

**Whispering Sands Condominium Association
Board of Directors Meeting
January 18th, 2024**

CALL TO ORDER

The meeting was called to order at 5:05

ATTENDEES

BOD: C. Benedict; E. Miller; H. Sessa; D. Watts and G. Leach

Property Management: D. Middleton Sr.

Owners: K. Larkin #8; D. Lee #9; D. Labbe #10; R. Denver #35

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. Lee #9: inquired as to the new email address for owner communication with the Board. It was noted that it is in final development and will be available soon.

David also asked about the clubhouse pumps which seem to run constantly. Dave Sr. and Ed responded that based on the weather these last few months the water table is probably the cause. They did note that they have been looking into whether the pumps are set at the right level and on monitoring options. Ed is also working on assessing kilowatt hours of electricity used in the clubhouse to see if we are finding savings with the work that we have done to eliminate the water issues.

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 November 9th, 2023

Motion to Approve: E. Miller

2nd: H. Sessa

Vote: Approved Unanimously

TREASURER'S REPORT

Ed reported that the overall budget is in a very good position at this point in the year. Most all of the categories are on target. It was noted that timing of invoices (Irving has just been received for payment) and seasonal timing of expenses are creating the over/under of certain categories.

Regarding the assessment, the income is over 95% received and final installments for the remaining monies are scheduled. There are no concerns currently. Expenses for the pool fence, basement of clubhouse and railroad fence have all been paid. The arborist work/expense will be completed late winter.

Ed also raised the need for potentially more dollars to be budgeted in future fiscal years for ongoing general maintenance of our buildings as we continue to experience areas of rotted wood and shingles.

Regarding the CD's, they will auto-renew on August 2nd, and we look to see an increase in the rate of return based on current market rates.

Lastly, it was reported that we have reduced the delinquency in HOA payments and only have one unit in arrears at this time. Ed and PMSM are working with the owner to get them current.

PRESIDENT'S REPORT

- Thank You to D. Watts and K. McDonough for handling the Holiday decorations this year. Everything looked great over the Holiday season.
- Cindy reported that the new owner/Board email communication process will be coming shortly. PMSM are working to finalize the logistics with the Board.
- Regarding Master Key compliance and clean-up, Cindy has received all keys from PMSM and has been going thru a process of sorting and trying to identify specific key usage. Several owners have tested the keys that were identified for their unit and found most no longer can access the unit. It appears with unit changes old keys were probably not purged.
 - In addition, the Board has had initial discussion regarding the future needs and have BOD member(s) that are initiating a project to investigate best practices in situations like ours and in future meetings we will be discussing options and potential changes to both policy and process regarding unit security (door locks).
- Cindy shared that the Board is also looking into and working on a New Owners Packet/Process to ensure that new owners are getting the information they need, and questions answered. Also, a Seller packet is being considered.

PROPERTY MANAGER REPORT

Review of Property:

Dave Sr. reported that after the PMSM walk-thru on December 13th, he would rate the property as a 4 out of 5. We do have several exterior building maintenance issues that will need addressing in the Spring and Summer which will be an ongoing issue based on the age of the property.

The owner voting on ratifying the current year fiscal budget was completed. There were 22 owners that responded and voted. The vote was 100% in favor.

A motion was made by G. Leach to accept/approve the owners vote to approve the budget. E. Miller seconded and the BOD voted unanimous approval.

Association Communication:

Dave shared that the addition of the new Gmail address for owners to send questions or share information related to association or the property versus emailing Dave Sr. at PMSM directly is in final stages. He will be working with Gary L. on getting it up and running and communicating to Owners in the next couple of weeks.

Arborist:

The arborist work will be completed in late February or early March.

Other Activity:

Eastern Fire was onsite and completed an inspection. There is one issue that needs to be addressed immediately which is a "leaky thread" in the system. This is being addressed and work will be complete by 1/31/24. They also provided a list of eight other items to work on in the next few months.

Tasks on the master list were reviewed and progress continues toward resolving open items.

Dave updated the Board on our Low Temp System. The system is monitored remotely, and the vendor indicated all unit monitors are currently working. A question regarding one of our units was raised and it will be investigated to confirm that the unit is working.

Lastly, PMSM has hired a new PM that will be working with Whispering Sands along with Dave Sr. His name is Tim Cannon. Once he is onboard, we will provide more information.

OLD BUSINESS/MAINTENANCE

By Laws and Declaration:

Cindy shared that the BOD received a new round of feedback from our lawyers this past week and will be reviewing shortly.

Pool Fence:

The locks and signage will be installed in the Spring prior to the pool opening.

Rule Review:

Questions were raised regarding rules related to the use of common areas. The Board held a workshop regarding the questions and is working on potential changes regarding common areas in buildings A, C, E, F, G and H.

COMMITTEE REPORTS (On-Going & Ad Hoc)

Grounds & Gardens:

Concern was raised about the maintenance of the shrubs and flowers that were added to the property. It appears that the ongoing care and winter maintenance may not be best practice. Dayle W. and April F. from G&G committee will reach out to Robillard to ask for a meeting to establish proper year-round maintenance plans for each type of flower/shrub that was planted.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

Based on all the damage/destruction that we have experienced in the OP area specifically, the Board approved having Cindy B. notify the Ocean Park Association that we would make our Clubhouse available to them so they would have an office to work out of during the clean-up and construction that needs to be done for them to be able to move back into their building.

Next Meetings were scheduled for **Wednesday March 6th at 5pm** and Thursday April 18th at 5pm.

ADJOURN

Motion to adjourn: H. Sessa

2nd: E. Miller

Vote: Approved Unanimously

Meeting adjourned at 6:05PM

NEXT MEETING OF WHISPERING SANDS BOARD:

Wednesday March 6th at 5PM