

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
November 15, 2018

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, Joe Pasqualine, John Foulkes, Mike Bufano, Adele Bradley, and Igor Conev (Mann Properties).

Board Members Absent: Bob Surette.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 9-20-2018. *A motion to approve the draft minutes of the CDS Board Meeting of 9-20-2018 was made by Joe Pasqualine and seconded by John Foulkes, and passed unanimously.*

2. FINANCIAL REPORT. Treasurer Mike Bufano reviewed the Financial Report, the posting of which in the agenda was current as of October 31, 2018. During the meeting, Igor Conev (Mann Properties) sent updated Assessments Receivables, current as of November 15, and which is shown below in subparagraph c:

a. Checking (1012)	\$ 104,629
b. Reserves	
i. Money Market Improvement Fund (1060)	\$ 197,149
ii. Farmers Bank CD (1090)	\$ 100,653
iii. Discover Bank (1071)	\$ 77,335
iv. Discover Bank (1072)	\$ 77,152
v. Discover Bank (1073)	\$ 77,313
Reserves Total:	\$ 529,602
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 6,825

As of the November 15, 2018 Assessment Receivables report, seven (7) unit owners are in arrears of the October 1, 2018 condominium dues payment, for a total of \$6,825.

Mike Bufano reported that \$50,215.50 was transferred into the Money Market Improvement fund, and an additional \$16,738.50 will be transferred by the end the year.

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Mike Bufano also reported that the change of signors (to himself and Joe Pasqualine) per the motion made at the February 22, 2018 Board meeting needs to be processed by the banks. The banks will need a copy of those Board meeting minutes.

d. Bills Paid (since September 17, 2018):

10/01/18	AP3731	1715	166.41	DELMARVA POWER	5500 8705 018
10/01/18	AP3731	1716	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 10/18
10/15/18	AP3737	1717	5,868.52	BEACH BROTHERS, INC.	PRESSURE TREAT

e. Review and Approval of the Proposed 2019 Budget. Mike Bufano reported that the proposed budget includes the \$30,000/year for the foundation repair for 5 years. We have completed our 2nd year and have \$60,000 collected. The original plan included the foundation repair for all 3 buildings, but recently the board is considering only repairing the 15 units that are in most need. If the repair of the 15 units turns out to be the final solution, then the entire amount as originally thought may not be needed. As a result, the \$30K per year withholding is temporarily suspended until a clearer picture emerges. *(See paragraph 5b.)*

After summarizing the details, *Mike Bufano made a motion to approve the proposed budget and to reduce the condominium quarterly dues from \$975 to \$825. The motion was seconded by John Foulkes and passed unanimously.* Mike also stated that the owners need to be reminded that we will be revisiting the cost estimates for the remainder of the project, and dues may have to be increased for 2020.

3. BUSINESS OF THE CONDOMINIUM:

a. Engagement Letter for Audit and Income Tax Preparation Services

On September 18, Mann Properties received the engagement letter from E. Lee McCabe, our CPA. Per Mike Bufano, we have until the end of the year to do this. In addition, Mike reminded the Board that having an annual audit is recommended, and stated that the cost is \$3,650.

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4. OLD BUSINESS:

a. Capital Reserve Study. At the September Board meeting, it was decided to enlist a second engineer for another appraisal of the magnitude of the foundation repair/parking lot repaving project. Igor Conev provided a name of another engineer (Mr. Roland Holland) who provided a proposal on October 5. The proposal listed the tasks Mr. Holland would need to perform to provide an estimate of the repairs. After some discussion, *Lou Napoli made a motion to accept the proposal from Mr. Holland and pay him the \$1,160 fee as stated in the proposal. The motion was seconded by Joe Pasqualine, and passed unanimously.* Lou Napoli will need to sign the contract, and Igor Conev (Mann Properties) will send it to Mr. Holland. In addition, a meeting with Mr. Holland will need to be coordinated. *(See paragraph 5b. for the related actions).*

5. NEW BUSINESS:

a. Miscellaneous/Maintenance. The Board discussed the status of what actions might have been taken regarding the findings of the September 22, 2018 walk-through of the Casa Del Sol properties. The findings, summarized by Adele Bradley and shown below, were discussed at this meeting:

Repairs for Charles Kinelski (Beach Brothers).

FINGER PIERS IN NEED OF BOARDS

- Pier between 700 – 702
- Pier between 712 – 714
- Pier between 720 – 722

REAR DECK REPAIR

Unit #728 gap in rear deck to left of gate.

CONDOMINIUM GATE REPAIR

- 600 Building - west gate to rear entrance (Unit 680 side) needs hinges replaced. Current are rotted and rusted.
- 700 Building – east gate to rear entrance (Unit 700 side) needs shims and bolt. Post framing gate is loose.

PILINGS

Replace missing piling cap behind 770 building.

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BOARDWALK REPAIR

- *Enclose gap around cable box on side boardwalk next to Unit 680 to prevent animals from entering under boardwalk.*
- *Level unit side and canal side boardwalks where they meet on the west end next to 770c. Currently there is a large drop (approximately 6 inches) between the two creating a safety hazard.*

After some discussion, Joe Pasqualine volunteered to walk the properties and determine the extent of repairs to the above items. *In an email from Joe on November 20, 2018, Joe reported that all of the above items have been taken care of.*

Items that are the responsibility of the unit owners:

CLEAN UP OF DECK AND UNDER DECK AREAS

- *Numerous decks have standing water in paddle boats, kayaks, small plastic blow up pools and containers under and on decks. This is a breeding ground for mosquitos and draws critters looking for fresh water.*
- *In addition to the above the following is a list of other items that need to be removed from under the decks.*
 - *Assorted pieces of lumber with exposed nails and construction materials.*
 - *Broken rusted grills or grill parts.*
 - *Gas cans*
 - *Old broken plant pottery and various types of trash.*

MOSS ON REAR OF BUILDINGS

Second floor balcony siding above slider shows green moss on numerous units. Owners are responsible to remove moss.

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Items the Board would like Mann Properties to take care of:

TERMITE TRAPS AND ANT INFESTATION.

In an email received October 4th from APM Services: "We still have the replacement of the baiting stations and the ant control for Casa Del Sol on for Monday, October 8th. We have instruction for the tech that the ant problem is at the concrete divider between buildings 720 and 722 along the blacktop.

b. Capital Reserve Study (Continued). As part of the walk-through, Lou Napoli and Adele Bradley made note of those units that had noticeable gaps between the foundation and the parking lot asphalt. They believed about 15 units showed a noticeable gap. After some discussion, the Board agreed that a repair of all units would not be feasible or necessary, and that we should focus on repairing these 15 units. Plans should still proceed, however, on completely repaving all three parking lot surfaces. Mike Bufano stated that as a result of this decision, the original estimate of funding required (and the recent increases in the condominium dues to fund this) is excessive, and some of the funding can be returned to the unit owners by means of a reduction in the quarterly condominium dues.

c. Parking in the CDS Parking Lots. At the September Board meeting, an issue was raised by several Board members concerning cars parking in the Casa Del Sol parking lots by people who do not live (or rent) in the units, as well as owners taking up more than the allowable carport space plus 1. The discussion concluded with Adele Bradley volunteering to make notices and distributing them to the owners. On November 10, Adele sent an email to the Board members containing the notices she developed.

Also at the September Board meeting, discussion ensued regarding the use of parking permit tags to be displayed in vehicles parking in the Casa Del Sol parking lots. Adele Bradley researched several companies and reported at this meeting that she found one company that could produce simple plastic tags with Casa Del Sol printed on the front side, and a "if lost or stolen, report to....." statement on the other. The cost would be \$492 for 200 tags. It was discussed that enough tags should be purchased to cover those tags either lost or stolen, with a \$25 replacement fee.

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After some further discussion, Mike Bufano made a motion to purchase the tags as described by Adele Bradley, and to require their use. Before this motion was voted on, it was brought to the Board's attention that if this was to be a requirement, then the current set of Rules and Regulations would need to be amended to reflect it. Per Igor Conev (Mann Properties), any change or addition to the Rules must be *reviewed and finalized 30 days before a Board meeting or at the annual owners meeting at which owners can comment. Adoption of the rule however is the responsibility of the Board.*

As a result of the above discussion, Mike Bufano amended his motion to read as follows: *The Board will discuss and vote on amending the Rules and Regulations at the next Board meeting to require a valid parking permit to be displayed. The motion was seconded by John Foulkes and passed unanimously.* If such action results in an amended or added rule, official notice must be given to the owners, with comments due back to the Board before the next Board meeting. Owners may also phone into the next Board meeting with their comments.

6. **VIOLATIONS:** None reported

7. **ADJOURNMENT:** The meeting adjourned at 9:16pm.

8. **NEXT CDS BOD MEETING –** *The next BOD meeting is Thursday, January 17, 2019 at 8:00pm via teleconference.*

REMINDER: PLEASE READ THE FOLLOWING WINTERIZATION RECOMMENDATIONS

In order to minimize the risk of frozen or burst pipes or other damage to a unit's water lines and valves, *it is recommended that the following steps be taken.*

1. Contract with a licensed, insured professional plumbing services company to winterize the unit.
 2. Install electrified heat tape along all pipes under the deck from the unit out to the main shut off valve.
 3. Keep the electricity turned on in the unit throughout the period of winterization.
 4. Keep the interior heat at a minimum of 55 degrees F throughout the period of winterization.
- As an additional precaution, consider contracting with a licensed, insured professional plumbing services company to install main line water drain next to the shut off valve; this would facilitate draining the main line going into the unit.

The water lines and valves which depart from the intersection of the building's main water line and feed the unit are considered part of the unit and thus is the responsibility of the unit owner. Any damage to these lines and valves is the responsibility of the unit owner.