

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
December 17, 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, John Foulkes, Tom Bell, Joe Pasqualine, Bob Surette, and Igor Conev (Mann Properties).

Board Members Absent: Mike Bufano.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 10-22-2015. *A motion to approve the draft minutes of the CDS Board Meeting of 10-22-2015 was made by Joe Pasqualine and seconded by Tom Bell, and passed unanimously.*

2. FINANCIAL REPORT. Due to the absence of Mike Bufano, Igor Conev reviewed the Financial Report, which was current as of December 11, 2015:

a. Checking (1012)	\$ 8,452
b. Money Market Improvement Fund (1060)	\$ 325,462
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 2,370

The low checking account balance is due to the canal-side deck, boardwalk and finger pier cleaning and staining project, which wasn't an item that had been previously budgeted for but was expected to be covered by the excess funds from the previous year. Also, Igor indicated that this quarter's transfer from the checking account (\$49,124) into the reserve account was according to the reserve study, not according to the budget (which indicated a higher amount for transfer).

As of the December 11, 2015 financial report, three (3) unit owners are in arrears of the October 1, 2015 condominium fee payment, for a total of \$2,370. In addition, one (1) unit owner is in arrears by \$1,170.99, which was the case as of the October meeting also. Igor Conev indicated he will follow-up with the owner of that unit.

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d. Bills Paid since 10-23-2015:

10/23/15	AP3118	1514	49,124.00	CASA DEL SOL CONDO ASSOC; RESERVE TRANSFER
11/03/15	AP3122	1515	266.00	DELMARVA POWER 5500 9769 211
11/03/15	AP3122	1516	1,080.83	MANN PROPERTIES, INC; MANAGEMENT FEE 11/15
11/16/15	AP3127	1517	1,700.00	SEAL TECH ENTERPRISES INC FILL MAJOR CRACKS
12/01/15	AP3132	1518	1,772.00	C/W BUILDING SERVICES 678 & 680 HIT BY TRUCK
12/01/15	AP3132	1519	1,080.83	MANN PROPERTIES, INC; MANAGEMENT FEE 12/15

A motion to approve the financial report was made by Tom Bell and seconded by Joe Sheare, and passed unanimously.

As a follow-up on December 21, Mann Properties did receive and deposit a refund of \$491.00 from the town of Ocean City for the repairs caused by the city trash truck, but it had not been properly coded. Igor Conev indicated that he will have it moved to account 9110.

3. BUSINESS OF THE CONDOMINIUM:

a. Update of the CDS By-Laws: At the October Board meeting, Joe Sheare reported that after the By-Laws Committee meeting of September 19, there were several additional changes made. As a result, the committee requested that a special meeting of the unit owners be held for a vote, and a meeting has been scheduled for February 13, 2016 from 12:00pm to 3:00pm in the Library. Igor Conev will send out a package consisting of a copy of the updated by-laws along with a cover letter written by Joe Sheare and Adele Bradley. The package will also include a ballot to be returned in case an owner can't attend the meeting. In case of inclement weather, a back-up date for the meeting has been established for February 27.

4. OLD BUSINESS:

a. Capital Reserve Study: Bob Surette indicated that he has been in contact with Kris Wolf and that Kris is willing to help out on the Reserve Study committee. Bob stated that he sent Kris a copy to review, and Bob, Kris and Lou Napoli will meet to determine a plan for 2016. According to the reserve study, only 2 items were tagged for 2016: sealing the asphalt in the parking lots and repairing the crawl space trim on the 770 building. Recognizing that the crack-filling project has been completed in lieu of asphalt sealing and that crawl space trim for the other buildings is scheduled for 2017, Bob indicated that the committee will put something together in the best interests of executing the study plan.

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b. Sinking Carport/Baseboard Issue: Igor Conev reported that 3 bids, including a revision to one of the earlier bids, have been received. Discussion followed among the Board members regarding whether reserve funds (Igor believes "yes") can be used to finance the repairs. Additional discussion involved understanding the severity of the problem, and whether we can just focus on repairing the areas near the most affected units (of which there appears to be 2). After some additional discussion, it was decided that the Board members will review the 3 bids and then reach a decision on whether only the most affected units should be repaired versus the entire 600-building.

c. Asphalt Crack-Filling of the Parking Lots: Seal Tech did the crack filling of the asphalt of the 3 parking lots on Saturday, October 31, and returned in November to follow up on some of the work and to do the white parking space striping.

d. CDS deposits/bank balances in excess of FDIC insured amount of \$250,000: At the October Board meeting, a motion was made by Tom Bell (and approved) to transfer \$60,000 to Discover Bank's Money Market Account. According to the bank's representative, Joe Sheare and Mike Bufano must meet at the bank to sign the required paperwork. This has not happened yet. Joe Sheare stated that he will contact Mike and schedule a time.

5. NEW BUSINESS:

a. Front Door Colors: Several complaints have been received regarding ambiguity concerning the required color for the front (interior) door of the units; specifically, a unit owner stated that he was told that white would be an acceptable color for the front door, versus the color of the siding. Discussion ensued among the Board members regarding clarifying the colors for both the interior and storm doors. *A motion was made by Bob Surette that the front interior door be EITHER white OR match the color of the vinyl siding; and the color of the storm door also be white; the older brown storm doors are to be grandfathered in as acceptable. The motion was seconded by Joe Sheare, and passed unanimously.* After the motion, it was decided that this information be prominently displayed on the Casa Del Sol web site to facilitate any review of the finding. John Foulkes was to contact the Robin Sheare (Web Site coordinator).

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As a follow-up on December 18, Joe Sheare stated in an email to the Board members that the information currently resides on the web site, under the Homeowner's Information link.

b. Structural Issue at Unit 614: In an email dated December 16 to Mann Properties from C/W Builders (Walt Smelter), Walt stated that he is hoping to have a lift onsite the week of December 28 so that he can open up the siding on the east side to see what's going on with the wall. According to the engineer, the beams in the carport do not seem to be the issue.

c. Moving the Location of the Annual Meeting: A suggestion was made to a Board member by a unit owner to consider moving the location of the 2016 Annual Meeting to the Art League versus the current location at the Library. Joe Sheare indicated that he has already taken care of arranging to meet again at the Library for our Annual Meeting, and since we do not have to drive on the Coastal Highway to get to the Library there is no problem. The Art Center does not have a room big enough and they cannot accommodate our needs.

d. Contractor Admittance to Units. An email was received from a unit owner indicating displeasure with certain contractors having admittance to units without appropriate escort. According to Mann Properties, the only known contractors who have been doing this are from FirePro to check the fire alarm system (which is required by law); and that they have doing this in Casa Del Sol for at least the past 15 years. After some discussion, it was decided that once contacted by FirePro for an inspection, Mann Properties will provide one month's notice to the unit owners to allow them to establish a presence if desired in their units.

REMINDER TO UNIT OWNERS: If an owner has recently replaced one or more locks on the unit, Mann Properties must have a working set of keys.

e. Miscellaneous: Bob Surette reported that he was at Casa Del Sol the previous weekend and conducted a walk-through of all 3 buildings. He noticed the following items:

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(i) Several of the recently repaired finger piers have yet to be stained, and several of the others are missing boards.

(ii) The louvers along the top of the 770- and 600-buildings need to be repainted.

Joe Sheare asked Bob to email him the specifics of these two items and he will follow up.

(iii) The rain gutter on the backside of the 700-building near unit 730 is pulling away from the building. Igor Conev stated he will ask Walt Smelter (C/W Builders) to take a look at it.

6. VIOLATIONS: None reported.

7. ADJOURNMENT: The Board meeting was adjourned at 9:00pm by Joe Sheare.

8. NEXT CDS BOD MEETING – *Thursday, February 18, 2016, at 8:00pm via teleconference.*