

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**September 18, 2019**

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

**Lou Napoli called the meeting to order at 8:02p.m. via conference call.**

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

**Board Members Absent:** None.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 7-18-2019.** *A motion to approve the draft minutes of the CDS Board Meeting of 7-18-2019 was made by Adele Bradley and seconded by Bob Surette and passed unanimously.*

**2. FINANCIAL REPORT.** Igor Coney (Mann Properties) reviewed the Financial Report, current as of September 17, 2019.

<b>a. Checking (1012)</b>	<b>\$ 112,084</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 245,602
ii. Farmers Bank CD (1090)	\$ 101,968
iii. Discover Bank (1071)	\$ 78,842
iv. Discover Bank (1072)	\$ 78,475
v. Discover Bank (1073)	\$ 78,204
<b>Reserves Total:</b>	<b>\$ 583,091</b>
<b>c. Assessments Receivable</b>	
<b>i. Condo Fees (1310)</b>	<b>\$ 800</b>

As of the September 17, 2019 Assessment Receivables report, one (1) unit owner was in arrears of the July 1, 2019 condominium dues payment. Total amount in arrears: \$800.

Mike Bufano stated that we need to move some of our Money Market fund into another bank in the near future, since the total assets (1012 and 1060 at the Bank of OC) exceeds \$250,000. *A motion was made by Mike Bufano to move up to \$125,000 to a bank (to be determined) where we can get the best CD rate. The motion was seconded by Lou Napoli and passed unanimously.*

# Casa Del Sol

## DRAFT Minutes of the Board of Directors Meeting

### September 18, 2019

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

#### d. Bills Paid (since July 15, 2019):

08/01/19	AP3908	1770	163.57	D & B SERVICES	REPAIR DRAIN
08/01/19	AP3908	1771	239.71	DELMARVA POWER	5500 8705 018
08/01/19	AP3908	1772	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 8/19
08/01/19	AP3908	1773	10,749.00	SELECTIVE INSURANCE-FLOOD	FLD1123479
08/15/19	AP3911	1774	2,688.44	BLF ENTERPRISES	PIPE BOOTS
09/03/19	AP3918	1775	1,348.56	BLF ENTERPRISES	HOLE FILL
09/03/19	AP3918	1776	1,457.00	THE CINCINNATI INSURANCE	1000212210
09/03/19	AP3918	1777	235.87	DELMARVA POWER	5500 9769 211
09/03/19	AP3918	1778	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 9/19
09/04/19	AP3920	1779	51,688.08	AVERY W. HALL INS. AGENCY	PROPERTY RENEWAL
09/16/19	AP3927	1780	702.34	BLF ENTERPRISES	712 DOCK REPAIR
09/16/19	AP3927	1781	1,247.40	TOWN OF OCEAN CITY	7291-53582

### 3. BUSINESS OF THE CONDOMINIUM:

**a. Casa Del Sol Insurance Renewal.** In a series of emails beginning August 28, 2019, Igor Conev (Mann Properties) indicated that this year's insurance rates (property and wind coverage) rates will most likely increase. Although it would put the association over the budget, it would actually be more in line with what we used to pay several years ago for less coverage. After reviewing the different quotes, Igor recommended that we renew with the incumbent (Axis) as the coverages are much better than what we used to have. *An electronic motion was made by Lou Napoli to accept renewing with Axis, seconded by Joe Pasqualine, and on September 2, 2019, the electronic votes were in favor; the motion passed.* This motion was noted by Lou Napoli at this Board meeting and ratified the decision.

**b. Flood Insurance.** Igor Conev (Mann Properties) reported that the annual flood insurance policy premiums have been paid for our 3 buildings. Typically, around mid-September, many of the unit owners receive letters from their mortgage companies reminding them to forward proof of flood insurance. Unit owners should forward the requests to the association's insurance agent (Avery Hall; [www.averyhall.com](http://www.averyhall.com)) who would then supply the information to the mortgage companies.

# Casa Del Sol

## DRAFT Minutes of the Board of Directors Meeting

### September 18, 2019

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

#### 4. OLD BUSINESS:

**a. Capital Reserve Study.** Regarding the sinking and erosion of the asphalt as it joins the building foundation, the association agreed to repair the units affected. Adele Bradley, Joe Pasqualine and Igor Conev (Mann Properties) identified the units (15 in all) that were in need of repair, and the work was performed by Ben Mason (BLF Enterprises). In addition, Adele reported at this Board meeting that BLF identified 2 other units in which repairs needed to be made. In an email dated August 26, 2019, BLF reported that all repairs were made. This was verified by Joe Pasqualine in an email dated August 26, 2019.

A question was raised that since the foundation repairs have been made, can we start with the re-paving of the parking lots. Bob Surette stated that some of wood skirting where it is rotting should be repaired first, and that BLF will provide an estimate for removing any rotting wood, replacing it with new board. After this, then perhaps next spring we can get some quotes for the re-paving of the parking lots. It was also mentioned that a decision should be made at that time whether we should replace the damaged cement car stops in front of each unit or just remove them completely.

#### 5. NEW BUSINESS:

**a. Unit 770D Canal-side Decks and Stairs.** At the July 18, 2019 Board meeting, a motion was passed to contact the owner and provide the owner's share of the estimate as indicated by BLF Enterprises. In a follow-up email from Igor Conev on September 7, BLF believes that the repair to the deck would last another 5 maybe 10 years, and that the 1<sup>st</sup> floor decks did not originally exist and were added in the late 1980s and early 1990s. In response, the unit owner, in an email dated September 8, asked if we have taken CW Builders' scope of work/bid into consideration. The owner felt that CW's work would be a better long term solution and believes that BLF's approach is a band aid to the situation. After discussions with the association's attorney, the Board's position is that the association is responsible for the second-floor decks only, not the first or third floor. Mann Properties will send a letter to the unit owner reflecting this decision. All unit owners, please note the following position by the Board regarding first-floor deck repairs:

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**September 18, 2019**

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

***NOTICE TO ALL UNIT OWNERS:***

*Unit owners are responsible for repairs to their first floor canal-side decks.*

**b. Repair to Dock at Unit 712.** On September 10, 2019, BLF Enterprises sent an invoice to Mann Properties regarding repairs to the finger pier at unit 712. According to BLF, the deck boards on the upper and lower deck were split from the number of screws and nails due to the multiple times of being refastened; 60% of the nails/screws were rusted (due to corrosion) and broken off from the deck boards; two outer joists were split and deteriorated. The outer joists were repaired by fastening another joist on one side of both joists to accommodate and secure the dock and all of the deck boards were replaced with salt treated lumber and galvanized hot dipped 3-¼" nails and fasteners to accommodate the repairs. Total amount billed was \$702.34.

**c. Miscellaneous.**

**i. Pilings.** At the May 4, 2019 Annual Association Meeting, a unit owner commented that he would like to see the ropes that are wound around the pilings in his unit's carport removed, as they have caused splinters when an individual inadvertently runs up against them. Mike Bufano and Lou Napoli initiated the discussion at this meeting, and after additional comments were made, *a motion was made by Joe Pasqualine that if the unit owner would like the ropes removed (and perhaps replaced by different ropes) it is the responsibility of the owner. The motion was seconded by John Foulkes and passed unanimously.* Igor Conev (Mann Properties) will send a letter to this owner reflecting this decision. Adele Bradley and Joe Pasqualine discussed the possibility of the association replacing all units' piling ropes and volunteered to get some prices.

# Casa Del Sol

## DRAFT Minutes of the Board of Directors Meeting

### September 18, 2019

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

**ii. Carports.** A question was raised by Board members as to what degree the carport areas are common areas or unit-owned. Most felt that it would be in the condominium's best interest to support uniformity in any maintenance, repairs and upgrades to the carport areas. In discussions with the association's attorney (Chris Woodley), it was found that the documents (mainly the plats) are very old and difficult to read. It was decided that the Board would need to meet again with Chris Woodley and make a determination as to what portion is common and what portion is unit owner.

**iii. Repair to Mike Bufano's Carport.** Mike reported that an area of the sheetrock in his carport was damaged several months ago by a maintenance vehicle backing up into his carport, and he asked that it be repaired. It was suggested that BLF be contacted for the repair; Igor Conev (Mann Properties) will send an email to BLF.

**iv. Announcements.** Please heed the following 2 announcements/reminders:

#### PLEASE READ THE FOLLOWING WINTERIZATION RECOMMENDATIONS

In order to minimize the risk of frozen or burst pipes or other damage to a unit's water lines and valves, *it is recommended that the following steps be taken.*

1. Contract with a licensed, insured professional plumbing services company to winterize the unit.
2. Install electrified heat tape along all pipes under the deck from the unit out to the main shut off valve.
3. Keep the electricity turned on in the unit throughout the period of winterization.
4. Keep the interior heat at a minimum of 55 degrees F throughout the period of winterization.

As an additional precaution, consider contracting with a licensed, insured professional plumbing services company to install main line water drain next to the shut off valve; this would facilitate draining the main line going into the unit.

The water lines and valves which depart from the intersection of the building's main water line and feed the unit are considered part of the unit and thus is the responsibility of the unit owner. Any damage to these lines and valves is the responsibility of the unit owner.

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**September 18, 2019**

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

*Please ensure that the crawl-space doors under your canal-side deck are positioned in place. Not only will these keep out the critters, it will also provide a barrier to the cold wind that the winter months deliver.*

6. **VIOLATIONS:** None reported.

7. **ADJOURNMENT:** The meeting adjourned at 8:52pm.

8. **NEXT CDS BOD MEETING** – *The next Board meeting is Thursday, November 21, 2019 at 8:00pm via conference call.*