

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
MEETING  
April 24<sup>th</sup>, 2025

**CALL TO ORDER**

The meeting was called to order at 05:03 PM

**ATTENDEES**

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

Property Management: M. Powers

Owners: J. Bolton, D. Lee, C. Larkin

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

- Lorraine (Unit #1) messaged Bill and was wondering if the renter in Unit #7 is legally parked since it appears to be a work truck.



BOD mentioned that if no commercial plates or no company signage it is ok. Will be addressed with Property Management if necessary.

- J. Bolton (Unit #29) introduced herself to the board and other owners.
- C. Larkin mentioned the deep potholes in the entrance roadway. This is already a known issue. It will be addressed soon.

**OWNER EMAIL**

- N/A

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

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

**April 3<sup>rd</sup>, 2025, Board Meeting**

Motion by E. Miller

2<sup>nd</sup> by H. Sessa

Vote: Unanimously

## TREASURERS REPORT

- Year to Date Update
  - Ed thanked Dayle and Michelle for their work on the proposed budget
  
- New Fiscal Year Budget Review
  - Budget Strategy
    - Many items in budget increased due to inflation
    - The budget is a balanced budget and not a deficit budget
    - HOA fees will be increased by 4%
    - Expenses increased by 3%
    - Budget incorporated items from the capital improvement plan
    - 42% increase in reserve contribution
    - Reserve line item in expenses – 20%
  
  - Line-Item Review
    - Building and structural repairs dropped by 30K
    - Ground care increased by a bit
    - Property Insurance increased
    - Property Management line item is still being discussed; will be finalized at a later date
    - Capital reserves contribution increased by 11K
    - Estimate for utilities increased to account for potential tariff impacts since Irving is a Canadian company
    - Since current insurance rates ends a few months prior to Whispering Sands fiscal year end an anticipated increase for the last few months was incorporated into the budget
  
  - Additional Notes
    - Consideration for current economic climate was part of budget proposal process
    - Ed mentioned that having an assistant treasurer was a very smart idea
    - Additional explanatory notes will be included in the budget packet that goes to owners
  
  - Motion to Approve new FY2025/2026 Budget as presented
    - Motion by E. Miller
    - 2<sup>nd</sup> by W. Gingras
    - Vote: Unanimously
  
- Assessment for the Current Fiscal Year

- 3 components were included in the assessment calculations:
  - New furnace/boiler; approximately \$13K
  - Tree removal/cleanup; approximately \$41K
  - Fire safety compliance; approximately \$12K
  - For an approximate total of \$67K
- Recommendation that a \$55K assessment be charged to the owners; remainder of the \$67K to be covered by the operating budget; typical percentage of ownership allocation will be used in calculating specific own fees

Additional Notes:

- ME law states that if an assessment is more than 3x the HOA fee; 59K in this case then a special vote would be needed. To avoid this, it was decided to use \$55K as the total assessment number
- Collection of assessments will be completed by end of fiscal year
- Owners will be given an option to pay in 2-3 payment installments
- This money will be used to repay the original money borrowed from the reserves
- Property Management will be sending notifications to owners with the specific amount of their part of the overall assessment

- Motion to Approve the assessment of \$55K
  - Motion by E. Miller
  - 2<sup>nd</sup> by H. Sessa
  - Vote: Unanimously

**PRESIDENT'S REPORT**

- Landscaping Contract Update
  - Reviewed and made updates to RFP
  - Landscape contract is in effect for this coming season
- Dave Nappi work status on water damaged units Assessment for the Current Fiscal Year
  - Completed all the work except one unit
  - He was unable to gain access to the last unit since the owner is currently out of town
  - He has been paid for the work done so far

**PROPERTY MANAGER REPORT**

- Review of Maintenance Requests
  - Waiting to hear back from Justin from the roofing company
  - Property Management to follow up
  - BOD to review Board Packet; e.g. call to candidates and candidate nomination form

- There are currently 3 open positions on the board; 2 existing board members plan to run again
- Annual Meeting Timeline for Materials Being Distributed
  - Date of Announcement to Owners
    - Annual Owner's & Budget Meeting: 5/24/2025
    - Initial Meeting/Budget Discussion 4/22/2025
    - Candidate Interest Forms Sent 3/8/2025
    - Candidate Interest Forms Returned 4/22/2025
    - Meeting Packet - Final Draft 4/23/2025
    - Pre-Annual Board Meeting 4/24/2025
    - Meeting Packet to Printer 4/25/2025
    - Meeting Packet Mailed & Emailed 4/26/2025
    - Ballots/Proxies to PMSM Deadline 5/21/2025
    - Notification of Budget Ratification 5/31/2025
    - Update Recurring Charges 5/31/2025
  - Distribution of Materials
    - Being handled by Property Management

**OLD BUSINESS/MAINTENANCE**

- Property Management Contract Status
- Renewal year; BOD still having discussions

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

**1) COMMUNICATION**

- N/A

**2) GROUNDS AND GARDENS**

- N/A

**NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS**

- Master lock compliance work has begun
- Locksmith has already completed work for some units

**ADJOURN**

Motion by H. Sessa

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

Approved Unanimously

**Meeting adjourned at 6:15 PM**

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

- Annual Meeting is May 24 at 09:30 AM
- BOD will determine the next set of BOD meeting dates after the Annual Meeting