

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**March 18, 2015**

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, Lou Napoli, Mike Bufano, John Foulkes, Joe Pasqualine, Tom Bell, and Igor Conev (Mann Properties).

**Board Members Absent:** Bob Surette.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 2-19-2015.** *A motion to approve the draft minutes of the CDS Board Meeting of 2-19-2015 was made by Joe Pasqualine and seconded by Lou Napoli, and passed unanimously.*

**2. FINANCIAL REPORT.** Igor Conev (Mann Properties) reviewed the Financial Report, which was current as of March 11, 2015. He reported that the association has not yet made its first quarter transfer into the Improvement Fund, which would be about \$17,000. This will be done shortly. Also, he stated that the checking account includes \$9,300 received from the insurance claim on Unit 630:

<b>a. Checking (1012)</b>	\$ 110,842
<b>b. Money Market Improvement Fund (1060)</b>	\$ 257,402
<b>c. Assessments Receivable</b>	
<b>i. Condo Fees (1310)</b>	\$ 2,370

There are three (3) unit owners in arrears of the 1-1-2015 condo fee payment, for a total of \$2,370. Reminder letters have been sent. Igor Conev noted that this information is based on the A/R information received on March 11. After the Board meeting, Igor Conev sent an updated A/R to the Board members.

**d. Bills Paid since 2-16-2015:**

No bills have been paid since 2-16-2015. This is as of the March 11 Financial Report.

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**3. BUSINESS OF THE CONDOMINIUM:**

**a. Review and Update of the CDS By-Laws.** Mann Properties sent the updated version to all unit owners via email on March 4, asking for comments at their earliest convenience. The Board will review all comments and concerns, sending another updated version to all unit owners 30 days before voting on it at the annual meeting on May 30, 2015.

**b. Rotting Wood at the 600 Building/Sinking Carport at Unit 634.** Joe Sheare stated that he had asked CW Builders for a bid concerning the rotting wood, which would include the larger issue of some areas of the parking lot sinking and possibly repairing the skirting around the entire building. Joe stated that he was expecting an estimate shortly.

**c. Annual Association Meeting.** The Annual Association Meeting is scheduled for Saturday, May 30, 2015 at the Library (10003 Coastal Highway) from 10:00am – 12:00pm. Joe indicated that he has asked the Library staff if they would be setting up the tables and chairs or would we have to do it.

***1. ROLL CALL AND REPORTING/RECORDING OF PROXIES – Secretary Foulkes***

***2. APPROVAL OF DRAFT CDS ANNUAL ASSOCIATION MEETING, May 3, 2014 – President Sheare***

***3. FINANCIAL REVIEW – Treasurer Bufano and Mann Properties***

***a. Account balances as of May 29, 2015***

***b. Operating budget: Year-to-date review***

***c. Review of Annual Audit for year ending December 31, 2014***

***d. IRS Resolution to Carry Over Funds from Past Year's Budget***

***4. BUSINESS OF THE CONDOMINIUM – President Sheare***

***a. New Capital Reserve Study.***

***b. Vote on the update to the CDS By-Laws***

***c. Update of the Owners' Directory***

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#### 5. NEW BUSINESS – President Sheare

##### a. Status of the 94<sup>th</sup> Street Canal Dredging

##### b. Election to the Board of Directors

##### i. Review of Ballot

##### ii. Nominations from the Floor per CDS By-Laws

##### iii. Voting

##### c. Any other New Business

#### 6. ADJOURNMENT

#### 4. OLD BUSINESS:

**a. Capital Reserve Study.** At the February Board meeting, some discussion ensued regarding changes and modifications to the study, including a discussion on window/door exclusions. Another meeting with Mr. Gilbert and perhaps another revision to the study might be in order. The plan is to have this study completed for a report at the Annual Association Meeting.

Mike Bufano noted that page 36 of the study lays down a road map on what we should be spending our money on and when. In particular, he noted several items that are next up, including the skirting (mentioned in paragraph 3b. above) and sealing the asphalt in the parking lots. According to the study, sealing the 770-building parking lot is to be done this year, with the 700-building and 600-building to be done in 2016 and 2017 respectively. *Mike Bufano made a motion to do the asphalt sealing for all 3 parking lots, noting that it might be more cost-effective to do them all at once. Discussion included the statement that the work should be completed in the off-season in 2016. The motion was seconded by Joe Sheare and passed unanimously.*

**b. 94<sup>th</sup> Street Canal Sandbar Dredging.** At the February Board meeting, it was reported that according to the city engineer (Terry McGean) a window may open up in March to try and tackle 94th street. Joe Sheare excitingly reported that he received a message from Terry McGean, indicating that he received the dredging permit on March 17. The next step is identifying a contractor to perform the dredging.

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**c. Canal-Side Boardwalk, Balcony and Finger Pier Cleaning and Re-Staining.** Joe Pasqualine reported that Charles Kinelski has begun the staining of the canal-side balconies. His plan is to start at the first floor deck of each unit, working upward to the third floor. ***ALL UNIT OWNERS ARE ASKED TO KEEP THEIR DECKS AND BALCONIES CLEAR UNTIL THE STAINING IS COMPLETED AT THEIR LOCATION.***

**d. Insurance Claim for Unit 630 - *Update.*** At the January, 2015 Board meeting, Igor Conev reported that Mann Properties received the check from the insurance company, with a 30% holdback. Once the repairs get done, the holdback will be released. The owner may choose to use his own contractor for the repairs; however the contractor must be licensed and insured, the association needs to be listed as an insured party, and copies of all cancelled checks must be provided to the association for reimbursement. Igor stated that he is awaiting a response from the owner; nothing has been heard from him in the past two months. The Board requested that Mann Properties not pursue the matter until contact is made by the owner.

*As of March 23, 2015, Mann Properties is still waiting to hear back from the owners of the unit.*

**5. NEW BUSINESS:**

**a. Dislodged Pilings.** Bob Surette reported that he was down this past weekend and noticed several of the finger pier pilings have been pulled up from the ice. These are the finger pier pilings at units 616, 622 and 638, and the center pilings that hold the finger piers at units 662, 664 and 736. Mann Properties (Igor Conev) subsequently contacted McGinty for an estimate, with the goal of getting the pilings back in place by the end of the week.

***b. NOTICE TO UNIT OWNERS.*** *Subsequent to this meeting, the owner of unit 620 reported damage to his hot water heater caused by clogged valves and possibly other reasons. It is suggested that all unit owners check around their water heaters; if there is water near the water heater, it could be pressure buildup causing the water leakage. Also, unit owners should clean out their faucet filters and aerators.*

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**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT.** The Board meeting was adjourned at 8:42pm by Joe Sheare.

**8. NEXT CDS BOD MEETING – *Thursday, April 16, 2015 at 8pm via teleconference.***