manage repair costs as effectively as possible.

## OLD BUSINESS/MAINTENANCE

### By-Laws and Declaration documents:

The revisions to our By-Laws and Declaration documents (with the Jensen Baird lawyers) are ongoing. Once the final documents are received a meeting(s) for owners will be set up to discuss the changes and a formal vote for approval will be completed.

### Building ID:

The new letters have been purchased and John Pollard will handle the installation for each building.

### Charging Station:

The BOD continued the discussion regarding the use of power cords from the units and consideration of a power station being installed. Regarding the installation of a power station, it was reported that other associations are not installing them as the costs at this point are upwards of twenty-five thousand dollars.

A request was made to the BOD that a power cord be allowed and that a special mat be purchased to cover it on sidewalks to help reduce concerns around tripping on sidewalks. After a discussion the Board determined that from an insurance perspective this may still be an issue even with a raised mat at night on walkway, in addition, if approved for one owner then this is approved for all owners and technically guests of owners to charge cars and with that comes the issue of how do middle units run power out to parking space. In the end the decision was taken that the BOD would continue to research options and that the Rules and Regulations would be updated to reflect 'no charging of electric vehicles on the property would be allowed'.

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

### GROUNDS AND GARDENS

Kathleen K. shared with the BOD that the committee is continuing to work toward completion of the plantings per the plan.

A question was posed regarding shrubs around the backside of buildings which were not a part of the original plan. The concern is overgrowth and growth against buildings. Hank S. and others interested will set up a walk around to assess and will be discussed further from an action perspective.

Also, Nate will be asked to check the current state of shrubs in front as some buildings appear to have shrubs that have grown and are leaning on the building. These will need to be cut back.

## NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

It was noted that a small tree was down on the RR fence. Ed M. offered to look at it over the weekend and get it removed from the fence.

Dryer Vent cleaning was discussed, and it has been more than a couple years since the last cleaning. Dave Sr. will get information from vendors on cost to complete the project. It was noted that the owners of each unit are required to pay for the service which has been in the \$75 to \$80 range per unit. This service is completed from the outside of each building.

Pool Fence Shingles need to be stripped of the pool fence to save significant money in the future when we need to replace shingles. New shingles are \$125 for a 25 square foot bundle which can be extremely costly based on work we may need. Ed M. has purchased a tool and has started removing shingles.

Volunteers were asked to join if they can over Labor Day weekend and prior to the 11<sup>th</sup> when the fence company starts the work.

ADJOURN

Motion to adjourn: G. Leach

2<sup>nd</sup>: S. Thompson

Vote: Approved Unanimously

Meeting adjourned at 6:38PM

NEXT MEETING OF WHISPERING SANDS BOARD:

October 5th at 5PM followed by a tentative date of November 16<sup>th</sup>.