

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**December 14, 2016**

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

**Joe Sheare called the meeting to order at 8:06p.m. via conference call.**

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

**Board Members Absent:** None.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 10-20-2016.** *A motion to approve the draft minutes of the CDS Board Meeting of 10-20-2016 was made by Joe Pasqualine and seconded by John Foulkes, and passed unanimously.*

**2. FINANCIAL REPORT.** Mike Bufano reviewed the Financial Report, which was current as of December 12, 2016.

<b>a. Operating Account</b> (1012)	<b>\$ 19,352</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 170,852
ii. Discover Bank CD (1071)	\$ 75,489
iii. Discover Bank CD (1072)	\$ 75,451
iv. Discover Bank CD (1073)	\$ 75,432
<b>Reserves Total:</b>	<b>\$ 397,224</b>
<b>c. Assessments Receivable</b> (1310)	
i. Condo Fees (1310)	<b>\$ 6,620</b>

As of the December 12, 2016 financial report, three (3) unit owners were in arrears of the October 1, 2016 (and prior) condominium fee payments, for a total of \$6,620. One unit owner (the deceased owner of unit 726), who was 3 payments in arrears, has arranged payment. Another unit owner (708) is 4 payments in arrears. Regarding this unit owner, the association attorney sent an intent letter in October and a no-delivery letter in November; no response from the owner was received. A lien will be filed.

Mike also reported that the schedule of Reserve Funds shows all monies collected were deposited. No monies were spent from the Reserve Fund.

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**d. Bills Paid since 10-17-2016:**

10/17/16 AP3307 1585	2,645.00	APM TERMITE & PEST MGMT. 20040
10/17/16 AP3307 1586	672.72	MANN PROPERTIES, INC. ADM COSTS
10/21/16 AP3317 1587	66,954.00	CASA DEL SOL CONDO ASSOC. 2016 RESERVES TRANSFER
11/03/16 AP3322 1588	264.75	DELMARVA POWER 5500 9769 211
11/03/16 AP3322 1589	1,080.83	MANN PROPERTIES, INC. MANAGEMENT FEE 11/16
11/30/16 AP3328 1590	274.19	DELMARVA POWER 5500 8678 124
11/30/16 AP3328 1591	238.34	MANN PROPERTIES, INC. ADM COSTS
11/30/16 AP3328 1592	115.00	OCEAN SERVICES OF DE, INC REPLACE DECK BOARDS
11/30/16 AP3330 1593	283.86	MANN PROPERTIES, INC. COUPON MAILING
12/01/16 AP3333 1594	1,080.83	MANN PROPERTIES, INC. MANAGEMENT FEE 12/16

**e. Review of Invoices from Beach Brothers.** Igor Conev reported that he recently received a set of invoices from Beach Brothers dated back 14 months. Discussion ensued as to how payment should be made. The Board members reviewed each of the invoices to determine validity. *A motion was made by Mike Bufano to accept all of the invoices submitted by Beach Brothers. The motion was seconded by Joe Sheare, and passed unanimously.*

Concern was expressed that prompt payment is required so as not to adversely affect the association's budgeting protocol, and that the association should be receiving these invoices in a more timely manner from Beach Brothers. It was agreed that quarterly submission of invoices would be the best procedure. Beach Brothers (Charles Kinelski) will need to be informed of this decision.

**3. BUSINESS OF THE CONDOMINIUM:**

**a. Rules and Regulations.** Per Adele Bradley at the October 20, 2016 Board meeting, 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.) She reported that she and Joe Sheare have been unsuccessful in their attempts to engage Chris Woodley. Adele indicated that she will keep trying; in the meantime, she will email him a copy for a quick legal review and discussion of permissible voting methods. Her plan is to have the reviewed Rules and Regulations ready for a discussion at the Annual Meeting. She will provide the Board an update at the February Board meeting.

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**4. OLD BUSINESS:**

**a. Capital Reserve Study: Canal-Side Crawl Spaces.** Beach Brothers (Charles Kinelski) began the repair work starting with the 700-building in early November. Bob Surette reported that the work at the 700-building is nearing completion; Charles will then move to the 600-building. Bob also stated that Charles would like to have a 30% payment draw. The Board will need an invoice with the intention of payment in January, 2017.

**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. No action had occurred as of this Board meeting. It was agreed that Adele Bradley would discuss this issue with Chris Woodley when she contacts him about the Rules and Regulations review.

**c. Trash Container Lids.** An ongoing issue concerns replacing or repairing the trash containers dues to weather-related issues as well as damage caused by the trash trucks. One lid is gone from one of the containers at the 600-building, and one container is gone from the 700-building. It was agreed to replace the lid on the container at the 600-builldng immediately. As far as a longer term remedy is concerned, it was mentioned that fastening plywood underneath each container would keep the containers from sliding. It was recommended that this be done in the spring.

**5. NEW BUSINESS: None.**

**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT:** The Board meeting was adjourned at 8:53pm by Joe Sheare.

**8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, February 16, 2017, at 8:00pm via teleconference.***