

**Whispering Sands Condominium Association
Board of Directors Meeting
November 9th, 2023**

CALL TO ORDER

The meeting was called to order at 5:02

ATTENDEES

BOD: C. Benedict; E. Miller; H. Sessa; K. McDonough and G. Leach

Property Management: D. Middleton Sr.

Owners: D. Lee #9; D. Watts #14; D. Labbe #10; K. Bujold #13; R. Denver #35; P. Vinciguerra #34

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. Vinciguerra #34: Asked where he can find the information regarding unit rental and also about proposed changes. Cindy discussed the updating of the By-laws and Declaration and specifically how it relates to unit rental.

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 October 5th, 2023

Motion to Approve: E. Miller

2nd: K. McDonough

Vote: Approved Unanimously

TREASURER'S REPORT

Ed reported that the overall budget is in a very good position at this point in the year. He also reminded the BOD and owners on the call about the change in accounting methodology and budget set up. In another note of importance, Ed shared that our overall assets have reached the \$200,000 level.

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

Ed 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. In looking at the CDs a recommendation was made by H. Sessa that we look at CD#3 to determine if an early termination of the 5-year CD would be beneficial if reinvested at current rates. Ed will do the research.

Ed shared several future expenses that are under consideration at this time. These include the roadway light that is out, locks at the clubhouse and pool, signage for pool, fence work along RR tracks and a re-keying project being discussed.

Regarding the Assessment income, Ed reported that we have a couple of approved deferred payments that are outstanding but have reached basically \$41,000 of the \$42,000 assessment. Thank you to all owners for getting the payments in so we can make final payments for the work completed to date.

Lastly, it was reported that we have a delinquency in HOA payments of \$4,737 which are being reviewed and followed up on by Ed and PMSM.

PRESIDENT'S REPORT

- Thank You to everyone who volunteered to help with the returning of all furniture and other items to the clubhouse basement. In addition, a special note of thanks to the individuals that worked on refitting the basement door and finishing off the trim in the bulkhead.
- The topic of communication specifically around owners & PMSM was mentioned that changes are upcoming, and more information would be covered by Dave in the PM report.
- Lastly, Ed Miller commended Cindy on her upcoming newsletter that will be going out to all owners shortly. This level of communication is extremely helpful.

PROPERTY MANAGER REPORT

Review of Property:

Dave Sr. went through a report on active maintenance requests and their status. Specific focus was put on a grouping of requests related to shingle and/or trim that had rotted and quotes had been received for the BOD to review. Hank S. asked Dave if Tyvek or Azac were going to be used as replacement, which Dave confirmed. E. Miller reminded the BOD that the line item in the budget for building maintenance is misleading as the expenses in that line item (24k of 30k expenses to date) have yet to be moved to new assessment section he and Dave are working on setting up in the budget.

A motion was made by E. Miller to approve the quoted work requested related to shingles and trim replacement. G. Leach seconded and the BOD voted unanimous approval.

Association Communication:

Dave shared that a communication would be going out to all owners and one specific change will be the addition of a new Gmail address for owners to send questions or share information related to association or the property versus emailing Dave at PMSM directly.

Arborist:

The arborist work will be completed shortly, weather permitting. Information was sent out this week related to areas they will be addressing.

OLD BUSINESS/MAINTENANCE

By Laws and Declaration:

Cindy shared that the BOD held a workshop to review the most recent updates to the documents and that she will be contacting the Law Firm with questions and updates. The next steps will require a final BOD review and the process of distributing and conducting an owner meeting for final review and vote.

BOD Member Resignation and Change:

With the resignation of Susan Thompson who has moved to her new home, the BOD sought out owners interested in being considered to fill Susans seat on the BOD. The BOD had reviewed and discussed the applications and specifics of filling the seat in a recent workshop. **A motion was made by E. Miller to approve Dayle Watts #14 to join the Board and fill the opening until the next annual meeting. H. Sessa seconded the motion and the Board members voted unanimously in favor. Welcome Dayle!**

Pool Fence:

The new fence is installed! The one remaining item is to get a new locking system put on the gate which will tie into the key management review being undertaken. Dayle W. asked about anchoring along the bottom of the fence, so it does not get twisted and bent. Ed will follow up with the vendor on possible solutions.

Key Management:

A brief discussion regarding key management occurred and it was requested the BOD move the discussion to a workshop which will be set up.

COMMITTEE REPORTS (On-Going & Ad Hoc)

Grounds & Gardens:

The committee had received an inquiry regarding planting a hedge between the tennis court and the pool for future privacy. This will be investigated.

The shrubs and plants that were scheduled to be purchased in the Fall have not been done and will be followed up on in the Spring.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

Roadway Light: Ed M. updated the BOD on the activity to date on getting the light fixed. Ed has had electricians onsite and received some initial quotes. Other options have been identified and are in the process of being investigated. In addition, Ed raised the potential changeover of the lights to LED to gain much better lighting coverage around the property. More information to come on the costs, etc.

ADJOURN

Motion to adjourn: G. Leach

2nd: E. Miller

Vote: Approved Unanimously

Meeting adjourned at 5:55PM

NEXT MEETING OF WHISPERING SANDS BOARD:

January 18th at 5PM