

Whispering Waters Condominium Association

Minutes of a meeting of the Board of Governors held on December 22, 2020

This meeting, having been properly noticed as a ZOOM online meeting, was called to order by Chairperson Dave Wilson at 3:00 PM.

Roll call and quorum

Governors attending

Emily Cox, Dave Wilson, John Williams, Leo Dumont, Sara Heerens, TG Sriram, and Bob Bennett. Larry Duncan, Ron Dinsdale, and Joe Jost were absent. A quorum was present.

Owners attending

Chuck Strub, Burt Kline, Lois McMullin, Lucy Schall, Bill Evans, Carlos Ortiz, and Adele Visaggio.

Others attending

Dick German provided the minutes.

Approval of minutes

Dave Wilson moved for approval of the minutes of November 24, 2020. _Leo Dumont seconded.

Approved without objection.

Roster of Governors

Dave Wilson moved that **Adele Visaggio** be appointed to serve the unexpired term of Larry Duncan who resigned as Governor of Building 6, Floors 3 and 4. Emily Cox seconded. All governors present voted yes. The motion passed.

Joe Jost had previously notified the Board that he could no longer serve as Assistant Secretary.

Following these changes, the roster of Governors and Officers is:

Roster of Governors and Officers effective 12/22/20		
Building/Floor	Governor	Office

1	Joe Jost	
2	John Williams	Vice Chair
3	TG Sriram	
4	Bob Bennett	Treasurer
5	Dave Wilson	Chair
6/1 and 2	Emily Cox	Secretary
6/3 and 4	Adele Visaggio	
6/5 and 6	Leo Dumont	
7	Ron Dinsdale	
8	Sara Heerens	

Chair's remarks

Dave Wilson reminded all that while a COVID19 vaccine is coming, the disease is still active and extreme caution is needed. The ZOOM method of holding meetings is working well, including the capability to enter before the host permitting directly into the main room and informal virtual gathering before each meeting. The new email distribution system is working well, while assuring each member's privacy. Committees should continue to manage problems and projects before submission to the Board for approval.

Dave Wilson moved to add the following non-financial agenda items: Unit sales John Williams, elevator problem reporting Chuck Strub, waive governor election when by acclamation. Bob Bennett seconded. All governors present voted yes. The motion passed.

Treasurer's Report

Bob Bennett reported that the November financials were distributed; there was nothing remarkable to report. The operating account for 2020 may end the year with a **surplus of about \$16,000**, much of which is attributable to about \$6,000 allocated to legal expenses for revisions of governing documents which was not yet used. Bob noted that any operating account surplus is taxed unless that amount is transferred to the next year's operating account or to reserves.

Reserve accounts total more than \$800,000.

Dave Wilson moved that any surplus from the 2020 operating account be transferred to the deferred maintenance in the reserves account. Bob Bennett seconded. All governors present voted yes. The motion passed.

Elevator upgrades

Burt Kline reported that operation of all elevator doors (controls and operating mechanism, not the doors themselves) needs upgrading. He recommends starting with Building 6 as the most active elevator. Burt reported also that all elevator pits need servicing.

Dave Wilson moved to execute a contract with **Right Way Elevator** in the amount of **\$26,612** to upgrade the door systems in Building 6, all related to safety and reliability. John Williams seconded. All governors present voted yes. The motion passed.

Dave Wilson moved to execute a contract with **Sutton Site Solutions** in the amount of **\$8,120** for cleaning, painting metal work, remove debris, check and maintain sump pumps, in each of the eight elevator pits and the motor room in Building 6. Leo Dumont seconded. All governors present voted yes. The motion passed.

Roofs project

Burt Kline reported that the replacement of roofs on the north and middle garages and the laundry/meeting room is satisfactorily underway and that the garages are now available for use.

Black sewer pipe scoping

Burt Kline reported that the project is scheduled to begin about **January 4th** and should take about two weeks to complete. Access to some pipes may require breaking through some drywall, in which case the association will pay for repairs to the walls.

Renovations in units

Bob Bennett reported that, due mainly to COVID 19 concerns, he is not willing to personally inspect renovations in every unit. He reported the following:

B6U51	in progress
B2U4	needs approval
B3U1	delivery of tile incomplete, unable to find matching tile.
B3U5	renovation in the planning stage
B4U1	passed final city inspection, awaiting delivery of stove.

Right of first refusal

Dave Wilson moved to waive the right of first refusal regarding the sale of unit B2U4. John Williams seconded. All governors present voted yes. The motion passed.

Chuck Strub questioned exactly what is meant by "first refusal." Who has the right? What is the procedure? Bob Bennett said that the governing documents are clear that only the association has the right of first refusal and that it has 15 days in which to invoke the right. It was agreed that a clear policy on this question was needed.

Neil Joseph estate

Chuck Strub reported that he has been in contact with the representative of the estate regarding cleaning of the terraces. He is getting cost estimates. The representative needs to approve the cost amounts and confirm that the estate will pay the cost.

Employee Ramon

Ramon has been given a pay raise and bonus as approved at the last meeting.

Spraying for pests in units

Leo Dumont reported that monthly spraying for pests is available to all members. This service is currently being done in about five units. Each visit takes about 10 minutes, must be done by at least two persons, one of whom is Ramon who does the spraying, and includes a cursory inspection of the unit for any problems (water leaks, etc.). A person to accompany Ramon is needed.

Dave Wilson moved to notify all owners, especially new ones via the Membership Committee induction process, and solicit new volunteers to assist with bug spraying services. Emily Cox seconded. All governors present voted yes. The motion passed.

Reserve Study

Burt Kline reported that the current reserve study is five years old and needs updating. The best estimate for doing this came from Association Reserves Company who provided the last study.

Dave Wilson moved to execute a contract with **Association Reserves** in the amount of **\$2,430** to update the last reserve study done in 2016. Emily Cox seconded. All governors present voted yes. The motion passed.

Dave Wilson moved for the **establishment of a Reserve Study Committee** for the purpose of recommending updates to the reserves plan, with members to be announced later. Leo Dumont seconded. All governors present voted yes. The motion passed.

Annual General Meeting

Dave Wilson moved to reschedule the 2021 Annual General Meeting from January 26, 2021 to **Thursday, January 28, 2021, at 7:00 PM, via ZOOM**. Leo Dumont seconded. All governors present voted yes. The motion passed.

Elevator problem reporting

Burt Kline welcomes information on all problems encountered with the elevators. Owners and governors should **report elevator problems Chuck Strub** who will consolidate and pass them on to Burt.

Adjournment

The meeting adjourned at 4:50 PM.

Approved by the Board of Governors on _____.

DW's comments added 12/23