

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
MEETING  
**November 21<sup>st</sup>, 2024**  
**at 5:00 PM via zoom**  
*All Are Welcome*

**CALL TO ORDER**

The meeting was called to order at 5:08 PM

**ATTENDEES**

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

Property Management: T. Cannon

Owners: K. Bujold #13; C. Larkin #8; A. Parsons-Marchant #37

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

K. Bujold #13 shared information on downspouts and gutters and areas of pine needle and leaf collection on second/third floor units like his. He stated he had cleaned them several times and wanted to be sure the new vendor is including them in scope of work. He also raised concern with bushes and shrubs specifically around building C that are overgrown and have not been tended to in the past. T. Cannon indicated that trimming has been discussed with our new vendor and will be a priority next year.

A. Parsons-Marchant #37 asked if weeding was in the new vendors contract. It was confirmed that there is a requirement for weeding in the contract.

C. Larkin #8 raised a concern that a tree off the deck at unit 8 is being planned in the upcoming tree work. It drops excessive acorns directly down on the unit and deck. Tim Cannon noted it is not on the current work list but will ask the arborist to assess it when onsite.

Additional comments were raised during these two topics above. First, regarding landscaping work it was stated we need to be consistent across the property in what owners can undertake and what needs to be managed by the landscaper. A second recommendation was raised to outline the do's & don'ts of flower beds and shrubbery maintenance and add to FAQ or Rules/Regulations.

**CHANGES/ADDITIONS/ADOPTION OF BOARD MEETING AGENDA**

NA

**OWNER EMAIL**

It was noted that two requests were received since the last meeting, and both have been reviewed and approved. One was reserving the clubhouse and the second was renovations by new owners of their unit.

## **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS**

**September 18th, 2024, Board Meeting**

**Motion by H. Sessa**

**2<sup>nd</sup> by D. Watts**

**Vote: Unanimous approval**

### **TREASURERS REPORT**

Welcome back Ed!!!

Ed highlighted the following:

- Year to Date
  - Overall assets are up over 18k on a YTD basis
  - CDs were renewed at about 2x prior interest rates
  - We are carrying a significant balance in the Operating Account mostly due to income being up and expenses on track.
- Capital Reserves
  - We continue to be in a good financial position and expect to continue funding this year.
- Checking Account
  - As stated above, we currently carry an excess to our monthly needs in the checking account. Ed will be looking deeper into all the factors driving this balance. Items to look at are timing of expense vs a balanced monthly income, incurred savings on any budgeted/paid line items, etc.
- Income was reviewed and Ed explained the Condo Fee line and how it has some fluctuation when in an ideal scenario the income and expense should be balanced. Ed will be reviewing the factors impacting the delta we currently have which includes delinquency on HOA, prepaying HOA, autopay adjustment issues, etc.
- Lastly, a reminder when reviewing the balance sheet is that income is spread evenly over the year and expenses occur in varying months and at varying levels by month.

### **PRESIDENT'S REPORT**

- The By-Laws and Declaration is being finalized with updated insurance information. We will begin planning the process required to review the documents and to have the association approve the newly updated documents.
- Cindy noted that we have two units that have NOT completed the mandatory Hot Water Heater replacement this year. PMSM will be notifying owners of requirement by end of year and managing any next steps.

### **PROPERTY MANAGER REPORT**

- **Review of Property Management Report**  
Tim C. reviewed the work recently completed, including:
  - Roof cleaning was completed for all buildings.
  - Shingling was done in areas that needed repair.
  - The railroad fence was repaired.
  - Lightbulbs were changed out around the property.
  - Our new landscape contractor was selected and is prepping for winter.

- **Key Open Items**
  - Key compliance for approximately 30 locks will be managed between PMSM and owners.
  - Schedule tree work with the vendor.
  - Finish BOI reporting for Board members.
- **Other Items Raised**
  - It was asked that Tim check into a couple of posts along RR fence that may need reinforcement.
  - Tim raised the need for an additional leaf removal due to the late leaf drop and heavy winds moving leaves around the property.

## **OLD BUSINESS/MAINTENANCE**

- **Treework Funding Options**  
PMSM presented an initial option for the funding of the tree removal project. The proposal was based on a one-time assessment that would cover the balance of the project not in the annual budget. After discussion, the BOD will continue to monitor our annual expenses vs. budget and will look at potential other funding options as we move into Spring 2025.

## **COMMITTEE REPORTS (On-Going & Ad Hoc)**

### **1) COMMUNICATION**

Kris B. and BOD members are reviewing documents on the website and will be making recommendations on updating and/or removal of current documents.

### **2) GROUNDS AND GARDENS**

No Update

## **NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS**

- Reflectors are being installed along the guard rail on the curve going to the back of the property. Thanks to Hank S. for handling the purchase and installation.

## **ADJOURN**

Motion by G. Leach

2<sup>nd</sup> by E. Miller

Approved Unanimously

**Meeting adjourned at 6:15PM**

## **NEXT MEETING OF WHISPERING SANDS BOARD:**

**Thursday January 16<sup>th</sup> at 5pm**

**Thursday March 6<sup>th</sup> at 5pm**