

# Casa Del Sol

## Minutes of the Board of Directors Meeting

### June 21, 2012

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

**Joe Sheare called the meeting to order at 8:03 p.m. via conference call.**

**Participants:** Joe Sheare, Lou Napoli, Mike Bufano, John Foulkes, Bob Surette, Anne Giannelli, and Igor Conev (Mann Properties).

**Board Members Absent:** Tom Bell.

**1. Reading and Approval of the Revised Draft Minutes of the CDS Board Meeting of 04-26-12.** *A motion to approve the draft minutes of the CDS Board Meeting of 04-26-12 was made by Lou Napoli and seconded by John Foulkes, and carried unanimously by those present.*

In addition, after discussion initiated by Anne Giannelli, the approved version of the minutes will be posted to the web site and mailed to the unit owners.

**2. Financial Review:** Mike Bufano reviewed the financial information, which was current as of June 18, 2012.

a. Checking (1012)	\$ 55,735
b. Future Capital Improvement Fund (1080)	\$ 81,481
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 753
d. Accounts Payable (3010)	\$ 0

Mike also confirmed the bills paid by the association since 04-24-12 as shown below:

**Bills Paid since 04-24-12:**

04/25/12 AP2307 1266	15,407.50	CASA DEL SOL CONDO ASSOC. 2ND QTR RESERVES
04/25/12 AP2307 1267	171.66	ROBIN SHEARE WEB HOSTING RENEWAL
05/01/12 AP2317 1268	1,054.50	MANN PROPERTIES, INC. MANAGEMENT FEE 5/12
05/18/12 AP2323 1269	259.70	ABC PRINTERS, INC. 410-11 RULES VIOLATION NOTICES
05/24/12 AP2329 1270	244.35	DELMARVA POWER 2144 1799 9999
05/24/12 AP2329 1271	135.00	MAD ENGINEERING, INC. PHONE CONFERENCE
05/24/12 AP2329 1272	3,200.00	PIGG, KRAHL, STERN & CO., YEAR END TAX RETURN
06/01/12 AP2332 1273	132.88	JOSEPH & ROBIN SHEARE FOOD SUPPLIES ANNUAL PICN
06/01/12 AP2332 1274	366.66	MANN PROPERTIES, INC. MANAGEMENT FEE 6.12
06/13/12 AP2336 1275	250.75	Town of Ocean City 13823-54954 WATER

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#### 3. Business of the Condominium:

**a. Carport Repair and Repainting.** As stated at the Annual Association meeting, all requests for follow-up regarding the carport repair and repainting project should be delivered to Igor Conev by June 30. Igor will then forward the updated punch to the Board members by July 1 for final review before forwarding to Bobby Smithson for addressing. Items that Smithson believes fall outside the scope of the contract will be supported by an explanation and forwarded to the affected unit owner.

Smithson also stated that the paint he used was from Glidden; it would be under Charlie's Handyman as Casa Del Sol. The soffit is Heritage Cream, full vented vinyl soffit. It can be purchased from Roof Center, Bradco, and Lansing Building Supply.

#### 4. New Business.

**a. 2009 Casa Del Sol Reserve Study.** Questions regarding the 2009 Casa Del Sol reserve study, and the update to the 2009 study, were discussed. Mike Bufano clarified that the recent Casa Del Sol annual audit, discussed at the Annual Association meeting, reflects the updated 2009 study. Mike also indicated that earlier this year, he met with Harry How of How Engineering to review the points in the updated study and shared that information at the annual meeting. Additionally, it has been recommended to the Board to have the study updated by an engineering firm about every 5 years which means that the next study would be conducted about 2014.

**b. FirePro Proposal to Upgrade Fire Alarm System.** Based on the discussion at the Annual Association meeting, a request was made by Mann Properties to FirePro for a proposal to upgrade the fire alarm system. The proposal indicated that the existing Casa Del Sol fire alarm system is functioning properly, however it offered upgrades to include replacing the bells with strobe horns on all 3 buildings and to upgrade to a radio monitoring of the system. Igor Conev stated that we are not currently required to have either upgrade, but that the critical part of the system that may need to be replaced is the fire alarm panel. According to the 2009 engineering study, the fire alarm system life expectancy is past. *Mike Bufano made a motion to request bids on estimates for addressing the entire fire alarm system, to include upgrades, required or not. Lou Napoli seconded the motion, which passed unanimously.*

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#### 5. Old Business:

**a. Carport Repair by Unit 730.** A letter had been sent from the Board via Mann Properties informing the owner of unit 730 that directed the unit owner complete the work on the carport before the Annual Association meeting. The owner was informed that any repairs and painting that needed to be done would have to be paid for by the owner. As a result of ongoing discussions between Mann Properties and the unit owner, information regarding the manufacturer and color of the paint and soffit materials was relayed to the unit owner.

#### 6. Committee Reports: None.

#### 7. Violations:

**a. Unit 664.** Multiple violation reports were filed regarding behavior at this unit during the May 25-27, 2012 period. This appears to be a recurring problem with this unit. *Lou Napoli made a motion to fine the unit owner, seconded by Mike Bufano, and the motion passed unanimously.* The amount of the fine is \$500, to be transmitted to the unit owner via letter by Mann Properties.

**b. Unit 700.** It was reported that an armoire has been sitting on the lower rear deck of this unit. It is not clear as to whether this is a result of an action taken by the unit owner or by renters. Igor Conev agreed to follow up with the unit owner.

**8. Adjournment.** Having no further business, the meeting was adjourned at 8:55pm.

**9. NEXT CDS BOD MEETING (Annual Association Meeting) – *Thursday, July 19, 2012, at 8pm via conference call.***