

WHISPERING SANDS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MEETING
March 6th, 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; 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 Owners asked to speak.

OWNER EMAIL

No emails other than notification of leaks 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

January 16th, 2025 Board Meeting

It was requested that B. Wilson #11 be added to the Unit Owners in attendance and approved as amended.

Motion by D. Labbe

2nd by H. Sessa

Vote: Unanimous approval

TREASURERS REPORT

- A general overview of the budget was provided by the Treasurer. The budget is looking fine and tracking for the year. Known expenses outside the original budget are being managed and will be worked through in the upcoming weeks. These include the treework which was approved and expected to be part of a special assessment.
- Ed noted that going forward we need to establish a couple of new line items such as an arborist expense.
- There was a full discussion regarding expenses related to salt that were more than the contract. In the end it was requested that a more detailed explanation of how and why the cost was incurred. PMSM to follow up with the contracted Company.
- Ed also asked BOD members to begin thinking about next year's budget in preparation.

PRESIDENT'S REPORT

- The By-Law project has been tentatively planned for review and association vote at the annual meeting. Cindy asked Michelle for an update on documents and distribution. Michelle will follow up with Dave Sr. and update the Board. 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.
- **Water Damage from Ice Dams**
Cindy highlighted that this has been a major issue in the past weeks and that Michelle would cover in detail in the Property Management Report. See PMSM report.
- **Spring/Summer Maintenance Schedule**
Cindy asked to include in the next PMSM/Board call on alternating Thursdays a review of the Schedule.
- Storm issues specifically related to SDC plowing and overall clean-up were discussed and the Boards concerns were raised as it relates to the contract and vendor. Michelle will work with the Board on further review of the current contract and the level of detail that should be included in any future contract or RFP's.

PROPERTY MANAGER REPORT

- **Review of Property Management Report**
The report was distributed in the meeting packet.
- **Water Damage**
Michelle reported that currently we have nine units that have notified her of damage within their units. They include units 13, 14, 22, 24, 25, 27, 29, 32, 39. PMSM will be coordinating a vendor to come in and manage the repairs. The BOD is working with Michelle on this issue.
- **Irving Oil & Clubhouse Boiler Install**
Irving notified Michelle of the need for a drain for the new boiler that will need to be added by a plumber prior to the installation. After a discussion of options and needs it was recommended that the plumber that shut down the clubhouse water come back in and assess the options and make a recommendation. He will need to reopen the clubhouse next week (in advance of Irving) and we will ask him to review the situation.

Michelle will contact the plumber asap as Irving has a 3/13 target date for the installation.

- **PMSM systems**
PMSM uses a Buildium system that will allow them to send notifications and meeting invites, etc. that can be dropped into personal calendars. A test had been sent to the BOD prior to the meeting. In addition, Michelle requested that the BOD continue to test the OPAL system going forward.

- **The next Site Visit to the property will be March 11th**
- **Building Stewards**
Michelle asked about the Building Stewards program and requested that PMSM have an updated list for urgent needs. Dayle will send her our current list.
- Michelle suggested to the Board that we should be planning periodic compliance reviews of where we are in relation to the Reserve Study that was completed. This would be an opportunity to update the Plan based on planned activity and saving that may have occurred early or been pushed back.

OLD BUSINESS/MAINTENANCE

- Tree removal and clean up has been completed
- Clubhouse cleaning while shutdown. Michelle followed up with the cleaners who informed her they had been doing general clean up (sweeping and dusting)
- The Annual Meeting of the Association will be on Saturday of Memorial Day weekend.
 - Ed, Dayle and Michelle will talk thru the budget build and review process and begin the work of building a new budget.
 - The next Thursday morning call will be used to talk thru parameters to be set around budget.

COMMITTEE REPORTS (On-Going & Ad Hoc)

1) COMMUNICATION

No Update

2) GROUNDS AND GARDENS

No Update

NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS

- A reminder was made to owners to check mandatory fire extinguishers to ensure they are fully charged. If they need to be updated, we recommend Admiral Fire & Safety in Scarborough.
- Future meetings are scheduled for April 3 & 24 at 5pm.

ADJOURN

Motion by H. Sessa

2nd by G. Leach

Approved Unanimously

Meeting adjourned at 6:29 PM

NEXT MEETING OF THE WHISPERING SANDS BOARD:

Thursday April 3rd at 5pm