

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**August 17, 2017**

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

**Joe Sheare called the meeting to order at 8:02p.m. via conference call.**

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

**Board Members Absent:** Lou Napoli, Mike Bufano and Joe Pasqualine.

**1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 06-15-2017.** *A motion to approve the draft minutes of the CDS Board Meeting of 06-15-2017 was made by John Foulkes and seconded by Bob Surrette, and passed unanimously.*

**2. FINANCIAL REPORT.** Igor Conev (Mann Properties) reviewed the Financial Report, which was current as of August 14, 2017.

<b>a. Checking (1012)</b>	<b>\$ 111,394</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 71,451
ii. Farmers Bank CD (1090)	\$ 100,000
iii. Discover Bank (1071)	\$ 76,221
iv. Discover Bank (1072)	\$ 76,126
v. Discover Bank (1073)	\$ 76,078
<b>Reserves Total:</b>	<b>\$ 399,876</b>
<b>c. Assessments Receivable</b>	
<b>i. Condo Fees (1310)</b>	<b>\$ 15,655*</b>

As of the August 14, 2017 financial report, 15 unit owners were in arrears of the July 1, 2017 quarterly condominium fee payments, totaling \$15,655.

*\*At the conclusion of this Board meeting, Igor Conev (Mann Properties) provided updated financials, as of August 17. According to these updated financial, 13 unit owners are in arrears of the July 1, 2017 quarterly condominium fee payments, totaling \$13,705. Of this amount, the owner of unit 726 (the deceased owner) is in arrears for the last 2 payments (\$1,950) and the owner of unit 670 is in arrears \$1,030. Also, the activity report shows an unpaid balance of \$90 for the owner of unit 708.*

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**d. Unit 708: Back Payment of Condominium Fees** – At the June 15, 2017 Board meeting, Mike Bufano reported that he and the unit owner agreed to reconnect (via phone call) on Friday afternoon (June 16) with the goal to address and fully understand outstanding amounts due and resolution forward. The Board needed to confirm that a satisfactory resolution was reached. In lieu of Mike Bufano (absent at this Board meeting), Igor Conev (Mann Properties) believes that a satisfactory resolution was reached. Igor will pursue with the owner the remaining \$90 balance shown in the financial report.

**e. Bills Paid since 06-01-2017:**

06/15/17 AP3477 1633	912.50	OCEAN TOWER CONSTRUCTION PAINTING/WATERPROOFING
06/15/17 AP3477 1634	300.30	TOWN OF OCEAN CITY 8957-53948
06/27/17 AP3482 1635	454.25	AVERY W. HALL INS. AGENCY CASAD-1
06/27/17 AP3482 1636	180.20	FirePro REPLACE BATTERIES
07/03/17 AP3487 1637	12,806.65	BEACH BROTHERS, INC. PAINT SKIRTING
07/03/17 AP3487 1638	304.68	DELMARVA POWER 5500 9769 211
07/03/17 AP3487 1639	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 7/17
07/26/17 AP3490 1640	10,148.00	SELECTIVE INSURANCE-FLOOD FLD1123479
08/01/17 AP3494 1641	284.62	DELMARVA POWER 5500 8678 124
08/01/17 AP3494 1642	1,134.92	MANN PROPERTIES, INC. MANGEMENT FEE 8/17

Igor Conev (Mann Properties) reminded the Board that the next significant bill to be paid, due next month, is the annual insurance premium, approximately \$45,000. In addition, Igor believes the next quarterly transfer to the Operating Account should be made. Mike Bufano would need to confirm this.

Igor also reminded the Board that the appraiser requires access to any unit to update the insurance appraisal. This visit typically involves taking measurements and does not last longer than 30 minutes. ***The Board is asking for a unit owner to VOLUNTEER HIS/HER UNIT FOR THE APPRAISAL; PLEASE CONTACT MANN PROPERTIES. See paragraph 3(a) below.***

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**3. BUSINESS OF THE CONDOMINIUM:**

**a. Updated Insurance Appraisal.** At the June 15, 2017 Board meeting, a motion was passed to approve payment of the \$1675 for the insurance appraisal. The appraiser has been asking Mann Properties to ask one of the unit owners for access to a unit to conduct the appraisal. ***The Board is asking for a unit owner to VOLUNTEER HIS/HER UNIT FOR THE APPRAISAL; PLEASE CONTACT MANN PROPERTIES.***

**b. Property Walk-through on May 26, 2017.** As a result of a walk-through of the 3 buildings on Friday, May 26, a motion was passed at the June 15, 2017 Board meeting to engage the condominium electrician, Ed Patchett, to conduct a review of the electrical issues and provide a report, through Mann Properties, to the Board. Igor Conev reported that he had contacted Patchett, but neither Igor nor Bob Surette has heard back from Patchett. Igor stated that we will send Patchett another email.

**4. OLD BUSINESS:**

**a. Unit 678 Carport Issue.** At the June 15, 2017 Board meeting, Bob Surette agreed to call Ocean Towers (the company that recently completed the painting of the louvers) later this fall to look at the damage and provide the Board with an assessment. Bob reported that he made contact with Ocean Towers, who responded that they could repair and repaint the sheetrock, but if any insulation needs to be installed, they could not do that. Rather than hire an HVAC company to inspect the carport's insulation, Bob Surette said that he could cut a small hole into the carport to determine if there is insulation missing. Per the June, 2017 meeting, any and all repairs will be made after the season, most likely in October.

**b. Pier Tax Increase.** At the June 15, 2017 Board meeting, Adele Bradley stated that Joe Harrison will contact her when he hears back from the MSDAT regarding the submission of his document and she will inform the Board regarding the response to the memorandum. At this Board meeting, Adele reported that she has sent Joe Harrison several emails inquiring as to the status, but she as yet to hear back. She stated that she will stop by his office sometime next week to get an update.

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**5. NEW BUSINESS:**

**a. Blacktop Depression at Unit 634.** At the June 15, 2017 Board meeting, Bob Surette agreed to, as a temporary fix, use a hammer drill to drill through the depression to alleviate the water buildup, and do this in the fall time frame. It was noted that there are numerous depressions in the asphalt in the parking lots at our 3 buildings, and the larger parking lot repair project is next on the association's agenda for execution. At this meeting, Bob confirmed that he will make sure this gets done.

**b. Request from Owner of Unit 672.** On August 15, an email was received by Igor Conev (Mann Properties) from the owner of unit 672 and forwarded to the Board members. The owner stated that his outside light does not work, and raised the question as to who the responsibility party is for the repair. Adele Bradley confirmed that the referenced light is the first floor light outside the front door of the unit, and that Joe Pasqualine had replaced the light bulb but the light still did not operate. After some discussion, Bob Surette agreed to do a visual inspection during his next trip down (Labor Day weekend) to determine if there might be something obvious and easily fixed. However, the Board agreed that this type of repair is the responsibility of the unit owner.

**c. Resignation.** Joe Sheare stated that he is resigning from the Board of Directors, effective immediately, and added that he will be moving to Ocean Pines in the next few of weeks. Everyone at the meeting expressed sorrow that Joe was resigning, and thanked him for his strong leadership and direction as Board president over these many years. He will surely be missed.

After some discussion, it was agreed that the Board will continue to operate with the reduced (6-person) staff rather than try to fill the vacancy in the near term, with Vice President Lou Napoli acting as President. The vacancy will be addressed at next year's annual association meeting.

**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT:** The Board meeting was adjourned at 8:41pm.

**8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, October 19, 2017 at 8pm via teleconference.***