

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**November 20, 2014, 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, Lou Napoli, Mike Bufano, John Foulkes, Bob Surette, Tom Bell, Joe Pasqualine, and Igor Conev (Mann Properties).

**Board Members Absent:** None.

**1. Reading and Approval of the Draft Minutes of the CDS Board Meeting of 10-16-14.** *A motion to approve the draft minutes of the CDS Board Meeting of 10-16-14 was made by Joe Pasqualine and seconded by Tom Bell, and passed unanimously.*

**2. Financial Report.** Mike Bufano reviewed the Financial Report, current as of November 18, 2014:

<b>a. Checking (1012)</b>	\$ 92,357
<b>b. Money Market Improvement Fund (1060)</b>	\$ 221,252
<b>c. Assessments Receivable</b>	
<b>i. Condo Fees (1310)</b>	\$ 3,950

As of the November 18, 2014 financial statement, 5 unit owners (616, 636, 704, 714 and 728) are in arrears of the October 1, 2014 dues payment, for a total of \$3,950. Mike Bufano stated that he emailed a reminder to each of these unit owners, and attempted to call the owner of unit 704; however the phone numbers were not correct. Mann Properties (Igor Conev) will mail a reminder to the owner of unit 704.

**d. Bills Paid since 10-01-14:**

10/15/14	AP2886	1438	211.49	JOSEPH & ROBIN SHEARE CONE PILING CAPS
10/30/14	AP2895	1439	2,645.00	APM TERMITE & PEST MGMT. 20040 TERMITES
10/30/14	AP2895	1440	240.00	D & B PLUMBING SERVICES PLUGGED IN HEAT TAPE
10/30/14	AP2895	1441	228.19	DELMARVA POWER 2144 1799 9999
10/30/14	AP2895	1442	233.38	Ed Patchett, Inc REPLACE FIXTURE
10/30/14	AP2895	1443	3,690.00	MILLER DODSON ASSOCIATES RESERVE STUDY
10/30/14	AP2895	1444	166.90	MANN PROPERTIES, INC. ADM COSTS
11/05/14	AP2899	1445	1,054.50	MANN PROPERTIES, INC. MANAGEMENT FEE 11/14

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**e. 2015 Budget.** Discussion ensued regarding the 2015 budget. There was some discussion regarding how to budget for the cleaning and staining of the canal-side boardwalks, finger piers, and balconies. One option discussed was to establish a separate "maintenance and painting" fund to cover expenses such as these. Another option presented was to project a 7% increase in the 2015 budget to cover this expense, and, along with projected carry-over from 2014, it would be sufficient to cover the cleaning and staining bill. Yet another option was to draw funds from the capital reserve to pay for the cleaning and staining, assuming this is permitted. Most of the discussion centered on waiting until the capital reserve study is completed before enacting a dues increase. *Mike Bufano made a motion to approve the budget for 2015 at the same level as 2014, allowing for a re-visiting during 2015 once the capital reserve study is completed. The motion was seconded by Joe Pasqualine, and passed unanimously.*

**3. BUSINESS OF THE CONDOMINIUM:**

**a. Rotting Wood at the 600 Building.** The Board requested that Mann Properties ask Charles Kinelski (Beach Brothers) to provide an estimate for the repair. According to Joe Sheare, Charles has been contacted and will perform the work at his hourly rate plus materials.

**b. Review and Update of the CDS By-Laws.** A draft copy of the updated by-laws prepared by Joe Sheare has been reviewed by several members of the Board, and comments provided. Joe Sheare asked that the remaining Board members read the draft also. Next steps would be to have the association's attorney look at the finalized draft; this would be followed by a mailing of the draft to the unit owners at least 30 days before the next annual association meeting, with a vote taken at the meeting.

**c. Elevation Certificates.** Mann Properties (Igor Conev) reported in an email dated November 14, 2014 that the elevation certificates for the three buildings have expired. Mann Properties received two bids from surveying companies to perform the surveys; however Mann Properties will investigate other options for certificate renewal and report back to the Board.

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**4. OLD BUSINESS:**

**a. Capital Reserve Study.** At the October Board meeting, it was decided that each Board member would review the study report and provide comments and questions to Mann Properties within 2 weeks. This list has been developed. In addition, Mike Bufano reported that Curt Smith (unit 620), who has extensive engineering experience in these matters, also reviewed the report and provided Mike with a very detailed itemized list of comments and suggestions. Some discussion ensued regarding the points in Curt's review, and felt Curt did an excellent job; they noted that some minor adjustments should be made however. After some additional discussion, Mike Bufano volunteered to assemble a package consisting of a clean copy of the Board's comments as a cover letter with a modified version of Curt Smith's review attached.

**b. Insurance Claim for Unit 630.** Mann Properties has stated that it is the association's responsibility to restore the unit, by law. One option is to allow the owner to use his own contractor if the owner desires this, however the contractor must be licensed and insured, the association needs to be listed as an insured party, and copies of all cancelled checks must be provided to the association for reimbursement. Mann Properties (Igor Conev) stated that he is awaiting a response from the owner.

**5. New Business:**

**a. Canal-Side Boardwalk, Balcony and Finger Pier Cleaning and Re-Staining.** Three bids were received regarding cleaning and re-staining of the canal-side boardwalk, balconies, and finger piers. *During an email vote with the Board members, Joe Sheare made the following motion: We select Beach Brothers to take on redoing the back common walkways, the finger piers and each unit's decking (all 3 stories) and the rails, etc. as specified by the Beach Brothers written bid. The motion was seconded, and passed on Friday, November 7.*

Joe Sheare noted that Beach Brothers has already begun the work, power washing much of the areas.

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**b. 94<sup>th</sup> Street Canal Sandbar.** Joe Sheare submitted pictures of the sandbar encroaching at the end of the canal. After some inquiries, Mann Properties was informed that dredging is not planned nor was it included in the 3-year permit cycle. An update was provided on November 13 by Terry McGean from the OC government, who stated that he believes the sandbar may just be a pile of floating vegetation that can easily be removed. He also stated that the rest of canal appears to be in very good shape compared to higher priority canals. If it requires dredging we are at least a year out since he has no permits for this area. The Board will wait until spring; hopefully by then the sandbar will have dissipated. In the meantime, Mann Properties suggests that the Board writes letters to the Ocean City mayor to add our canal to next years' dredging list.

**c. Annual Meeting Venue.** Joe Pasqualine raised the issue of perhaps changing the venue of the annual association meeting to a place within walking distance of the Casa Del Sol buildings (such as the Art League or the public library). Mann Properties (Igor Conev) said he will look into these and perhaps some other options as well.

**6. Violations:** None reported.

**7. Adjournment.** The Board meeting was adjourned at 9:07pm by Joe Sheare.

**8. NEXT CDS BOD MEETING – *(NO MEETING SCHEDULED FOR DECEMBER)***  
***Next meeting: Thursday, January 15, 2015 via teleconference.***