

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**November 21, 2019**

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

**Lou Napoli called the meeting to order at 8:03p.m. via conference call.**

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

**Board Members Absent:** None.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 9-18-2019.** *A motion to approve the draft minutes of the CDS Board Meeting of 9-18-2019 was made by Adele Bradley and seconded by Joe Pasqualine and passed unanimously.*

**2. FINANCIAL REPORT.** Treasurer Mike Bufano reviewed the Financial Report, current as of November 19, 2019.

**a. Checking (1012) \$ 143,799**

**b. Reserves**

i. Money Market Improvement Fund (1060)	\$ 245,915
ii. Farmers Bank CD (1090)	\$ 101,968
iii. Discover Bank (1071)	\$ 79,227
iv. Discover Bank (1072)	\$ 78,995
v. Discover Bank (1073)	\$ 79,225
<b>Reserves Total:</b>	<b>\$ 585,330</b>

**c. Assessments Receivable**

**i. Condo Fees (1310) \$ 3,275**

As of the November 19, 2019 Assessment Receivables report, four (4) unit owner were in arrears of the October 1, 2019 condominium dues payment. Total amount in arrears: \$3,275.

**d. Bills Paid (since September 26, 2019):**

10/07/19	AP3938	1782	473.92	DELMARVA POWER	5500 8705 018
10/07/19	AP3938	1783	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 10/19
11/01/19	AP3948	1784	191.50	DELMARVA POWER	5500 8705 018
11/01/19	AP3948	1785	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 11/19

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**e. Annual Audit Engagement Letter.** Mann Properties forwarded the Annual Audit Engagement Letter to Treasurer Mike Bufano, who will sign it by the holiday weekend.

### 3. BUSINESS OF THE CONDOMINIUM:

**a. Review and Approval of the 2020 Budget.** The draft 2020 Casa Del Sol Condominium budget was discussed at this meeting. The total line for 2020 is \$188,100, which remains unchanged from 2019. *Mike Bufano made a motion to approve this draft as the budget for 2020. The motion was seconded by Bob Surette and passed unanimously.*

### 4. OLD BUSINESS:

**a. Capital Reserve Study.** On November 16, 2019, Joe Pasqualine met with Ben Mason (BLF Enterprises) to inspect the front of the buildings and identify some options for repairing the damage and erosion where the building foundation skirting meets the parking lot asphalt. They first examined the canal-side repairs that were recently done to see if similar repairs could be made out front. Both Joe and Ben agreed that something more substantial would have to be done to address the issues in the front of the buildings. On November 18, 2019, BLF emailed Mann Properties a file consisting of 3 options. These options did not provide overall estimates, but rather just a per-foot estimate for time and materials. Option (1) was the least expensive and consisted of replacing any rotted wood and then scraping and painting all of the skirting; options (2) and (3) were more expensive and were not deemed feasible in the ensuing discussion. Other issues considered included replacing the concrete car stops, paving around the air conditioning unit stands, and the possibility of laying down concrete extending from the foundation out to about 4 feet. Mike Bufano indicated that funding for the repairs is covered by the quarterly condo fee increases over the past 2 years. After some discussion, *Mike Bufano made a motion to get a complete overall estimate for option (1), to include information regarding the type of paint and number of coats. The motion was seconded by Joe Pasqualine and passed unanimously.* Joe Pasqualine will call Ben Mason to request the estimate.

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**b. Carports.** A question was asked at the September 18, 2019 Board meeting as to what degree the carport areas are common areas or unit-owned. It was decided that the Board would need to meet with Chris Woodley (association attorney) and make a determination as to what portion is common and what portion is unit-owned. A meeting will need to be arranged in the near future.

**c. Repair to Mike Bufano's Carport.** Mike reported at the September 18, 2019 Board meeting that an area of the sheetrock in his carport was damaged several months ago by a maintenance vehicle backing up into his carport. Igor Conev (Mann Properties) reported that a work order was given to BLF for the repairs.

**d. Pilings.** At the September 18, 2019 Board meeting, a motion was passed that if any unit owner would like the ropes removed from the pilings in the carports (and perhaps replaced by different ropes) it is the responsibility of the owner. Adele Bradley and Joe Pasqualine discussed the possibility of the association replacing all units' piling ropes and volunteered to get some prices. Adele reported at this meeting that her research indicated that it would be extremely expensive to replace the existing ropes with ropes of different materials. Subsequently, it was decided to table this issue until a later date.

#### 5. NEW BUSINESS:

**a. Bulkhead Erosion Concerns between the 700-Building and 686C 94th Street.** On October 2, 2019 Mann Properties (Igor Conev) informed the Town of Ocean City that the neighbor at 686C appears to be discharging their downspout and undermining our bulkhead. He asked for their contact information and also that Ocean City send them a letter to rectify as it's a code violation. On October 16, Mann Properties received a letter from the Town of Ocean City, which said in part: *"The building department has inspected your bulkhead and determined that there has been a slow erosion....the roof drain piped over the bulkhead years ago has not contributed to the erosion.....due to the age of the bulkhead, the building department recommends contacting a marine contractor for a more detailed inspection."* As a result, Igor Conev reported at this Board meeting that he has contacted several marine bulkhead contractors who examined the area but could not completely see the extent of the erosion due to the high water levels in the canal at the time. The contractors will return to inspect the area when the water level recede.

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Several Board members indicated that the boardwalk over the eroded area seemed unstable; the contractors will be asked if it is safe to walk on the boardwalk while awaiting bulkhead repairs.

#### **b. Miscellaneous.**

**i.** On November 14, 2019 it was reported that there was busted line to the backside hose bib under the deck of unit 732. Igor Conev (Mann Properties) replied that a plumber turned the water off and will assess the unit owner for the cost of the repairs.

**ii.** On November 11, 2019 FirePro sent an email to Mann Properties indicating an issue with the piezo circuit in the 700 building, and that they needed to schedule a day with access to all the units to continue troubleshooting. It turns out that the issue was in unit 736. The unit owner had temporarily removed the circuit box for some painting. The circuit box was reinstalled, and the unit owner will be billed.

**iii.** On November 6, 2019 the owner of unit 628 requested that the Board approve his request to replace the main entry door and storm door. This was approved unanimously by the Board via email on November 6.

**iv.** On October 29, unit 730 requested approval to replace the exterior door, storm door and the window. It turns out that their approval from 3 years expired and they were told by Igor Conev that they have to request again. Lou Napoli amended his original motion to include front door and side window provided we have specs for the window for them to follow. After some discussion, the request was approved, with the added stipulation that the owner get a fire-rated side window.

**v.** On October 3, the owner of unit 672 spoke with Joe Pasqualine regarding the sinking and erosion of the asphalt. Apparently, BLF missed his unit regarding the earlier repair. This is being addressed by the current effort (paragraph 4a.)

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**c. Walkthrough.** On November 16, 2019 Bob Surette performed a walkthrough of the buildings. His findings:

1. Missing boards on two finger piers: between units 642/644, and units 700/702.
2. Metal fascia on the front of unit 636 is loose and needs to be re-nailed.
3. The door to the crawl space under the rear deck of unit 732 needs to be put back. (Probably left open due access regard the repair discussed in item b(i) above).

Igor Conev (Mann Properties) reported that all 3 of these items have been forwarded to Ben Mason (BLF) for repair. Also mentioned was that each owner should double check and make sure that the crawl-space doors are put back in place after any construction work is done under the rear decks.

**d. Announcements.** Please heed the following reminder:

#### 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.

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6. **VIOLATIONS:** None reported.

7. **ADJOURNMENT:** The meeting adjourned at 9:02pm.

8. **NEXT CDS BOD MEETING – *The next Board meeting is Tuesday, January 21, 2019 at 8:00pm via conference call. (Board meetings in the future will be planned for the third TUESDAY of every other month).***