

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**July 16, 2015**

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, and Igor Conev (Mann Properties).

**Board Members Absent:** Joe Pasqualine and Tom Bell.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 6-18-2015.** Mike Bufano requested a change be made in the draft minutes. John Foulkes stated that a revision will be made and sent to the Board members.

*A motion to approve the draft minutes as amended by Mike Bufano of the CDS Board Meeting of 6-18-2015 was made by Mike Bufano and seconded by Lou Napoli, and passed unanimously.*

**2. FINANCIAL REPORT.** Mike Bufano reviewed the Financial Report, which was current as of July 13, 2015:

<b>a. Checking</b> (1012)	\$ 103,991
<b>b. Money Market Improvement Fund</b> (1060)	\$ 275,636
<b>c. Assessments Receivable</b>	
<b>i. Condo Fees</b> (1310)	\$ 17,380
<b>d. Accounts Payable</b> (Beach Brothers – Canal-side decks cleaning and staining project)	\$ 32,000

As of the July 13, 2015 financial report, there are 22 unit owners who are in arrears of the July 1, 2015 condominium fee payment, for a total of \$17,380. This is fairly typical of the financial reading of the first Board meeting after the quarterly due date and it is expected that updated payments will be included in the financial ledger shortly.

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#### e. Bills Paid since 6-15-2015:

07/01/15 AP3063 1490 266.40 DELMARVA POWER 5500 9769 211  
07/01/15 AP3063 1491 103.00 FirePro PANEL TROUBLE  
07/01/15 AP3063 1492 217.00 GLENN BOGARDE REIMBURSEMENT  
07/01/15 AP3063 1493 2,569.42 MANN PROPERTIES, INC. (1,080.83 MANAGEMENT FEE 7/15;  
1,488.59 ADMIN COST)  
07/01/15 AP3063 1494 1,022.00 SIGNS ILLISTRATED SIGNS

### 3. BUSINESS OF THE CONDOMINIUM:

**a. Update of the CDS By-Laws: Committee Formation.** As a follow up to the May 30, 2015 Annual Meeting agenda item in which Joe Sheare asked for volunteers to serve on a By-Laws Update Review (BLUR) Committee, responses have been received from the following unit owners: Barbara Siskind (unit 644), Adele Bradley (unit 678), Amy McDonald (unit 636), Stephanie Fagan (unit 666), Karen Napoli (unit 668), and Donna Pasqualine (unit 662). These owners will form the committee, along with the association attorney, Chris Woodley. Joe Sheare and John Foulkes will serve as facilitators. Joe stated that the plan is for the committee to meet in person; he and Igor Conev (Mann Properties) will determine the logistics, however Joe has contacted the library where the Annual Meeting was held and they can offer us a meeting room.

### 4. OLD BUSINESS:

**a. Capital Reserve Study: Committee Formation.** Joe Sheare discussed plans for a committee, announced at the May 30, 2015 Annual Meeting, to act on the items to be addressed in the Reserve Study's next 5-10 year phase and solicit bids. Board members Lou Napoli and Bob Surette will be serving on the committee; Bob mentioned he will contact Kris Wolf (unit 770D) who runs a general contracting construction business to serve. *Joe Sheare asked that any unit owner wishing to serve on the committee contact either Joe Sheare or Mann Properties.*

***REMINDER: The Capital Reserve Study will be posted on the CDS website.***

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**b. Sinking Carport/Baseboard Issue.** An email was received from the owner of unit 620 indicating that he decided to go ahead and fix his unit's front baseboard's rotting wood. He stated that he pointed out this issue 2 years ago and exposed wood continues to rot.

Several Board members recalled that the reason for the delay was tied in with the complexity of the issue. Initially, the Board contacted Charles Kinelski (Beach Brothers) to repair the rotting boards; however Charles did not want to take this on in recognition of the larger issue regarding the sinking of the parking lots. The Board received an estimate from C/W Builders for investigation and subsequent repair of the sinking areas of the parking lots, but has taken no action due to the high estimated cost. After some additional discussion, the Board recognized that it needs to determine an approach to solve this problem. *A motion was made by Lou Napoli to get additional quotes based on the MAD Engineering review of the sinking carports/baseboard problem. The motion was seconded by Joe Sheare, and passed unanimously.*

#### 5. NEW BUSINESS:

**a. Asphalt Sealing of the Parking Lots.** At the June 18, 2015 Board meeting, Igor Conev (Mann Properties) indicated that he would be able to solicit bids for crack filling of the asphalt. Lou Napoli raised the concern that the asphalt repairs should be delayed until the Board takes action on the sinking carport problem. The Board did receive an additional opinion from the engineer on this issue. After some additional discussion, it was agreed that as a minimum, filling the cracks in the asphalt should be done soon. *A motion was made by Lou Napoli to solicit bids to do the asphalt crack-filling for the parking lots; the motion was seconded by Bob Surette, and passed unanimously.*

**b. CDS deposits/bank balances in excess of FDIC insured amount of \$250,000.** At the June 18, 2015 Board meeting, Mike Bufano stated that some action should be taken as this issue will most likely be flagged by the auditors. Tom Bell agreed to investigate options and present them at this (July) Board meeting. As Tom was unable to attend, this item was tabled and will be added to the August Board meeting agenda.

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**c. Structural Issue at Eastern End of the 600-Building.** Per request of the owner of unit 614, Harry How (MAD Engineering) stated that some of the floors in unit 614 are sloping and further investigation is required. The plan is to check the condition of the pilings under the house on Monday (July 13); wait until after the season to do some invasive observations in the house; and check the condition of the southeast carport piling below the ground level after the season. On July 13, Harry How inspected the piles in the crawl space below unit 614 and found that they are not compromised due to deterioration. Therefore, he will continue to plan for a more in depth investigation in the fall.

**d. Fire Alarm Issue at the 600-Building.** It was reported that a loud shrill was emanating from the fire alarm box near unit 660. Firepro attended to the issue on Wednesday (July 15) and discovered some deteriorating wires in the crawl spaces, and effected repairs.

***REMINDER: All owners: please ensure that copies of keys to your front door and the cubby be on file with Mann Properties to allow for emergency access to your unit.***

**e. Request for Approval for New Front Entry and Storm Doors for Unit 666.** Pictures were attached in the email requesting approval for the doors. The front entry door is a Jeld Wen half glass and prefinished fiberglass door. The color options the unit owner desires are either white or French vanilla (cream color), and wants to know which is acceptable. Also the owner would like to get a white full glass storm door made by Anderson. ***A motion was made by Joe Sheare to approve the doors (color: white), seconded by John Foulkes. Bob Surette stated that the owner must ensure code-compliance for the doors. The motion passed unanimously.***

**f. Finger Pier Repair.** As part of Beach Brothers canal-side cleaning and staining project, it was noted that 2 finger piers in each of the 600- and 700-building's canal-side are deteriorated and are in need of repair.

Charles Kinelski (Beach Brothers) has been making such repairs in the past, but due to the new requirement that only licensed marine contractors are permitted to make these kind of repairs, Beach Brothers cannot do the work. Igor Conev (Mann Properties) noted that there are very few licensed marine contractors in Ocean City, and they mostly want to take on larger projects. However he was successful in soliciting an informal estimate from Blue Fin Construction.

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Discussion at the Board meeting ensued on how to keep the costs down. It was agreed that the 2 piers at the 600-building were in such bad shape that they should probably be replaced; the 2 at the 700-building did not seem to be quite so deteriorated. Bob Surrette agreed to look at the piers in both buildings and give us his opinion. *In addition, Bob Surrette made a motion that Igor Conev (Mann Properties) follow up with Blue Fin Construction to provide a firm estimate on the total of 4 piers at the 2 buildings. The motion was seconded by Joe Sheare, and passed unanimously.*

*UPDATE: This issue has been overtaken by events; Blue Fin Construction came by on Friday, July 17 and began work on replacing the deteriorated portions of the 4 fingers piers at both buildings.*

**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT.** The Board meeting was adjourned at 9:02pm by Joe Sheare.

**8. NEXT CDS BOD MEETING – *Thursday, August 20, 2015, at 8:00pm via teleconference.***