

Casa Del Sol

Minutes of the Board of Directors Meeting

April 26, 2012

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

Joe Sheare called the meeting to order at 8:04 p.m. via conference call.

Participants: Joe Sheare, Lou Napoli, Mike Bufano, Anne Giannelli, Tom Bell, and Igor Conev (Mann Properties).

Board Members Absent: John Foulkes and James McDonald.

1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 03-15-12. A motion to approve the draft minutes of the CDS Board Meeting of 03-15-12 was made by Lou and seconded by Tom, and carried unanimously by those present.

2. Financial Review: Mike Bufano and Igor Conev reviewed the financial information, which was current as of April 25, 2012.

a. Checking (1012)	\$ 64,182
b. Future Capital Improvement Fund (1080)	\$ 66,029
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 7,547
d. Accounts Payable (3010)	\$ 172

Mike and Igor also confirmed the bills paid by the association since 03-16-12 as shown below:

Bills Paid since 03-16-12:

03/26/12	AP2287	1255	135.00	CLAY MIKOLASY INSURABLE VALUE REPORT
03/26/12	AP2287	1256	327.45	DELMARVA POWER 2114 0689 9990
03/26/12	AP2287	1257	7,005.00	SMITHSON RESTORATION INC. FINAL PAYMENT PUNCH LIST
04/02/12	AP2290	1258	750.00	FirePro SEMI ANNUAL ALARM TEST
04/02/12	AP2290	1259	1,054.50	MANN PROPERTIES, INC. MANAGEMENT FEE 4/12
04/11/12	AP2294	1260	110.00	Town of Ocean City 41359 TOW SIGN
04/11/12	AP2294	1261	339.55	MANN PROPERTIES, INC. ADM COST
04/11/12	AP2294	1262	46.00	SELECTIVE INS. 614-680 BLDG LIMIT INCREA
04/13/12	AP2296	1263	90.00	Town of Ocean City ALARM INSPECTION
04/16/12	AP2298	1264	829.14	AVERY W. HALL INS. AGENCY INCREASE PROPERTY LIMIT
04/23/12	AP2300	1265	324.43	DELMARVA POWER 2113 2499 9997

A motion was made by Mike Bufano to make a permanent equity transfer between the operating fund and the replacement fund to eliminate the \$12,000 inter fund borrowing. The motion was seconded by Joe Sheare, and passed unanimously.

Mike updated the Board on the discussion he and Igor had with Harry How of MAD Engineering prior to this meeting regarding the reserve study. Mike stated that he got the answers he was looking for so that he can make a better presentation and explanation at the owners' meeting in terms of how the numbers were put together.

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Mike stated that the costs of the various projects on the reserve table are estimated costs for replacement in the future and were arrived at by taking the costs from 2009 and adding 1% yearly increase until such time the replacement is needed. He further explained that some of these individual numbers would change up and down depending on supply and demand, i.e. fire alarm system cost may be understated because the fire code has been changed and a more sophisticated system may need to be used at replacement (Igor's estimate is \$30K-\$40K), but the cost of deck replacement today may be less due to slow economy; but the bottom line on the total of all items should stay in the range listed on the reserve table. Mike stated that the canal side deck replacement for 2019 assuming replacing all decks, so that number would be less because some of the 3rd floor decks are only 10 years old now unlike the rest.

3. Business of the Condominium:

a. Carport Repair and Repainting. The completed carport project was again brought up because several owners had complained to Anne about minor imperfections, especially seams that could be seen. Joe reviewed the history of the project and pointed out that the project was not designed to replace the seam tapes unless they were damaged, or the drywall unless it was damaged. The project called for repairing and repainting and only replacing if necessary. It bears repeating again that if any unit owner has an issue with any of the repair; Smithson will come out and inspect the carport work in question.

b. Rules and Regulations Review. The Rules and Regulations were revised by Joe Sheare based upon input from the Board at the last meeting. The three new documents: Casa Del Sol Rules and Regulations for General Usage: Please Post in Unit in Prominent Place for Visitors and Renters; Casa Del Sol Rules Violation Notice Procedures; and Casa Del Sol Rules Violation Notice were emailed to the Board on Tuesday, April 24 for final decision at this meeting. The Board discussed whether to use downloading or copied Rules Violation Notices or to have tri-colored NCR forms printed and distributed at the Annual Meeting. Tom Bell made a motion to accept the three new documents and to print them as three page tri-colored NCR Forms for distribution at the Annual meeting. Lou Napoli seconded the motion and the motion passed without opposition.

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c. Annual Association Meeting. The date for the Annual Association meeting is May 19, 2012, at 9:30am, at the Blue Ox restaurant. Below is the draft agenda:

- 1. ROLL CALL AND REPORTING/RECORDING OF PROXIES – Secretary Foulkes*
- 2. APPROVAL OF DRAFT CDS ANNUAL OWNERS’ MEETING, May 19, 2011 – President Sheare*
- 3. FINANCIAL REVIEW – Treasurer Bufano and Mann Properties*
 - a. Account balances as of May 17, 2012:*
 - b. Operating budget: Year-to-date review*
 - c. Review of Annual Audit for year ending December 31, 2011*
 - d. Replacement Reserve Study/Schedule – Treasurer Mike Bufano will report on the Board’s meeting with Harry Howe, Engineer, to discuss future replacement needs and plan adjustments.*
 - e. IRS Resolution to Carry Over Funds from Past Budget*
- 4. BUSINESS OF THE CONDOMINIUM – President Sheare*
 - a. Report on the Carport Repair and Repainting Project*
 - b. Update on parking lots resurfacing*
 - c. Next planned repair project*
 - d. Insurance Update*
- 5. NEW BUSINESS – President Sheare*
 - a. Updating the Owners’ Directory*
 - b. Election to the Board of Directors*
 - i. Review of Ballot: 2 positions open: John Foulkes, James McDonald*
 - ii. Nominations from the Floor per CDS By-Laws*
 - iii. Voting*
- 6. ADJOURNMENT*

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4. New Business.

a. Blowing Trash Cans. Igor Conev will ask Charles Kinelski (Beach Brothers) to get pricing estimates for metal posts around the dumpsters.

b. Carport Repair by Unit 730. A letter was sent from the Board via Mann Properties informing the owner of unit 730 that the condominium rules had been violated by performing exterior work without permission of the Board, and the work was not completed and therefore did not allow the carport repair contractor to work on unit 730's carport. The letter directed the unit owner complete the work on the carport before the Annual Meeting. The owner was also informed that any repairs and painting that needed to be done would have to be paid for by the owner. There has been no response to the letter, but some progress has been made in finishing the work that was started.

c. Request from Owner of Unit 640. The owner of unit 640 presented a request to replace the main entry door and paint it with the same paint used on the trim. Anne Giannelli made a motion to approve the request, seconded by Joe Sheare with the proviso that the owner adheres to Ocean City codes. The motion was passed. Igor Conev will inform let the owners of the Board's approval.

d. Raccoons in the 600-Building. Lou Napoli made a motion to notify all owners to inspect and seal their units and crawl spaces by October 15, 2012 and if not done Casa Del Sol will do it and bill those owners where it had not been done. Joe seconded the motion which passed unanimously.

e. Request from Owner of Unit 712. The owner of unit 712 requested permission from the Board to replace his boat lift with a floating boat lift by Versadock, which can hold a boat up to 22 feet long. A motion was made by Lou Napoli to approve the floating boat lift, and seconded by Anne Giannelli. It passed with Tom abstaining.

5. Old Business:

a. Review of Association By-Laws. Mike stated that he is in the process of following up with CJ Brzezinski about the proposed modifications.

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b. Hurricane Film for Glass. Anne Giannelli has been researching Hurricane Film for glass windows and sliders. She will make this information available at the Annual Meeting.

6. Committee Reports: None.

7. Violations: Tom Bell reported that while driving by unit 646 last weekend he noted that the unit has a satellite dish on the 3rd floor balcony. The Board discussed the new FCC laws and the conditions under which a satellite dish would be allowed or denied. Additional research needs to be done. Mann Properties is to send a letter to the owner stating that the dish is installed without permission and that the owner must submit a request in writing.

8. Adjournment. Having no further business, the meeting was adjourned at 9:16pm.

9. NEXT CDS BOD MEETING (Annual Association Meeting) – *Saturday, May 19, 2012, at 9:30am, at the Blue Ox Restaurant. It is very important that all Unit Owners either attend the Annual Meeting or identify a fellow member or Board Member to give your PROXY to. REMEMBER THAT YOU CANNOT NAME MANN PROPERTIES AS YOUR PROXY – IT MUST BE A BOARD MEMBER OR ANOTHER UNIT OWNER!*