

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**October 20, 2016**

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

**Joe Sheare called the meeting to order at 8:01p.m. via conference call.**

**Participants:** Joe Sheare, Mike Bufano, John Foulkes, Joe Pasqualine, Adele Bradley, Bob Surette and Igor Conev (Mann Properties).

**Board Members Absent:** Lou Napoli.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 8-18-2016.** *A motion to approve the draft minutes of the CDS Board Meeting of 8-18-2016 was made by Joe Pasqualine and seconded by John Foulkes, and passed unanimously.*

**2. FINANCIAL REPORT.** Mike Bufano and Igor Conev (Mann Properties) reviewed the Financial Report, which was current as of October 14, 2016. The amount shown below in the Operating Account will reduce by the quarterly transfer of \$16,738.50 into the Reserves (1060).

<b>a. Operating Account (1012)</b>	<b>\$ 78,967</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 103,837
ii. Discover Bank CD (1071)	\$ 75,244
iii. Discover Bank CD (1072)	\$ 75,225
iv. Discover Bank CD (1073)	\$ 75,216
<b>Reserves Total:</b>	<b>\$ 329,522</b>
<b>c. Assessments Receivable (1310)</b>	
i. Condo Fees (1310)	<b>\$ 20,500</b>

As of the October 14, 2016 financial report, nineteen (19) unit owners are in arrears of the October 1, 2016 (and prior) condominium fee payments, for a total of \$20,500. One unit owner (708) is 4 payments in arrears; another owner (the deceased owner of unit 726) is 3 payments in arrears; and one unit owner (672) is 2 payments in arrears.

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After some discussion, it was decided that referral to a collection agency is necessary to recoup payment from units 708 and 726. Letters will be sent requesting full payment within 30 days, including late fees, interest and attorney costs. If no reply is received, liens will be placed on the properties. In addition, one final reminder letter will be sent to the owner of unit 672 before referral to a collection agency will be initiated.

#### **d. Bills Paid since 08-18-2016:**

09/01/16 AP3285 1576	251.05 DELMARVA POWER 55008678124
09/01/16 AP3285 1577	103.00 FirePro PANEL TROUBLE
09/01/16 AP3285 1578	1,080.83 MANN PROPERTIES, INC. MANAGEMENT FEE 9/16
09/01/16 AP3285 1579	125.00 OCEAN SERVICES OF DE, INC INSTALL LAGS
09/02/16 AP3287 1580	45,866.00 AVERY W. HALL INS. AGENCY MULTI PERIL INSURANCE
09/09/16 AP3289 1581	35.00 AVERY W. HALL INS. AGENCY CASAD-1
10/03/16 AP3294 1582	282.55 DELMARVA POWER 5500 8705 018
10/03/16 AP3294 1583	1,080.83 MANN PROPERTIES, INC. MANAGEMENT FEE 10/16
10/03/16 AP3294 1584	1,162.20 TOWN OF OCEAN CITY 7291-53582 WATER

### **3. BUSINESS OF THE CONDOMINIUM:**

**a. 2017 Budget.** A draft 2017 budget was assembled by Mann Properties in preparation of this Board meeting. In particular, the draft budget dealt with 2 upcoming maintenance and repair issues: (1) the erosion at the bottom of the foundation where it meets the asphalt of the parking lot; it is happening to all the buildings, but is most significant at two units in the 600-building; and (2) the canal-side erosion and deterioration of the crawl spaces, in particular around the doors leading into the crawl spaces under the decks.

The Board has received proposals for each of the front and back repairs. The back-side repairs are included in the Capital Reserve Study (so the Reserves would be used to fund the repair effort); however the estimated amount in the Study is less than the estimates received in the proposals. The front-side repairs were not included in the Capital Reserve Study and thus will have to be budgeted for directly. To cover both budgeting shortfalls, it was decided to consider an increase in the quarterly condominium dues, as opposed to having an association-wide assessment. To keep this increase as low as possible, it was decided that the Board could focus on immediate front-side repair of those units in most need (in the 600-building) and defer the rest until the parking lot replacement effort (planned for in the Capital Reserve Study) occurs.

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Mike Bufano calculated that an increase of \$155 per quarter would be required to cover approximately 75% of the shortfalls; if more is needed, we can adjust accordingly in the future. The draft budget will be adjusted to reflect separate line items for these 2 repairs and the increase in dues.

*A motion was made by Mike Bufano to raise the quarterly condominium dues to \$975 and to accept the revised budget. The motion was seconded by Joe Sheare and passed unanimously.* The approved budget will be distributed along with these minutes.

**b. Rules and Regulations.** At the August 18, 2016 Board meeting, a motion was passed to adopt the committee's Rules and Regulations as amended by John Foulkes' and Adele Bradley's comments. Adele subsequently incorporated the comments, resulting in the Board-approved revision. The next step is to arrange a meeting with the association's attorney (Chris Woodley) for a review of the document and to discuss the permissible voting methods (paper, electronic, etc.). Afterwards, the rules will be distributed to the association membership for a vote.

#### 4. OLD BUSINESS:

**a. Capital Reserve Study: Canal-Side Crawl Spaces.** Bob Surrette mentioned that he has received proposals for the repair work from C/W Builders and Beach Brothers (Charles Kinelski). Each proposal covers replacing the paneling and installing new crawl space doors. All agreed that the work needed to be started as soon as possible. In recent discussions with Charles Kinelski, Charles stated that he could begin work as early as next week (week of October 24), and estimated he could repair about 2 units per day. All Board members wanted to receive a commitment from Charles that he could indeed start when he indicated.

*A motion was made by Mike Bufano to engage Beach Brothers for the job, contingent upon receiving a firm commitment from Charles Kinelski. The motion was seconded by Joe Pasqualine and passed unanimously.* Bob Surrette will call Charles tomorrow (Friday, October 21).

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**b. Pier Tax Increase.** At the Annual Association Meeting, a motion was made and passed to hire Joe Harrison in Chris Woodley's office (the association's attorney) to investigate the increase in pier tax, to include what the cost would be to do such as investigation, how long would it take, and are there other current cases affecting similar condominiums. Joe Sheare volunteered to contact Joe Harrison. ***This agenda item was deferred to the December Board meeting.***

**c. Trash Container Lids.** A proposal was received from Mid-Atlantic Waste Systems with two options for replacing the trash can lids and preventing further damage due to high winds. The options were to either go to a split lid which is a double wall lid and twice as heavy as the single lid we have now; or bolt a piece of flat steel bar on the existing lid to help weigh it down. ***This agenda item was deferred to the December Board meeting.***

**5. NEW BUSINESS:**

**a. Raccoons.** Adele Bradley reported that raccoons have been observed around the 600-building. She stated she has contacted Animal Control but is awaiting a response. All Board members recalled the effort several years ago when the raccoon infestation was a serious problem and the association and unit owners underwent serious efforts to shore up the structures.

It was mentioned that feeding of the local feral cats might be attracting the raccoons, as well as standing fresh water that has accumulated under the rear decks in kayaks, etc. Igor Conev (Mann Properties) will send a letter to the unit owner who is feeding the cats requesting cessation.

**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT:** The Board meeting was adjourned at 9:06pm by Joe Sheare.

**8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, December 15, 2016, at 8:00pm via teleconference.***