

# Casa Del Sol

## DRAFT Minutes of the Board of Directors Meeting

### October 27, 2011

Casa Del Sol Webpage: <http://www.casadelsol-ocmd.com>

**Joe Sheare called the meeting to order at 8:03 p.m. via conference call.**

**Participants:** Joe Sheare, John Foulkes, Mike Bufano, Anne Giannelli, Tom Bell, James McDonald, and Erik Smakulski (Mann Properties).

**Board Members Absent:** Lou Napoli.

**1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 9-22-11.** A motion to approve the draft minutes of the CDS Board Meeting of 9-22-11 was made by John Foulkes and seconded by Anne Giannelli. The motion passed unanimously.

**2. Financial Review:** Mike Bufano reviewed the financial information:

a. Checking (1012)	\$ 23,598
b. Future Capital Improvement Fund (1080)	\$ 50,520
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 12,354
d. Accounts Payable (3010)	\$ 945

Mike reported that despite a previous commitment by the one unit owner who is 3 quarterly association dues payments in arrears, payment has yet to be made. Although a letter had been sent to the owner's principal residence, it was agreed that a letter should also be sent to his other residence. If no payments are received, Mann Properties will initiate the process of turning the account over for collection. Erik Smakulski (Mann Properties) also stated that Mann Properties has sent out notices to all unit owners who had yet to pay their October dues.

Mike also confirmed the bills paid by the association since 9-16-11 as shown below:

**Bills Paid since 9-16-11:**

09/16/11	AP0000	1226	741.16	Town of Ocean City 13823-54954 WATER
10/03/11	AP0000	1227	888.60	BEACH BROTHERS, INC. CUSTODIAL
10/03/11	AP0000	1228	93.11	DELMARVA POWER 2113 2499 9997
10/03/11	AP0000	1229	1,054.50	MANN PROPERTIES, INC. MANGEMENT FEE 10/11
10/17/11	AP0000	1230	19,700.00	CASA DEL SOL CONDO ASSOC. 3RD & 4TH QTR RESERVES
10/21/11	AP0000	1231	6,000.00	SMITHSON RESTORATION INC. DEPOSIT CARPORT SOFFIT

**3. Business of the Condominium:**

**a. Carport Repair and Repainting Update.** John Foulkes provided the following update of the progress made on the carport repair and repainting project:

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John, Joe Sheare and Bob Surette (Unit 718) conducted a walkthrough on October 1 with Robert Smithson of Smithson Restoration to review the items in the basic estimate and identify any add-ons that might be required. During the walkthrough, a possible structural problem was uncovered on the east end of the 600-building, and it was decided to enlist MAD Engineering to determine the extent of the problem before Smithson started work there.

Smithson began work on the carport repair and repainting on October 4, beginning with the 600-building. On October 14, MAD Engineering inspected the possible structural problem on the east end of the 600-building, and its initial assessment was that there did not appear to be a structural issue. A final report was issued on October 18 which confirmed that there was no structural problem.

Smithson issued a bill for initial payment of \$6000 on October 18, which was paid on October 21. Smithson also submitted its list of add-ons on October 18. Mike Bufano made a motion to approve the add-ons, seconded by Tom Bell. The motion passed unanimously. John noted that the basic bid, together with the add-ons, still totaled less than any of the other 4 basic bids received.

**b. Replacement of Damaged Car Tire Stops – Update.** John Foulkes reported that Bob Surette, owner of Unit 718 and who owns a construction business, said he could get 12 new concrete car tire stops at \$26 each (plus tax). We would need to get some volunteers to help with the removal of the old stops and replacement (no rebar) with the new ones. These are very heavy, and will need at least 2 people to carry each one. The old ones can be loaded into Bob's truck and he will dispose of them. Tom Bell made a motion to accept the offer from Bob Surette, seconded by Anne Giannelli. The motion passed unanimously. It was decided to wait until the carport project is completed before proceeding with replacing the car tire stops.

**c. Rules and Regulations Review.** Updates to the rules and violations procedures lists were mailed by Anne Giannelli to the Board members several weeks ago for review and final approval. After some discussion, it was decided that Anne would consolidate her changes into clean copies and email the final draft versions to the Board members for review.

#### 4. New Business.

**a. Hurricane Shutters.** Anne Giannelli provided an update regarding the purchase of hurricane shutters for the canal-side sliders. She received 2 quotes and is waiting to hear from a third vendor. Bids were offered for a fully mechanized shutter as well as one where the owner manually installs and takes the shutter down. Joe Sheare also indicated that another option is to use window lamination film. Joe will investigate companies that provide the lamination. Anne will also send the Board members an email with the estimates received from the shutter offerors.

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**b. Request for Approval for New Front and Storm Doors for Unit 632.** Erik Smakulski (Mann Properties) will find out if the owner made a formal request for the new doors, and if so, to send the request to the Board for review.

**c. Curb Painting.** Anne Giannelli reported that the Engineering Department painted the curbing on both sides of the east driveway of the 600-building parking lot. The space at issue was the curbing between the eastern-most edge of the driveway and the next building over, in which larger vehicles could obstruct drivers entering and exiting the 600-building parking lot. The curbing was painted red, but only about 18 inches on either side of the driveway. The city's position is that parking is very much at a premium in Ocean City, especially during the summer, and they did not want to lose another spot. The painting should prevent SUV-sized vehicles from parking between the eastern-most edge of the driveway and the neighboring unit of the next building.

**d. Review of 2012 Budget.** Igor Conev (Mann Properties) had provided a draft 2012 budget prior to the Board meeting, and this draft, along with a modification made by Mike Bufano, was discussed. Two issues discussed involved the legal requirement to maintain and grow the capital reserve fund, and some of the proposed changes made in Igor's draft relative to the 2011 budget. John Foulkes made a motion to accept the draft budget as amended by Mike Bufano, seconded by James McDonald. The motion failed to carry. It was decided to have Igor explain his proposed changes from the 2011 budget and to research the legal statutes regarding the capital reserve fund, in time to vote on a 2012 budget at the November Board meeting.

**5. Old Business – Small Jobs List.** Anne Giannelli asked if there was an update to the progress made on the small jobs list assembled by Joe and John over the summer. Joe Sheare stated that he had replaced the gate hardware and signs of both gates on 700 block, and Joe (Unit 662) had gone around and driven in exposed nails on the canal-side docking areas. No one has yet volunteered to do the 600-building gate hardware.

**6. Committee Reports:** None.

**7. Violations:** None reported.

**8. Adjournment.** Having no further business, the meeting was adjourned at 8:55pm.

**9. NEXT CDS BOD MEETING – *Tuesday, November 15, 2011, at 8pm, via teleconference.***