

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
February 18, 2016

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, John Foulkes, Adele Bradley, Joe Pasqualine, Bob Surrette, and Igor Conev (Mann Properties).

Board Members Absent: Mike Bufano.

Casa Del Sol 2016 Annual Association Meeting
Saturday, April 30, 2016
9:30am – 12:00pm
Ocean City Library, 10003 Coastal Highway

PRESIDENT'S REMARKS. Joe Sheare welcomed newest Board member Adele Bradley.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 12-17. *A motion to approve the draft minutes of the CDS Board Meeting of 12-17-2015 was made by Adele Bradley and seconded by Bob Surrette, and passed unanimously.*

2. FINANCIAL REPORT. Due to the absence of Mike Bufano, Igor Conev reviewed the Financial Report, which was current as of February 12, 2016:

a. Checking (1012)	\$ 49,339
b. Money Market Improvement Fund (1060)	\$ 328,294
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 9,020

As of the February 12, 2016 financial report, eleven (11) unit owners are in arrears of the January 1, 2016 condominium fee payment, for a total of \$9,020. Mann Properties has sent reminders to these 11. In addition, one (1) unit owner is in arrears by \$1,200.99 (unit 672); this was the case as of the December meeting also.

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d. Bills Paid since 12-02-2015:

12/14/15 AP3143 1520	244.19	DELMARVA POWER 5500 8705 018
12/14/15 AP3143 1521	404.97	MANN PROPERTIES, INC. ADM COSTS
12/14/15 AP3143 1522	275.00	SEAL TECH ENTERPRISES INC PARKING LOT STRIPING
12/14/15 AP3143 1523	736.30	TOWN OF OCEAN CITY 8957-53948 WATER
12/21/15 AP3146 1524	2,344.00	CASA DEL SOL CONDO ASSOC. RESERVE TRANSFER 2015
01/04/16 AP3154 1525	301.00	DELMARVA POWER 5500 9769 211
01/04/16 AP3154 1526	440.10	FirePro FIRE ALARM REPAIRS
01/04/16 AP3154 1527	1,080.83	MANN PROPERTIES, INC. MANAGEMENT FEE 1/16
01/04/16 AP3154 1528	60.00	TOWN OF OCEAN CITY FIRE ALARM SYSTEM
01/15/16 AP3158 1529	30.00	TOWN OF OCEAN CITY 478/7837 FIRE ALARM
02/01/16 AP3171 1530	65.00	D & B PLUMBING SERVICES 670 HOSE BIB BUSTED
02/01/16 AP3171 1531	341.10	DELMARVA POWER 5500 8705 018
02/01/16 AP3171 1532	1,080.83	MANN PROPERTIES, INC. MANAGEMENT FEE 2/16

3. BUSINESS OF THE CONDOMINIUM:

a. Update of the CDS By-Laws: Joe Sheare reported that the updated CDS By-Laws were passed on February 13, 2016 by means of a Special Meeting. 47 unit owners submitted ballots, with 44 voting in favor of the updated by-laws. The members of the By-Laws Committee (Adele Bradley, Karen Napoli, Donna Pasqualine, Barbara Siskind, Amy McDonald, and Christopher Woodley) worked diligently to come up with a fair and thorough document that should serve the Association for many years.

b. Board of Directors Membership: Joe Sheare reported that Tom Bell submitted his resignation from the Board of Directors effective January 1, 2016. The Board subsequently voted unanimously to appoint Adele Bradley to serve as the interim Board Member replacing Tom until the Annual Meeting. Adele has served as an active leader for many years, recently serving as the Chairperson of the Raccoon Committee and the CDS By-Laws Committee. The BOD welcomes Adele to the Board, and wishes to thank Tom for his many years serving on the Board of Directors.

c. 2015 Audit Engagement Letter: On January 21, 2016, BOD Treasurer Mike Bufano signed and returned the letter authorizing the 2015 Financial Statement Audit for Casa Del Sol. The 2015 financial audit is in progress, and a draft finding is expected in March.

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d. 2016 Annual Association Meeting. The 2016 Annual Association meeting has been scheduled for Saturday, April 30, 2016 at the Ocean City Public Library, 10003 Coastal Highway, from 9:30am – 12:00pm.

4. OLD BUSINESS:

a. Capital Reserve Study: Bob Surrette reported on the status of the Capital Reserve Committee. Bob stated that the committee has looked at the tasks called for in the Reserve Study Plan for 2015 and 2016 and now it is a matter of deciding to do them. For 2016, the Study called for filling of the cracks in the parking lots, which was accomplished. For 2015, the plan called for the repair of the foundational elements, which now has evolved into the larger issue of shoring of the asphalt/foundation along the front of the buildings (see paragraph 4b.) and the repair of the siding and trim around the crawl spaces on the canal side (see paragraph 5b.). ***MOTION: After further discussion, Bob Surrette made a motion that we solicit proposals for replacing the siding and trim around the crawl space as projected in the Reserve Study. The motion was seconded by Joe Pasqualine, and passed unanimously.***

b. Erosion of the Asphalt/Foundation at the 600-Building: Per Mann Properties, 3 bids, including a revision to one of the bids received earlier, have been received for repairing of the asphalt/foundation interface along the units at the 600-building. It was decided that the Board members will review the 3 bids by February 25 and via email determine if any follow-up with the 3 contractors is required before determining a way ahead. One of the issues at hand is whether only the most affected units should be repaired versus the entire 600-building.

c. CDS deposits/bank balances in excess of FDIC insured amount of \$250,000: At the December, 2015 CDS Board meeting, it was reported that according to the representative of one of the banks that the Board inquired about, officers of Casa Del Sol are required to sign the required paperwork in order to transfer funds. Joe Sheare reported that on March 4, he and Mike Bufano and Igor Conev (Mann Properties) will meet and decided which bank to use. The transfer requires two signatures, usually that of the President and the Treasurer.

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5. NEW BUSINESS:

a. Structural Issue at Unit 614: On January 14, 2016 C/W Builders (Walt Smelter) informed Mann Properties that he probably cannot get his lift to CDS until the 2nd week of February. He's working on another building Mann Properties manages on 68th street that he cannot leave until everything is fixed. Due to the bad weather that occurred in late January, Walt indicated that further delays would probably be in order. Igor Conev (Mann Properties) stated he will follow up with Walt a couple of times per week.

b. Water Line Blowout: Joe Pasqualine reported on January 6, 2016 that he had witnessed a burst water pipe underneath the deck at the 600-building and that he had a chance to meet with the plumber that Mann Properties sent. The plumber offered advice on how we could help eliminate some of the water pipe blowouts. He said that our biggest problems are many of the wooden doors in the back are either broken or improperly fitted; and on the west end of the 600 building it appears that approximately 6 inches of sand is needed on the bottom of the wood skirting. The plumber said the wind getting under the wood is most likely what is making the pipes burst.

Discussion ensued at this Board meeting regarding the subject of cold air getting in the crawl spaces, with some believing just fixing the crawl space doors alone will not prevent pipes from freezing. It was determined that this issue is tied into the larger 2015 Reserve Study Plan item (see paragraph 4a.). ***The Board members would like to remind all unit owners to turn off their water when leaving their units for any extended time.***

c. Insurance Inspection Report: Mann Properties received an insurance inspection report from by Regency Risk Management Inc. dated November 5, 2015. One of the recommendations in the report was for unit owners not to place clothing or other combustibles within 3 feet of the hot water heater. The Board stated that we must comply with this recommendation. ***NOTIFICATION TO UNIT OWNERS: DO NOT PLACE CLOTHING OR OTHER COMBUSTIBLES WITHIN 3 FEET OF THE UNIT'S HOT WATER HEATER.***

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d. Rain Gutter Repair: Based on Bob Surette's walk-through in December of all 3 buildings and noticing the rain gutter on the backside of the 700-building near unit 730 was pulling away from the building, Igor Conev stated that Walt Smelter (C/W Builders) is taking care of the repair.

e. Miscellaneous:

(i). Joe Sheare reported that we now have a Casa Del Sol *Classified Ads* website for those wishing to sell or give away items: <http://www.casadel-sol-ocmd.com/ClassifiedAds/>. The login and password are the same as for the Meeting Minutes website (all lowercase). In addition, there is a form CDS members can fill out and send back. Items will be listed on the website.

(ii). Also, we have published BOD meeting minutes from 2001-to present. 15 years of documents are available. Click on <Documents> button at top of web pages to access the Documents site. The first link on this page is to the Meeting Minutes page login. Use the same login and password are the same as for the Meeting Minutes website (all lowercase).

(iii). We have joined the web service called Nextdoor as *Little Salisbury & 94th St*, the private website for Little Salisbury & 94th St residents only. It's very helpful in sharing information about services and events (handymen, painters, things to sell or give away). On our Nextdoor site, neighbors can share community events, recommendations, items for sale, crime reports, ideas about how to improve our neighborhood and more. It's safe, secure and free; it's not like Facebook so only invited members can view information. Feel free to invite more CDS friends or others you know in our OC community. Joe Sheare mentioned that he has used this in Bethesda for a while and it has been great.

6. VIOLATIONS: None reported.

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

8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, April 21, 2016, at 8:00pm via teleconference.*