

Casa Del Sol

DRAFT Minutes of the Board of Directors Meeting

September 18, 2014

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, John Foulkes, Bob Surette, Tom Bell, and Igor Conev (Mann Properties).

Board Members Absent: Joe Pasqualine.

1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 08-21-14. *A motion to approve the draft minutes of the CDS Board Meeting of 08-21-14 was made by Bob Surette and seconded by Lou Napoli, and passed with one abstention.*

2. Financial Report. Mike Bufano reviewed the Financial Report, current as of September 16, 2014:

a. Checking (1012)	\$ 67,816
b. Money Market Improvement Fund (1060)	\$ 221,023
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 1,580

As of the September 16, 2014 Financial Report, 2 unit owners were in arrears of the July 1, 2014 condominium fees payment, totaling \$1,580. Mike reported that he has emailed the two unit owners concerning the late payment.

REMINDER: Next condominium fee payment is due OCTOBER 1, 2014.

d. Bills Paid since 08-15-14:

08/21/14	AP2838	1425	271.46	DELMARVA POWER 2113 2499 9997
09/02/14	AP2848	1426	47,044.00	AVERY W. HALL INS. AGENCY MULTI PERIL INSURANCE
09/02/14	AP2848	1427	1,100.00	BLUE FIN CONSTRUCTION PIER REPAIR
09/02/14	AP2848	1428	480.00	D & B PLUMBING SERVICES UNPLUGGED ALL HEAT TAPES
09/02/14	AP2848	1429	1,054.50	MANN PROPERTIES, INC. MANAGEMENT FEE 9/14
09/15/14	AP2855	1430	330.00	AVERY W. HALL INS. AGENCY D&O DIFFERENCE
09/15/14	AP2855	1431	1,349.80	TOWN OF OCEAN CITY 7291-53582 WATER

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3. Business of the Condominium:

a. Insurance Renewal. The condominium insurance renewal bill was paid on September 2. As part of this renewal, the Board opted for additional coverage (at a cost of an additional \$50 in premium) for cyber liability protection. This coverage provides liability protection to the association with respect to our web site publishing and email transmissions. Any owner wishing to see copies of the coverage can send a request via email to Mann Properties.

Additional discussion ensued regarding the adequacy of the association's current Law and Ordinance B&C coverage. Earlier this year, the Board voted to increase the coverage from \$500,000 to \$750,000 at a cost of \$1,030 in premium (which was less than the \$2,000 the Board had anticipated). *Lou Napoli made a motion to increase the Law and Ordinance B&C coverage from \$750,000 to \$1 million (at an additional premium charge of \$1,030). The motion was seconded by Bob Surette, and passed unanimously.*

b. Miscellaneous Repair Items

i. Asphalt Patch Repair at the 600-Building. The Board was reminded that the asphalt patches had not been sealed after 30 days as promised. Upon receiving the notification, Walt Smelter (CW Builders) was contacted and asked to schedule the sealing as soon as possible. On the morning of September 18, CW Builders came by to repair and seal the asphalt patches around several of the pilings. Because there were cars next to the pilings, CW Builders indicated they would come by next Tuesday (September 23) to complete the repair job when the cars are gone. Mann Properties was asked to send an email alerting owners that the sealing would take place, and was also asked to put up signs near the pilings to be sealed to remind owners that CW Builders would be in the area on the 23rd. The Board will follow up on this activity.

ii. Rotting Wood at the 600 Building. The owner of unit 620 reported that the trim wood behind A/C units and along paving is in bad shape; at many places, the wood is exposed and the wood is rotting. The Board requested that Mann Properties ask Charles Kinelski (Beach Brothers) to provide an estimate for the repair.

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iii. Water Pouring from Drainpipes. The owner of unit 622 reported that water was pouring out of the drainpipe under the finger pier between units 626 and 628, and that none of the other drainpipes along the 600 building canal boardwalk were draining. Mann Properties reported that the pouring water was from a burst hose bib and that the unit owner will be contacted to ensure repairs had been made.

iv. Damaged Dumpster. The owner of unit 622 reported that the double-lidded dumpster at the eastern end of the 600-building is losing its bottom. Mann Properties reported that the damaged dumpster has been replaced.

4. Old Business:

a. Capital Reserve Study. The walkthrough by Mr. Gary Gilbert (Miller-Dodson) is scheduled for September 19 starting at 11:00 AM. Board members Lou Napoli, Bob Surrette, and Tom Bell will be accompanying Mr. Gilbert during the walkthrough.

Regarding the details of the study, the Board subcommittee received bids from 3 firms: Becker Morgan (\$8,000), Miller Dodson (\$4,100) and ETC (Engineering and Technical Consultants) (Time and Materials). All firms submitted bids in writing and were invited for a walk-through, however not all participated in the walk-through. All 3 were invited to a question and answer teleconference with the subcommittee. Miller Dodson was selected as winner, based in part on the sample detailed reserve study work product (which the others did not provide).

The Miller Dodson Study Methodology will include an On-site evaluation, a Preliminary report and a Final Report. Miller-Dodson will issue a preliminary report after completing an on-site evaluation. The Board will have up to 90 days to request revisions. The Preliminary report will be deemed as final if no changes are submitted within 90 days. The Cost of the Capital Reserve Study is \$4,100. Any meetings to review report will be extra at the rate of \$180/hour.

b. Review and Update of the CDS By-Laws. An e-mail received by Mann Properties on September 17 from C.J. Brzezinski stated that C.J. is unable to continue his services in reviewing and updating the By-Laws. Joe Sheare reported that he has requested that C.J. turn over his drafts and other relevant documentation to the Board. The Board will be considering a number of options for determining the next steps to be taken in finalizing the update.

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c. Bicycles under the Carports. The Board discussed this issue during the meeting, and would like to confirm its position that bicycles are allowed to be kept under the carports.

5. New Business:

a. Canal-Side Boardwalk, Balcony and Finger Pier Cleaning and Re-Staining. An estimate for \$57,000 was received from Beach Brothers for cleaning and re-staining of the canal-side boardwalk, balconies, and finger piers. Joe Sheare stated that the Board has asked for 2 additional companies to respond to our request for proposal for estimates before a decision is made.

6. Violations: None reported.

7. Adjournment. The Board meeting was adjourned at 8:53pm by Joe Sheare. The Board immediately entered into an Executive Session. The purpose of the Executive Session was to discuss the recent exchange of heavy email traffic among several owners of the association.

8. Executive Session. Joe Sheare opened the Executive Session at 8:54pm.

By procedure, any motions voted on and passed in the Executive Session are required to be posted in the minutes of the general meeting; however no such motions were made. However, the following statement and request was made by Joe Sheare during the Executive Session:

The Board must plan to physically meet and hammer out a set of rules and regulations to be presented for association vote followed by prompt promulgation. The Board needs to arrange for a series of meetings in the very near future. He requested that each Board member send an email to Igor Conev (Mann Properties) with dates and times they will be available in Ocean City during the next 3 months.

Joe Sheare closed the Executive Session at 10:10pm.

9. NEXT CDS BOD MEETING – *Thursday, October 16, at 8:00pm via teleconference.*