

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
January 21, 2020

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

Board Members Absent: Tom Owens.

1. READING AND APPROVAL OF THE DRAFT MINUTES OF THE CDS BOARD MEETING OF 11-21-2019. *A motion to approve the draft minutes of the CDS Board Meeting of 11-21-2019 was made by Bob Surrette and seconded by Joe Pasqualine and passed unanimously.*

2. FINANCIAL REPORT. Treasurer Mike Bufano reviewed the Financial Report, current as of December 31, 2019.

a. Checking (1012) \$ 96,768

b. Reserves

i. Money Market Improvement Fund (1060)	\$ 246,223
ii. Farmers Bank CD (1090)	\$ 101,968
iii. Farmers Bank CD (1211)	\$ 67,000
iii. Discover Bank (1071)	\$ 79,696
iv. Discover Bank (1072)	\$ 79,513
v. Discover Bank (1073)	\$ 79,744
Reserves Total:	\$ 654,144

c. Assessments Receivable

i. Condo Fees (1310) \$ 1,625

As of the December 31, 2019 Assessment Receivables report, two (2) unit owners are in arrears of the October 1, 2019 condominium dues payment. Total amount in arrears: \$1,625.

d. Annual Audit Engagement Letter. Treasurer Mike Bufano reported that he read and signed the engagement letter (on January 21) which is required for the annual audit of the association.

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e. Bills Paid (November 1 – December 31, 2019)

12/02/19 AP3965 1786	282.67	BLF ENTERPRISES MISC REPAIRS
12/02/19 AP3965 1787	80.00	D & B SERVICES 732 HOSE BIB SUPPLY LINE
12/02/19 AP3965 1788	211.95	DELMARVA POWER 5500 8678 124
12/02/19 AP3965 1789	108.60	FirePro 736 CONTROL PANEL BEEPING
12/02/19 AP3965 1790	1,134.92	MANN PROPERTIES, INC. MANAGEMENT FEE 12/19
12/10/19 AP3976 1791	158.73	FirePro 736 REPLACE DEVICE
12/10/19 AP3976 1792	1,666.87	MANN PROPERTIES, INC. ADMIN CHARGES
12/10/19 AP3978 1794	659.40	TOWN OF OCEAN CITY 13827-54958
12/11/19 AP3980 1795	67,000.00	CASA DEL SOL CONDO ASSOC. OPEN CD FARMERS BANK

3. BUSINESS OF THE CONDOMINIUM:

a. Annual Association Meeting Reminder. The 2020 annual meeting of the association is scheduled for Saturday, April 25, 2020 from 9:00am to 11:00am at the Art League on 94th Street.

4. OLD BUSINESS:

a. Capital Reserve Study. On December 5, 2019, Casa Del Sol received a proposal from BLF Enterprises regarding repairing the damage and erosion where the buildings' foundation skirting meets the parking lot asphalt. This option involves replacing rotted wood, scraping and painting. Also requested was information regarding the type of paint and number of coats. The cost quoted in the proposal was \$17,000. After discussion among the Board members, *a motion was made by Bob Surette to accept the BLF proposal. The motion was seconded by John Foulkes and passed unanimously.* Joe Pasqualine volunteered to call BLF Enterprises to set up a date for work to begin.

Funds to cover the work will be drawn from the association's checking account. When it comes time for the next quarterly transfer of funds from the checking account to the reserve account, the amount of the transfer will be reduced by the amount remitted to BLF Enterprises.

b. Carports. It was decided at the November 21, 2019 Board meeting that the Board would need to meet with Chris Woodley (association attorney) to make a determination as to what portion of the carports is common and what portion is unit-owned. It was decided that the best way to proceed was to meet later this spring with Chris Woodley in Ocean City when Chris is in town.

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c. Repair to Mike Bufano's Carport. At the November 21, 2019 Board meeting, Igor Conev (Mann Properties) reported that a work order was given to BLF for the repairs. This work has been completed.

d. Piling Ropes. At the November 21, 2019 Board meeting, Adele Bradley reported that her research indicated that it would be extremely expensive to replace the existing ropes with ropes of different materials. Subsequently, it was decided to table this issue until a later date. After some discussion at this January meeting, it was agreed to continue to table this item.

e. Repaving the Asphalt Driveways. As a corollary to the foundation repairs (paragraph 4a. above), it was reiterated by the Board that the repaving will commence after the foundation repairs are completed. Bob Surrette stated that the estimates that we received for the asphalt repaving are about 3 years old, and so we will need to get updated estimates. As soon as we hear from BLF Enterprises on the dates for repairing the foundation, Bob will get updated estimates on the repaving.

5. NEW BUSINESS:

a. Bulkhead Erosion Concerns between the 700-Building and 686C 94th Street. At the November 21, 2019 Board meeting, Igor Conev (Mann Properties) reported that he has contacted several marine bulkhead contractors who examined the area but could not completely see the extent of the erosion due to the high water levels in the canal at the time. Also, several Board members indicated that the boardwalk over the eroded area seemed unstable; the contractors will be asked if it is safe to walk on the boardwalk while awaiting bulkhead repairs.

At this January meeting, Igor reported that he has not been able to get any contractor to respond, and he indicated that he will keep trying. Several Board members asked if it might be wise to get an engineer to look at the bulkhead; it was believed that having an engineer do an inspection might provide leverage for contractors to respond. Concern was expressed as to the cost of hiring an engineer. Igor stated that he will contact an engineer and get an estimate. Other discussion involved trying to determine a plan to split the cost of repair with the neighboring condominium which shares the bulkhead.

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b. Miscellaneous.

i. Crawl Space Encapsulation: Unit 676. On November 25, 2019, the owner of unit 676 submitted a proposal to encapsulate his crawl space and requested the board's approval before continuing with this project. The Board discussed this issue in depth, to include whether the crawl space was a common element; the degree to which the existing crawl space walls and doors would be affected; and ventilation. Based on this discussion, *a motion was made by Joe Pasqualine that the owner can re-insulate the crawl space, but because the space is common area, no walls nor electrical machinery can be installed. The motion was seconded by Bob Surrette and passed unanimously.*

ii. Heat Tape and Electrical Outlets Under the 600-Building. On December 19, 2019, Joe Pasqualine reported that Charles Kinelski (unit 648) said that the heat tape is not working and that the electrical outlets that run the heat tape under his unit do not seem to be working even though the breakers are turned on. Igor Conev contacted the association's electrician (Patchett) who resolved the issue.

iii. Home Inspection Report: Unit 650 Piling. During a home inspection report regarding a potential sale of the unit, a problem arose with one of the pilings, and the question was raised as to the financial liability and whether the pilings are maintained by the association (i.e., common elements). Igor Conev (Mann Properties) contacted Roland Holland (engineer) who reported on January 2, 2020 that to investigate the one piling in unit 650 cited in the report (with repair detail (assuming it needs repair)) would be \$600. The engineer also provided an estimate for inspecting all the pilings under unit 650. The Board determined that the liability to the association is just for this one piling. *A motion was made by Mike Bufano to authorize the engineer to investigate and report on the one piling. The motion was seconded by Bob Surrette and passed unanimously.* Igor Conev stated that he will email the engineer.

iv. Aluminum Fascia on Unit 678. On January 12, 2020, Joe Pasqualine reported that due to wind storm the previous night the fascia on unit 678 has broken free and is flapping in the wind; Joe asked if we could get BLF Enterprises to reattach it before further damage is done. The repair was completed on January 14.

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c. Walkthrough. On November 16, 2019 Bob Surette performed a walkthrough of the buildings and reported the following: missing boards on two finger piers: between units 642/644, and units 700/702; metal fascia on the front of unit 636 is loose and needs to be re-nailed; and the door to the crawl space under the rear deck of unit 732 needs to be put back. Igor Conev (Mann Properties) reported that all 3 of these items have been forwarded to BLF Enterprises for repair, and that all repairs have been completed.

6. VIOLATIONS: None reported.

7. ADJOURNMENT: The meeting adjourned at 8:40pm.

8. NEXT CDS BOD MEETING – *The next Board meeting is Tuesday, March 10, 2020 at 8:00pm via conference call.*