

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**January 25, 2018**

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

**Lou Napoli called the meeting to order at 8:07p.m. via conference call.**

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

**Board Members Absent:** Mike Bufano.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 10-19-2017.** *A motion to approve the draft minutes of the CDS Board Meeting of 10-19-2017 was made by Bob Surrette and seconded by Joe Pasqualine, and passed unanimously.*

**2. FINANCIAL REPORT.** Igor Conev (Mann Properties) reviewed the Financial Report, which was current as of December 31, 2017.

<b>a. Checking (1012)</b>	<b>\$ 54,498</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 146,307
ii. Farmers Bank CD (1090)	\$ 100,000
iii. Discover Bank (1071)	\$ 76,716
iv. Discover Bank (1072)	\$ 76,620
v. Discover Bank (1073)	\$ 76,514
<b>Reserves Total:</b>	<b>\$ 476,157</b>
<b>c. Assessments Receivable</b>	
<b>i. Condo Fees (1310)</b>	<b>\$ 1,065</b>

In an email dated January 9, 2017, the owner of unit 672 has remitted payments for the July and October, 2017 condo fees, so is now only in arrears for January, 2018. Also, unit 726 (owner recently deceased), the Board agreed to waive the back interest in the amount of \$258.20; the back payments for 2017 of \$2,925 were disbursed to the Association. So the unit is in arrears for January, 2018. The owner of unit 708 is in arrears for \$1,065. *A motion was made by Joe Pasqualine that a lien be placed on the property to recoup the past fees. The motion was seconded by Bob Surrette and passed unanimously.* Igor Conev (Mann Properties) stated that the action to initiate action is on his calendar for February 5.

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**d. Bills Paid since 10-19-2017:**

10/17/17 AP3542 1655	2,645.00	APM TURNERS TERM MONITOR 1/3/18
10/20/17 AP3546 1656	74,592.00	CASA DEL SOL CONDO ASSOC. RESERVE TRANSFER
11/01/17 AP3552 1657	251.90	DELMARVA POWER 5500 9769 211
11/01/17 AP3552 1658	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 11/17
11/16/17 AP3556 1659	372.62	MANN PROPERTIES, INC. ADM COSTS
12/01/17 AP3561 1660	274.37	DELMARVA POWER 5500 8678 124
12/01/17 AP3561 1661	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 12/17
12/15/17 AP3570 1662	2,140.29	Ed Patchett, Inc CHECK CODE VIOLATIONS
12/15/17 AP3570 1663	576.00	TOWN OF OCEAN CITY 8957-53948 WATER

**3. BUSINESS OF THE CONDOMINIUM:**

**a. Annual Association Meeting for 2018.** The 2018 Annual Association meeting is scheduled to be held at the Art Center on 94<sup>th</sup> Street on May 19, 2018 from 9:00am to 11:00am. John Foulkes will assemble a draft agenda for the Board's review by the next Board Meeting. The cost to the Association to hold the meeting at the Art Center is \$110.

**b. Update of Winterization Procedures.** Up until September 2017, the condominium property coverage for Casa del Sol was written with Lloyds of London. This policy included a "Heat Warranty" which stated that the heat must be maintained to at least 55 degrees all year OR the ENTIRE building must be winterized by a licensed contractor. In September, 2017, the property coverage for Casa del Sol was moved to Axis Surplus Ins Co. The Axis Policy does not contain a specific Heat Warranty, but the policy does contain the condition that "you do your best to maintain heat in the building".

After some discussion, it was decided that the Board should review the current procedures and determine if as written, they are in compliance with the above new policy. Any next steps will be discussed at the next Board meeting.

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***Owners should be advised that as mentioned by Bob Surrette at the Board meeting, Delmarva Power has a "smart home" feature that, if the owner subscribes to it, allows remote controlling of the unit's thermostat via computer or smart phone.***

**c. Engagement Letter.** On January 12, 2018 we received the engagement letter for the audit and tax preparation services from the CPA for the Association's 12/31/17 year end. Mike Bufano (Board Treasurer) informed us via email that he signed the letter.

**d. Property Walk-Throughs/Issues.** As a result of an earlier walk-through of the 3 buildings in May, 2017, a motion was passed to engage the condominium electrician (Patchett) to conduct a review of the electrical issues and provide a report, through Mann Properties, to the Board. An email was sent by Patchett to Mann Properties on October 17 which summarized Patchett's findings. Patchett did not look at the fire alarm wiring so Igor will engage FIREPRO for that.

FIREPRO followed up and provided the Association with its findings, summarized here. Over the years the fire alarm wires and the junction boxes in the crawl spaces have deteriorated due to age and weather and have been moved around and pushed out of the way for various other work being done under the buildings. The result is that a lot of the wire and the boxes are now lying in the sand and deteriorating. FIREPRO is proposing to replace the junction boxes in the crawl spaces as needed and re-run the wire in the crawl spaces, replacing any wire/connectors, etc. that need to be replaced as we go, so that the wire and the junction boxes are up off the ground and better protected.

The estimated cost for the above upgrade is \$10,000. After some additional discussion, the Board decided the most prudent action would be to proceed with an upgrade when the panels need upgrade, which will eventually be needed in the future.

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**4. OLD BUSINESS:**

**a. Sinking Pavement Alternative from Curt Smith.** Curt Smith has requested time to present his alternative on the sinking pavement issue. The Board agreed with Curt that the real issue was determining how to move the air conditioning units, steps, and car stops to do the repaving; the filling in of the gaps between the foundation and pavement seemed not to be too difficult. All agreed that the original proposal by MAD Engineering was not feasible.

It was also agreed that work should commence on the units where the gaps are in the worst condition, and then work on the remaining units. Lou Napoli said he would call Charles Kinelski (Beach Brothers) for this.

**b. Pier Tax Increase.** At the October 19, 2017 Board meeting, Adele Bradley reported that Joe Harrison (the attorney working with us) has been away and recently returned to the area. Adele reported that on January 22, 2018, she finally talked to Joe Harrison who stated that the pier tax has been eliminated. Thus the owners' July tax bills will not have the pier tax. This is an outstanding resolution in favor of the owners of the association, and Adele and Joe Harrison should be commended for a job well done! Joe Harrison will send Adele all of the paper work for this effort, which will be stored by Mann Properties.

**5. NEW BUSINESS:**

**a. Finger Pier Damage.** The Board discussed the extent of damage to the finger piers caused by the cold weather. Joe Pasqualine stated that most of the problems, mainly heaving of the pilings, were along the 600-building. Joe stated that he will put together a specific list of the finger piers affected. Also, Igor Conev (Mann Properties) stated he would contact Ocean Services to determine the steps needed to affect repairs.

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**b. Request from Owner of Unit 676.** On January 18, 2018, the owner of unit 676 sent an email to the Board via Mann Properties with a request to have a 2<sup>nd</sup> HVAC system installed in his house with the outside equipment being installed below and behind the railing of his 3<sup>rd</sup> floor deck on the front of his house. However, the owner decided to rescind the request a few days later. The Board agreed to wait on this request when/if it is re-submitted by the owner.

**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT:** The Board meeting was adjourned at 9:05pm.

**8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, February 22, 2018 at 8pm via teleconference.***