

Casa Del Sol

DRAFT Minutes of the Board of Directors Meeting

September 20, 2018

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

Lou Napoli called the meeting to order at 8:04p.m. via conference call.

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

Board Members Absent: Mike Bufano arrived at the meeting at 8:12pm.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 7-19-2018. *A motion to approve the draft minutes of the CDS Board Meeting of 7-19-2018 was made by Joe Pasqualine and seconded by Adele Bradley, and passed unanimously.*

2. FINANCIAL REPORT. Igor Conev (Mann Properties) reviewed the Financial Report, which was current as of September 17, 2018.

a. Checking (1012)	\$ 69,351
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)	\$ 77,094
Reserves Total:	\$ 529,383
c. Assessments Receivable	
i. Condo Fees (1310)	\$ 1,950

As of the July 18, 2018 Financial Report, two (2) unit owners are in arrears of the July 1, 2018 condominium dues payment, for a total of \$1,950.

d. Bills Paid (as of July 2, 2018):

07/02/18	AP3681	1695	200.02	DELMARVA POWER	5500 8678 124
07/02/18	AP3681	1696	66.50	FIRE PROTECTIVE SERVICES	FIRE EXT SERVICE CALL
07/02/18	AP3681	1697	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 7/18
07/16/18	AP3684	1698	50,215.50	CASA DEL SOL CONDO ASSOC.	1ST,2ND,3RD QTR RESERVES
07/16/18	AP3684	1699	954.78	MANN PROPERTIES, INC.	ADM COSTS JAN – JUN
07/17/18	AP3691	1700	40.60	TOWN OF OCEAN CITY	7291/53582 WATER

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08/01/18	AP3701	1701	232.20	DELMARVA POWER	55009769211
08/01/18	AP3701	1702	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 8/18
08/01/18	AP3701	1704	10,460.00	SELECTIVE INSURANCE-FLOOD	0000057147
08/21/18	AP3708	1705	1,457.00	THE CINCINNATI INSURANCE	1000212210
08/21/18	AP3708	1706	102.74	Ed Patchett, Inc	REPL FAULTY PHOTO EYE
08/21/18	AP3708	1707	207.83	MID-ATLANTIC WASTE SYST.	REPLACE LID
08/21/18	AP3708	1708	20.00	TOWN OF OCEAN CITY	478/585 BULK PICK UP
09/01/18	AP3713	1710	145.00	CLAY MIKOLASY	INSURABLE REPORT
09/01/18	AP3713	1711	166.81	DELMARVA POWER	5500 8678 124
09/01/18	AP3713	1712	1,134.92	MANN PROPERTIES, INC.	MANAGEMENT FEE 9/18
09/05/18	AP3716	1713	48,887.70	AVERY W. HALL INS. AGENCY	MULTI PERIL INSURANCE
09/17/18	AP3722	1714	1,056.00	TOWN OF OCEAN CITY	8957-53948

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. He requests that it be reviewed, signed and returned to him. Mike Bufano, you arrived at the meeting to report on this item, stated that he will review and sign it. 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.

b. Timeliness of Flood Insurance Premium. Some mortgage lenders for our units had requested proof of flood insurance by September 6, the date when the current insurance expired, and stated that they will automatically charge owners with a flood insurance premium if proof was not received by the 6th. Discussion ensued concerning ways that the Board can plan adequate time to review (and approve) the annual policy in advance to avoid the situation of lenders billing owners for additional insurance.

Gerri Littleton, our insurance agent at Avery Hall Insurance, stated in an email on September 5 that she needs the updated Replacement Cost Appraisal a bit sooner than it was sent this year. She will follow up with Mann Properties for this information.

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4. OLD BUSINESS:

a. Capital Reserve Study Update. Bob Surette reported that he recently received and forwarded to the Board a proposal from C/W Builders for the foundation work. Phone calls to the other company, Northern, were not returned, and Bob felt that Northern probably doesn't want to take on the job. As stated before, all on the Board agree that the foundation work needs to be done before the parking lot milling and re-surfacing project.

The proposal from C/W Builders included removing and storing the A/C units, removing and discarding the concrete steps to each unit's front door, repairing the foundation problem areas, and then building new front door steps and platforms for the A/C units. The estimate from C/W, which did not include the costs of permits, drawings and some other ancillary costs, was deemed extremely high by the Board members. After some additional discussion, it was decided to enlist a second engineer (MAD Engineering was the original engineer consulted) for another appraisal of the magnitude of the project. Igor Conev provided a name of another engineer and forwarded the information to Bob Surette for him to contact.

5. NEW BUSINESS:

a. Miscellaneous/Maintenance. The owner of unit 728 requested in an email to Mann Properties that the following work be done: 1) decking board replaced on the finger pier; 2) multiple decking boards replaced on the 1st floor deck, located just inside the gate on the right side facing out; 3) repair the 1st floor deck gate so that it will latch; and 4) repair the siding on the left side of the first floor front door. Charles Kinelski (Beach Brothers) indicated on July 16 that he has taken care of item #4. As a further update, Charles Kinelski completed the first item; the status of #2 is not known; and the Board stated that #3 is the responsibility of the unit owner.

As follow-on to this item, the Board discussed the recent exchanges of emails among the Board members whereby unit owners have neglected customary maintenance and upkeep of their units, such as painting of front doors. What steps can be taken to ensure that owners keep their units in a neat and respectable shape?

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Additionally, a comment was made about the front door to a unit badly in need of repainting. Igor Conev stated he had sent an email to the owner concerning this issue.

After some additional discussion, Bob Surrette, Lou Napoli, Adele Bradley and Joe Pasqualine volunteered to do a walk-through of all the buildings the Saturday following this meeting and report on items in need of maintenance or repair.

(As an after action to this item, Adele Bradley reported the following findings from the walk-through on September 22, 2018:

The list below is a list of repairs for Charles Kinelski (Beach Brothers). Adele will deliver this list to Charles and asked Igor Conev to follow up with an email.

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.

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.

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The list below is a list of the items owners should take care of:

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.

TERMITE TRAPS AND ANT INFESTATION are items the board would like Mann Properties to take care of.

b. Additional Request for Maintenance. A recent situation occurred whereby a unit owner posted on the Casa Del Sol website a request to the Board for maintenance. Specifically, the request was for repair of the broken cover on rear deck light plus uneven steps on the deck. Lou Napoli responded that all such In additional, Igor Conev (Mann Properties) will email an electrician to repair the light.

REMINDER:

*All requests for maintenance are to be made directly to Mann Properties and **NOT** be posted on the condominium website.*

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c. Request for a Back Gate. In an email dated August 3, 2018, the owner of unit 676 requested the Board approve the installation of spindles and a gate to his back deck. The Board decided to resolve this request online, before this current Board Meeting. *On August 4, President Napoli made a motion to approve the installation; it was seconded by Adele Bradley and approved with 5 out of the six Board members responding electronically. The motion passed.*

d. Parking in the CDS Parking Lots. An issue was raised by several Board members concerning cars parking in the CDS 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.

Discussion ensued regarding potential remedies to these problems. It was noted that "Private Property" and towing signs are posted in the parking lots of the Casa Del Sol buildings. Potential solutions included issuing parking tags for owners/renters to place in their cars, issuing notices to be placed on the cars which describe the parking policy, and direct calls to a towing company.

The discussion concluded with a recommendation that owners be reminded of the "carport plus 1" rule. Adele Bradley volunteered to make these flyers and distribute them to the owners. Regarding cars that do not belong to owners or renters, it was advised that the towing company be called, and also that photos be taken of the offending vehicle(s). Igor Conev stated that he can email to the Board a write-up that Mann Properties uses for engaging towing companies.

6. VIOLATIONS: None reported. However, it was suggested by several Board members that all owners be reminded of the Rules and Regulations:

Reminder: All unit owners should review the association's Rules and Regulations and ensure that all renters and other users of the units are familiar with these rules.

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7. ADJOURNMENT: The Board meeting was adjourned at 9:34pm.

After formal adjournment, regarding item 5(d), the remaining Board members on the phone discussed a motion to purchase and issue parking tags to be placed inside of the vehicles. A motion was made and voted on, but since this activity came after the formal adjournment, it would need to be recast and revoted on at the next meeting.

8. NEXT CDS BOD MEETING – *The next BOD meeting is Thursday, November 15, 2018 at 8:00pm via teleconference.*