

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
October 16, 2014

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

Joe Sheare called the meeting to order at 8:02 p.m. via conference call.

Participants: Joe Sheare, Mike Bufano, John Foulkes, Bob Surette, Tom Bell, Joe Pasqualine, and Igor Conev (Mann Properties).

Board Members Absent: Lou Napoli.

1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 09-18-14. *A motion to approve the draft minutes of the CDS Board Meeting of 09-18-14 was made by Bob Surette and seconded by John Foulkes, and passed unanimously.*

2. Financial Report. Mike Bufano reviewed the Financial Report, current as of October 15, 2014:

a. Checking (1012)	\$ 85,817
b. Money Market Improvement Fund (1060)	\$ 221,140
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 18,170

As of the October 15, 2014 Financial Report, there are 23 unit owners in arrears of the October 1, 2014 condominium fees payment, totaling \$18,170.

d. 2015 Budget. Mike and Joe Sheare stated that the draft 2015 budget will be reviewed and voted on at November's Board meeting.

e. Bills Paid since 09-15-14:

09/19/14	AP2868	1432	1,060.00	AVERY W. HALL INS. AGENCY INCREASE BLDG LAW/ORD
10/01/14	AP2875	1433	416.85	C/W BUILDING SERVICES REPAIR SINKING ASPHALT
10/01/14	AP2875	1434	60.00	D & B PLUMBING SERVICES UNIT 728 LEAK
10/01/14	AP2875	1435	198.29	DELMARVA 2144 1799 9999
10/01/14	AP2875	1436	599.10	MID-ATLANTIC WASTE SYST. 300 BLACK CONTAINER
10/01/14	AP2875	1437	1,054.50	MANN PROPERTIES, INC.MANAGEMENT FEE 10/14

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
October 16, 2014

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

3. Business of the Condominium:

a. APM Termite and Pest Control: Renewal Notice. APM sent the renewal notice to Mann Properties. The current coverage expires 1/7/2015; the amounts are \$1,416, \$886 and \$343 for the 3 buildings, respectively, the same amounts as last year. *A motion to approve the renewal was made by Tom Bell and seconded by Joe Pasqualine, and passed unanimously.*

b. Miscellaneous Repair Items

i. Asphalt Patch Repair at the 600-Building. CW Builders came by during the week of September 23 to repair and seal the asphalt patches around several of the pilings at the 600-building. Bob Surette and Tom Bell reported that they inspected the work and the work appears to have been done properly.

ii. Rotting Wood at the 600 Building. The Board had requested that Mann Properties ask Charles Kinelski (Beach Brothers) to provide an estimate for the repair of the trim wood behind the A/C units and along paving near unit 620. Apparently, in many places, the wood is exposed and the wood is rotting. As of October 14, Mann Properties had not received a reply from Charles Kinelski. An option discussed was to consider using another handyman for the repair if Charles is unable to do the work before the cold weather sets in.

4. Old Business:

a. Capital Reserve Study. On September 26, an invoice was received by Mann Properties from Miller-Dodson for the Reserve Study, with the fee to be paid of \$4,100. The Board discussed at length the findings in the study (the study report totaled 68 pages) and the need for raising questions concerning items that are difficult to understand. Some of the concerns raised included the procedures used for determining the measurements and the apparent lack of alternate materials pricing. It was agreed that the study report needs to be reviewed in detail and a list of comments and questions be created. It was decided that each Board member review the study report and provide comments and questions to Mann Properties within 2 weeks. The list will be ready for Board review at the November meeting.

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
October 16, 2014

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

Further discussion ensued regarding the payment of the fee. In light of the potential questions resulting from the detailed Board review, consideration might be given to a partial payment with full payment conditional on responses to the raised questions. Since we have 30 days to remit the fee, we should have time for our review before payment is due. *It was also decided to post the study report (which is still a draft report) on the web site for viewing by the association.*

b. Review and Update of the CDS By-Laws. A first draft copy of the updated by-laws that Joe Sheare has been working on for the past several weeks has been provided to the Board members. He asked that the Board review and send along any suggestions.

c. Insurance Claim for Unit 630. In emails dated from October 2 to October 7, the insurance adjuster indicated that he has submitted the insurance claim to the insurance carrier (copy to Mann Properties) for the damages at the unit. In the carrier's response, the carrier stated that the claim will be forwarded to Lloyds of London for their review.

5. New Business:

a. Canal-Side Boardwalk, Balcony and Finger Pier Cleaning and Re-Staining. Three bids have been received regarding cleaning and re-staining of the canal-side boardwalk, balconies, and finger piers. A bid of \$57,000 was received from Beach Brothers; a bid of \$32,350.00 was received from Ocean Tower Construction, LLC and a third bid was received from Everett Contracting Company for \$48,200. Igor Conev (Mann Properties) stated that he is expecting bids from 2 more contractors.

b. Request Approvals:

i. Request for New Front Door and Storm Door from Unit 624. *The Board approved the following request* submitted by the owner of unit 624 on September 18: Installation of main entry door (glass will not exceed more than ½ of the upper portion of the door) painted with BEHR Premium Plus Ultra Exterior Semi-Gloss Enamel: Custom Color Match – Base: 3050 Bar Code 250912173024; and storm door installation: EMCO "Forever – Traditional Store in Door" in white.

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
October 16, 2014

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

ii. **Request for New White Front Door from Unit 654.** The owner reported on October 9 that although he was already granted approval to replace his screen door, he discovered that the entrance door was not fitting properly. He received a quote from Home Depot to replace the door with a Therma True DP50 rated door meeting the OCMD code, and for this door to be white. *The Board approved the request.*

6. Violations: None reported.

7. Adjournment. The Board meeting was adjourned at 9:22pm by Joe Sheare.

8. NEXT CDS BOD MEETING – *Thursday, November 20, at 8:00pm via teleconference.*