

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**June 16, 2016**

Casa Del Sol Webpage: <http://www.casadelsol-ocmd.com>

**Joe Sheare called the meeting to order at 8:00p.m. via conference call.**

**Participants:** Joe Sheare, Mike Bufano, John Foulkes, Adele Bradley, Bob Surrette and Igor Conev (Mann Properties).

**Board Members Absent:** Lou Napoli, Joe Pasqualine.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 4-21-2016.** *A motion to approve the draft minutes of the CDS Board Meeting of 02-18-2016 was made by Bob Surrette and seconded by John Foulkes, and passed unanimously.*

**2. FINANCIAL REPORT.** Mike Bufano reviewed the Financial Report, which was current as of June 13, 2016:

<b>a. Checking (1012)</b>	<b>\$ 83,711</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 103,629
ii. Discover Bank CD (1071)	\$ 75,000
iii. Discover Bank CD (1072)	\$ 75,000
iv. Discover Bank CD (1073)	\$ 75,000
<b>Reserves Total:</b>	<b>\$ 328,629</b>
<b>c. Assessments Receivable (1310)</b>	
i. Condo Fees (1310)	<b>\$ 4,920</b>

As of the June 13, 2016 financial report six (6) unit owners are in arrears of the April 1, 2016 condominium fee payment (including owner of unit 708 who is in arrears of the last 2 payments), for a total of \$4,920. In addition, one (1) unit owner is in arrears by \$1,200.99 (unit 672); this was the case as of the February and April, 2016 meetings as well. Mann Properties will contact this unit owner concerning the balanced owed.

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#### d. Bills Paid since 04-21-2016:

05/02/16 AP3217 1545 390.93 DELMARVA POWER 5500 8705 018  
05/02/16 AP3217 1546 1,080.83 MANN PROPERTIES, INC. MANAGEMENT FEE 5/16  
05/13/16 AP3219 1556 15.00 TOWN OF OCEAN CITY TOW SIGN  
06/01/16 AP3231 1557 208.57 D & B SERVICES 636 REPAIRS  
06/01/16 AP3231 1558 220.78 DELMARVA POWER 5500 9769 211  
06/01/16 AP3231 1559 750.00 MAD DESIGN GROUP INC INVESTIGATE DESIGN  
06/01/16 AP3231 1560 1,080.83 MANN PROPERTIES, INC. MANAGEMENT FEE 6/16

### 3. BUSINESS OF THE CONDOMINIUM:

**a. Special Meeting for Election to the Board of Directors.** The election scheduled for the Annual Association meeting to fill two positions on the Board of Directors was postponed since a quorum of the membership was not present. Igor Conev (Mann Properties) stated that a new Annual meeting must be held, just like any Annual meeting. Joe Sheare stated that he will call the Library for available dates.

*(As a follow-up, on June 21, 2016, Joe Sheare sent an email to the Board members stating that he was able to obtain the Library to have the meeting on Saturday, July 30, 2016 from 10:00am until 12:00pm. Mann Properties will reproduce all the necessary documents and send them to the CDS owners within the next week or so. Everything that was on the April 30, 2016 agenda will be on the new Annual meeting agenda.)*

### 4. OLD BUSINESS:

**a. Erosion of the Asphalt/Foundation at the 600-Building:** At the Annual Association meeting of April 30, 2016, Bob Surette stated that bids have been received from C/W Builders and Northern. In discussion with his committee members (Lou Napoli and Kris Wolf), C/W's proposal was preferred. In a follow-up discussion with C/W and Harry How (MAD Engineering) and several Board members on Saturday, June 11 on site, Bob stated that C/W's proposal did not include the pouring of concrete as part of the shoring up of the foundation; the concrete was included in case we want any existing concrete steps leading to the front doors to be replaced if they did not measure correctly with the elevation.

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Bob also mentioned the erosion problem on the canal-side as well, in particular around the doors leading into the crawl spaces under the decks. After some discussion, Bob agreed to get a quote from C/W for the canal-side work. This will probably need to be done for all 3 buildings.

**b. Finger Piers at the 600-Building:** As reported by Joe Sheare at the Annual Association meeting, the 4 piers that need to be replaced are located between units 616-618, 620-622, 674-678, and 700-702. Joe Sheare indicated he is negotiating with McGinty Marine, and hopes a contract can be made within the next few weeks.

**c. Structural Issue at Unit 614.** Work began by C/W Builders on June 7. A walk-through of the unit by several Board members (Bob Surrette, Adele Bradley, Joe Sheare and Joe Pasqualine) along with C/W Builders and Harry How (MAD Engineering) occurred on June 11 regarding additional issues discovered by the unit owner and C/W Builders. In particular, in the second floor street-side bedroom, there appears to be some separation with the joists and the subfloor which should be re-nailed. Harry How suggested that this be done. Bob Surrette will contact C/W Builders to arrange for this repair.

## 5. NEW BUSINESS:

**a. Drafting of Rules and Regulations.** Now that the Association By-Laws have been updated and approved, the Board discussed next steps regarding the Rules and Regulations. After some discussion, ***John Foulkes made a motion to take the existing 11 rules and present them at the soon-to-be scheduled second Annual Association meeting for a vote. The motion was seconded by Adele Bradley, and passed with one opposed.***

### b. Maintenance Issues

**i. Downspout.** Joe Pasqualine reported on May 15, 2016 that he noticed during the recent rain storm that one of the downspouts between units 632/634 was disconnected and broken. Igor Conev (Mann Properties) had previously asked C/W Builders to look at it, but nothing has been done as of this meeting. Igor Conev stated he will follow up with C/W, as well as the painting of the medallions on the dormers of the 600- and 700-buildings.

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**ii. Piling Caps.** Joe Sheare and Joe Pasqualine have been checking to see how many piling caps we may be missing, and discovered that the greater need may be to re-nail them since the nails are rusting and breaking off. After some discussion, it was agreed by all that we will need another "nailing party" similar to the volunteer group that installed the caps in the first place.

**iii. Miscellaneous Items.** Several items in need of immediate repair include many of the boards along the canal-side boardwalks and finger piers. A bid was recently received to replace the damaged boards and re-fasten any loose ones. After some discussion, ***Bob Surette made a motion to accept the bid and proceed with the work. The motion was seconded by Adele Bradley and passed unanimously.*** Also discussed was looking for a solution for the current plastic trash containers, whose lids do not seem to be very wind-resistant. Several Board members discussed the use of metal containers (similar to those used by some condominiums along 94<sup>th</sup> Street). Igor Conev (Mann Properties) agreed to talk to the Director of Public Works about getting metal containers.

**6. VIOLATIONS:** A violation notice was submitted on June 5, 2016 regarding rules violations occurring on June 5, 2016 at unit 670. In addition, Adele Bradley mentioned that the problem persisted again on June 12, 2016. Although a second violation notice was not submitted, Adele emailed the unit owner expressing disappointment that the problem on the 5<sup>th</sup> was not corrected. After some further discussion, ***Mike Bufano made a motion for the Board to send the owner of unit 670 a warning letter, stating that any further incident would result in a violation and a fine to include the first fine of \$250 that the Board is excusing. The motion was seconded by Bob Surette, and passed unanimously.***

**7. ADJOURNMENT:** The Board meeting was adjourned at 9:07pm by Joe Sheare.

**8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, August 18, 2016, at 8:00pm via teleconference.***