

Casa Del Sol
DRAFT Minutes of the Board of Directors Meeting
November 17, 2020

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

Mike Bufano called the meeting to order at 8:03p.m. via Zoom.

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

Board Members Absent: None.

ATTENTION UNIT OWNERS

WE ARE EXCITED TO REPORT THAT THE RE-PAVING OF THE THREE (3) CASA DEL SOL PARKING LOTS IS SCHEDULED TO BEGIN ON [DECEMBER 7, 2020](#).

WE ASK THAT ALL UNIT OWNERS, **BY DECEMBER 1, REMOVE ALL PERSONAL ITEMS THAT ARE CURRENTLY STORED IN THE CARPORTS (BICYCLES, etc.) OR OTHERWISE LOCATED ON THE ASPHALT (INCLUDING WOOD PALLETS/WALKWAYS).**

ITEMS NOT REMOVED BY DECEMBER 1 WILL BE REMOVED BY CASA DEL SOL; CHARGES FOR SUCH REMOVAL WILL BE BILLED TO THE UNIT OWNERS.

THANKS FOR YOUR COOPERATION!

[THE RESULT WILL BE BRAND NEW PAVED PARKING LOT SURFACES AT EACH OF OUR BUILDINGS!!!!](#)

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1. READING AND APPROVAL OF DRAFT MINUTES OF CDS BOARD MEETING of 9-22-2020. *A motion to approve the draft minutes of the CDS Board Meeting of 9-22-2020 was made by Joe Pasqualine, seconded by Lou Napoli and passed unanimously.*

2. FINANCIAL REPORT. Shaheen Mojibian reviewed the Financial Report, current as of November 16, 2020:

a. Checking (1012) \$ 54,303

b. Reserves

i. Money Market Improvement Fund (1060)	\$ 138,882
ii. Farmers Bank CD (1090)	\$ 103,145
iii. Farmers Bank CD (1211)	\$ 67,000
iv. Taylor Bank Money Market (1213)	\$ 175,286
iii. Discover Bank (1071)	\$ 81,132
iv. Discover Bank (1072)	\$ 80,098
v. Discover Bank (1073)	\$ 81,072

Reserves Total: \$ 727,615

c. Assessments Receivable

i. Condo Fees (1310) \$ 4,950

As of the November 16, 2020, financial report, there are three (3) unit owners in arrears of the October 1, 2020 quarterly dues (\$825): one of these owners is in arrears for the past 2 payments (\$1,650); and one is in arrears for the past 3 payments (\$2,475), for a total of \$4,950. *Lou Napoli made a motion that the unit in arrears for the past 3 quarters be turned over to a collection agency. The motion was seconded by John Foulkes and passed unanimously. A certified letter will be sent to the unit owner.*

In addition, there are 3 unit owners in arrears with amounts different than the quarterly dues amount, for a total of \$2,798.52. Shaheen Mojibian will follow-up and call the 3 owners regarding these latter arrears amounts.

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d. Bills Paid (*October 16 – November 13*):

10/16/20	AP4194	1862	599.92	BLF ENTERPRISES 770 D FINGER PIER REPAIR
10/16/20	AP4194	1863	103.82	DELMARVA POWER 5500 8678 124
10/16/20	AP4194	1864	104.00	EHRlich 18479667
10/16/20	AP4194	1865	299.72	FirePro 704 WIRING
10/16/20	AP4194	1866	247.50	GEORGE, MILES, BUHR, LLC 8/27/20-9/30/20
10/16/20	AP4194	1867	6,000.00	MCCARTHY ENTERPRISES, LLC DEPOSIT
10/16/20	AP4194	1868	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 10/20
11/02/20	AP4204	1869	218.78	DELMARVA POWER 5500 9769 211
11/02/20	AP4204	1870	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 11/20
11/13/20	AP4212	1871	581.18	COMPROLLER OF MARYLAND 52-1223780
11/13/20	AP4212	1872	705.00	WILLIAMS,MOORE,SHOCKLEY&H GMB REPORT ON RAILING

e. 2019 Audit. Mike Bufano reported that the 2019 audit was completed, and we received an unqualified opinion.

3. BUSINESS OF THE CONDOMINIUM:

a. Review and Approval of the 2021 Budget. The 2021 budget was discussed at the meeting. Changes anticipated from the 2020 budget include a 10% increase in the insurance premium; this can be balanced by reducing general maintenance somewhat. The work on the railings (see paragraph 4a.) should be considered as a capital improvement rather than a simple repair and thus could be paid out of the reserves. After the railing project is completed, a follow-on reserve study could be done to assess the impact and make any adjustments as necessary to the budget and quarterly dues.

The above items are contained in Option 2 of the budget proposal, which adjusts the current budget to lessen the impact of the anticipated insurance premium without increasing the quarterly dues. *Shaheen Mojibian made a proposal to accept Option 2 (\$188,100, quarterly dues remain at \$825). The motion was seconded by Lou Napoli and passed unanimously.*

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4. OLD BUSINESS:

a. Rear Balcony Railings. Estimates were received from three contractors: McCarthy Enterprises, Oertel Construction, and BLF Enterprises for repairing and/or replacing the 2nd floor canal-side balcony railings. Each contractor provided estimates for replacement using wood; one contractor offered estimates for replacing with vinyl (Oertel). Also, one contractor (BLF) provided estimates for the 3rd floor railings. *After some additional discussion, Lou Napoli made a motion to accept the proposal from BLF Enterprises and get better clarification on its 3rd floor proposal. The motion was seconded by Joe Pasqualine and passed unanimously.* (Igor Conev reported that he had just texted BLF with the above decision and request).

It was again stated that the **3rd floor** balcony railings are the responsibility of the owners; any homeowner who desires repair of its 3rd floor railings can contact the association to affect repairs, billed back to the homeowner.

A related issue, discussed in the September 22, 2020 Board meeting, concerns a somewhat lesser priority pertaining to the **3rd floor privacy partitions** where there is no adjacent deck. The partitions could fail with the potential of someone falling down to the first floor.

(Following this meeting, on November 18, Adele Bradley and Joe Pasqualine walked the 3 buildings and reported that the following units (except for the 2 noted) have 1 end partition):

600 Building: 614, 622, 626, 650, 654, 658, 664 (2 end partitions, 1 on each side), 668 and 672.

700 Building: 700, 702, 706, 720, 724 and 726.

770 Building: 770A (2 end partitions, 1 on each side).

The Board members agreed that it would be preferred if all the above work could be coordinated and completed in one operation.

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b. Piling Repairs. Repairs of the pilings by McCarthy Enterprises began Monday, November 9. There were 6 pilings that were suspected of needing work; however after the inspection, McCarthy concluded that only 2 (770A and 624) needed repair. Bob Surrette stated that the repairs will take at least a week to complete, and this pushed back the re-paving of the parking lots to December 7. It was noted that since only 2 of the 6 pilings need repair, McCarty will reimburse the association the remaining funds from the \$6000 payment.

It was noted that there was a second piling at the 770-building (at 770D) that needed repair. Bob Surrette said he will call McCarthy to take a look at the piling at 770D.

c. Bulkhead Erosion between the 700-Building and 686C 94th Street. In an email dated November 2, 2020, it was reported that a copy of the Town of Ocean City letter was sent to one of the 3 owners at 686C (referencing the other 2 owners). We are awaiting any response.

d. Repaving the Asphalt Driveways. Bob Surrette reported that he spoke with the S&M Paving Company and agreed to a new start date of December 7, 2020 for the repaving. See paragraph b. above.

5. NEW BUSINESS:

a. Winterization and Heat Tapes. In an email received on October 19, 2020, a unit owner reported that the heat tapes beneath his unit's rear deck do not seem to be receiving power. In response, Igor Conev (email of November 1) stated that he would contact the association's plumber to check all the heat tapes as he does every fall first, and if he reports any with issues we will contact an electrician. And in a follow-on email on November 17, Igor reported that the plumber has completed checked the heat tape under all units and will replace the bad heat tape and the receptacle under the unit mentioned above next week.

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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.

b. Fence Damage. In an email dated November 2, 2020, Adele Bradley reported that the fence at the east end of the 600 building which was damaged by the forks on a trash truck and repaired by the city about a month ago has now completely collapsed from the wind and fell onto the neighbors vehicle. Igor Conev replied that he would contact Charles Kinelski (Beach Brothers) to repair the fence. Charles replied that he would, but repairs have not yet been affected.

6. VIOLATIONS: None reported.

7. ADJOURNMENT: The meeting adjourned at 9:11pm.

8. THE NEXT CDS BOD MEETING – *The next BOD meeting is scheduled for Tuesday, January 21, 2021 at 8pm via Zoom video conference.*