

# Casa Del Sol

## Minutes of the Board of Directors Meeting

### September 20, 2012

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

**Joe Sheare called the meeting to order at 8:02 p.m. via conference call.**

**Participants:** Joe Sheare, Lou Napoli, Mike Bufano, John Foulkes, Bob Surette, Anne Giannelli, and Igor Conev (Mann Properties).

**Board Members Absent:** Tom Bell.

**1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 08-23-12. *A motion to approve the draft minutes of the CDS Board Meeting of 08-23-12 was made by John Foulkes and seconded by Lou Napoli, and passed with one vote opposed.***

**2. Financial Review:** Igor Conev reviewed the financial information, which was current as of September 17, 2012.

a. Checking (1012)	\$ 36,199
b. Future Capital Improvement Fund (1080)	\$ 81,541
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 1,496
d. Accounts Payable (3010)	\$ 0

The condo fees in arrears are from one unit owner. The process for collection has been started.

Igor stated that the quarterly transfer of funds from the operating (1012) account into the capital improvement account (1080) of \$15,407 was recently made and will be reflected in next month's financial statement.

Igor also confirmed the bills paid by the association since 08-15-12 as shown below:

#### **Bills Paid since 08-15-12:**

08/23/12	AP2379	1289	143.78	DELMARVA POWER 2144 1799 9999
08/27/12	AP2381	1290	42,743.44	AVERY W. HALL INS. AGENCY MUTLI PERIL INSURANCE
09/04/12	AP2385	1291	365.00	C/W BUILDING SERVICES REPLACE SHINGLES
09/04/12	AP2385	1292	1,054.50	MANN PROPERTIES, INC. MANAGEMENT FEE 9/12
09/13/12	AP2393	1293	1,212.10	TOWN OF OCEAN CITY 13823-54954 WATER

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#### 3. Business of the Condominium:

**a. Car Stops.** Joe Sheare reported that after contacting the unit owners, a date and time has been set for the replacement of the damaged car stops: October 20, 2012, 9:30am at the 600-building. A total of 19 damaged car stops will be replaced, and 11 people have volunteered to help. Bob Surrette will be bringing the replacement stops. The Board greatly appreciates Bob's efforts with this project.

**b. Canal-side Ladder Replacement.** Joe Sheare provided a short summary of the events leading to our obtaining a sample aluminum ladder from Dock Accents and installing it at the 600-building. Dock Accents had previously given us an estimate for a bulk purchase of these aluminum ladders. Lou Napoli agreed to approach Beach Brothers to get an estimate for the demolition of the existing wooden ladders and installation of the aluminum ladders. This information will be used to support a decision next month on whether to replace the wooden ladders with the aluminum ladders; and if so, do we purchase all of the ladders at once and do a complete replacement versus a purchase and replacement on an as-needed basis; or to stay with wooden ladders and replace them with new wooden ladders as needed.

#### 4. New Business.

**a. Request to Replace the Front Door of Unit 622.** The owner of unit 622 sent a request to the Board to replace the front door with a new door. *Lou Napoli made a motion to approve the request; the motion was seconded by Bob Surrette and passed unanimously. Igor Conev will send the approval letter to the owner.*

**b. Draft 2013 Budget.** Mike Bufano and Igor Conev opened the discussion on the draft 2013 association budget as prepared by Igor, with specific focus on the interplay between the operating and capital improvement accounts and the effect on the condominium dues. Our dues payments are comprised of 2 parts- funds to sustain annual operations and funds to sustain future projects - 'reserves'. It is expected that the operational part of the dues will see no or little increase. The 'reserves' part of the dues may be increased based upon further research for anticipated projects (but not necessarily all those listed in the 2009 Reserve study.)

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Mike suggested that the Board focus only on those capital projects cited by the study with 20 years or fewer years remaining. The Board agreed to begin researching options and gather more detailed information over the next several months, and to look at the study for the next 20 years and investigate options to approach the listed items as well as address missing items that should be represented.

**c. Prioritized Project Improvement List.** John Foulkes briefly discussed the need for the Board to develop a prioritized project improvement list. Such a list would look out 2 to 3 years and prioritize all maintenance and improvement projects (to include any capital improvement projects) for that time period. John agreed to start building a list for a discussion at the next Board meeting. (Note: Anne Giannelli offered to help with a list, in an email exchange post-meeting).

#### 5. Old Business:

**a. Association By-Laws.** CJ Brzezinski joined the meeting at 8:30pm to discuss the work he has been doing regarding reviewing for possible update the CDS By-Laws Amended, Exhibit B Revised in 05, and By-Laws Schedule A. CJ stated that his review resulted in eight (8) items that he believed are in need of updating. CJ will send these items to the Board for review. During the discussion, it was stated that any update to the By-Laws should also reflect any and all changes that have been made to the condominium laws that have been enacted since the last version of the By-Laws. Updating of the By-Laws will be an agenda item for the 2013 Annual Association meeting.

**b. Raccoon Committee Report.** Per Adele Bradley, Beach Brothers has completed its inspection of all 57 units at Casa Del Sol regarding crawl space access points for raccoons to enter the wall or chase areas of the units. The report was received by the Board via email from Adele just prior to this meeting. *John Foulkes made a motion to accept the committee's report, and that the Board's decision should be that all unit owners cited in the report effect repairs by November 30, 2012; otherwise, repairs will be made by the association and charges billed to the owners(s). Joe Sheare seconded the motion, and it passed unanimously. (The report is attached at the end of these minutes).*

**6. Committee Reports:** None.

**7. Violations:** None.

**8. Adjournment.** Having no further business, the meeting was adjourned at 9:20pm.

**9. NEXT CDS BOD MEETING (Proposed) – *Thursday, October 25, 2012, at 8pm via conference call.***

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#### Raccoon Committee Report

The following list identifies problem areas of the Casa Del Sol condo units:

- . -614 Small opening by duct work.
- 616 Toilet and main water line.
- 618,620,622 & 624 Good.
- 626 Heat pump line, main water line and shower drain.
- 628 Heat pump line, main water line and shower drain.
- 630 Heat pump line needs wire . Foam board insulation around access holes: not able to see area without pulling of insulation.
- 632 All access points open needs to have wire installed.
- 634,636,& 638 O.K.
- 640 Shower drain and wire is present, but should be reinforced.
- 642 & 644 O.K.
- 646 Shower drain & main sewer line.
- 648 O.K.
- 650 Shower drain.
- 652 Shower drain.
- 654 O.K.
- 656 Screen shower drain. Also noticed water dripping from old water line. And possible sewer line leak.
- 658 O.K.
- 660 Entire area needs to be wired.
- 662 O.K.
- 664 Currently being sealed will have to inspect again.
- 666 Shower drain.
- 668 Needs wire around new dryer exhaust.
- 670 O.K.
- 672 Will be putting up insulation and sealing in October.
- 674,676, & 678 O.K.
- 714,716,718,720 & 724 need wire around the shower drain areas.

A majority of the 700 building units do not have any wire. However, there are no gaps around the access lines that I feel need to have wire around them.

- The 770 Building is in good shape.