

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**March 14, 2022**

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

***2022 Annual Association Meeting.***

*The 2022 Casa Del Sol Annual Association Meeting is scheduled for Saturday, April 23, 2022, from 9:00am – 11:00am at the Art League on 94<sup>th</sup> Street in the large downstairs classroom.*

**Mike Bufano called the meeting to order at 8:02p.m. via Zoom.**

**Participants:** Mike Bufano, John Foulkes, Adele Bradley, Shaheen Mojobian, Lou Napoli, Carole Rollins and Igor Conev (Mann Properties).

**Board Members Absent:** Bob Surrette.

**1. READING AND APPROVAL OF DRAFT MINUTES OF CDS BOARD MEETING of 2-10-2022.** *A motion to approve the draft minutes of the CDS Board Meeting of 2-10-2022 was made by Adele Bradley, seconded by Shaheen Mojobian and passed unanimously.*

**2. FINANCIAL REPORT.** Shaheen Mojobian reviewed the account balances from the Financial Report effective as of March 10, 2022:

<b>a. Checking (1012)</b>	<b>\$ 282,431*</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 64,273
ii. Farmers Bank CD (1090)	\$ 104,183
iii. Farmers Bank CD (1211)	\$ 68,363
iv. Taylor Bank Money Market (1213)	\$ 175,849
v. Farmers Bank CD (1013)	\$ 56,725
 <b>Reserves Total:</b>	 <b>\$ 469,393</b>

*\* \$ 246,947.14 of this amount was temporarily placed in Account 1012 when the 3 Discover CDs were closed last year. A motion was passed at the February 10, 2022 Board meeting to move \$ 70,000 of this amount into Account 1213 and the remainder into Account 1060.*

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#### c. Assessments Receivable

##### i. Condo Fees (1310)

**\$ 6,135**

*As of the March 10, 2022 financial report, there were four (4) unit owners in arrears of the January 1, 2022 quarterly dues, for a total of \$5,310. Two of these owners are in arrears of the October, 2021 payment (\$825) as well as the January 1, 2022 payment (\$915). One additional unit owner is in arrears of the October, 2021 payment (\$825), bringing the total in arrears to \$6,135.*

*Igor Conev (Mann Properties) stated that he has sent a reminder letter to those owners in arrears. In addition, Shaheen Mojibian stated that he will personally call the owners in arrears. (Follow-up: In an email to the Board members on March 17, 2022, Shaheen stated that he has called, emailed, or left voice mail messages to each of these owners).*

*Additionally, the question was raised whether the electronic payment option for submitting the quarterly dues was operational. Shaheen stated that he will call the Bank to confirm, and he will also put together some points to present to the unit owners at the Annual Association meeting in April.*

**d. Reserve Study.** At the February 10, 2022 CDS Board meeting, a motion was passed to approve the proposal from MillerDodson, with a 35% deposit to be sent to MillerDodson. At this Board meeting, Igor Conev stated that he is awaiting the signed contract so we can send check, to be signed by Shaheen Mojibian. (Follow-up: In emails immediately following this meeting, the contract was signed and a check for the \$1,616 deposit will be sent.)

#### e. Bills Paid (**February 2, 2022 – March 1, 2022**):

02/15/22	AP4555	1978	1,502.50	DYLAN'S LAWN CARE LLC SNOW REMOVAL/SALT
02/15/22	AP4555	1979	108.00	EHRlich GENERAL PEST CONTROL
02/15/22	AP4555	1980	90.00	TOWN OF OCEAN CITY 478/7838 FIRE ALARM
03/01/22	AP4569	1981	34.27	DELMARVA POWER 5500 8678 124
03/01/22	AP4569	1982	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 03/22

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### 3. BUSINESS OF THE CONDOMINIUM.

**a. 2022 Annual Meeting.** The 2022 Casa Del Sol Annual Association Meeting has been scheduled for Saturday, April 23, 2022, from 9:00am – 11:00am at the Art League on 94<sup>th</sup> Street in the large downstairs classroom. A draft agenda is included at the end of these minutes.

### 4. OLD BUSINESS:

**a. Bulkhead Erosion between the 700-Building and 686C 94th Street. Ongoing Activities.** As a result of phone calls by Igor Conev, Blue Fin stated they should be able to affect repairs by the end of February or early March, 2022. As an update, Igor Conev reported that Blue Fin has begun the repair and as of the end of last week, the repair is nearly completed.

**b. Rear 3<sup>rd</sup> Floor Balcony Partitions.** At the February 10, 2022 CDS Board meeting, Carole Rollins stated that she knows of someone who might take on the job of replacing the 17 partitions. Carole indicated she would have this person contact either Igor Conev or Bob Surrette, but per Carole at this meeting, no contact had been made. In the meantime, it was suggested that perhaps Ben Mason would be willing to rebid, and Igor indicated he would email Mason.

*(Follow-up: On March 16, 2021, Igor Conev received a revised quote from Ben Mason for the repairs. Via electronic communication, positive votes were received for the proposal by Mike Bufano, Shaheen Mojibian, John Foulkes, Bob Surrette and Adele Bradley; consequently, Mike Bufano requested Igor contact Ben Mason and lock in the quote).*

**c. Trash Receptacle Bollards.** At the February 10, 2022 CDS Board meeting, a motion was passed to approve the proposal from Ruppert Fence to install bollards at the east end of the 600-building to prevent the trash cans from being dislodged. In addition, Bob Surrette stated that he spoke to Bill of Ruppert Fence regarding quotes for containing the trash cans the east end of the 700-building. Igor Conev stated that he has emailed Ruppert Fence to give Bob Surette a call to further discuss this issue. Bob Surrette is continuing to work this.

In an email dated March 13, 2022, the owner of unit 730 reported damage to the side mirror of his parked car due to the blowing of the trash cans from the west end of the 700-building.

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Igor Conev stated he would follow-up with a contractor who we contacted in the past about this issue as it pertains to the 700-building. *In a **follow-up** email on March 18, 2022 from Steve Mason of Maryland Waste, Steve replied to Igor: (Paraphrased: "He believes this issue was looked at 3-4 years ago with Steve Brown from the City about putting front load cans on that site but they could not get a truck in to pick them up so we had to stay with the 300 gallon cans. I called Brown yesterday and he confirm 300 gallon only at this site. Perhaps a side panel or corral to help break the wind?? Would be glad to meet anyone to discuss any option.")*

**d. Requests from Unit 670.** At the February 10, 2022 CDS Board meeting, Carole Rollins requested that a vehicle charging station be installed in the front of her unit approximately in the April, 2022 timeframe. She is aware of the fact that she will need to provide a certificate that her homeowner's policy reflects CDS as additional insured. *John Foulkes made a motion to approve the installation of the charging station, seconded by Shaheen Mojibian. The motion passed unanimously.* Carole confirmed that the insurance information will be updated and she will notify the Board. Once notified, the charging station can be installed.

In an email to Mike Bufano from Doug Rollins dated March 6, 2022, photos of the required exterior lights and receptacles were provided:

- The exterior lights on the front and back are required in National Electrical Code (NEC) 210.70(A)(2)(b);
- The exterior outlet on the back deck are required in NEC 210.52(E)(3);
- The electric meter enclosure replacement is required in NEC 230.70(a)(1) a service disconnect is required if the service panel is greater than 5' from the meter (all of our units).

Also included was a required change to the vent in front for the range oven.

The Board acknowledged that the extensive ongoing renovations in unit 670 requires, by Maryland Electric code, that the above modifications be done. After some further discussion, *a motion was made by Mike Bufano to approve the exterior lights, outlet and range vent as described above. The motion was seconded by Lou Napoli and passed unanimously.*

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**e. Staining of the Canal-Side Decks and Balconies.** Adele Bradley provided a status of the remaining items to be stained on the canal-side deck and balconies being done by Beach Brothers:

**600 building:**

- 1st, 2nd and 3rd floor deck flats are done, except unit 670.
- 1st floor top rail and spindles of units 614-662.
- 3rd floor partitions, top rails and spindles unit 614-622.

**700 building:**

- 1st floor deck flats are done, except unit 726.
- 2nd floor deck flats done, except units 724-728.
- Should start and finish staining the remaining 2nd and 3rd floor deck flats this week weather pending.

**770 building:**

- 1st and 2nd floor deck flats are done.

## 5. NEW BUSINESS:

**a. Parking Stops.** As part of the email exchange between Bob Surette and Bill of Ruppert Fence, we received a proposal on February 9, 2022 from Ruppert Fence for replacing the 16 curb stops in the parking lots that are needed. At the February 10, 2022 CDS Board meeting, a motion was passed to accept the portion of the proposal dealing with the parking stops. Further action on this item was deferred due to Bob's absence from this Board meeting.

**b. Boat Lift Questions.** In an email from unit owner 770D on March 12, 2022, the owner asked several questions regarding boat lifts: *"Where does it say in writing that ALL banks must approve or be paid in-full to legally obtain a boatlift? Can I see this in writing from the banks? I have talked to multiple real estate attorneys about this matter and none of them believe this can be true. Where does it say in writing that the current units with boat lifts are "grandfathered" into the HOA? How is it fair that some owners have a lift and some don't? If they can have a lift, then why can't others? If others cannot have a lift, then I think that all current lifts should be removed."*

After some discussion, Igor Conev agreed to respond to the unit owner by letter.

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6. **VIOLATIONS:** None reported.

7. **ADJOURNMENT:** The meeting was adjourned at 8:55pm.

8. **THE NEXT CDS BOD MEETING – *The next BOD meeting will be the Special meeting immediately following the Annual Association Meeting of April 23 to elect officers.***

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**Casa Del Sol Condominium**  
**Annual Owners Meeting**  
**April 23, 2022, 9:00 AM to 11:00 AM Art League**

**DRAFT AGENDA**

**1. ROLL CALL AND REPORTING/RECORDING OF PROXIES – Secretary Foulkes**

**2. WELCOMING REMARKS –President Bufano**

Passing of Max Coschignano

**3. APPROVAL OF DRAFT MINUTES** of the April 24, 2021 Casa Del Sol Annual Association Meeting

**4. FINANCIAL REVIEW – Treasurer Mojibian / Mann Properties**

**a. Account balances as of April XX, 2022:**

**i. Checking (1012)**

\$

**ii. Reserves**

Money Market Improvement Fund (1060)

\$

Farmers Bank CD (1090)

\$

Farmers Bank CD (1211)

\$

Taylor Bank Money Market (1213)

\$

Farmers Bank CD (1013)

\$

**Reserves Total:**

\$

**iii. Assessments Receivable Condo Fees (1310)**

\$

**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.

**c. Review of Annual Audit** for year ending December 31, 2021.

**d. IRS Resolution to Carry Over Funds** from Past Year's Budget.

**5. INSURANCE – Mann Properties**

**a. Insurance Summary.**

**b. Insurance Update.**



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#### 6. BUSINESS OF THE CONDOMINIUM

- a. **Significant Activities Since Last Annual Meeting** – *President Mike Bufano*
  - i. **Rear 2nd Floor Balcony Railings.**
  - ii. **Rear 3rd Floor Balcony Railings.**
- b. **Ongoing Activities** – *Adele Bradley*
  - i. **Repair of eroded bulkhead between the 700-Building and 686C 94th Street.**
  - ii. **Canal-side deck and balcony power washing and staining.**
- c. **Revisiting of the Capital Reserve Study** – *Bob Surette*
- d. **Update of the Owners' Directory** – *Mann Properties*

#### 7. OLD BUSINESS

- a. **Reminder: KEYS:** 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: WINTERIZING:** Please read the attachment concerning recommendations for winterizing units.
- c. **Reminder: (Rule 3) PARKING LOT PERMITS:** Two years ago permits were mailed to all owners for lot parking only. The tag must be displayed in the front windshield of the vehicle in plain view. Failure to comply may result in a violation and fine of \$250. If for any reason you do not have a parking permit, please contact Ana at Mann Properties.
- d. **Reminder: (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 – *President Bufano*

- a. **Election** to the Board of Directors
  - i. Review of Ballot:
  - ii. Nominations from the Floor per CDS By-Laws
  - iii. Voting
- b. **Any other New Business**

#### 9. ADJOURNMENT

#### **SPECIAL BOARD MEETING TO ELECT OFFICERS**