

Whispering Sands Condominium Association
ANNUAL MEETING MINUTES
Saturday May 25, 2024, at 9:30 am via ZOOM

The annual meeting was called to order at 9:30AM by the association President.

❖ The Roll Call was completed by Dave Middleton Sr.

Twenty-one Unit Owners were present on the call from units 2, 7, 8, 9, 10, 13, 15, 18, 19, 20, 21, 22, 24, 26, 28, 30, 31, 34, 38, 41 & 42.

Twenty-six Units submitted voting proxies which included units 6, 7, 8, 9, 10, 13, 14, 15, 17, 18, 19, 20, 22, 24, 25, 26, 28, 30, 31, 34, 36, 37, 38, 39, 40 and 42.

Also attending were Dave Middleton Sr. and Tim Cannon from Property Management Services of Maine (PMSM)

❖ Proof of Notice of Meeting Confirmation

Dave Middleton Sr. confirmed that both the initial notices were distributed, and subsequent reminders sent from PMSM.

❖ Confirmation of Quorum

Dave Middleton Sr. confirmed a quorum.

❖ Approval of the May 27, 2023, Annual Meeting Minutes

Motion to Approve: H. Sessa

Seconded: J. Benedict

The motion was carried by unanimous vote of attendees.

❖ Reports of Officers

• Presidents Report

The President thanked both the current Board member for all the support and work put in over the last year and additionally committee members and ALL owners who stepped up to help with work or initiatives around the property over the last year. These efforts continue to save the association significant money that would otherwise go against the budget.

Other topics:

1. It was noted that Property Management Services of Maine are our partners in helping manage the association and the property. We contract with them to handle administrative services, participate in association meetings and be available in emergency situations. It was noted that certain work/requests may fall outside the scope of the work we are contracted with them on and in those cases the costs of services may fall to the unit owner.

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2. It was also noted that our landscaper/grounds person is not a full-time worker of the association and is not going to be onsite every day. There will be times when owners may elect to do work around the property, which is always appreciated. If there is follow-up work needed by Nate, please be patient as it may be a few days before he is able to follow up. It was requested that Owners get an outline of services Nate manages for us, etc.
 3. The Association By-Laws and Declaration have been updated to include being compliant with State and Federal laws and to be aligned to the ongoing rules and regulations of the association. The next step of the project will be to distribute the newly updated documents to all owners for review and any feedback or questions that may arise. After the review period there will be a Special Meeting of Owners to vote on implementing the update documents.
 4. Regarding mailings going out to Owners, please confirm with Tim or Dave that the address on file is the correct address you want the Association mailings sent to. Please confirm or update in the next couple of weeks.
 5. The Association Rules & Regulations were updated and implemented during this past year. Again, many thanks to those who worked on getting that project completed.
 6. Cindy also raised the point of owners getting involved in the Association. There are many ways folks can participate/contribute. Of immediate need the Grounds and Garden committee is looking for additional folks who have that interest and are willing to join them.
 7. As part of a clean-up project, Cindy talked about the keys that have been collected over many years and the need to determine if they are current or outdated. Many units have several keys. Owners should reach out to Cindy to get those indicated for your unit and see if any are still current.
 8. Lastly, we recently have had our annual fire and safety inspection and several items have been identified that need to be done in the immediate future. Several items are related to testing systems and equipment, some of these items have a 3, 5 or even 10 test requirement and it seems many are coming due this year. The work that is needed comes with a significant price tag and fortunately we are expecting that we will be able to absorb the cost in the current budget due to some savings in other areas we were able to achieve throughout the year. Please note that the vendor will be onsite soon to begin the work.
- Treasurer's Report
 - The current year is expected to come in on budget which will include some unexpected work on the fire and safety system.
 - The Special Assessment that was funded this year was used to complete the work that was detailed in the request including the new basement floor in the clubhouse and the pool fence. All the work was successfully completed.

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- As for the 2024/2025 Budget, Dave Sr. reviewed the need for a 4% monthly HOA fee increase. In reference, Dave Sr. shared that 4% in the current market is excellent. Many are in the double-digit range.
- In looking at the year over year both the income and expense lines are down from the current year budget. It was noted that this is due to the income and expenses from the special assessment.
 - Dave Sr. reviewed key line items in the budget to explain changes over the current year. Of most significance is the increase to our Master Insurance Policy. It was a 25% or \$5,000 increase which is on the low end for insurance renewals.
- Dave Sr. talked about the need/requirement of having Reserves and its impact on new prospective Owners getting a mortgage. Whispering Sands is in a good place at this time in that we have been continually funding our reserves each year and secondly, we have a full Reserve Study that was recently completed.
- Lastly, the Owners voted to ratify the 2024/2025 Budget. 100% of Owners that voted approved the budget.

❖ Election of the Board of Directors

There were two open Board seats and we had three individuals that had stepped up to run for those seats this year. Candidates were Hank Sessa, Katelyn McDonough and Dan Labbe.

- The Ownership voted Hank Sessa and Dan Labbe into the two Board openings.
- Thank you to all three Owners was extended and a special thank you to Katelyn for serving the last three years.

❖ Unfinished Business

The pool project was inquired about, and the following was shared:

- Fence – completed
- The Pool is open but not ready to swim in. We will have an update next week on the actual date it will be open to swim.
- Pool Gate – The gate lock will be installed in the next week or two and needs a new key core consistent with our current pool keys. In the meantime, owners will need to access the pool through the clubhouse.
- Lighting options are being reviewed and will be determined shortly. These will replace the old lights that were on the fence posts.
- Lastly, the pool contract will be reviewed regarding annual opening and closing dates.

❖ Association Members – Open Forum

- David Lee #10 inquired as to where to put debris from cleaning decks, raking, etc. when an owner does clean-up around their unit.

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- Cathy Larkin #8 asked if a document could be provided to Owners to better understand Nate's responsibilities and schedule.
 - Cindy B. will reach out to Nate along with PMSM to further define his responsibilities and distribute them to owners and post on the WS website.
- Nat Whitney #41 inquired about his earlier request about putting a ping pong table in the Fitness room. Apologies were made for not having responded to him sooner. It was determined to not approve the request due to insurance company concerns and the size of the space for both fitness and recreation.
- Bernie _____#___ inquired about the new Flood Plane maps. Dave Sr. shared information on federal policy, current impact to insurance of other associations and impact on premiums having a three year ramp up should we be impacted. Hank S. also shared historical work done with the town regarding the issue.

❖ New Business

- Ed Miller thanked Dave Sr. and the Board for stepping up in his absence and handling the budget and other issues.
- Hank Sessa thanked Cindy B. for all her endless hours and commitment as President.
- Lastly, any owners available after the meeting were asked to help bring pool furniture out from the clubhouse.

❖ Adjournment

- A motion to adjourn was made by G. Leach and seconded by D. Watts. Unanimously approved.
- Meeting adjourned at 10:33am