

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING AGENDA
Thursday August 1st
at 5:00 PM via zoom
All Are Welcome

CALL TO ORDER

The meeting was called to order at 5:03 PM

ATTENDEES

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

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

Owners: C. Larkin #8; 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)

No Owner Comments

CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA

NA

OWNER SUGGESTION BOX

Change category to Owner Email Box going forward

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS

June 19th, 2024, Board Meeting

Motion by H. Sessa

2nd by W. Gingras

Vote: Unanimous approval

TREASURER'S REPORT

Dave Sr. provided a recap of the recent fiscal year. Overall, it was an exceptional year from a financial standpoint. The Revenue for the year was ahead of budget by \$42,000 (this was the revenue from the special assessment that was not part of initial budget approval). Expenses were forecasted to end the year with a \$5,345 balance. The actual yearend was \$22,741. Much of the savings for the year are attributed to work associated with the Special Assessment actually getting done below initial quotes.

Monthly Report

Dave Sr. provided reviewed the first month (effective July 1) of the new fiscal year.

- PMSM is currently working with a small number of owners on making monthly HOA fee adjustments to autopay. HOA shortage is \$76 for July.

- As of July 30th, income is at 104% which is driven by early monthly HOA fees paid for August.
- Dave Sr. reviewed line items in the budget and called out some specific expenses upcoming in the year such as Eastern Fire work that will be completed this Fall, etc.

Lastly Ed M. reported that the three CDs are coming due in the next week or so and he is working with the Bank on establishing new rates (expecting upwards of 2x current rate) and terms. Ed is also working with the bank on adjusting our monthly transfer into the Reserve account for the upcoming year.

PRESIDENT’S REPORT

- Cindy B. reviewed the zoom call for all owners that we had on August 1st. The workshop was held with Sevigney-Lyons, who handles the master insurance policy for Whispering Sands. The purpose of the call was to allow owners the opportunity to learn how their homeowner policies work with the associations policy. The Board members also were provided with market data and financial impacts regarding the deductible for the Master Policy. The workshop has been videotaped and has been sent to owners for review if interested.

The Board met after the zoom call to work through the information provided on the potential change considerations to the deductible. This included deductible level, costs to owners if they were to need to increase personal policy and cost saving to the association.

A motion was put forward to increase the deductible on the Master Policy (Comprehensive Building Insurance) for the association from \$5,000 to \$10,000 effective September 1st, 2024.

Motion was made by H. Sessa

Seconded by D. Labbe

Vote: Unanimous approval

- A request was put forward to consider an Owner Social in the late summer or early Fall. After a short discussion, Cindy B. and Hank S. will look at dates and send out a notice of a date/time for the get together. More information to be provided.
- Speed Limit – the speed limit has been a concern this summer as cars have been exceeding it regularly. Individuals have been spoken to however it is the responsibility of every owner to remind family and friends to abide by the speed limit when on the property. It was noted that the curve coming into the back is an area where drivers have been driving on the wrong side of the road. A recommendation was made to investigate the cost and potential of having a solid white line be added throughout the curve.

PROPERTY MANAGER REPORT

- **Review of Property Management Report**
Tim C. reviewed several closed work orders since the June meeting. In addition, he reviewed several open items, including:

- Water related issues in Common area in building A, soffit issue at building H, unit #24 water intrusion and unit #25 water intrusion.
- Gutter cleaning will be done in late August or September by The Gutter Guys. They are also quoting to remove pine needles, etc. from the building roofs.
- Eastern Fire work is being planned for late August or September
- The railroad fence that was damaged will be fixed once the RR work is completed. Tim continues to be in contact with the RR vendor.

A motion was made to contract with Roof Master who quoted at (\$2,500) to complete the work on Building A (Common Area Leak) and Building H (soffit).

Motion made by Hank S.

Seconded by Gary L.

Vote: Approved unanimously

- **Landscaper Contract**

The contract is upcoming for the landscaping and plowing needs of the association. Tim C. is working with the incumbent to get an updated scope of work and quote for the work. It was also discussed and decided to get at least two other quotes from new vendors. Tim C. will be sending out RFPs to vendors.

OLD BUSINESS/MAINTENANCE

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

Cindy provided an update regarding the need to make one more potential change regarding the change in deductible to the Master Insurance Policy. Our broker will be reviewing the current revised docs and making redline changes as needed for the insurance section. Those will then need to go back to our legal advisor for final input.

- **Master Key compliance & electronic locks**

Over the next few weeks BOD members and other owners will be notifying building unit owners of lock checking on a specific day and timeframe. The lock check will be to verify that the association Master Key works on the door handle lock, deadbolt, electronic lock key override and shed/closet locks.

The BOD will review all non-compliant situations and communicate directly with the Owner(s) to work through DuPuis to update the locks.

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

No Update

2) GROUNDS AND GARDENS

No Update

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

- An inquiry was made as to the need to have dryer vents cleaned. A review of minutes from prior meetings will be done to confirm when they were last done.
- Exterior painting of trim was discussed, and a thorough review of all buildings needs to be done to determine needs.
- Bridge Access was discussed, specifically the addition of a ramp on the clubhouse end. Options were discussed and Ed M. will continue to investigate options, etc. G. Larkin #8 has offered to assist with the project.

ADJOURN

Motion by G. Leach

2nd by D. Labbe

Unanimously approved

Meeting adjourned at 6:03PM

NEXT MEETING OF WHISPERING SANDS BOARD:

Wednesday September 18th at 5pm