

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
April 19, 2018

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

Lou Napoli called the meeting to order at 8:01p.m. via conference call.

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

Board Members Absent: None.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 2-22-2018. *A motion to approve the draft minutes of the CDS Board Meeting of 2-22-2018 was made by Joe Pasqualine and seconded by Bob Surrette, and passed unanimously.*

2. FINANCIAL REPORT. Mike Bufano reviewed the Financial Report, which was current as of March 31, 2018.

a. Checking (1012)	\$ 119,353
b. Reserves	
i. Money Market Improvement Fund (1060)	\$ 146,526
ii. Farmers Bank CD (1090)	\$ 100,653
iii. Discover Bank (1071)	\$ 76,716
iv. Discover Bank (1072)	\$ 76,620
v. Discover Bank (1073)	\$ 76,514
Reserves Total:	\$ 477,029
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 12,675

As of the April 18, 2018 Accounts Receivable report, thirteen (13) unit owners were in arrears of the April 1, 2018 condominium dues payment, for a total of \$12,675. This includes the owner of unit 726 (deceased) who is in arrears by the April payment (\$975).

d. Bills Paid since 2-1-2018:

03/01/18 AP3616 1674	335.54	DELMARVA POWER 5500 9769 211
03/01/18 AP3616 1675	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 3/18
03/01/18 AP3616 1676	500.00	OCEAN SERVICES OF DE, INC DEPOSIT
03/15/18 AP3620 1677	368.00	TOWN OF OCEAN CITY 7291-53582

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3. BUSINESS OF THE CONDOMINIUM:

a. Annual Association Meeting for 2018. Our 2018 Annual Association meeting is scheduled to be held at the Art Center on 94th Street on May 19, 2018 from 9:00am to 11:00am. The meeting package was sent to the owners last week by Mann Properties. The agenda is shown below:

1. ROLL CALL AND REPORTING/RECORDING OF PROXIES – Secretary Foulkes

2. WELCOMING REMARKS – Vice President Napoli

3. APPROVAL OF DRAFT MINUTES of the April 22, 2017 Casa Del Sol Annual Association Meeting

4. FINANCIAL REVIEW – Treasurer Bufano / Mann Properties

a. Account balances as of May, 2018:

- *Checking (1012)*
- *Reserves*
 - i. Money Market Improvement Fund (1060)*
 - ii. Farmers Bank CD*
 - iii. Discover Bank (1071)*
 - iv. Discover Bank (1072)*
 - v. Discover Bank (1073)*
- Reserves Total:*
- *Assessments Receivable*
 - Condo Fees (1310)*

b. Operating budget: Year-to-date review.

c. Review of Annual Audit for year ending December 31, 2017.

d. IRS Resolution to Carry Over Funds from Past Year's Budget.

5. INSURANCE

a. Insurance Summary – Attached

b. Insurance Update

• *As of 6/1/09 if a covered loss originates from a unit, the unit owner will be held liable for the \$5,000 deductible. Unit owners should have a minimum of \$5,000 Loss Assessment Coverage on their HO6 policy.*

6. BUSINESS OF THE CONDOMINIUM – Vice President Napoli

a. Updates - Bob Surrette

- *Capital Reserve Study – Next steps on the parking lot repairs issues – Bob Surrette*

b. Update of the Owners' Directory – Mann Properties

7. OLD BUSINESS

a. Pier Tax Increase – Adele Bradley

b. Reminder: Each unit owner must place a current, working set of keys (front door, storm door (if present), and front cubby door) with the Mann Properties office personnel. .

c. Reminder: Please read the attachment concerning recommendations for winterizing units.

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8. NEW BUSINESS – Vice President Napoli

a. Election to the Board of Directors

- Review of Ballot: 3 positions to be filled
- Nominations from the Floor per CDS By-Laws
- Voting

b. Any other New Business

9. ADJOURNMENT

4. OLD BUSINESS:

a. Pavement Repairs/Repaving. Regarding the repaving, Bob Surette contacted Terra Firma, a local company who has done this type of work before and which has dealt with issues such as the moving of the air conditioning units, and met with them on February 24. As a result of the meeting, Terra Firma sent a proposal with several options. After some discussion, the Board felt that the simple “paving over” option regarding just the cracks would not be sufficient and would only have to be redone in a few years, and options that included a milling down to remove the cracks and a total repaving would be the best. This option also included restoring proper elevation of the front steps, working in and around the A/C and heat pump units, and removal of the 4x4 timbers on the outer edges of the parking lots. Bob indicated that he had contacted two other firms (Chesapeake Paving and Sealing and Harrison) and is awaiting responses from them. In the meantime, Charles Kinelski (Beach Brothers) is looking at ways to stabilize the gaps that have formed between the building foundation and parking lot pavement.

b. Finger Pier Damage. The damage to the finger piers was repaired by Ocean Services. In the process of the repairs, Ocean Services reported that as they repaired the piers it was noticed that many of the main supports, boards and bolts/screws were in need of replacement, due to rust and rot. Ocean Services provided Mann Properties with an estimate to remove the existing piers entirely and replace them with new ones.

It was noted that in the CDS Capital Reserve Study repairs to the finger piers were divided into the **support structure** (pilings, main support structures) and the **decking**. Based on the dates given in the Study, repairs to the decking ranged from 1 year past due to 3 years to go depending on the building (600, 700 or 770); for the support structure, repairs aren't due for several years for all buildings.

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After some additional discussion, the Board decided to get several estimates for both types of repairs. Igor Conev (Mann Properties) stated that if the work needs to be done then we should consult an independent engineer. He recommended Ms. J. Stacey Hart, P.E. of J. Stacey Hart & Associates, Inc. Bob Surrette and Joe Pasqualine agreed to call Ms. Hart and meet with her to discuss the situation.

c. Pier Tax Update. Adele Bradley reported that our attorney (Joe Harrison) emailed her today (April 19) with the remaining documents, and his bill for services rendered. All the documents will be retained at Mann Properties; she said she was waiting for the final documents to arrive from Joe before turning them over to Mann Properties. Joe stated that no unit owner should receive a future tax bill for the pier. If any unit owner receives a bill for June/July of this year, Adele should be notified and she will contact Joe and he will take care of it with a phone call. All this information will be relayed to the full membership at our Annual Meeting.

The bill for services from Joe Harrison is \$3450. At our Annual Meeting last year the Board approved a motion to authorize the additional expenditure up to \$3500 for Joe to proceed with this issue. *Adele Bradley made a motion to pay Joe Harrison his billed amount of \$3450; the motion was seconded by Bob Surrette and passed unanimously.*

5. NEW BUSINESS:

a. Request from (New) Owner of Unit 708. On February 16, 2018, the new owner of Unit 708 sent an email to the Board via Mann Properties with a request to replace the canal-side sliders in the unit. At the February Board meeting, a motion was passed to approve the request subject to several conditions (color, installer credentials), which have been complied with. The owner also requested to build a deck on the 3rd-level canal side of his unit, remove the existing windows and replace them with a slider. The plans were examined and it was noted that a building permit had been applied for and received. *Mike Bufano made a motion to approve the 3rd floor deck and slider; the motion was seconded by Bob Surrette and passed unanimously.*

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b. Request by Owner of Unit 676. In an email to Mann Properties on March 3, 2018, the owner of unit 676 wishes to install an outdoor camera at his unit. He is asking for feedback on what anyone else has done, and what the Board's stance/opinion is on this device. He included a picture of the camera in his email. After some discussion, *Joe Pasqualine made a motion that no cameras are allowed on the outside of any Casa Del Sol building or on any common area. The motion was seconded by John Foulkes and passed unanimously.*

c. Roof Shingle Warranties. Based on some recent wind damage to roof shingles on the 700-building, Mike Bufano researched the manufacturer's (TAMKO) warranty. Basically, the shingles are warranted from manufacturing defect for 360 months (30 years). However, the wind warranty period was for just 60 months, for maximum winds of 70 mph. So any shingle that blew off would not be covered. But the 30-year warranty does cover leaks if related to a shingle defect. What Mike also learned from TAMKO and thought was interesting is that TAMKO changed the wind policy and extended it to 15 year wind warranty and it's basically the same product they sold us.

In a related issue, Bob Surette researched billing submitted by C/W Builders when they repaired the shingle damage (on 2 occasions 3 months apart) to the 700-building, and noted that in both occasions, C/W billed us to replace a plywood sheet underneath. If this was the same plywood in both instances, Bob wondered why the sheet was replaced a second time. He said he would follow-up with C/W Builders.

6. VIOLATIONS: None reported.

7. ADJOURNMENT: The Board meeting was adjourned at 9:04pm.

8. NEXT CDS BOD MEETING – *The next BOD meeting is immediately following the Annual Meeting, May 19, 2018.*