

**CASA DEL SOL CONDOMINIUM**  
**BOARD OF DIRECTORS MEETING**  
**THURSDAY, SEPTEMBER 22, 2022, 8PM**

*VIA "ZOOM" Invitation*

**DRAFT MINUTES**

**CALL TO ORDER BY PRESIDENT MIKE BUFANO 8:08**

*Announcement: John Foulkes has resigned from the Board of Directors effective September 20, 2022, due to the closing of the sale of his unit (716). A new Board member will need to be appointed as well as assuming the office of Secretary.*

**1. APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING of 8-23-2022**

- a. Adele motioned to approve the minutes from the last meeting–Bob seconded, and it passed unanimously.

**2. FINANCIAL REPORT.** Account balances as of September 19, 2022.

**a. Checking (1012)(1013) \$ 252,001**

**b. Reserves**

- i. Money Market Improvement Fund (1060) \$ 64,455
- ii. Farmers Bank CD (1090) \$ 105,045
- iii. Farmers Bank CD (1211) \$ 68,422
- iv. Taylor Bank Money Market (1213) \$ 246,205

**Reserves Total: \$ 484,127**

**c. Assessments Receivable**

- i. Condo Fees (1310) \$ 3,660**

*Checking is composed of Capital reserves.*

*There are 3 unit owners in arrears of the Sept 19, 2022 condominium dues, with one in arrears the past 3 quarters, for a total of \$3,660. In addition, 5 unit owners have not submitted payment for the 3<sup>rd</sup> floor partition repair (\$1,276.39).*

*Finally, there is one unit owner in arrears in the amount of \$1,272.41 which is*

*slightly less than the 3<sup>rd</sup> floor partition repair cost.*

**c. Bills Paid (August 24, 2022 – September 15, 2022):**

08/24/22	AP4767 2022	64,361.47	NFP PROPERTY & CASUALTY S RENEWAL PREMIUM
08/30/22	AP4769 2023	116.89	DELMARVA POWER 5500 9769 211
09/01/22	AP4771 2024	183.86	Ed Patchett, Inc REPLACE GFI BOX
09/01/22	AP4771 2025	143.04	FirePro INVOICE BILLED TO 670
09/01/22	AP4771 2026	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 09/22
09/01/22	AP4771 2027	4,725.00	PIGG, KRAHL, STERN & CO., PREPARE '21 TAX RETURN
09/01/22	AP4774 2028	12,835.00	NFP PROPERTY & CASUALTY S RENEWAL PREMIUM
09/02/22	AP4776 2029	48,524.04	DEELEY INSURANCE GROUP PREMIUM
09/06/22	AP4779 2030	62.72	DELMARVA POWER 5500 8705 018
09/15/22	AP4790 2031	1,416.25	TOWN OF OCEAN CITY 13827-54958

**d. Discussion of Investments and CDs.** This item was added at the request of Tom Bell.

Make a motion was made to invest 100K and start investing in a CD with Charles Schwab for 1 year with the best rate they offer (as of today) which is 4.15%. Lou seconded the motion which then passed unanimously. Paperwork to be forwarded via mail and signed by Tom Bell and Mike Bufano to open the account.

**3. BUSINESS OF THE CONDOMINIUM:**

**a. Reserve Study.** At the August 23, 2022 Board meeting, it was reported that a review of the Reserve Study revealed several items that needed adjustment, including: Page B.4 showed a replacement cost for the ladders of 765,000.00, an obvious typographical error. (It should be \$7,650.); the PVC sewer pipe replacement should be excluded; breaking out the first floor decks from the study since both the first and third floor decks are the responsibility of the unit owners; excluding the canal-side access doors.

*(NOTE: Mike Bufano requested a Board meeting be held in September to resolve this issue).*

The above comments were forwarded to MillerDodson, and in reply, in an email dated August 31, 2022, MillerDodson provided a revised study: *“Your suggestion about the dock ladders was correct; we added an extra zero to the price. The Access Doors that were previously included had been priced using fire-proof doors, which we thought was a code requirement. It is not, so we have used regular metal access doors with metal frames. Lastly, we have excluded the PVC downspouts.”*

We reviewed the revised reserved study from Miller Dodson and confirmed the

changes were incorporated as follows”

- 1 Dock Ladders were reduced,
- 2 Access doors were reduced (quoted using metal doors)
- 3 PVC downspouts were excluded

### **Budget 2023**

This revised reserve study inflation adjusted amount of 71,285 annually was then incorporated into the 2023 budget. A motion was made by Tom for the Total 2023 Budget = \$215,460. This equates to \$945 / quarter per unit.

This is an increase of \$30 per quarter per unit which is a 3.2% increase (which is lower than the current year CPI increase). This was seconded by Lou. Passed unanimously.

## **4. OLD BUSINESS:**

- a. **Trash Receptacle Bollards/Fences.** At the August 23, 2022 CDS Board meeting, Bob Surrette provided an update on the bollards and fencing to be installed by Rupperts. Specifically, bollards are to be installed on the on east end of the 600 building where the fence was damaged and bollards to be installed on the west end of 700 building, to include a fence to keep the cans from being blown around. Emails from Bob to Rupperts resulted in Rupperts stating said the weather and employee issues have pushed things back from the original installation dates in May. Bob also had reminded Rupperts regarding the installation of the parking stops. Rupperts stated they will start on October 1 for the bollards and the parking stops. (See paragraph 4b. below) **(STATUS)?**

Bob spoke with Ruppert recently and will meet him in person this weekend 9/24 to review all scope of work. Bob is going to make sure that the Bollards for the 700 building are added to the proposal.

- b. **Parking Stops.** The plan was to have Ruppert replace the parking stops at the same time the trash receptacle bollards/fences are installed (see paragraph 4b. above). The number of stops to be replaced are 614, 618, 626, 632, 634, 638 (missing), 640, 656, 674, 676, 730(missing), 736, 770A,B,C,D (common parking spot in lot). The Final list of bumpers to be updated by the 9/24 walkthrough.
- c. **Request from Owner of Unit 670.** At the March 14, 2022 CDS Board meeting, the Board passed a motion to approve the installation of the electric vehicle charging station at unit 670. Further, the owner stated that she sent all the appropriate information to the insurance company months ago. In an email dated August 29, 2022, the owner indicated she was still waiting for the official document from her insurance company. They have verbally approved everything but still have no document in the owner’s insurance file. The owner indicated she will contact them this week to see about the delay. In an email dated September 12, a copy of the insurance was forwarded to Mann Properties. An email was then

received showing the cancellation of the insurance. Mann properties to follow up with unit owner

**d. Unit 720 Balances.** In an email dated August 30, 2022 to Mann Properties, the owner of unit 720 stated that has not received a bill nor invoice, nor communication from Mann Properties that they had an outstanding balance and requested copies via email so that payment can be made. A series of emails followed between the Board and Igor Conev (Mann Properties) discussing the situation. Mike Bufano also placed calls with the owner per her email request. Mike's call was not returned and the matter is therefore still unresolved.

## 5. NEW BUSINESS:

**a. Request for Approval: Unit 736.** In an email dated July 15, 2022, the owner of unit 736 requested approval for replacement doors and windows: Andersen door 8 series and ThermaTru SSF160. Also included was a quote for Viwinco windows for the 94th street side bedroom. However, no photographs were provided. In an email to the Board from Igor Conev dated August 6, 2022, Igor stated that the owner indicated they were told by their contractor that what we specified was no longer available, although Igor's investigation indicated they were still available. After some discussion, the Board decided that the owner should submit photographs and the Board would decide via email.

Pictures were received by the board on Aug 26<sup>th</sup>. A motion to approve was made by Lou and seconded by Bob. Tom opposed. The motion passed.

**b. Request from Owner of Unit 712: Electric Powered Roof Vent.** In an email dated August 23, 2022, the owner of unit 712 requested approval to have BFI install, at his cost and liability, an electric power roof vent in the rear part of his unit's roof. The owner attached a photo of the one he would purchase from Lowes. The owner also included a Sussex Environmental Consultants report that discusses "inadequate ventilation", recommending that the owner install a roof fan.

The unit owner withdrew his request.

**c. Replacement Boardwalk Board. (INFORMATION).** In an email Dated August 24, 2002, it was reported that the board has not yet been replaced; further, the identification markings on the board must have washed off, so it was re-marked and put a phone call was placed with Charles Kinelski to replace the board as it is a safety hazard. In an email dated August 31, it was reported that the board has been replaced.

**d. Request from Owner of Unit 666. (INFORMATION).** In an email dated September 15, 2022, to Mann Properties, the owner of unit 666 stated that he is in the process of getting bids to replace all 3 sliders. They have settled on Wincore coastal series sliders, hurricane rated and energy star doors. The owner asked what he needed to do for approval. Igor Conev (Mann Properties) replied that the CDS Board desires that all owners use the same products so that all doors look the same and provided a list of products. Further, Igor requested that the owner submit the technical data and pictures for the Board's review.

The board discussed and reviewed the information provided by the owner. The board decided to request that the owner provide pictures of the product so we can complete the evaluation.

**e. There are 2 board vacancies.** A motion by Adele was made to approve Doug Rollins unit 670 as a board member. Mike seconded. It passed unanimously.

## **6. VIOLATIONS:**

**7. ADJOURNMENT: meeting was adjourned at 9:41pm**

**8. THE NEXT CDS BOD MEETING – *The next BOD meeting will be Nov 9<sup>th</sup>, \_\_\_\_\_ at 8pm via Zoom video conference.***