

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
April 21, 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, Mike Bufano, John Foulkes, Adele Bradley, Joe Pasqualine, and Buck Mann and Igor Conev (Mann Properties).

Board Members Absent: Bob Surette.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 2-18-2016. *A motion to approve the draft minutes of the CDS Board Meeting of 02-18-2016 was made by Joe Pasqualine and seconded by John Foulkes, and passed (abstention claimed by Mike Bufano: not in attendance at the 02-18-2016 meeting).*

2. FINANCIAL REPORT. Mike Bufano reviewed the Financial Report, which was current as of April 19, 2016:

a. Checking (1012)	\$ 80,489
b. Reserves	
i. Money Market Improvement Fund (1060)	\$ 103,462
ii. Discover Bank CD (1071)	\$ 75,000
iii. Discover Bank CD (1072)	\$ 75,000
iv. Discover Bank CD (1073)	\$ 75,000
Reserves Total:	\$ 328,462
c. Assessments Receivable (1310)	
i. Condo Fees (1310)	\$ 14,760

As of the April 19, 2016 financial report sixteen (16) unit owners were in arrears of the April 1, 2016 condominium fee payment (including two (2) unit owners (units 708 and 714) who are in arrears of the last 2 payments), for a total of \$14,760. In addition, one (1) unit owner is in arrears by \$1,200.99 (unit 672); this was the case as of the February, 2016 meeting also. Mann Properties will contact this unit owner concerning the balanced owed.

(As a follow-up, an updated financial report from Mann Properties as of April 22, 2016 contained the same number of owners in arrears and for the same amount.)

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Mike Bufano also reported that \$225,000 has been transferred from the Improvement Fund to set up 3 CD's (\$75,000 each) at the Discover Bank. The CD's have 12-, 18-, and 24-month terms respectively.

d. Bills Paid since 12-02-2015:

02/16/16 AP3187 1533	90.00	C/W BUILDING SERVICES 730 REPAIR GUTTER
02/16/16 AP3187 1534	117.50	PIGG, KRAHL, STERN & CO., 1099 FORMS
03/01/16 AP3192 1535	368.71	DELMARVA POWER 5500 8705 018
03/01/16 AP3192 1536	1,080.83	MANN PROPERTIES, INC. MANAGEMENT FEE 3/16
03/11/16 AP3196 1537	20.00	COMPTRROLLER OF MARYLAND 52-1223780 2015 TAX EXT
03/11/16 AP3196 1538	302.70	TOWN OF OCEAN CITY 13827-54958 WATER
03/30/16 AP3200 1539	359.09	DELMARVA POWER 5500 8678 124
03/30/16 AP3200 1540	750.00	FirePro SEMI ANNUAL ALARM TEST
03/30/16 AP3200 1541	1,230.97	MANN PROPERTIES, INC. ADM COSTS
04/01/16 AP3202 1542	1,080.83	MANN PROPERTIES, INC. MANAGEMENT FEE 4/16
04/15/16 AP3207 1543	178.94	ROBIN SHEARE REIMB WEBSITE
04/15/16 AP3207 1544	90.00	TOWN OF OCEAN CITY TOW SIGNS

3. BUSINESS OF THE CONDOMINIUM:

a. 2016 CDS Annual Association Meeting: The draft agenda for the 2016 CDS Annual Association meeting was reviewed. After a few modifications, *a motion was made by John Foulkes to approve the draft agenda as amended, seconded by Joe Sheare, and passed unanimously.* The approved agenda will be sent to Mann Properties tomorrow (Friday, April 22) for inclusion in the owners' package that will be distributed at the meeting.

b. 2015 Audit. Mike Bufano stated that the representation letter was signed which approved the draft financial audit statement. He is waiting for the final version to be issued, which should be ready by the Annual Meeting.

4. OLD BUSINESS:

a. Capital Reserve Study: At the February 18, 2016 Board meeting, Bob Surette made a motion, which passed, that we solicit proposals for replacing the siding and trim around the crawl space as projected in the Reserve Study. As Bob was unable to attend this Board meeting, Bob will provide an update at the Annual Meeting.

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b. Questions for Bidders: Erosion of the Asphalt/Foundation at the 600-Building: At the March 2, 2016 Supplemental Board meeting, Bob Surette stated that the Capital Reserve Committee (comprised of himself, Kris Wolfe and Lou Napoli) along with Curt Smith will be putting together a scope of work and revisiting the bidders with this information. One of the main issues is whether the repair should be made to the entire 600-building versus just the units identified as having the most need. As Bob was unable to attend this Board meeting, Bob will provide an update at the Annual Meeting.

c. Authorization for Board Members as Official Signers for CDS Banking Actions. At the March 2, 2016 Supplemental Board meeting, Bob Surette made a motion, which passed, to authorize board members Joe Sheare, Mike Bufano and Joe Pasqualine to open a new bank account and also authorize Joe Sheare, Mike Bufano and Joe Pasqualine as official signers for Casa Del Sol on this new account.

d. Structural Issue at Unit 614: An email from Igor Conev (Mann Properties) on March 23 informed the Board that the owner of the residence directly neighboring the east end of the 600-building and next to the end unit (unit 614) will not allow C/W Builders to place the lift on his property in order to reach the side of the 600-building. Other options include scaffolding or pump jacks. Igor stated that he continues to speak with C/W Builders on a regular basis. Now that the weather has warmed to a point where the siding of the building can safely be removed, C/W Builders indicates they will have pump jack equipment at the unit tomorrow (Friday, April 22) or next week.

5. NEW BUSINESS:

a. Rules and Regulations. Now that the Association By-Laws have been updated and approved, the Board discussed the status of the Rules and Regulations. Discussion ensued as to what efforts have been conducted to date to develop and pass a set of Rules, and whether a set has been approved and published, and which version. John Foulkes volunteered to research the issue and provide a report to the Board regarding the recent history, efforts, and any decisions made.

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b. Erosion on West End, Canal-side, of the 600-Building. Joe Pasqualine reported that he has noticed some significant sand erosion around the crawl space doors under the decks, on the canal-side of the 600-building, mostly from unit 674 to unit 680. Discussion ensued as to what the cause might be; Lou Napoli indicated it might be faulty downspouts that could be eroding the sand. All agreed that the problem needs to be looked at by someone knowledgeable with the structure before options for correction can be developed.

6. VIOLATIONS: None reported.

7. ADJOURNMENT: The Board meeting was adjourned at 9:03pm by Joe Sheare.

8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, June 16, 2016, at 8:00pm via teleconference.*