

Casa Del Sol Condominium
DRAFT Minutes of the Casa Del Sol Annual Owners Meeting
April 24, 2021, 9:00AM to 11:00AM, Art League
Casa Del Sol Webpage: <http://www.casadelsol-ocmd.com>

1. Roll Call and Reporting/Recording of Proxies.

Secretary John Foulkes reported that all current Board members were in attendance: Mike Bufano, John Foulkes, Adele Bradley, Shaheen Mojobian, Bob Surette and Lou Napoli. Mann Properties was represented by Igor Conev.

Secretary Foulkes reported that a total of 30 unit owners were represented at the planned start of the meeting (22 in person, 8 by proxy). A total of 29 owners is required for a quorum.

President Mike Bufano called the meeting to order at 9:01am.

(Two unit owners arrived after the meeting was called to order, bringing the total represented to 32.)

2. Welcoming Remarks from President Bufano.

President Bufano welcomed the attendees. President Bufano announced that Joe Pasqualine had recently announced his resignation from the Board of Directors. The Board would like to thank Joe for all of his hard work and dedication in support of the association. He made tremendous contributions to the discussions on and off the Board and his expertise and friendliness will be missed. The association benefitted greatly from having his "eyes and ears on the property" all these years.

3. Approval of the Draft Minutes of the August 29, 2020 Casa Del Sol Annual Meeting.

A motion was made by Stephen Lopez (unit 654) to approve the draft minutes of the August 29, 2020 Casa Del Sol Annual Meeting (pages 3–9) of the meeting handout). The motion was seconded by Paul Ramina (unit 656) and passed unanimously.

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4. Financial Review – Treasurer Shaheen Mojibian presented the financial review.

a. Account balances as of April 19, 2021:

i. Checking (1012)	\$ 82,049
ii Reserves	
Money Market Improvement Fund (1060)	\$ 64,058
Farmers Bank CD (1090)	\$ 104,183
Farmers Bank CD (1211)	\$ 68,183
Taylor Bank Money Market (1213)	\$ 175,521
Discover Bank (1071)	\$ 81,613
Discover Bank (1072)	\$ 81,240
Discover Bank (1073)	\$ 81,473
Reserves Total:	\$ 656,271

iii. Assessments Receivable Condo Fees (1310) \$ 9,066

REMINDER TO ALL UNIT OWNERS: Please remit your quarterly condominium dues by the due dates. Owners two (2) payments in arrears will receive a letter from the Board of Directors indicating the missed payments and that legal action may be taken if an additional dues payment is missed.

b. Operating budget: Year-to-date review. Treasurer Shaheen Mojibian reviewed the operating budget for 2021 (page 10 of the meeting handout package). The annual budget is \$188,100, of which 35.59% is reserved for the capital improvement projects. The quarterly dues remain at \$825.

c. Review of Annual Audit for year ending December 31, 2020. Treasurer Mojibian reported that due to the COVID-19 situation, the audit is not complete, and stated that the auditor will be letting him know completion of the audit within the next couple of weeks.

d. IRS Resolution to Carry Over Funds from Past Year's Budget. Igor Coney referenced page 11 of the meeting package handout, which called for a vote on the resolution to carry into the current year excess income over expenses on the operating side of the budget. *A motion was made by Tom Bell (unit 712) to carry over the excess funds. The motion was seconded by Karen Dean (unit 770A) and passed unanimously.* A form recognizing the owners' approval of the carry over, prepared by Mann Properties, was signed by President Bufano and Secretary Foulkes.

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5. Insurance

a. Insurance Summary. Igor Conev (Mann Properties) summarized the association insurance coverage (pages 12-14 of the handout). Igor recounted the difficult situation this past year as the insurance companies lost millions in weather-related damages, and consequently premium rates will be increasing. He believes the situation this coming year will be considerably worse than last year.

Premiums will increase by at least 10%. In addition, the association's insurer no longer participates in the coastal program. Consequently, premium rates will go up and some coverages will be reduced or eliminated. In addition, we anticipate that coverage for flood damage will also increase; these increases will be reflected in next year's budget. Our current coverages are on pages 12-14 of the handout. Pages 15-16 of the handout contain guidelines for unit owners of condominiums.

Igor also reminded the owners that in case of loss, the "Additions and Alterations" clause states that improvements are not covered by the association master policy; rather they are the responsibility of the unit owner, which can be covered by the unit owner's HO-6 policy. The State of Maryland recently passed a law, effective October 1, 2020, that says if the loss originates from an owner's, the owner will be responsible for the first \$10,000. In view of this, as part of this year's condominium insurance renewal, the deductible was increased from \$5,000 to \$10,000. Igor advised the owners to increase their coverage to \$10,000; the increase in premium for the unit owner to have \$10,000 HO-6 coverage is small.

6. Business of the Condominium

a. Significant Activities Since Last Annual Meeting – President Mike Bufano

i. The re-paving and striping of the Casa Del Sol parking lots was completed on December 11, 2020. A unit owner commented that a few of the cement car stops were damaged when removed and replaced onto the finished asphalt. Mike stated that we will get a count of the damaged stops and obtain replacements. Bob Surette reported that as part of the re-paving, the front doorsteps of the units were brought up to the correct height (as best as possible) as required by code.

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ii. Rear 2nd Floor Balcony Railings. President Bufano reported that the repairs to the 2nd floor railings were completed by the first week of March, 2021. Follow-up and rework as indicated by the engineer's inspection were completed, and re-inspected, by March 17. In addition, the new wood should be stained by the end of the summer, with all of railings stained before the end of the season.

b. Ongoing Activities

i. Repair of eroded bulkhead between the 700-Building and 686C 94th Street. Adele Bradley summarized the issue with the eroded bulkhead. After repeated efforts to get the neighboring building owners to comply, she reported that nothing has been done. In email exchanges on March 18, per the attorney representing the neighboring property, they are working diligently and in good faith toward a resolution. But Adele reported at the meeting that the ditch is still there. Consequently, Mann Properties contacted the City of Ocean City, giving the neighboring owners until May 10 to get it done.

ii. Canal Side Boardwalk/Finger Pier Maintenance. Adele Bradley reported that work began in February to replace damaged boards and paint the canal-side boardwalk and finger piers with "Deck and Dock" coating. Bob Surette added that they looked at replacing any damaged board, but this was clearly cost prohibitive to do so. Only the severely damaged boards were replaced. Charles Kinelski (Beach Brothers) continues to work toward completing the painting.

iii. Rear 3rd Floor Balcony Railings. As reported in previous Board meeting minutes, the engineer inspected the rear 3rd floor balcony railings, and in particular, the side partitions. Because of the side partition safety issue, 3rd floor balconies not having a neighboring balcony (that is, just empty space all the way down to the first floor deck) will have the partitions replaced up to code. The following units have been identified as needing the side partitions replaced: 614, 622, 626, 650, 654, 658, 664 (2 partitions, 1 on each side), 668, 672, 700, 702, 706, 720, 724, 726, and 770A (2 partitions, 1 on each side)

An engineering design was provided by the engineer, and requests for bids will be released based on the design. Igor Conev reminded the owners that the 3rd (and 1st) floor decks are the responsibility of the owners; only the 2nd floor decks are the responsibility of the association. In response to a question regarding the staining of the decks, President Bufano reiterated that in order to maintain uniformity, the association will contract out for the staining.

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After some further discussion, a motion was made by William Oldham (unit 664) that the association will select a contractor to replace the end partitions as required, assessed back to the owners. The motion was seconded by Stephen Lopez (unit 654) and passed unanimously.

On a related issue, one of unit owners commented on the need to clean the accumulation of mildew on the canal-side unit siding. In response, several Board members encouraged the owners to wash the siding with commercially available equipment but could also hire a cleaning company to do the washing, with the cost assessed back to the owner.

c. Revisiting of the Capital Reserve Study. Bob Surette reported that the Capital Reserve Study, although a guidance document only, needs to be updated regularly. In particular, he believes the boardwalk and finger pier life could be extended. In addition, the Study states that the carport ceilings are due for repair, perhaps with something more permanent than sheetrock, which was used for the last repairs. According to the Study, building 770 should have been done last year; the 600 and 700-buildings by this year.

Finally, Bob reported that the heat tape on the water main leading into the buildings (the association's responsibility) should have been replaced a year ago.

d. Update of the Owners' Directory. Pages 20-27 of the meeting handout contains the current owners' directory. Igor Conev (Mann Properties) stated that any changes to the information should be forwarded to Mann Properties.

7. Old Business

a. Reminder. *Each unit owner must place a current, working set of keys (front door, storm door (if present), and front cubby door) with the Mann Properties office personnel.*

b. Reminder: *Each unit owner should read the attachment in the meeting package (page 19 of the meeting handout) regarding recommendations for winterizing units. Winterizing is required by the insurance company.*

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c. Reminder: Parking Lot Permits. At last year's Annual Association meeting, Adele Bradley summarized the board's effort in amending one of the rules of the association and the subsequent issuing of parking tags. The rationale and subsequent guidelines regarding the parking tags was provided, and tags were mailed to the unit owners last year; although a number of cars were continuing to violate the policy, the Board exercised leniency due to the COVID-19 situation. However this year the fines will be enforced.

d. Reminder: Rules and Regulations. Adele Bradley stressed the importance regarding the following rules, in particular, Rule 12 regarding fireworks:

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.

8. New Business

a. Election to the Board of Directors. The election to fill three (3) positions on the Board of Directors was conducted. The ballot was on page 29 of the handout and listed 4 candidates: Bob Surrette, John Foulkes (both current Board members whose terms were expiring), Carole Rollins, and Richard Stryjewski. Nominations from the floor (as required by the by-laws) were opened by President Bufano; none were made. *A motion was made by Stephen Lopez (unit 654) to close nominations. The motion was seconded by William Oldham (unit 664) and passed unanimously.*

The ballots were collected and tabulated by Shaheen Mojibian and Adele Bradley; the results were reported by Igor Conev. As a result of the voting, the three (3) members elected were Bob Surrette, John Foulkes, and Carole Rollins.

b. Other New Business. None reported.

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9. Adjournment. At 10:30am, with all business concluded, President Bufano called for a motion to adjourn the meeting. *A motion was made by Barbara Barnard (unit 702) to adjourn the meeting. The motion was seconded by Charles Kinelski (unit 648) and passed unanimously.*

After adjournment of the Annual Meeting, a Board meeting was convened to elect the new officers.

President Bufano convened the meeting at 10:35am, and welcomed the newest Board member, Carole Rollins.

1. The officers of the new Board are as follows:

President: Mike Bufano (unit 652)
Vice President: Bob Surette (unit 718)
Treasurer: Shaheen Mojibian (unit 680)
Secretary: John Foulkes (unit 716)

2. Condominium Business. Treasurer Mojibian reported that Discover Bank, where the association has 3 CDS, is closing out its business accounts. Thus we will need to find a new bank for these. Shaheen stated that Discover Bank will give us the full maturity of the CDs when they are closed. We will have to replace Joe Pasqualine as a signor and get a new signature.

Shaheen also reported that the Farmers Bank CD matured on April 20 at 1% and that we can renew the CD for another 24 months, but at 0.65%. All Board members agreed that this was the best we could probably do.

3. ADJOURNMENT: President Bufano adjourned the meeting at 10:40am.

NEXT CDS BOD MEETING – *The next BOD meeting is scheduled for Tuesday, June 15, 2021 at 8:00pm via Zoom video conference.*