

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**June 15, 2017**

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

**Joe Sheare called the meeting to order at 8:05p.m. via conference call.**

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

**Board Members Absent:** None.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 04-20-2017.** *A motion to approve the draft minutes of the CDS Board Meeting of 04-20-2017 was made by Adele Bradley and seconded by Bob Surette, and passed unanimously.*

**2. FINANCIAL REPORT.** Mike Bufano reviewed the Financial Report, which was current as of June 14, 2017.

<b>a. Checking (1012)</b>	<b>\$ 95,270</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 71,379
ii. Farmers Bank CD (1090)	\$ 100,000
iii. Discover Bank (1071)	\$ 75,974
iv. Discover Bank (1072)	\$ 75,898
v. Discover Bank (1073)	\$ 75,860
<b>Reserves Total:</b>	<b>\$ 399,111</b>
<b>c. Assessments Receivable</b>	
<b>i. Condo Fees (1310)</b>	<b>\$ 2,925</b>

As of the June 14, 2017 financial report, three (3) unit are in arrears of the April 1, 2017 quarterly condominium fee payments, totaling \$2,925. See item d. below.

**d. Unit 708: Payment of Outstanding Condominium Fees.** Mike Bufano reported that the unit owner called Mike during the board meeting. As a result of the telephone discussion, Mike stated that he and the unit owner agreed to reconnect (via phone call) on Friday afternoon (June 16) with the goal to address and fully understand outstanding amounts due and resolution forward.

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#### e. Bills Paid since 04-17-2017:

05/01/17 AP3448 1621	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 5/17
05/01/17 AP3448 1622	226.90	ROBIN SHEARE WEBSITE
05/02/17 AP3452 1623	372.14	DELMARVA POWER 5500 8705 018
05/02/17 AP3452 1624	637.50	OCEAN TOWER CONSTRUCTION DRAW #1-PAINT LOUVERS
05/15/17 AP3462 1626	312.70	ABC PRINTERS, INC
05/15/17 AP3462 1627	3,500.00	PIGG, KRAHL, STERN & CO., TAX RETURN
05/15/17 AP3462 1628	90.00	TOWN OF OCEAN CITY TOW STICKERS
06/01/17 AP3467 1629	185.00	C/W BUILDING SERVICES 652 RAIN GUTTER
06/01/17 AP3467 1630	310.09	DELMARVA POWER 5500 8678 124
06/01/17 AP3467 1631	325.44	Ed Patchett, Inc PHOTO EYE/BACK BOXES
06/01/17 AP3467 1632	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 6/17

### 3. BUSINESS OF THE CONDOMINIUM:

**a. Updated Association By-Laws.** The updated CDS Association By-Laws were filed by the Worcester County Circuit Court on June 2, 2017, and a copy has been mailed by Mann Properties to each unit owner in the Association. After some discussion regarding the recently updated and approved Rules and Regulations, it was agreed that *Mann Properties would mail a copy of the Rules and Regulations, including several copies of the Rules Violation Notice form, to each unit owner in the Association.*

**b. Updated Insurance Appraisal.** On June 6, 2017, Igor Conev (Mann Properties) forwarded to the Board members an annual insurance update reminder for \$1675. According to Igor, changes from the last appraisal include an increase in the value for Law & Ordinance coverage. After some discussion, *a motion was made by Lou Napoli to approve payment of the \$1675 for the insurance appraisal. The motion was seconded by Bob Surrette, and passed unanimously.*

**c. Property Walk-through on May 26, 2017** Bob Surrette and John Foulkes performed a walk-through of the 3 buildings on Friday, May 26. The following is a summary of their observations and current status:

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**Unit 614.** The carport ceiling re-painting was never done after the repair work on the cut beam. Bob Surrette contacted Ocean Towers (the company doing the painting of the louvers). Ocean Towers painted the carport on June 9 when they painted the louvers. **Completed.**

**Missing Finger Pier Boards between Units 612 & 614, 670 & 672 and 710 & 712.** Charles Kinelski (Beach Brothers) replaced the missing boards on June 15. **Completed.**

**Missing/Cracked Canal-Side Piling Caps.** There are at least 10 piling caps that are either missing or are cracked and are in need of replacement. Charles Kinelski indicated that he has some extra caps and will take care of this.

**Miscellaneous Structural Issues.** Bob and John also discussed with Charles the need to close up numerous gaps around the front and sides of the buildings where critters (e.g., feral cats, raccoons) could enter. Charles will be taking care of this shortly.

**Electrical Issues.** Charles said that when he was doing the canal-side skirting he saw several electrical problems (hanging wires, electrical boxes with no covers, etc.) underneath units as well as on the outside of the buildings that should be looked at by an electrician. After some discussion, **a motion was made by Lou Napoli to engage the condominium electrician, Ed Patchett, to conduct a review of these issues and provide a report, through Mann Properties, to the Board. Joe Pasqualine seconded the motion, and the motion passed unanimously.**

#### 4. OLD BUSINESS:

**a. Unit 678 Carport Issue.** Adele Bradley (the owner of unit 678) reported that the issue regarding the 5-foot line of bubbling (now extended to 8 feet) on her carport ceiling, of which repair was approved by the Board some time ago, is still an open issue. The damage had been examined by Joe Sheare, Charles Kinelski and C/W Builders to ascertain the cause and identify repair approaches. After some discussion, it was agreed that Bob Surrette will call Ocean Towers (the company that recently completed the painting of the louvers) later this fall to look at the damage and provide the Board with an assessment.

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**b. Pier Tax Increase.** At the April 20, 2017 CDS Board Meeting, a motion to authorize additional expenditures up to \$3500 for Joe Harrison to proceed with his plan to challenge the pier tax increase with the Assessment Office was made and passed. As an update, Adele Bradley reported that Joe Harrison has written and delivered a memorandum (plus additional supporting documentation) to the Maryland State Department of Taxation and Assessment (MSDAT) supporting our case. *It was agreed that Mann Properties will include a copy of the memorandum along with the copy of the Rules and Regulations and Violations Notices in the mailing to each owner in the Association (see paragraph 3a.)*

In addition, Adele stated that Joe Harrison will contact her when he hears back from the MSDAT and she will inform the Board regarding the response to the memorandum.

**5. NEW BUSINESS:**

**a. Painting of the Starbursts on the 600- and 770-Buildings.** The painting was completed on June 9, including the additional requested work to paint the carport of Unit 614. *A motion was made by Bob Surrette to pay Ocean Towers the final draw for completing the project. The motion was seconded by Mike Bufano, and passed unanimously.*

**b. Blacktop Depression at Unit 634.** On June 11, 2017, Joe Pasqualine reported that the owner of unit 634 is very concerned about the depression of the blacktop in her parking spot. The depression is worsening, with water collecting and causing a safety issue especially in the colder weather when it freezes over. After some discussion, as a temporary fix, either Bob Surrette or Lou Napoli will use a hammer drill to drill through the depression to alleviate the water buildup, and do this in the fall time frame. It was noted that there are numerous depressions in the asphalt in the parking lots at our 3 buildings, and the larger parking lot repair project is next on the association's agenda for execution.

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6. **VIOLATIONS:** None reported. *Please read the following notice:*

*Ocean City (and specifically the properties of Casa del Sol) is entering its busy season, with an increase of vacationers, relatives and renters at the properties. As noted in paragraph 3a above, the association has recently passed an updated version of the **Rules and Regulations** and a copy will be mailed, including copies of the **Violations Notice**, to each unit owner.*

*The proper procedure for recording a violation at Casa del Sol is for the party observing a violation to **complete and submit a Violations Notice to the Board of Directors for adjudication**. Submission of violations notices, and not verbal or other informal communication, is the proper channel for identifying violations to the Board.*

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

8. **NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, August 17, 2017 at 8pm via teleconference.***