

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
MEETING  
August 28<sup>th</sup>, 2025

**CALL TO ORDER**

The meeting was called to order at 5:06 PM

**ATTENDEES**

BOD: C. Benedict; D. Labbe; D. Watts; J. Bolton; H. Sessa; G. Leach

Property Management: T. Cannon (Dirigo)

Owners: K. Huber #28?

**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 Owner Comments

**OWNER EMAIL**

No new emails since last meeting.

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

None

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

August 14<sup>th</sup>, 2025, Board Meeting

Motion by H. Sessa

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

Vote: Unanimous approval

**TREASURERS REPORT**

- **Year End Update** - The year-end report is requiring additional work to pull together based on PMSM document and several invoices that were passed on at year end rather than being paid and included by PMSM in final report. We are working with Dirigo to update an inclusive report. Dayle reported that based on the information and work being done we are on-track with both budget and expenses for the prior year.
- **HOA** – There were some minor issues with all Owners updating HOA annual fee increase and finalizing transition to the new system. These issues are/have been being resolved and are close to all being rectified.
- **New Year Budget** – Dayle reviewed the line items in the budget as they have been set up in the Dirigo system. There are a few minor updates that are being addressed and will be modified as necessary.

- **General Banking** – The transition of the Association accounts from Biddeford-Saco Bank to First Citizens is complete.

## **PRESIDENT’S REPORT**

- Cindy confirmed that the By-Law and Declaration revote had been completed by Dirigo.
  - 32 of 42 Units Voted which represents 77.7% of weighted ownership voting.
  - 100% of the 32 owners voting, voted to approve the updated By-Laws and Declaration.
- Cindy reviewed a revised list of Building Captains. The Board is looking to re-engage the use of the Building Captains to continue to manage ongoing communication and urgent contact with all owners.
  - Building Captains by building are:
    - A – Lorraine
    - B&D – Cathy L. #8
    - C – Dan L. #
    - E - Ginny
    - F – Greg M. #25
    - G – Cindy B. #
    - H – Dale
  - The Board will be working on redefining the role of Building Captains.

## **PROPERTY MANAGER REPORT**

- Tim reported on Open Projects that included:
  - Landscaping current issues and resolution with SDC. As well as process of reworking a new, more inclusive contract.
  - Working with Caron Roofing to address issues with 16-34-42 and other new issues that have been identified.
  - Seeking quotes for Fall Gutter cleaning
  - Finalizing remaining open items on Key Compliance
  - Seeking vendors to quote on plowing needs for this coming winter.
- Tim also shared that communication with Owners is occurring daily to assist with new system set-up and other issues and questions.

## **OLD BUSINESS/MAINTENANCE**

- Tim C. has been redefining the landscaping contract and negotiating with SDC to manage past issues and have a clear roadmap of the work that needs to be done on the property.

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

### **1) COMMUNICATION**

Tim will investigate AppFolio to see if we can further automate communication with Owners.

The master Owners list needs to be updated and maintained in a restricted area of AppFolio for Dirigo and Board usage. Regarding having a master list of owners available in our owner

AppFolio, all owners will be contacted to confirm there information is available to Owners in the Association.

**2) GROUNDS AND GARDENS**

It was requested Tim get a copy of the landscaping maintenance document from April F. and provide it to SDC.

**NEW BUSINESS/OTHER BUSINESS/ANNOUNCEMENTS**

- In follow-up to the recent gathering in the Clubhouse, a recommendation was made to possibly hold social gatherings more frequently. Dayle W. and Kim H. will follow up on this suggestion.

**ADJOURN**

Motion by H. Sessa

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

Approved Unanimously

**Meeting adjourned at 6:05 PM**

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

**Thursday September 25<sup>th</sup> at 5pm**

**Thursday November 13<sup>th</sup> at 5pm**

**Thursday January 8<sup>th</sup>, 2026 at 5pm**