

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**January 15, 2015**

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

**Board Members Absent:** Bob Surette.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 11-20-14.** *A motion to approve the draft minutes of the CDS Board Meeting of 11-20-14 was made by John Foulkes and seconded by Joe Pasqualine, and passed unanimously.*

**2. FINANCIAL REPORT.** Mike Bufano reviewed the Financial Report, *current as of December 31, 2014:*

a. Checking (1012)	\$ 71,281
b. Money Market Improvement Fund (1060)	\$ 257,157
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 790

*There is one unit owner in arrears of the condo fee payment for 2014, for a total of \$790.*

*For 2015, there are 18 unit owners in arrears of the January 1, 2015 condo fee payment, including the one owner who is in arrears for 2014, for a total of \$14,220.*

**d. Bills Paid since 11-05-14, through 12-31-14:**

11/21/14 AP2909 1446	35,660.00	CASA DEL SOL CONDO ASSOC. 3RD QTR RESERVES
12/03/14 AP2915 1447	296.46	DELMARVA POWER 2114 0689 9990
12/03/14 AP2915 1448	1,054.50	MANN PROPERTIES, INC. MANAGEMENT FEE 12/14
12/03/14 AP2915 1449	578.00	TOWN OF OCEAN CITY 8957-53948 WATER
12/12/14 AP2918 1450	427.10	MANN PROPERTIES, INC. ADMIN COSTS
12/19/14 AP2922 1451	124.24	ATLANTIC BUSINESS FORMS CHECK ORDER
12/19/14 AP2922 1452	1,898.15	BEACH BROTHERS, INC. CUSTODIAL

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**3. BUSINESS OF THE CONDOMINIUM:**

**a. Venue for the 2015 Annual Association Meeting.** Joe Sheare stated that on December 15, 2014, he and Robin visited several locations, including the Art Center, Library, and Princess Royale to determine the venue for the 2015 annual meeting. Taking in to account accommodations, cost, proximity and availability, Joe selected the Library. The price the Library would charge, for 3 hours, is \$25. We had two days in May in mind that didn't involve a Car Show weekend, Mother's Day or Memorial Day. One of those dates was already taken so he reserved May 30, 2015 for the annual meeting. Mann Properties will get the meeting notice out to the owners approximately 60 days before the meeting.

**b. Annual Insurance Appraisal Update.** On January 12, 2015, Mann Properties provided the Board a copy of the letter from the association's insurance appraiser. The appraiser indicated that the last update was done in March, 2012 and recommends another update be done. The cost quoted is \$145. It was agreed that it would be wise to have another update done, and it was decided to wait until the summer when the renewal is due.

**c. Rotting Wood at the 600 Building.** Joe Sheare stated that he will call Charles Kinelski Friday (January 16), to follow-up on Charles' work on the project.

**d. Review and Update of the CDS By-Laws.** Joe Sheare stated that the updated by-laws were sent to the association's attorney for his review, and the attorney's comments were received today (Thursday). Joe subsequently forwarded the attorney's comments to the Board members for review and comment. An updated final draft will be sent to all unit owners at least 30 days before the annual meeting for their input.

**e. Elevation Certificate.** Igor Conev reported that Mann Properties investigated the options for certificate renewal, and that the issue has been resolved. Modifications were made to the existing certificate and signed off on by the company managing the certificate.

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**4. OLD BUSINESS:**

**a. Capital Reserve Study.** Mike Bufano reported that the Capital Reserve Study Committee completed its review of the Miller-Dodson proposal. *Lou Napoli made a motion to submit the Capital Reserve Study update to Miller-Dodson that was produced by the committee. The motion was seconded by Joe Sheare, and passed unanimously.*

**b. Insurance Claim for Unit 630.** Igor Conev reported that Mann Properties received the check from the insurance company, with a 30% holdback. Once the repairs get done, the holdback will be released. The owner may choose to use his own contractor for the repairs; 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. Igor stated that he is awaiting a response from the owner; nothing has been heard from him in the past two months. The Board requested that Mann Properties not pursue the matter until contact is made by the owner.

**5. NEW BUSINESS:**

**a. Canal-Side Boardwalk, Balcony and Finger Pier Cleaning and Re-Staining.** Joe Sheare reported that he spoke with Charles Kinelski, who stated that the entire 700-building and most of the 600-building areas have been power washed, and only a total of 13 units among the three buildings remain to be cleaned.

***UNIT OWNERS: PLEASE KEEP YOUR BALCONY AND DECK AREAS CLEAR UNTIL ALL CLEANING AND STAINING HAVE BEEN COMPLETED***

**b. 94<sup>th</sup> Street Canal Sandbar.** Joe Sheare reported that he received much positive contact from 94<sup>th</sup> Street condominium associations (in addition to Casa Del Sol) as a result of his January 8, 2015 email. In that email, Joe urged us to come together and write, call or email the elected officials to the point of getting action to move us up on the dredging priority list. Further, he mentioned that he has created a sample letter that could be used to voice concern and request action. The sample letter is located at: <http://www.casadelsol-ocmd.com/sandbar> and can be downloaded; being in Microsoft Word format, it can be modified as desired.

# Casa Del Sol

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In addition, Igor Conev reported that Buck Mann spoke to some of the local officials to try and get dredging of the canal moved up on the priority list; currently, it isn't scheduled until 2017. Based on Buck Mann's efforts, the means were obtained to apply for a dredging permit for next year (2016), so the good news is that we are on the priority list for 2016. However we must continue to look for opportunities to resolve this issue before boating season begins this year.

**c. Community Associations Institute: "Working with Governing Documents"**. On January 8, 2015, Mann Properties forwarded an email to the Board members containing a brochure from the Community Associations Institute concerning a seminar to be held in Ocean City on Friday, March 27, 2015. Several members of the Board indicated an interest in attending.

**d. Carport Issue: Unit 634.** In an email to Mann Properties on December 10, 2014, the owner of unit 634 stated that his carport has been sinking and holding water right in front of his door for the last 6 years. Igor Conev (Mann Properties) subsequently contacted Walt Smelter (C&W Builders) to conduct an assessment of the situation.

**e. Trash Cans.** It was reported that the tops of several of the trash dumpsters in the 600 and 700 building areas were missing their brackets.

**f. Broken Water Pipes.** Igor Conev (Mann Properties) reported that there were broken water pipes due to the cold weather at four units.

**UNIT OWNERS: PLEASE MAKE EVERY EFFORT TO COMPLETELY WINTERIZE YOUR UNIT IF YOU DO NOT PLAN TO RESIDE IN IT DURING THE WINTER**

**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT.** The Board meeting was adjourned at 8:44pm by Joe Sheare.

**8. NEXT CDS BOD MEETING – *Thursday, February 19, 2015 at 8pm via teleconference.***