

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING AGENDA
Wednesday June 19th at 5:00 PM via zoom
All Are Welcome

CALL TO ORDER

The meeting was called to order at 5:01 PM

ATTENDEES

BOD: C. Benedict; W. Gingras; H. Sessa; D. Watts; D. Labbe; G. Leach; E. Miller

Property Management: D. Middleton Sr.; T. Cannon

Owners: C. Larkin #8; P. Vinciguerra #34; D. Lee #9

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 inquired about mulch for areas behind unit. The BOD explained that the grounds person only manages mulch beds in front areas and owners can place mulch in back area which should match color/type used around the property.

G. Larkin #8 asked when the island in the back area of the property was going to be cleaned up. Also, asked if shrubs in the front area of his building could be trimmed as they have become quite overgrown. The BOD shared that a walk through with Nate has been scheduled and this area will be discussed with him.

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

C. Benedict added the need to update the Rules and Regulations document to include guidelines around draperies and other visible window covers that are visible from the outside.

OWNER SUGGESTION BOX

None Received

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS

April 18th, 2024, Board Meeting

Motion by H. Sessa

2nd by G. Leach

Vote: Unanimous approval

TREASURER'S REPORT

E. Miller opened the Treasurer report with a sincere Thank You to Dave Sr. and the Team at PMSM and the BOD for all the work and support during the past few months.

Ed shared a couple of highlights prior to Dave Sr. providing more detail of the finances.

First, we have a couple of our CDs coming due later this summer (end of July) and we will be evaluating those investments and looking for better investment returns.

In review of the year, Ed reported that all indications are that we will come in on budget, and possibly with a small surplus for the year even with our one-off expenses we faced this year. Ed turned it over to Dave Sr. to provide a more detailed review

Dave noted that we have been able to continue to fund our Reserve Account as planned during the year. This is important to our future capital needs per our Multi-year Plan and when it comes to new Owners getting mortgages.

- **Monthly Report**

Dave Sr. reported that the forecast for the 4th quarter was promising and projects a surplus in the \$1,400 range

With this he also shared that during the quarter and year we have been able to use funds to take care of several infrastructure projects and other needs (significant insurance increase) around the property while remaining on budget.

Dave went through the FY budget and detailed several line items that had significant savings and overages. As with prior meetings he reinforced that the Capital Assessment funds and expenses we had in this past year are part of the line expenses which has distorted some of the numbers.

The assessment projects were completed and are on/slightly under the planned costs for the year.

One reminder regarding the new fiscal year that starts July 1 is that the new HOA monthly amounts are in effect with the July payment. Dave reminds Owners with Auto Pay set ups to update the amounts prior to the July payment dates

PRESIDENT'S REPORT

- **New Officers of Board for new fiscal year**

President – Cindy Benedict

Treasurer – Ed Miller

Secretary – Gary Leach

There were two BOD openings that were voted on at the annual meeting. Hank Sessa will be returning to the Board and Dan Labbe will be joining the Board. The Board also has decided to add a role assisting the Treasurer. Dayle Watts will be working with Ed Miller this year to learn the systems and process.

- **Other**

The BOD and PMSM will be completing a walk through of the property with Nate (our Grounds/Maintenance) and a summary report will be provided to Owners.

Cindy reminded owners to update the primary mailing address they want to receive mailings from the property management company or the Board. Please contact PMSM if your address needs to be updated.

In partnership with PMSM we will be conducting an Owners workshop with our current Insurance partner to get a better understanding of our coverage, needs at individual owner level and the industry in general. The tentative date is August 1. Details will be sent out when finalized.

Cindy thanked Dan Labbe for stepping in this past month and taking on a significant number of open items and needs we have had. His efforts have been well over and above and have saved the association significantly.

PROPERTY MANAGER REPORT

- **Review of Property Management Report**

Reinforcing our Treasurers report, the Fannie Mae/Freddie Mac have impacted Associations as they have increased what they are looking for regarding association when potential new owners apply for mortgages. One of the key items they consider is Reserves.

Tim reviewed the ‘Work Completed’ and Open Items’ list. Current open items are in process.

Priority items were identified that included getting signage posted and equipment stored at the pool, work through getting all pool chemicals cleaned up and identification listing completed.

The fence along the RR tracks has been damaged by the work being done on the tracks and after endless chasing around Tim made contact with RJ McCormack and they acknowledged the damage and intent to fix the fence.

- **Pool Lock Update** – the lock has been installed and keyed to our master. The current pool key will unlock & lock the pool.

Tim will reach out to DuPuis to see if the locking mechanism can be changed consistent with the old lock, so it remains locked after entering. The new lock has to be manually locked when leaving.

New signage will be added to remind anyone using the pool to lock the gate and drop umbrellas.

OLD BUSINESS/MAINTENANCE

- **Update on By-laws and Declaration, next steps**

The next steps include receiving a red-line version and a final version of both documents from our legal partner. Upon receipt, copies will be distributed to all owners for review, after the review period a meeting and vote for approval will be held.

- **Eastern Fire Quote**

The quotes were reviewed, and additional vendors were brought in. We are moving forward with Eastern to get the work completed. They are looking at a late summer or early Fall timeframe.

- **New Owner FAQ**

Bill G. has taken on finalizing the FAQ and over the next couple of weeks or so the document will be finalized and distributed.

- **Master Key compliance & electronic locks**

After many discussions and options being considered the BOD has determined a course of action to move forward regarding key compliance. The current Master will be maintained, and two copies will remain on the property. One will be in the Knox box which is only accessible to first responders in an emergency. The second will be secured in a lock box that can only be accessed by designated members of the Board. If used the lock combination will be changed each time.

Regarding existing keys, for vendors such as cleaners, the current key will be returned, and a new common area key will be issued. For owners, the BOD will be setting up dates and times to walk through each building and confirm that the current master will access the units' exterior doors and storage areas.

DuPuis will continue to be our only vendor for rekeying locks to maintain the integrity of our master system.

Electronic locks will be allowed. They must have a key lock option and be keyed to the master. DuPuis can make recommendations if you are considering changing.

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

None

2) GROUNDS AND GARDENS

The committee and others walked through the property and identified work that is needed in the flower beds, etc.

Also, the committee would love to have more volunteers willing to join them in managing our ground and gardens projects.

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

- **Master Insurance Policy Deductible – Consideration to change**
As earlier stated, the planned date is August 1

Cindy asked that an update be made to the Rules and Regulations document to include the policy/practice in place regarding drapery/curtains.

ADJOURN

Motion by Ed Miller

2nd by Gary Leach

Unanimously approved

Meeting adjourned at 6:08pm

NEXT MEETING OF WHISPERING SANDS BOARD:

August 1 at 5pm