

Casa Del Sol
Board of Directors Meeting Minutes
February 15th, 2006

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

Frank Dean called the meeting to order at 8:06 p.m. via telephone conference.

Attendees:

Frank Dean, Gene Miesse, Joe Sheare, Marci LaRue, Bob Siskind, Louie Napoli, George Hanks and Igor Conev (Mann Properties).

Board members absent:

Reading and approval of the 1/11/2006 CDS Board meeting minutes:

Motion:

A motion to waive reading and approve the minutes from the 1/11/2006 board meeting was made by George Hanks and seconded.

The motion passed unanimously.

Review of Financial Results:

Frank Dean covered the financials provided by Igor Conev (Mann Properties) which confirmed the Checking, Savings and Accounts Receivable account balances: Checking - \$31,111.84, Savings - \$28,733.21 & A/R - \$0.00.

Frank Dean reported that the 2005 Audit is underway.

Roof & AC Project

International HVAC:

Half of the units have been pulled down from the 600 Building. IHVAC is taking pictures of all units that are being removed from the roof and recording model and serial numbers. Units that are to be reconnected are going to be done immediately.

4th Street Design:

Nothing to report this period.

C/W Building Services:

Started setting trusses today on the 600 Building but had to shut down due to wind. Will start again early tomorrow morning weather permitting? Water is still a problem for cutting the access hole to the attic where the air handlers are to be installed and no clear resolution has been formulated as yet.

Bank Loan:

Made first Draw of \$120,000.00 from the bank this week.

Owner Requests:

None reported.

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Complaint Form:

A Form and Procedure for unit owners to formally record a Casa Del Sol Association rules violation will be available at the annual meeting. A replica of the form and procedure are attached to these minutes. Ample time will be provided at the meeting to discuss the use of the form.

Annual Meeting:

Same place as last year. Same format as last year. Same goodies as last year. Same after meeting get together as last year. Change setup for new members. Time changed to 8:30 for new members & 10:00 for general meeting no prior meeting of board members scheduled at this time.

Custodial Contract:

Marci will check references for Paul Enterprises.

Old Business:

Joe Sheare reported that the Web site is updated with lots of new stuff.

George brought up Insurance issues and changes to the By-Laws. Doesn't believe there is any need to change the By-Laws as long as the CDS Board of Directors issues a position statement informing the ownership that the association will not be responsible for any damages due to negligence on the part of the owner.

New Business:

Committee Reports:

Next Board Meeting:

March 15th, 2006, 8:00 pm via conference call.

Adjournment:

Frank Dean adjourned the meeting at 9:10 p.m.

Prepared by:

C. E. "Gene" Miesse

Casa Del Sol Board of Directors – Secretary

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The CDS Rules Violation Form is a 3 part NCR form. 1st copy is white, 2nd copy is pink and the last or 3rd copy is yellow.

Front of CDS Rules Violation form

Casa Del Sol Rules Violation Notice

Name & Unit # of person reporting the violation
NOTE: Failure to complete all of the above information will nullify the notice.

Unit # where violation Occurred

Date of violation

Circle the violation(s) and make any additional comments as needed then place the original copy in the front door of the unit where the violation(s) occurred & send the copy to Mann Properties. DO NOT Place the unit copy in the mail box as it is against the law to do so.

1. Obnoxious, disorderly and drunken behavior will not be tolerated, including swearing and obscene language.
2. Carports, balconies, and decks are to be kept neat and clean and not to be used for storage purposes, including hanging clothing or towels over the railings and the storing of beer kegs, trash cans, etc.
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.
4. Boat trailers, campers, commercial vehicles, and trucks larger than pickups are not permitted to park on the property between Memorial Day and Labor Day.
5. Motorcycles, mopeds, motorbikes, scooters, and bicycles may be parked with a board under the kickstand.
6. The Ocean City Town ordinance restricts noise between the hours of 11:00 pm and 9:00 am.
7. Pet owners are required to follow Maryland State laws regarding leashing and curbing.
8. Please do not litter or throw trash into the canal!!
9. PLEASE NOTE: Children should be attended by an adult at all times; diving into the canal is a violation; and respect for our neighbors and their possessions is expected at all times.

Additional Comments:

Mail, Fax or e-mail a copy of this form to our property management company:
Mann Properties — 220 16th Street — Ocean City, Maryland 21842
Fax: (410) 289 -5443 — E-Mail: mannatoc@aol.com

Owners are subject to fines from \$250.00 to \$1,000.00 per occurrence depending on the nature of the violation and the number of reoccurrences.

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Back of Rules Violation Form (Procedure)

Purpose: To provide directions for the completion and distribution of the "Casa Del Sol –Rules Violation Notice form".

1. Forms may be obtained from the property management company (Mann Properties).
2. Anyone witnessing a violation of the Casa Del Sol Rules and Regulations may complete a "Rules Violation Notice"
3. The form is self-explanatory and only highlights will be covered in this procedure.
4. Failure to complete the following three item will negate the form and no action will be taken:
 - A. Name and Unit Number of the person completing the form.
 - B. Unit Number where violation occurred.
 - C. Date of the violation.
5. Circle the violation(s) that best describes the actions/behaviors you witnessed.
6. Add any additional information such as other Unit Owners that witnessed the violation, time of violation, if police were called, etc., etc. in the Additional Comments area.
7. Place the top copy of the form in the door (NOT THE MAIL BOX, that's against the law) of the unit where the violation occurred. Fax, mail or e-mail the second copy to the property management company (Mann Properties)
8. Upon receipt of your completed form, Mann Properties will do the following:
 - A. Review the form for proper completion
 - B. If the form is not completed properly it will be returned to the sender with a note explaining why and a copy will be retained on the file. In this case the procedure ends here.
 - C. If the form has been completed properly, a copy of the "Rules Violation Notice" will be sent to the Unit Owners of record for the unit where the violation occurred via certified mail.
 - D. The Casa Del Sol Board of Directors will be notified of the Rules Violation and request that it be added to the next Board Meeting Agenda.
9. The Board of Directors will review all Rules Violations on the Agenda of all duly called meetings and determine appropriate action.