

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

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

Joe Sheare called the meeting to order at 8:05p.m. via conference call.

Participants: Joe Sheare, Lou Napoli, Mike Bufano, John Foulkes, Joe Pasqualine, Adele Bradley, Bob Surette and Igor Conev (Mann Properties).

Board Members Absent: None.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 6-16-2016. *A motion to approve the draft minutes of the CDS Board Meeting of 6-16-2016 was made by Bob Surette and seconded by Joe Pasqualine, and passed unanimously.*

2. FINANCIAL REPORT. Igor Conev (Mann Properties) reviewed the Financial Report, which was current as of August 16, 2016. Igor stated that the amount shown in the Operating Account (1012) will reduce to approximately \$50,000 after the condominium insurance premium is paid next month. (See paragraph 3a).

a. Checking (1012)	\$ 97,774
b. Reserves	
i. Money Market Improvement Fund (1060)	\$ 103,730
ii. Discover Bank CD (1071)	\$ 75,244
iii. Discover Bank CD (1072)	\$ 75,225
iv. Discover Bank CD (1073)	\$ 75,216
Reserves Total:	\$ 328,629
c. Assessments Receivable (1310)	
i. Condo Fees (1310)	\$ 9,020

As of the August 16, 2016 financial report, eight (8) unit owners are in arrears of the July 1, 2016 (and prior) condominium fee payments, for a total of \$9,020. One unit owner (708) is 3 payments in arrears; a courtesy phone call had been made with a follow-up email to the owner. *A motion was made by Joe Sheare to send the owner of unit 708 a letter stating that 3 fee payments are past due and that the issue will be turned over to a collection agency if there is no response in 10 days. The motion was seconded by Joe Pasqualine and passed unanimously.* Also, the owner of unit 726 is 2 payments in arrears; however the owner has been deceased and the Board is attempting to locate the owner's son.

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d. Bills Paid since 06-15-2016:

06/15/16 AP3242 1562	9.01 FirePro PULL STATION GLASS
06/15/16 AP3242 1563	3,500.00 PIGG, KRAHL, STERN & CO., TAX RETURN
06/15/16 AP3242 1564	377.40 TOWN OF OCEAN CITY 7291-53582 WATER
06/23/16 AP3245 1565	177.00 BLF ENTERPRISES COMMON DECK REPLACEMENT
07/01/16 AP3249 1566	2,390.00 BLF ENTERPRISES DECK REPAIRS
07/01/16 AP3249 1567	298.77 DELMARVA POWER 5500 8705 018
07/01/16 AP3249 1568	1,080.83 MANN PROPERTIES, INC. MANAGEMENT FEE 7/16
07/15/16 AP3262 1569	7,465.00 C/W BUILDING SERVICES REPAIRS RELATED TO UNIT 614
07/15/16 AP3262 1570	209.30 FIRE PROTECTIVE SERVICES EXTINGUISHER
07/15/16 AP3262 1571	920.00 OCEAN SERVICES OF DE, INC 674,654,620,618
08/01/16 AP3272 1572	390.49 DELMARVA POWER 5500 8705 018
08/01/16 AP3272 1573	1,967.86 MANN PROPERTIES, INC. ADM COSTS
08/01/16 AP3272 1574	10,233.00 SELECTIVE INSURANCE-FLOOD 0000046282
08/04/16 AP3274 1575	75.00 DIVERSIFIED MAINTENANCE, INSTALLED TOW SIGN

3. BUSINESS OF THE CONDOMINIUM:

a. Insurance Renewal. Igor Conev (Mann Properties) forwarded information received from Avery Hall Insurance on August 15 regarding the condominium's insurance renewal. The agency is offering a 5% decrease in the renewal premium due to expiring options for Equipment Breakdown, Higher Umbrella Limits and Terrorism. Igor stated that the policy we have is excellent and recommended that the Board accept the renewal (and its 5% reduction in premium cost). ***A motion was made by Joe Sheare to accept the renewal with the 5% reduction in premium; the motion was seconded by Bob Surette and passed unanimously.***

b. Rules and Regulations. Adele Bradley, the chair of the Rules and Regulations Committee, gave a brief summary of the work behind the recent review of the Rules and Regulations. The committee met on numerous occasions, and delivered to the Board on July 20 a revised set of Rules and Regulations. Adele mentioned that the committee did some research on the insurance implications, and provided its findings as information only. On July 27, Joe Sheare asked all Board members to review and comment on the committee's product.

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The results of this review were discussed at tonight's Board meeting. Comments and suggested modifications were offered by John Foulkes and Adele Bradley, and these were discussed at tonight's meeting. After some additional discussion, ***a motion was made by Lou Napoli to adopt the committee's Rules and Regulations as amended by John's and Adele's comments. The motion was seconded by Joe Sheare. The motion passed with 1 Board member opposed.*** Adele will update the committee's product according to the motion, resulting in a Board-approved set of Rules and Regulations. This set will then be made available to the association membership for review and vote.

4. OLD BUSINESS:

a. Capital Reserve Study. At the Annual Association Meeting, Bob Surrette reported that based on the MAD Engineering report, sand is eroding away from the bottom of the foundation where it meets the asphalt of the parking lot and it is happening to all the buildings. The erosion is significant at two units in the 600-building. Options include addressing the issue at all 3 buildings; just at the 600-building where the erosion is more severe; or just at the two units in the 600-building where the erosion is the worst. In any case, the repair work is currently not part of the reserve study or operating budget and therefore we'll have to adjust them to obtain and provide funding. It'll be addressed in the draft budget for the next meeting. Bob also stated that this work could be incorporated with the parking lot asphalt repair (which is planned for 2021 (for the 770-building), 2022 (for the 700-building), and 2023 (for the 600-building) and budgeted per the reserve study) to keep costs down. Bob stated that he is waiting on an updated proposal from C/W Builders before any option should be exercised.

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. The current construction (dating back to when the units were originally built) consists of T1-11 wood paneling fastened at the top and projecting down either onto or perhaps a few inches under the sand. Due to erosion over the years, some of the paneling falls short of the sand, leaving gaps. Entrances were cut and doors (also made of T1-11) were inserted on hinges; many of these doors are broken. Bob stated that he had just received a proposal from C/W Builders for the replacement of the existing paneling and installation of the new metal doors; he is also awaiting a proposal from Charles Kinelski (Beach Brothers) for a less-extensive but still suitable repair effort.

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b. Finger Piers at the 600-Building: Joe Sheare reported that the winter damage to piers located between units 616-618, 620-622, 674-678, and 700-702 has been repaired.

c. Drainage Pipe: Repair of the drainage pipe and re-grading of the surrounding boardwalk area at the 600 building was accomplished by the city maintenance crews on August 17. Joe Pasqualine stated that he inspected the work. A replacement pipe was inserted inside the old pipe; the existing boards were removed, the fill was replaced, regraded and leveled.

5. NEW BUSINESS:

a. Pier Tax Increase. At the Annual Association Meeting, a motion was made and passed to hire Joe Harrison in Chris Woodley's office (the association's attorney) to investigate the increase in pier tax, to include what the cost would be to do such as investigation, how long would it take, and are there other current cases affecting similar condominiums. Joe Sheare volunteered to contact Joe Harrison.

b. Trash Container Lids. A proposal was received from Mid-Atlantic Waste Systems with two options for replacing the trash can lids and preventing further damage due to high winds. The options were to either go to a split lid which is a double wall lid and twice as heavy as the single lid we have now; or bolt a piece of flat steel bar on the existing lid to help weigh it down. Bob Surette stated that he thinks a simple steel bar might work. Joe Sheare stated that the bigger problem is that the containers themselves are susceptible to being blown away under high winds, and perhaps new containers should be purchased. He recommended that a committee be formed to research what other condominiums have done, to include investigating the purchase of heavier metal trash containers.

c. Ethics Policy. Adele Bradley mentioned that the Board does not have an ethics policy, which would include a mission statement, code of ethics, acceptable practices, etc.). All Board members agreed that such a policy would be good to have. Joe Sheare volunteered to work with Adele in drafting up the policy.

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

8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, October 20, 2016, at 8:00pm via teleconference.*