

# Casa Del Sol

## DRAFT Minutes of the Board of Directors Meeting

### January 17, 2013

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

**Joe Sheare called the meeting to order at 8:05 p.m. via conference call.**

**Participants:** Joe Sheare, Lou Napoli, John Foulkes, Bob Surrette, and Igor Conev (Mann Properties).

**Board Members Absent:** Mike Bufano, Tom Bell, Anne Giannelli.

**1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 11-29-12.** *A motion to approve the draft minutes of the CDS Board Meeting of 11-29-12 was made by Lou Napoli and seconded by Bob Surrette, and passed unanimously.*

**2. Financial Review:** Igor Conev (Mann Properties) reviewed the financial information, which was current as of January 14, 2013.

a. Checking (1012)	\$ 57,609
b. Future Capital Improvement Fund (1080)	\$ 112,412
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 19,623
d. Accounts Payable (3010)	\$ 0

Igor also confirmed the bills paid by the association since 11-02-12 as shown below:

**Bills Paid since 11-02-12:**

11/26/12	AP2436	1303	<b>15,407.50</b>	CASA DEL SOL CONDO ASSOC. 4TH QTR RESERVE TRANSFER
11/26/12	AP2436	1304	<b>25.00</b>	FirePro SYSTEM CHECK HURRICANE
11/28/12	AP2439	1305	<b>1,023.28</b>	BEACH BROTHERS, INC. SEPT 2012 MAINT
11/28/12	AP2439	1306	<b>168.01</b>	DELMARVA POWER 2144 1799 9999
12/03/12	AP2441	1307	<b>1,054.50</b>	MANN PROPERTIES, INC. MANAGEMENT FEE 12/12
12/10/12	AP2444	1308	<b>230.23</b>	MANN PROPERTIES, INC. ADMIN COSTS
12/10/12	AP2444	1309	<b>908.30</b>	TOWN OF OCEAN CITY 8957-53948 WATER
01/11/13	AP2451	1310	<b>150.00</b>	D & B PLUMBING SERVICES WINTERIZE
01/11/13	AP2451	1311	<b>305.39</b>	DELMARVA POWER 2144 1799 9999
01/11/13	AP2451	1312	<b>520.00</b>	Ed Patchett, Inc REPL 13 OUTLETS
01/11/13	AP2451	1313	<b>1,054.50</b>	MANN PROPERTIES, INC. MANAGEMENT FEE 1/13

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**3. Business of the Condominium:**

**a. Canal-Side Ladder Replacement.** At the November, 2012 Board meeting, the Board passed a motion whereby the existing canal-side wooden ladders will be replaced with aluminum ladders. In addition, it was decided to wait until the end of December, 2012 to determine how much of an operating budget surplus exists from 2012 which could be put forward toward a quantity buy. Igor Conev reported that the association has an approximate \$8,000 surplus in the operating account. Bob Surette also confirmed that the discounted price for a bulk purchase we received last year would expire in the spring, with no guarantee of a continued discount. Since the estimate for bulk purchase, including installation, is under \$8,000, it was agreed that the association had the available funding. *Bob Surette made a motion to purchase all the ladders using the excess operating funds, seconded by John Foulkes. The motion passed unanimously.*

John Foulkes agreed to confirm the exact ladder count (after the meeting, he walked the canal-side boardwalks of the 3 buildings and counted 32 ladders, excluding the sample aluminum ladder at Mike Bufano's unit, and allowing for a second ladder at the 770 building.) Bob volunteered to confirm with the vendor the means of remitting payment, and Bob and Joe will coordinate with Charles Kinelski to determine how to arrange for delivery and storage.

**b. Leak in 3rd floor ceiling stairway of Unit 736.** In an email to Mann Properties on December 26, 2012, the owner reported that there was water leaking from the ceiling in the 3rd floor stairway, as well as down into the 1st floor utility room. Igor informed C/W Builders, who executed repairs to the roof last week. Apparently high winds had dislodged some of the roof shingles causing the water intrusion. The bill received from C/W Builders was \$1,025, which is below the insurance deductible. *Lou Napoli made a motion that the bill be paid, seconded by Bob Surette, and passed unanimously.*

**c. Soffit Replacement on Unit 730.** John Foulkes reported that the owner of unit 730 has completed the replacement of the soffit in the carport that had been previously removed for owner-induced repairs.

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**4. New Business:**

**a. New Reserve Study.** At the November, 2012 Board meeting, the Board passed a motion that the association will fund a new capital reserve study in 2013. This new study would be a refinement of the current study and include specific items and options deemed necessary and relevant. Igor Conev obtained an estimate of \$950 from MAD Engineering on the cost of a new study. It was agreed to table further action until the next Board meeting

**b. Inspection by D&B Services.** Mann Properties requested that D&B Services inspect the main water lines, heat tape and insulation to ensure that we do not get any broken or frozen pipes this winter. Igor asked D&B to also prepare a list of all unit water lines, insulation and heat tapes that are the unit owner's individual responsibility. The list was submitted to the Board members in an email from Igor on January 16, and emailed to all unit owners. If a unit is identified on the list having heat tape missing or not working, the owner must execute repairs as soon as possible, at the owner's expense, as well as replacing any missing insulation. The Board agreed to revisit this issue before winter's end.

**5. Old Business:**

**a. Raccoon Committee Report.** At the November, 2012 Board meeting, a motion was passed in which all unit owners cited in the report effect repairs by November 30, 2012; otherwise, repairs will be made by the association and charges billed to the owners(s). Igor Conev requested in an email to Charles Kinelski (Beach Brothers) to proceed with the re-inspection. Igor reported that in conversation with Charles the day of this Board meeting, Charles will have the re-inspection done by the end of the month.

**6. Committee Reports:** None.

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**7. Violations:** None to report. However, the Board discussed how to best deal with the behavior of renters, particularly teenage renters, as the upcoming rental season approaches. The Board noted that the owners are ultimately responsible for the actions of renters. The Board agreed that it would be useful to write a letter to be sent to each unit owner asking that the owners be mindful of the association's policies, noting that renting to teenagers is "risky business".

**8. Adjournment.** Having no further business, the meeting was adjourned at 8:33pm.

**9. NEXT CDS BOD MEETING – *Thursday, February 21, 2013, at 8pm via conference call.***