

WHISPERING SANDS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS  
MEETING  
September 25<sup>th</sup>, 2025

**CALL TO ORDER**

The meeting was called to order at 5:02 PM

**ATTENDEES**

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

Property Management: T. Cannon (Dirigo)

Owners: Kris B #13; Melissa B #26; Cathy & Gary L #8; Judy F #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)**

Melissa B unit 26, asked the Board to confirm the email that goes directly to the Board which is [WSCA.email@gmail.com](mailto:WSCA.email@gmail.com). Also, she asked if a directory is available. An updated one is being finalized by Dirigo.

Kris B unit 13, confirmed with Tim that he would be receiving an email with detail on documents that need to be managed on/off the old website.

Gary L. unit 8, asked the Board to consider rehiring Nate for the Association plowing needs this winter. Cindy shared that SDC was awarded the plowing and Nate had opted not to bid.

**OWNER EMAIL**

No new emails since last meeting.

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

Requested we add dryer vent cleaning to new business

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

**August 28<sup>th</sup>, 2025, Board Meeting**

Motion by D. Labbe

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

Vote: Unanimous approval

**PROPERTY MANAGER REPORT**

- Tim reported on Open Projects that included:
  - Caron Roofing reviewed the needs at units 16-34-42 and provided estimates to complete the necessary work. The estimates were \$9,750 (unit 34), \$775 (unit 16)

and \$1,250 (unit 42) for a total of \$11,775. Amotion to approve the estimates and authorize the work was made.

- Motion by D. Watts
- 2<sup>nd</sup> by D. Labbe
- Vote: Unanimous approval

- Tim had requested a quote from the “Gutter Guys” which we are still waiting to receive.
  - A question was asked about the impact of gutter guards on all buildings as a future solution to areas most heavily impacted versus all gutters on the property.
- Tim will have an electrician investigate the outlets in the gym.
- Open items identified by Tim include:
  - Request for grab bars at front door of Building E
  - Shingle replacement needed at #34 and #15.
  - Tim is reviewing needs of WS website and will communicate with Kris B.
- Other items discussed included:
  - Tim will email Tim Merchant regarding dryer vent cleaning and will request a quote. It was done last year at the end of October. He expects costs to be like last year. Ed asked Tim to investigate any specific timing requirements based on our insurance policy or local requirements.
  - Bill payment prior to transition to Dirigo continue. Pine Tree Waste has been paid and immediately came to empty dumpster.
  - Other vendors are being notified of the PM changeover and recently have included Irving and Cunningham Security.
  - Ed requested an email go out all Owners (additional emphasis to those moving out/in) to NOT put non-trash items in or around the dumpster.
  - Dayle shared a request from unit 2 on an issue. Tim will follow up.

## TREASURERS REPORT

- **Current Year** – Dayle reminded BOD that we are on an accrual-based budget. At this point in the year, we are on track against budget. Dayle did identify specific line items including:
  - Grounds need to be rebalanced.
  - Pool final invoice is paid and will balance over the year.
  - HOA monthly transfer to the Reserve has been updated to new amount.
  - Pine Tree has been updated based on recent payment issue.
- Other Items
  - Regarding a question about our CDs, Dayle reported that they remain at the same bank and have been renewed. As for the total value of the three CDs, she will have to pull that information and report to BOD.

## **PRESIDENT'S REPORT**

- The subject of the rental of units has been a recent Board concern. Cindy reminded attendees that the Town of Old Orchard Beach requires a rental certificate to be acquired from the town by the owner.
  - Owners that are renting **MUST** provide a copy of the Rental Certificate to Tim Cannon at Dirigo.
  - In addition, owners must have a signed Lease with the renter and provide a copy of the Lease to Tim at Dirigo as well.
- Cindy reminded everyone that the role of the Building Captains is to be a resource to accelerate communication to Owners on upcoming or emergency situations.
- Cindy will be sending out a Newsletter to all owners that will cover several topics.
  - The issue of most concern and urgency is **NOT feeding animals** in any way around the property and to follow rules and regulations regarding the subject.

## **OLD BUSINESS/MAINTENANCE**

- SDC will be awarded the plowing contract for the upcoming season.
  - A motion was made to approve the contract and quote.
    - Motion by E. Miller
    - 2<sup>nd</sup> by G. Leach
    - Approved Unanimously
- The Declaration and By-Laws were recently approved and will be filed by Legal counsel on our behalf. There was one oversight identified in the documents that we will be requesting be changed and need to be approved as an association. This was an oversight that our Legal firm has taken responsibility for and will work with us to rectify.
  - The issue is regarding the Board of Director size limits. The document indicates 5 but had been requested change to 7 members which we have been working with.
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## **COMMITTEE REPORTS (On-Going & Ad Hoc)**

### **1) COMMUNICATION**

No report

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

Overgrown shrubs were identified in front of Building C need immediate attention.

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

- Topics covered in other reports

### **The Board made motion to move to Executive Session at 5:54PM**

- Motion by E. Miller
- 2<sup>nd</sup> by D. Labbe
- Approved Unanimously

### **The Board returned from Executive Session at 6:52**

## **MEETING ADJOURN**

- Motion by E. Miller
- 2<sup>nd</sup> by H. Sessa
- Approved Unanimously

**Meeting adjourned at 6:53 PM**

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

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

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