

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
October 19, 2017

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

Lou Napoli called the meeting to order at 8:02p.m. via conference call.

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

Board Members Absent: None.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 08-17-2017. *A motion to approve the draft minutes of the CDS Board Meeting of 08-17-2017 was made by Joe Pasqualine and seconded by John Foulkes, and passed unanimously.*

2. FINANCIAL REPORT. Igor Conev (Mann Properties) began the review of the Financial Report, which was current as of October 16, 2017. Mike Bufano continued the review once he had joined the conference.

a. Checking (1012)	\$ 99,253
b. Reserves	
i. Money Market Improvement Fund (1060)	\$ 71,521
ii. Farmers Bank CD (1090)	\$ 100,000
iii. Discover Bank (1071)	\$ 76,469
iv. Discover Bank (1072)	\$ 76,354
v. Discover Bank (1073)	\$ 76,297
Reserves Total:	\$ 400,641
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 20,475

As of the October 16, 2017 financial report, twenty-one (21) unit owners were in arrears of the October 1, 2017 (and earlier) condominium dues payment, for a total of \$20,475, which includes unit owner 726 who is in arrears by 3 payments. Igor Conev (Mann Properties) stated that reminder letters have gone out to each owner who is arrears of a payment. *Joe Pasqualine made a motion to direct the arrears payments of unit 726 be turned over for collection. The motion was seconded by Adele Bradley and passed unanimously.*

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Igor Conev reported that it was time to make the annual transfer from the Operating Account (1012) into the Reserves. *Joe Pasqualine made a motion to transfer the amount (\$66,954) from account 1012 into the reserves.* Discussion ensued regarding this motion, and as a result, it was decided to move the funds into the Money Market Fund (1060), and that the transfer amount of \$66,954 be reduced by the amount paid to Beach Brothers for the canal-side under-deck door and foundation project.

Mike Bufano modified Joe Pasqualine's motion that \$66,954 less the amount we paid Beach Brothers (\$22,362) be transferred into the Money Market Fund (1060) and in addition, we add \$30,000 to the transfer for the parking lot repaving/foundation project (for a total of \$74,592). The motion was seconded by Bob Surrette and passed unanimously.

d. Bills Paid since 08-01-2017:

08/15/17 AP3503 1643	86.28	FIRE PROTECTIVE SERVICES EXTINGUISHER
08/15/17 AP3503 1644	1,299.97	MANN PROPERTIES, INC. ADM COSTS
09/01/17 AP3508 1645	264.51	DELMARVA POWER 5500 9769 211
09/01/17 AP3508 1646	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 9/17
09/14/17 AP3517 1647	45,203.96	AVERY W. HALL INS. AGENCY CASAD-1
09/14/17 AP3517 1648	1,457.00	THE CINCINNATI INSURANCE 1000212210
09/14/17 AP3517 1649	1,675.00	CLAY MIKOLASY INSURABLE VALUE REPORT
09/14/17 AP3517 1650	121.00	SELECTIVE INSURANCE-FLOOD INCREASE COVERAGE
09/14/17 AP3517 1651	1,316.00	TOWN OF OCEAN CITY 8957-53948
10/02/17 AP3526 1652	2,603.77	BEACH BROTHERS, INC. JUNE - SEPT
10/02/17 AP3526 1653	281.09	DELMARVA POWER 5500 8678 124
10/02/17 AP3526 1654	1,257.12	MANN PROPERTIES, INC. ADMIN COST

e. **2018 Budget** – The draft 2018 budget, which needs to be approved by the December, 2017 Board meeting, was discussed. The largest uncertainty in the draft budget appears to be what effect the recent storms may have on increasing the insurance premiums. Adjustments may have to be made in 2018 if necessary. After some additional discussion, *Mike Bufano made a motion to accept the draft 2018 budget, seconded by Joe Pasqualine. The motion carried unanimously.*

A copy of the draft budget will be sent to the unit owners with the minutes of this meeting.

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3. BUSINESS OF THE CONDOMINIUM:

a. Updated Insurance Coverage. Igor Conev (Mann Properties) reported that as a result of the recent appraisal, the insurance coverage for the condominium has been increased to \$11,147,000 for the three buildings. However the association saved on the increase in premiums, which now amounts to \$46,661 (reference bills paid in paragraph 2d.)

b. Property Walk-Throughs/Issues.

(i) As a result of an earlier walk-through of the 3 buildings (May 26, 2017) a motion was passed 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. At this Board meeting, Igor Conev (Mann Properties) reported that Patchett should be finished with his survey as of today (October 19). Patchett did not look at the fire alarm wiring, so Igor will engage FirePro for that.

(ii) On September 30, 2017, Joe Pasqualine reported that he received a call from the owner of unit 656 regarding the owner's collapsing first floor deck. Beach Brothers (Charles Kinelski) was asked to take a look and affect repairs, which was completed earlier this week.

(iii) While conducting the walk-through on September 30, it was reported that the light fixture at unit 672 was still broken. Igor Conev (Mann Properties) reported that a new light fixture has been ordered.

(iv) The new owners of unit 700 reported a board missing on their finger pier. Bob Surette reported that he has already set it up with Charles Kinelski (Beach Brothers) for repair. In addition, Charles indicated that he will need to purchase some additional piling caps to replace all the caps on the piers that are either broken or missing.

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4. OLD BUSINESS:

a. Unit 678 Carport Issue. Bob Surrette reported that Charles Kinelski (Beach Brothers) was able to discern the damage to the carport ceiling and could affect repairs himself. Bob stated that repairs started today (October 19) and should be finished shortly.

b. Pier Tax Increase. Adele Bradley reported that Joe Harrison (the attorney working with us) has been away and recently returned to the area. She sent Joe another email and expects a reply shortly. She will inform the Board once she hears from Joe.

c. Blacktop Depression at Unit 634. At the August 17, 2017 Board meeting, Bob confirmed that as a temporary fix, he can use a hammer drill to drill through the depression to alleviate the water buildup. Lou Napoli reported that he will be down Casa Del Sol this coming weekend and will do the drilling. *(Post script: this was accomplished on Saturday, October 21).*

5. NEW BUSINESS:

a. Parking Lot Repaving/Foundation Repair. The Board discussed this issue at length, including the alternative approaches contained in an email received from Curt Smith (unit 620). (Curt did not call in to this meeting however he can still address the Board if he chooses).

Discussion about this issue resulted in the following points: After looking at the alternatives, it was agreed to proceed as originally planned; that is, to affect repairs on the street-side foundation/pavement erosion problem across all units in all 3 buildings, and that this will be done in concert with the parking lot repaving effort. The front steps of each unit will have to be moved in order to do the parking lot repaving, and Bob Surrette noted that this would provide an opportunity to increase the depth of the asphalt to raise the steps to the appropriate level for those units where the steps are significantly lower than the front door.

The foundations will be shored up as the parking lot repaving is done. It was agreed that this would be a major effort beyond the means of Beach Brothers.

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It was also noted that each unit's air conditioning/heat pump located on the wooden pedestals would have to be temporarily moved for the foundation work and repaving. The Board members agreed that this alone could be a major undertaking and decided to pursue options available and present them to the owners at next year's Annual Meeting.

As of this point in time, the Board would like to put things in motion by the fall of 2018.

6. VIOLATIONS: It was noted that no acknowledgment was received from the owner of unit 704 as requested in the letter sent by Mann Properties on August 19, 2017 regarding the recent violation. It was agreed that the Board will proceed with the points made in the letter.

7. ADJOURNMENT: The Board meeting was adjourned at 9:06pm.

8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, December 21, 2017 at 8pm via teleconference.*