

Whispering Sands Condominium Association  
ANNUAL MEETING MINUTES  
Saturday May 27, 2023, at 9:30 am via ZOOM

- ❖ Roll Call  
23 Unit Owners present 2, 3, 4, 6, 7, 9, 13, 14, 15, 18, 20, 21, 22, 25, 26, 31, 33, 34, 35, 37, 38, 41 & 42.  
8 Unit Owners represented by proxy include 1, 8, 23, 24, 29, 30, 39 and 40.  
Russ Johnson from PMSM was in attendance.
- ❖ Proof of Notice of Meeting Confirmation  
R. Johnson from PMSM confirmed 'Proof of Notice'.
- ❖ Confirmation of Quorum  
G. Leach (Secretary) and R. Johnson confirmed a quorum.
- ❖ Approval of the May 28, 2022, Annual Meeting Minutes
  - Note that minutes had been amended since distribution to include Unit #8 as an attendee, looking to have approved as amended.  
The amended minutes as noted were approved. A motion made by E. Miller and seconded by S. Thompson was approved unanimously.
- ❖ Association Members – Open Forum  
No Owner comments/Discussion occurred.
- ❖ Reports of Officers
  - Presidents Report  
The President reviewed several key initiatives that occurred during this past year. These included:
    1. Roof and soffit issues early in the years were unexpected and managed throughout the year and within the annual budget.
    2. The pool fence has been under discussion and decisions on a vendor will be made for a Fall 2023 new fence to be installed in Fall 2023. It was noted that the pool will be opening in June. No date set.
    3. The Clubhouse office and old files have been reviewed and cleaned up. The BOD is looking to determine a use for the office area now that it is cleaned out.
    4. It was noted that PMSM had negotiated better pricing than the market is offering for both propane and electric for the association in the upcoming year.
    5. The Association By-Laws and Declaration is currently being updated with a Law firm that focuses on Condo association requirements and law. The firm

[Type here]

has provided the BOD with a revised draft which has been reviewed and feedback sent back to them. Kathleen Kientz has been working directly on behalf of the BOD and Association to finalize with them further changes and updates. This project has been desperately needed as several laws and requirements are outdated in our current/original documents.

6. Other projects that are in progress include the Clubhouse basement, paving and tree maintenance. The treasurer will expand on financial needs and requests related to these projects.
  7. It was also noted that the contract with PMSM is in negotiation and a couple of key points of discussion have been onsite visits, bundling work to minimize costs and owners using the PMSM website to complete and follow up on maintenance requests and other issues.
  8. The Association Rules & Regulations were reviewed. We have completed the updating and the BOD has approved implementing them as stated. We will be providing an Owner review and feedback period before final approval and implementation occur. This will include PMSM distributing a copy to all owners who will be provided with a 10-day period to submit questions and comments to the Board.
  9. Lastly, Cindy thanked many members of the association for their ongoing support and efforts in helping manage the needs of our property and help to manage costs associated with such. It is estimated that the hours of work provided, and types of work have had a savings of over \$20,000 dollars to the association this year. To that point Cindy asked the association members to continue to find ways to pitch in and make a difference. Future projects to think about were kayak racks, electric car needs, etc.
- Treasurer's Report
    - Our current fiscal year is projected to end with a \$6,200 spending overage. This is consistent with the unbudgeted costs of legal fees to get the Association By-laws and Declaration updated.
    - Ed highlighted our ability to manage the significant roofing expense and planned funding of the Operating Reserve were still accomplished for the year.
    - As for the 2023/2024 Budget, Ed reviewed the need for a 5% monthly HOA fee increase. Ed spoke directly to specific line items in the budget.
    - Going forward, Ed shared the need for the Association to work with a two-part budget. This would include an Operating Budget and a separate Capital Budget.
      - The Operating Budget the budget aligned to our HOA income and manages the ongoing annual needs of the association for services and basic maintenance throughout the year.
      - The Capital Budget is a separately requested and funded budget that funds the work needed to maintain the property and

[Type here]

buildings. This will include costs in the future such as roofing, tennis court repaving, major road repair, etc.

- As for the 2023/2024 Capital Needs and Budget request, there are specific initiatives identified which include clubhouse basement, road repair and pool fence. This request is \$42,000 which on average is \$1,000 per unit.

#### ❖ Election of the Board of Directors

There were two open Board seats and we had two individuals that had stepped up to run for those seats this year. Candidates were Cindy Benedict and William Gingras.

A motion was made for the Secretary to cast a single ballot voting in favor of the two candidates on behalf of the association. The motion was made by E. Miller, seconded by A. Parsons Marchant and voted unanimously.

New Board members with 3-year terms are Cindy and Bill. Thank you for your desire to serve the Association.

#### ❖ Unfinished Business

No unfinished business was brought forward.

#### ❖ New Business

- It was noted that volunteers would be helping move the pool furniture out of storage for the summer after the annual meeting.
- It was announced the Board would be meeting to handle election of officers and other business shortly after the Annual Meeting concluded.
- A moment of silence for Chris Rose and Debra Connors of the association who had passed this year was taken.

#### ❖ Adjournment

- A motion to adjourn was made by S. Thompson and seconded by D. Lee. Unanimously approved.
- Meeting adjourned at 10:35am