

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
April 17, 2014

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, Joe Pasqualine, and Igor Conev (Mann Properties).

Board Members Absent: Tom Bell.

1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 03-20-14. *A motion to approve the draft minutes of the CDS Board Meeting of 03-20-14 was made by Joe Pasqualine and seconded by John Foulkes, and passed unanimously.*

2. Financial Report. Mike Bufano reviewed the Financial Report, current as of April 14, 2014:

| | |
|--|------------|
| a. Checking (1012) | \$ 93,791 |
| b. Money Market Improvement Fund (1060) | \$ 202,652 |
| c. Assessments Receivable | |
| i. Condo Fees (1310) | \$ 18,960 |

As of the April 14, 2014 Financial Report, 24 unit owners were in arrears of the April 1, 2014 condominium fees payment, totaling \$18,960. (Per the April 17 update provided after the Board meeting, there were 21 owners in arrears (one in arrears by two quarters, totaling \$17,380).

d. Bills Paid since 03-20-14:

| | | | | |
|----------|--------|------|-----------|--|
| 03/20/14 | AP2739 | 1394 | 17,830.00 | CASA DEL SOL CONDO ASSOC. 1ST QTR RESERVES |
| 03/20/14 | AP2739 | 1395 | 750.00 | FirePro RENEWAL AP2014-MAR2015 |
| 03/20/14 | AP2739 | 1396 | 234.00 | TOWN OF OCEAN CITY 7291-53582 WATER |
| 03/21/14 | AP2743 | 1397 | 422.58 | DELMARVA POWER 2144 1799 9999 |
| 04/02/14 | AP2745 | 1398 | 1,054.50 | MANN PROPERTIES, INC. MANAGEMENT FEE 4/14 |

Igor suggested that the 2nd quarter transfer of \$17,830 be made from the Operating Account to the Improvement Fund. Treasurer Mike Bufano agreed. Igor stated that he would make the transfer the next day.

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3. Business of the Condominium:

a. Annual Association Meeting. The Annual Association Meeting is scheduled for Saturday, May 3, 2014 at 1:00 PM, at the Blue Ox Restaurant. The agenda below was reviewed and finalized by the Board.

1. ROLL CALL AND REPORTING/RECORDING OF PROXIES – Secretary Foulkes

2. APPROVAL OF DRAFT CDS ANNUAL ASSOCIATION MEETING, May 18, 2013 – President Sheare

3. FINANCIAL REVIEW – Treasurer Bufano and Mann Properties

- a. Account balances as of May 2, 2014**
- b. Operating budget: Year-to-date review**
- c. Review of Annual Audit for year ending December 31, 2013 (Copies will be included in the member package distributed before the meeting).**
- d. IRS Resolution to Carry Over Funds from Past Year's Budget**

4. BUSINESS OF THE CONDOMINIUM – President Sheare

- a. New Capital Reserve Study. Report by the subcommittee on the 3 proposals received.**
- b. Update of the CDS By-Laws.**
- c. Update of the Owners' Directory (Igor will email owners for any updates; updates will be made and a new directory will be available for the meeting).**
- d. Installment of new signage for the condominium buildings.**

5. NEW BUSINESS – President Sheare

- a. Winterization Procedures: Installation of Heat Tape**
- b. Election to the Board of Directors**
 - i. Review of Ballot: 3 positions to be filled.**
 - ii. Nominations from the Floor per CDS By-Laws**
 - iii. Voting**

6. ADJOURNMENT

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4. Old Business:

a. Rethinking the Capital Reserve Study. Joe Sheare reported that one of the 3 bidders has been chosen for follow-up discussion on the proposal specifics. The subcommittee developed 9 additional questions to be answered in a follow-up conference call. Based on the answers, a decision will be made to either accept this bidder's proposal or go back and review the other 2. The final decision will be reported out at the Annual Meeting (see Annual Meeting Agenda Item 4a).

b. Update of Association By-Laws. CJ Brzezinski has been working on updating the by-laws with the intent of having them ready for a vote at the Annual Meeting. However Joe Sheare reported that it appears the update will not be finished in time for the Annual Meeting; they will be ready for a vote at a later date (see Annual Meeting Agenda Item 4b).

c. Follow-Up Work for CW Builders. It was reported that CW Builders needs to fill-in around the pilings previously repaired by CW in the front of the units in the 600-building. It was also noted that CW needs to repair the gutter on the back side of unit 730 that has come loose.

5. New Business:

a. Winterization Issue. On April 11, Igor received a proposal from the association's plumber (D&B Services) of \$290 per unit for installation of insulation and heat tape on the water main entering a unit. This is an agenda item (see item 5a) at the Annual Association meeting with the purpose of informing the unit owners of this estimate and the contact information for D&B if an owner decides to go this route. Igor also noted that each unit owner must provide a set of keys to Mann Properties to allow entry in case of emergencies.

b. Request from Owner of Unit 720. *A motion was made by Bob Surette to approve the request made by the owner of unit 720 to replace his entry storm door with a "Comfort-bilt", white, cottage high view door. The motion was seconded by Joe Sheare and passed unanimously.*

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c. Finger Pier by Unit 624. It was reported that the piling at the end of the finger pier by unit 624 had been pushed upward and needed to be pounded back down. Igor received a proposal from Blue-Fin Construction for a variety of work, including inspection of all finger piers and pilings and subsequent repair. After some discussion, the Board agreed to table a decision on the proposal on the whole, but the immediate concern was to repair the finger pier at unit 624.

Lou Napoli made a motion to contact Blue-Fin for the repair of the piling and re-securing the finger pier at unit 624, for a cost of \$320. The motion was seconded by Joe Pasqualine, and passed unanimously.

6. Violations: None reported.

7. Adjournment. The Board meeting was adjourned at 8:50pm by Joe Sheare.

8. NEXT CDS BOD MEETING – *Saturday, May 3 at the Annual Association Meeting.*