

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
June 16, 2020

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

Lou Napoli called the meeting to order at 8:05p.m. via Zoom.

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

Board Members Absent: None.

1. READING AND APPROVAL OF DRAFT MINUTES OF CDS BOARD MEETING of 4-21-2020. *A motion to approve the draft minutes of the CDS Board Meeting of 4-21-2020 was made by Bob Surette, seconded by Tom Owens and passed unanimously.*

2. FINANCIAL REPORT. Mike Bufano reviewed the Financial Report, current as of June 12, 2020:

| | |
|---|-------------------|
| a. Checking (1012) | \$ 133,359 |
| b. Reserves | |
| i. Money Market Improvement Fund (1060) | \$ 71,725 |
| ii. Farmers Bank CD (1090) | \$ 103,145 |
| iii. Farmers Bank CD (1211) | \$ 67,000 |
| iv. Taylor Bank Money Market (1213) | \$ 175,029 |
| iii. Discover Bank (1071) | \$ 80,169 |
| iv. Discover Bank (1072) | \$ 80,034 |
| v. Discover Bank (1073) | \$ 80,267 |
| Reserves Total: | \$ 657,369 |
| c. Assessments Receivable | |
| i. Condo Fees (1310) | \$ 2,475 |

As of the June 12, 2020 financial report, there are three (3) unit owners in arrears of the April 1, 2020 quarterly dues, for a total of \$2,475.

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d. Bills Paid (April 16, 2020 – June 12, 2020):

| | | | | | |
|----------|--------|------|----------|-----------------------|---------------------|
| 05/01/20 | AP4075 | 1826 | 265.13 | DELMARVA POWER | 5500 8705 018 |
| 05/01/20 | AP4075 | 1827 | 59.00 | EHRlich | 18479667 |
| 05/01/20 | AP4075 | 1828 | 1,160.00 | MANN PROPERTIES, INC. | MANAGEMENT FEE 5/20 |
| 05/01/20 | AP4075 | 1829 | 90.00 | TOWN OF OCEAN CITY | Tow Stickers |
| 05/15/20 | AP4079 | 1830 | 4,000.00 | BLF ENTERPRISES | SKIRTING |
| 06/01/20 | AP4084 | 1831 | 38.62 | DELMARVA POWER | 5500 9769 211 |
| 06/01/20 | AP4084 | 1832 | 1,160.00 | MANN PROPERTIES, INC. | MANAGEMENT FEE 6/20 |

e. Annual Insurance Appraisal Update. An email was received by Mann Properties from the association’s insurance appraiser on June 15. The purpose of the email was to remind the association to keep its appraisal active and current, with the update costing \$145. Construction cost changes from inflation and/or physical changes since the appraiser’s last report would make this a good time to update. Also, since we have Flood Insurance, the appraiser will include the required foundation or pilings cost information with the update at no extra charge. A full insurance appraisal was done on 9/1/2017, and the last update was done on 8/25/2018. After some discussion among the Board members, *Lou Napoli made a motion to accept the update; the motion was seconded by Joe Pasqualine and passed unanimously.*

3. BUSINESS OF THE CONDOMINIUM:

a. Annual Association Meeting. At the April 21, 2020 CDS Board meeting, it was decided to postpone making a decision on when to hold the Annual Association Meeting until this (June 16) Board meeting. Discussion centered around the Art Center, where the association has been holding its last several annual meetings. Adele Bradley stated that the Center is not open yet, but reopening might occur by the end of the month. Adele volunteered to call the Art Center at the end of June to determine status/availability, and she will email her findings to the Board members. Other options include conducting the meeting via Zoom video conference. According to Igor Conev (Mann Properties), several associations have successfully held annual meetings this year via Zoom. Igor indicated that each of the above Zoom meetings had a clear set of rules that the attendees had to follow. Additional things to consider include assuring we can get a quorum, and the ability of the association owners to be able to participate using the Zoom technology. After some further discussion, it was decided to wait for Adele’s email concerning the availability of the Art Center, explore options, and come to a decision.

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4. OLD BUSINESS:

a. Capital Reserve Study: Walkthrough of BLF Work (Foundation Repairs). On April 21, 2020, and as reported at the April 21, 2020 CDS Board Meeting, Tom Owens and Joe Pasqualine did an additional walkthrough of the work completed and assembled a second punch list of items. The Board agreed to forward this second list to Ben Mason for follow up action. Per emails received on May 12, 2020, the work was completed, and BLF Enterprises was paid the remaining amount due.

b. Bulkhead Erosion Concerns between the 700-Building and 686C 94th Street. On June 16, an email was received by Mann Properties from Murtech, Inc. containing a proposal for \$3,800 to repair the washout under the deck and bulkhead between the eastern end of the 700-building and the neighboring units at 686 94th Street (not part of the association). Up to this point, despite requests from Mann Properties, we have not received a survey to determine property lines. Concerns expressed at this meeting included proceeding with the repairs without knowing the precise division between the 2 properties and determining an allocation of costs between the two parties. After some further discussion primarily centered around safety concerns, *Mike Bufano made a motion to accept Murtech's proposal and proceed with the repairs, while continuing to press to get the survey done. The motion was seconded by Bob Surette and passed unanimously.*

c. Repaving the Asphalt Driveways. Bob Surette and Adele Bradley reminded the Board that the estimates we currently have for the repaving of the parking lot driveways are 2 years old, and they would need to be updated. Recent attempts to contact one of them, Terra Firma, have not resulted in return calls. A proposal was received on June 5, 2020 from S&M Paving, and Joe Pasqualine stated that he will call the other contractors and get updated quotes.

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5. NEW BUSINESS:

a. Home Inspection Report: Unit 650 Piling. Per emails received between June 9 and June 11, 2020, the contractor (McCarthy) reported that the work was completed and requested payment. Igor Conev (Mann Properties) stated that a check would be sent out in the next few days. In the meantime, Mann Properties contracted with the engineer (Roland Holland) to check on the repair, who informed us that the blue insulation board that was removed during the repair needed to be replaced. Igor stated he would call McCarthy and have them follow up on it.

b. Unit 646 Siding Repair and Units 644-642 Finger Pier Repair. In an email received by Mann Properties on June 5, 2020, a request was made to effect repairs on the siding in unit 646 and repair of the finger pier between units 644 and 642. Repairs were made by BLF enterprises and a payment made by Mann Properties.

c. Request From Units 708 and 700: Deck Maintenance and Repair. A request was made via an email received on May 7, 2020 from the owner of unit 708 for permission to install a new composite decking in place of the treated lumber decking on the bottom deck. Also, an email was received on May 8, 2020 from the owner of unit 700 questioning that although owners are now responsible for maintaining the first and third floor decks, and that the Association been maintaining the decks up to now, including power washing and staining, it doesn't seem right that the responsibility can be shifted to the owners after years of that practice.

Per the association's Capital Reserve Study, the decks still have 5 years of useful life left before replacement should occur. The Board plans to address deck replacement next year, to include options, but will execute such a plan as an association. After some additional discussion, *Lou Napoli made a motion NOT to approve the request from the owner of unit 708 to replace the bottom deck with composite material (but will be in the process of addressing it in the next 2-5 years); rather, the owner can repair/replace the current deck with similar existing materials (wood) and to proper code. The motion was seconded by Tom Owens and passed unanimously.*

Regarding the power washing and staining or other similar maintenance, the association can contract out to have this work done for all (as has been done in the past).

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d. Miscellaneous:

i. Extension of Parking Lots. Board member Tom Owens had raised the issue in emails to Mann Properties on June 7, 2020 regarding the possible extension of the western portion of 600 building parking lot in order to gain some extra square footage of parking, noting this would require the removal of some ground cover vegetation. A similar issue was raised by Tom with bushes adjacent to the 800 building parking lot. The question was submitted by Mann Properties to the Town of Ocean City, which gave a quick response (June 8) that a minimum of 15% plantable space must be maintained as well as the 2.5' landscaping strip with adjoining properties. After looking at the site plans, the Town's final response was that these areas are under 15% and have no room to spare.

ii. Request from Owner of Unit 770D. In an email received by Mann Properties on June 15, 2020 from the owner of unit 770D, the owner reported that the walkway lights are not working and that there are some loose boards and a center support beam that need to be replaced. Igor Conev (Mann Properties) reported that the request has been forwarded to Charles Kinelski (Beach Brothers).

iii. Request from Owner of Unit 704: In an email dated May 8, 2020, the owner of unit 704 stated that the two trash cans (currently one on each end) of the 700-building may not be enough come summer, and that the bottom of the trash can at the eastern end of the 700-building has decomposed to the point where garbage may fall out of the bottom. The owner also stated that marking the trash bins at all the buildings might help defer non-CDS owners from using them.

After some discussion, *Mike Bufano made a motion that we purchase 2 additional trash cans for the 700 building (one for each end), and that a volunteer committee (Joe Pasqualine and Tom Owens) be formed to stencil "Property of CDS" or something similar on all trash cans. The motion was seconded by Lou Napoli and passed unanimously.*

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iv. Canal Side Boardwalk Replacement. Mike Bufano reminded the Board that the useful life for the canal-side boardwalks is about to end, and the Board should consider planning on replacement. Mike reported that he has received one estimate, which also includes the side walkways and finger pier decking; this estimate is in line with the amount quoted in the Capital Reserve Study.

6. VIOLATIONS: None reported.

As the summer months are upon us, please take note of the following two rules that appear in the association's Rules and Regulations.

UNIT OWNERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR FAMILY, FRIENDS AND GUESTS. VIOLATING ANY OF THESE RULES CAN RESULT IN FINES TO THE OWNER STARTING AT \$250 FOR EACH OFFENSE.

Rule 3. Each unit is allowed ***two parking spaces***. One in the unit's carport and one in the parking lot on a first come, first served basis. The vehicle parked in the lot must display the ***assigned parking tag*** from the rear-view mirror or front windshield area in plain view. Vehicles violating this rule may be subject to tow at the owner's expense. During the off season from Labor Day to Memorial Day owners may take advantage of additional parking spaces in the lot.

Rule 12. ***Fireworks are not permitted for use on Casa Del Sol property.*** Although the purchase and use of some fireworks are legal in the State of Maryland, they are illegal in the Town of Ocean City.

7. ADJOURNMENT: The meeting adjourned at 9:20pm.

8. NEXT CDS BOD MEETING – *The next BOD meeting is scheduled for Tuesday, August 18, 2020 at 8:00pm via ZOOM conference. Igor Conev will send an invitation email to the Board members for conference attendance.*