

**Whispering Sands Condominium Association
Board of Directors Meeting
October 5, 2023**

CALL TO ORDER

The meeting was called to order at 5:05

ATTENDEES

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

Property Management: Dave Middleton Sr.

Owners: D. Lee #9; P. Roberts #30; D. Watts #14; D. Labbe #10; K. Bujold #13; R. Denver #35; K.

Larkin #8

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

D. Labbe #10: Ask for recommendations on replacement windows for back of unit. Suggestions were provided.

D. Lee #9; offered to put together an informational packet regarding car charging technology and ideas that may be potential future solutions. This is an area of expertise he has and will present to BOD on a future date. Thanks David.

K. Bujold #13; inquired as to who is charged for electrical outlets usage in common areas of buildings. Answer is the Association.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

C. Benedict added Gutter Cleaning, Moving of all storage (pool furniture, etc.) into basement and need for BOD workshop to review final documents from Jensen-Baird.

OWNER SUGGESTION BOX

No new suggestions

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Meeting Minutes August 31st, 2023

Motion to Approve: H. Sessa

2nd: S. Thompson

Vote: Approved Unanimously

TREASURER'S REPORT

Ed reported that the accrual system records income that is pledged even if the total has not yet been received. This is why the income line in our September Actuals vs Budget looks like we have a large year to date surplus.

Ed will be working with Dave to separate the Operating Budget and the Capital Improvement Budget to give a more transparent view of our financial position.

Ed also reviewed the current Operating Account, Reserve and CDs. A recommendation was made to add the maturity dates on the budget template for each CD. Ed and Dave Sr. will work on adding that to the system. In general, the budget is in a very good position.

Regarding the Assessment, Ed reported that \$32,000 of the \$42,000 has been received. The balance is scheduled to be received by November 1. The basement project which is part of the assessment has been completed and the vendor has been paid.

PRESIDENT'S REPORT

- A huge Thank You to everyone that stepped up to help with the shingle recovery project and the basement cleanout. Everyone's efforts will have a positive impact on our annual budget.
- On a separate note, we are going to be asking for volunteers to assist with the moving of everything back into the basement. It is expected that we would need a few volunteers and upwards of an hour. A recommendation was made to use the opportunity to have an informal social gathering during/after the moving of things back to the basement. An invite will be sent asap to all owners with a recommended date of October 15th at noon. Katelyn and Gary will get an invite together and send it to Dave Sr. for distribution.
- A lengthy discussion was taken regarding the BOD seat currently held by Susan T. regarding consideration for filling the seat when she moves to her new home and resigns. It was noted that no action to backfill the BOD seat can occur until Susan has tendered her formal resignation. It was determined that Susan would take that action at the time of closing on her new home. Lastly, a recommendation was made to have further discussion regarding potential candidates and the process in Executive Session.
- The final draft of the Declaration and By-laws has been returned to the Board by Jensen-Baird. Cindy requested a Board Workshop to do a final review and feedback session before finalization and next steps in approval and implementation. The Board will meet on November 6th at 5:30 via zoom.

PROPERTY MANAGER REPORT

Review of Property

Dave Sr. conducted a property inspection on 9/25 and found the overall property in good condition understanding that several projects are underway and/or pending. He reviewed several maintenance requests and has included findings that will be reviewed with the BOD.

Streetlights:

With the issue of power to the existing light that is out, Dave presented to the Board and overall review of roadway area lighting and options that may be considered. Discussions regarding new lighting from the entrance to the back section were raised, changes to existing lights to consider LED for better, more efficient lighting to lastly getting the existing issue fixed. Dave Sr. will get detailed pricing for options to fix the light that is out and some pricing on a basic changeover to LED lightbulb options.

Basement Update:

The basement work is complete. There are still a couple of clean up items that need to be taken care of. First, all the furniture and items stored in the basement need to be returned, this was noted in the Presidents Report. Second, repair is needed to the building around the new bulkhead. The plywood wall needs a section cut out and replaced and shingles then need to be put back on the exterior wall replaced. Dave Sr is getting pricing.

Pool Closing & Pool Fence:

The Pool fence has been held up by our current pool company canceling the closing date of the pool so that the work on the fence could commence. This issue is being managed with the pool company. The fence company has also looked at the issue we have with the stockade fence by the railroad tracks and will be providing a cost breakdown to reinforce/repair the posts and area(s) of concern.

Arborist

No firm date has been scheduled as yet. Work is to be done later this Fall. The BOD has requested a walk through of the work proposed in the original quote before work commences. In addition, a couple of other areas were identified for review such as tree limbs overhanging the clubhouse/pool area.

Open Maintenance Requests

Dave Sr presented several open requests and reviewed the work needed to repair these maintenance issues. The BOD requested a breakdown of costs by Request before approving moving forward with any work.

Other Topics from PMSM:

The issue raised at the prior BOD meeting about shrub growth behind the buildings was looked at by PMSM. There are issues with shrubs growing against the building and they need to be cut back. This will be discussed with Nate and an action plan put in place.

A change in the Master Key management will be happening. There will be a lock box system being put in place in the clubhouse which may require other locking changes. More details are needed before the change is made.

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

Lastly, Dave Sr. presented to the Board data specific to communication between WS and PMSM (email, calls, visits, etc.) and a concern that we need to work toward a better process and partnering to maximize value of PMSM. Some options were discussed, and more discussion is needed to tighten up the process.

OLD BUSINESS/MAINTENANCE

Car Charging:

In follow up to the last BOD meeting and a discussion and recommendation to change the use of extension cords to charge vehicles, a motion was made to not allow use of extension cords to charge cars. This change will be effectively made in the Rules & Regulations document that will be sent to owners soon.

Motion: K. McDonough Seconded: H. Sessa Approved by unanimous vote

Annual Budget

The BOD was required to formally approve retroactively the 2023/2024 budget that was presented to Owners in an informational meeting and in the Annual Meeting on May 27th, 2023.

Motion: E. Miller Seconded: G. Leach Approved by unanimous vote

COMMITTEE REPORTS (On-Going & Ad Hoc)

GROUNDS AND GARDENS

Clean up around the property of shrubs and mulch piles was brought up and will be addressed with Nate.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

Consistent with the approval of the annual budget and assessment, a formal Owners vote to ratify the budget was not documented at the annual meeting. A follow up action will be managed by PMSM to obtain an Ownership vote for our records. Dave Sr. will be putting a plan together and communicating directly with the Association.

Motion to move to Executive Session was made by K. McDonough, Seconded by S. Thompson and approved at 7:02pm

Motion to return from Executive Session was made by H. Sessa, seconded by S. Thompson and approved at 7:48pm

ADJOURN

Motion to adjourn: E. Miller

2nd: G. Leach

Vote: Approved Unanimously

Meeting adjourned at 7:49PM

NEXT MEETING OF WHISPERING SANDS BOARD:

November 16th at 5PM