

**Whispering Sands Condominium Association
Board of Directors Meeting
March 6th, 2024**

CALL TO ORDER

The meeting was called to order at 5:02

ATTENDEES

BOD: C. Benedict; W. Gingras; H. Sessa; D. Watts; K. McDonough and G. Leach

Property Management: T. Cannon

Owners: N. Whitney #41; D. Lee #9; D. Labbe #10; B. Cote #24

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

N. Whitney #41: inquired about the BOD considering the addition of a ping pong table in the fitness room. Nat also noted that he had sent the request through the website, which was not received, the BOD will investigate as to why that may not have been received. Lastly, he made the BOD aware of treadmill not working, suggestions were made, and this will be investigated asap.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

No changes

OWNER SUGGESTION BOX

As noted under owner forum, the BOD will investigate why an email sent was not received.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Meeting Minutes January 18th, 2024

Motion to Approve: H. Sessa

2nd: K. McDonough

Vote: Approved Unanimously

TREASURER'S REPORT

Cindy provided an update on the budget. Overall, the annual budget is tracking to the plan. It is expected that we will finish the year on budget. There have been no unplanned expenses since our last meeting.

We still have a balance in the assessment budget which will be being used to finalize work with the gate lock and lights.

A work request from Eastern Fire was also discussed and the BOD has asked PMSM to provide further details regarding our Eastern Fire contract, prior work for the last 15 months and some explanations on why this work has not been indicated as needed in the past inspections. PMSM will provide the information and Dave Sr. has been working on other possible solutions he will bring to the BOD upon his return from vacation.

PRESIDENT'S REPORT

- Thank You to everyone who continues to assist with the needs of the property, it has a significant impact.
- An onsite meeting was held with the OOB Fire Chief, and several items came out of the visit.
 - Our Knox Box was checked, and the master keys were all checked and are working. He indicated that a master key system is a requirement and that many associations have had to go through rekeying processes.

- Parking near Building A – the Chief indicated that the vehicle parked long term is in the turnaround area and can have an impact on emergency vehicle turnaround access. Cindy is reaching out to Nate regarding revisiting our winter long term parking needs for next year.
- It was also discussed that under no circumstances should electric bikes/scooters/other modes of transportation that have batteries be stored or charged for any length of time in a building. He referenced significant issues with batteries exploding and causing fires. The BOD requested an update to our Rules and Regulations to reflect the change.

PROPERTY MANAGER REPORT

Review of Property:

Tim highlighted activity regarding leaks reported in 7, 26 & 31. These are at differing stages of review and work needed. He also referenced activity and items identified in the report from the property walk-through.

The arborist work was completed around the property. There were two trees in question near the bridge that the BOD decided not to remove at this time.

PMSM has had gutter cleaning vendor(s) on property to give an estimate on an annual cleaning contract. The work would include repairing the wooden trim areas that are damaged beneath the gutters that have been identified.

A pool gate lock has been identified that meets all codes. Tim is working with the vendor and DuPuis to see if the lock can be re-cored to match the old key lock. This will save the association from having to provide all new keys to each unit. The lock and installation will cost \$470. And will be paid as part of the assessment.

Tim also noted that PMSM is going paperless and is in the purging process. Documents that are required to be kept will be, and anything not necessary will be destroyed once they have been reviewed with the BOD.

Lastly, a discussion was undertaken regarding the Eastern Fire site inspection and report of work that they identified needed to be done. The BOD expressed concern and questions regarding the cost, the specific work to be done and why it was not identified in one of the multiple inspections they do annually. A request was made by the BOD to do a 15-month review of inspections, work identified and costs.

Tim noted that Dave Sr. had been looking into the situation prior to his annual vacation and on his return to the office will follow up with him on status and his ideas and recommendations. An update will be provided then to the BOD.

Association Communication:

Gary shared that 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 has been established and tested. Upon Dave Sr.'s return next week an owner's communication will be completed and sent out introducing the new email address.

OLD BUSINESS/MAINTENANCE

By Laws and Declaration:

The next round of feedback needs to be finalized and delivered to our lawyers.

The fence work along the RR tracks has been completed.

K. McDonough is working on a new owners FAQ and any needed new documents.

Rules and Regulations documents will be updated shortly to include changes identified in the past 2 meetings.

COMMITTEE REPORTS (On-Going & Ad Hoc)

Communications & Grounds & Gardens: Nothing reported.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

A request to act on the Ping Pong table was requested and the BOD determined it required further discussion and would initiate that discussion in Executive Session after the meeting and respond to the owners requesting consideration as soon as possible.

ADJOURN

Motion to adjourn: G. Leach

2nd: K. McDonough

Vote: Approved Unanimously

Meeting adjourned at 6:05PM and BOD moved to Executive Session

NEXT MEETING OF WHISPERING SANDS BOARD:

Thursday April 18th at 5PM