

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
MEETING  
**January 16<sup>th</sup>, 2025**  
**at 5:00 PM via zoom**  
*All Are Welcome*

**CALL TO ORDER**

The meeting was called to order at 6:03 PM

**ATTENDEES**

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

Property Management: Not in Attendance

Owners: D. Fell #11; B. Wilson #11; A. Fenton #20

**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 Owners asked to speak.

**OWNER EMAIL**

No emails have been received since the last meeting

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

It was noted that the Treasurers report would be moved to the end of the meeting

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

**November 21<sup>st</sup>, 2024, Board Meeting**

Motion by D. Labbe

2<sup>nd</sup> by W. Gingras

Vote: Unanimous approval

**TREASURERS REPORT**

- A general overview of the budget was provided by the Treasurer. As of mid-year, we are tracking with budget for the year. Our cash appears to be higher than usual, which is driven by the budgeting and accounting methodology we are now using. There are expenses later in the year that these funds will cover.
- The one line-item expense that is significantly over budget is the Fire/Safety area where we had unexpected upgrades that we had to have addressed.
- Ed also asked BOD members to begin thinking about next year's budget in preparation for discussion at the next meeting.
- Lastly, on the income side we currently are up to date on HOA income and have one unit that has a minor fine issue that is being managed.

## **PRESIDENT'S REPORT**

- The By-Law project is moving into final stages. The BOD and PMSM will be coordinating distribution of the new documents, info/Q&A sessions with Owners and the voting process, all to coincide with the Annual Meeting in May.
- As is a requirement of the Association, the unit water heaters are on a 10-year replacement cycle. In 2024 all units up for replacement were notified and complied. In 2025 there are no units due to have their water heaters replaced.
- See/Say  
Cindy reinforced that all owners should be communicating with the Board or Property Management when something is noticed which seems to be a potential issue or out of place on the property. She shared examples like the furnace being out in the clubhouse, damage to property, etc.
- Clubhouse Boiler  
The Clubhouse boiler had developed unrepairable issues, and the clubhouse has been heated with space heaters pending a decision on a vendor (3 quotes were received) and getting the necessary work scheduled.

On January 9<sup>th</sup> the BOD met with Property Management to review the bids and the current situation. After lengthy discussion a decision was made to accept the bid from Irving and make the transition to Gas. Consistent with that, Irving was contacted to understand the timing to get the work done. The following motion was made:

Motion: Based on the projected timing of Irving to get WS on the schedule we will a.) shut down the Clubhouse immediately to ALL use until the installation is complete, b.) have a plumber come in as soon as possible to drain all the pipes and winterize the clubhouse and c.) approve the Irving quote/contract that was presented. Irving projected the work to be done mid to late February.

Motion by H. Sessa

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

Vote: Unanimous approval

A motion to formally ratify the above.

Motion by E. Miller

2<sup>nd</sup> by G. Leach

Vote: Unanimous approval

## **PROPERTY MANAGER REPORT**

- Review of Property Management Report  
The report was distributed in the meeting packet. PMSM was not available to attend the meeting.

- **Master Key Project**

Last Fall we began a unit key compliance check and have captured data by unit. We are working with PMSM and will be reaching out to DuPuis Hardware to discuss the best approach to bringing all locks and keys into compliance.

The Association is required to have a Master Key that resides in a Knox Box that is only accessible by First Responders in an emergency. A second copy is kept in a separate lock box that is only accessible by the BOD President (or designated BOD member at the time of need).

As we work through the updating of unit lock/keys please note the following:

1. Unit owners will be responsible for the cost of having cores/keys changed out.
2. Electronic locking systems are allowed but they must have a core/key for emergency purposes. DuPuis can provide information on the locks that would have both options.
3. We will work with DuPuis to have a scheduled date(s) they will be onsite to minimize costs as best we can.

## **OLD BUSINESS/MAINTENANCE**

- Tree removal will start in late January and information on dates and areas of work is and will be sent out by PMSM. It is important that Owners have vehicles out of these designated work areas on the days they are here. The project will require at least three to four days to complete, and it is expected that it will be spread out based on weather and emergency need for the crews.

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

### **1) COMMUNICATION**

No Update

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

No Update

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

The BOD scheduled a workshop for January 24<sup>th</sup> at 9am. The BOD will review the website and work with Kris Bujold to update documents and information we currently have on it.

## **ADJOURN**

Motion by Gary L.

2<sup>nd</sup> by Dan L

Approved Unanimously

**Meeting adjourned at 5:36 PM**

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

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