

**Casa Del Sol**  
**DRAFT Minutes of the Board of Directors Meeting**  
**February 10, 2022**

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

**Mike Bufano called the meeting to order at 8:02p.m. via Zoom.**

**Participants:** Mike Bufano, John Foulkes, Adele Bradley, Bob Surrette, Shaheen Mojibian, Lou Napoli, Carole Rollins and Igor Conev (Mann Properties).

**Board Members Absent:** None.

**1. READING AND APPROVAL OF DRAFT MINUTES OF CDS BOARD MEETING of 11-17-2021.** *A motion to approve the draft minutes of the CDS Board Meeting of 11-17-2021 was made by Adele Bradley, seconded by Bob Surrette and passed unanimously.*

**2. FINANCIAL REPORT.** Shaheen Mojibian reviewed the account balances from the Financial Report effective as of February 9, 2022:

<b>a. Checking (1012)</b>	<b>\$ 284,213*</b>
<b>b. Reserves</b>	
i. Money Market Improvement Fund (1060)	\$ 64,251
ii. Farmers Bank CD (1090)	\$ 104,183
iii. Farmers Bank CD (1211)	\$ 68,363
iv. Taylor Bank Money Market (1213)	\$ 175,819
v. Farmers Bank CD (1013)	\$ 53,980
<b>Reserves Total:</b>	<b>\$ 466,596</b>
<b>c. Assessments Receivable</b>	
i. Condo Fees (1310)	<b>\$ 9,615</b>

**\* \$ 246,947.14 of this amount was temporarily placed in Account 1012 when the 3 Discover CDs were closed last year. A motion to move \$ 70,000 of this amount into Account 1213 and the remainder into Account 1060 was made by Mike Bufano and seconded by Shaheen Mojibian. The motion passed unanimously.**

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*As of the December 31, 2021 financial report, there were five (5) unit owners in arrears of the October 1, 2021 quarterly dues, for a total of \$4,125. In addition, as of the February 9, 2022 financial report, there are six (6) unit owners in arrears of the January 1, 2022 quarterly dues, for a total of \$5,490. Of these 6, 3 are among the 5 in arrears from 2021. (The numbers for 2022 do not include those unit owners who underpaid the 2022 dues due to the increase over 2021.)*

**d. Reserve Study.** In an email dated December 4, 2021, Chris Sadler of MillerDodson sent the requested Reserve Study Proposal. The proposal included a fee of \$4,617. *A motion was made by Shaheen Mojobian to approve the proposal, seconded by Bob Surrette. The motion passed unanimously.* Per the proposal, a 35% deposit is to be sent to MillerDodson.

#### e. Bills Paid *(November 1, 2021 – February 9, 2022):*

11/01/21	AP4488	1955	2,974.90	BEACH BROTHERS, INC. CUSTODIAL
11/01/21	AP4488	1956	250.00	EHRlich GENERAL PEST MAINT
11/01/21	AP4488	1957	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 11/21
11/16/21	AP4497	1958	163.88	DELMARVA POWER 5500 9769 211
11/16/21	AP4497	1959	20.00	TOWN OF OCEAN CITY BULK TRASH
12/03/21	AP4510	1960	159.10	ATLANTIC BUSINESS FORMS BURGUNDY INKJET CHECK
12/03/21	AP4510	1961	247.11	DELMARVA POWER 5500 8678 124
12/03/21	AP4510	1962	108.00	EHRlich REGULAR PEST CONTROL SRVC
12/03/21	AP4510	1963	160.00	MANN PROPERTIES, INC. MANAGMENT FEE 12/21
12/03/21	AP4510	1964	3,650.00	PIGG, KRAHL, STERN & CO., TAX RETURN PREPARATION
12/03/21	AP4510	1965	735.93	TOWN OF OCEAN CITY 8957-53948
12/06/21	AP4512	1966	1,000.00	CASA DEL SOL CONDO ASSOC. OPEN OPER ACCT FARMERS
12/15/21	AP4514	1967	534.23	MANN PROPERTIES, INC. ADMIN CHARGES
12/28/21	AP4520	1968	166.06	ATLANTIC BUSINESS FORMS BURGUNDY LASER INK CHECK
12/28/21	AP4520	1969	17,000.00	BEACH BROTHERS, INC. POWER WASH & STAIN
12/28/21	AP4520	1970	240.00	D & B SERVICES HEAT TAPES
01/03/22	AP4523	1971	334.58	DELMARVA POWER 5500 8678 124
01/03/22	AP4523	1972	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 1/22
01/17/22	AP4532	1973	2,907.00	EHRlich MONITORING BAITING SYSTEM
01/17/22	AP4532	1974	108.60	FirePro UNIT#670
02/01/22	AP4538	1975	425.61	DELMARVA POWER 5500 8705 018
02/01/22	AP4538	1976	694.00	FirePro SERVICE CALL #670
02/01/22	AP4538	1977	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 2/22

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**3. BUSINESS OF THE CONDOMINIUM.**

**a. 2022 Annual Meeting.** The 2022 Casa Del Sol Annual Association Meeting has been scheduled for Saturday, April 23, 2022, from 9:00am – 11:00am at the Art League on 94<sup>th</sup> Street in the large downstairs classroom. A draft agenda is included at the end of these minutes.

**4. OLD BUSINESS:**

**a. Bulkhead Erosion between the 700-Building and 686C 94th Street. Ongoing Activities.** Blue Fin Construction indicated that an approximate start date for the repair would be in the August, 2021 timeframe, but work has not yet started. As a result of numerous phone calls by Igor Conev, Blue Fin stated they should be able to affect repairs by the end of February or early March, 2022.

**b. Rear 3<sup>rd</sup> Floor Balcony Partitions.** Bob Surrette reported that we are still awaiting additional quotes for the repairs to the partitions. Beach Brothers is still considering bidding, but we need to get this work completed by the Spring. Carole Rollins then stated that she knows of someone who might take on the job of replacing the 17 partitions. Carole will have this person contact either Igor Conev or Bob Surrette. Bob stated that we have the engineering drawings.

**c. Follow-On to Fence Damage Issue: Trash Receptacle Bollards.** On December 17, 2021, Mann Properties received an email from Ruppert Fence with a quote of \$960 to install bollards at the east end of the 600-building to prevent the trash cans from being dislodged. In emails dated January 8 and January 11, 2022, Bob Surrette stated that he spoke to Bill of Ruppert Fence regarding quotes for containing the trash cans the east end of the 700-building. Some discussion ensued regarding an effective solution for the 700-building, as it is more exposed to the winds as is the 600-building. Igor Conev stated that he has emailed Ruppert Fence to give Bob Surrette a call to further discuss this issue. *After some additional discussion, a motion was made by Mike Bufano to approve the proposal for the 600-building, second by Bob Surrette. The motion passed unanimously.*

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**d. Requests from Unit 670.** On November 17, 2021, Carole Rollins (unit 670) requested approval for the following:

- *A replacement Simonton window for the one that is currently damaged*
- *Front Door Full Lite door w/ internal blinds (3rd option)*
- *Kitchen Slider with internal blinds (1st option)*
- *3rd Floor Bdrm Slider with internal blinds (1st option)*

*In a series of emails culminating on November 18, 2021, the Board electronically approved the above request.*

On November 28, 2021, and again in a follow-up email of January 16, 2022, Carole Rollins requested approval of the following:

- *Requesting a double French door on the first floor deck.*

**Board Action: No motion to approve.**

- *Installation of a new electric meter in the approximate location of the original meter (required to be brought up to current code).*

**Board Discussion: Igor Conev reported that in his previous discussion with Delmarva Power, all of the electric meters were up to code. Carole stated that because the electrical panel in her unit had to be replaced during the renovation, she was required to get a new meter, and did so. No Board action required.**

- *Installation of 2 flush mount recessed lights in the carport area.*

**Board Action: No motion to approve.**

In addition, at this meeting, Carole requested that a vehicle charging station be installed in the front of her unit approximately in the April, 2022 timeframe. She is aware of the fact that she will need to provide a certificate that her homeowner's policy reflects CDS as additional insured. The Board will need to see the paperwork before approval.

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**5. NEW BUSINESS:**

**a. Parking Stops.** As part of the email exchange between Bob Surrette and Bill of Ruppert Fence, we received a proposal on February 9, 2022 from Ruppert Fence for replacing the 16 curb stops in the parking lots that are needed. The proposal quoted a price of \$896. Included in this proposal was a proposal to install a wood fence to contain the trash receptacles at the 700-building. (Refer to the discussion in paragraph 4c. above). *Mike Bufano made a motion to accept the portion of the proposal dealing with the parking stops. The motion was seconded by Bob Surrette and passed unanimously.*

**6. VIOLATIONS:** None reported.

**7. ADJOURNMENT:** The meeting was adjourned 9:12pm.

**8. THE NEXT CDS BOD MEETING – *The next BOD meeting is scheduled for Monday March 14, 2022 via Zoom video conference at 8pm.***

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**Casa Del Sol Condominium**  
**Annual Owners Meeting**  
**April 23, 2022, 9:00 AM to 11:00 AM Art League**

**DRAFT AGENDA**

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

**2. WELCOMING REMARKS –President Bufano**

Passing of Max Coschignano

**3. APPROVAL OF DRAFT MINUTES** of the April 24, 2021 Casa Del Sol Annual Association Meeting

**4. FINANCIAL REVIEW – Treasurer Mojibian / Mann Properties**

**a. Account balances as of April XX, 2022:**

**i. Checking (1012)**

\$

**ii. Reserves**

Money Market Improvement Fund (1060)

\$

Farmers Bank CD (1090)

\$

Farmers Bank CD (1211)

\$

Taylor Bank Money Market (1213)

\$

Farmers Bank CD (1013)

\$

**Reserves Total:**

\$

**iii. Assessments Receivable Condo Fees (1310)**

\$

***REMINDER TO ALL UNIT OWNERS: Please remit your quarterly condominium dues by the due dates. Owners two (2) payments in arrears will receive a letter from the Board of Directors indicating the missed payments and that legal action may be taken if an additional dues payment is missed.***

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

**c. Review of Annual Audit** for year ending December 31, 2021.

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

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#### 5. INSURANCE – *Mann Properties*

- a. Insurance Summary.
- b. Insurance Update.

#### 6. BUSINESS OF THE CONDOMINIUM

- a. Significant Activities Since Last Annual Meeting – *President Mike Bufano*
  - i. Rear 2nd Floor Balcony Railings.
  - ii. Rear 3rd Floor Balcony Railings.
- b. Ongoing Activities – *Adele Bradley*
  - i. Repair of eroded bulkhead between the 700-Building and 686C 94th Street.
  - ii. Canal-side deck and balcony power washing and staining. STAINING
- c. Revisiting of the Capital Reserve Study – *Bob Surrette*
- d. Update of the Owners' Directory – *Mann Properties*

#### 7. OLD BUSINESS

- a. **Reminder:** KEYS: 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.
- b. **Reminder:** WINTERIZING: Please read the attachment concerning recommendations for winterizing units.
- c. **Reminder:** PARKING LOT PERMITS: At last year's Annual Association meeting, Adele Bradley summarized the board's effort in amending one of the rules of the association and the subsequent issuing of parking tags. The rationale and subsequent guidelines regarding the parking tags was provided, and tags were mailed to the unit owners last year.
- d. **Reminder:** **Fireworks are prohibited.**

#### 8. NEW BUSINESS – *President Bufano*

- a. Election to the Board of Directors
  - i. Review of Ballot:
  - ii. Nominations from the Floor per CDS By-Laws
  - iii. Voting
- b. Any other New Business

#### 9. ADJOURNMENT

#### **SPECIAL BOARD MEETING TO ELECT OFFICERS**