

**Casa Del Sol Condominium**  
**DRAFT Minutes of the Casa Del Sol Annual Owners Meeting**  
**April 23, 2022, 9:00AM to 11:00AM, Art League**  
Casa Del Sol Webpage: <http://www.casadelsol-ocmd.com>

**1. Roll Call and Reporting/Recording of Proxies.**

Secretary John Foulkes reported that the following Board members were in attendance: Mike Bufano, John Foulkes, Adele Bradley, Bob Surrette, Lou Napoli and Carole Rollins. One Board member was absent: Shaheen Mojibian. Mann Properties was represented by Igor Conev.

Secretary Foulkes reported that a total of 31 unit owners were represented at the start of the meeting (19 in person, 12 by proxy). A total of 29 owners is required for a quorum.

**President Mike Bufano called the meeting to order at 9:25am.**

**2. Welcoming Remarks from President Bufano.**

President Bufano welcomed the attendees. He asked that unit owners in attendance introduce themselves, followed by the Board members. He thanked the unit owners for their diligence in paying the quarterly dues on time, having very few in arrears. Mike also made notice of the recent passing of Max Coschingnano. Max was a long-time resident in Casa Del Sol well-liked among of the unit owners.

**3. Approval of the Draft Minutes of the April 24, 2021 Casa Del Sol Annual Meeting.**

*A motion was made by Karen Dean (unit 770A) to approve the draft minutes of the April 24, 2021 Casa Del Sol Annual Meeting (pages 3–8) of the meeting handout). The motion was seconded by Barbara Barnard (unit 702) and passed unanimously.*

**4. Financial Review** – As Treasurer Shaheen Mojibian was not present at the meeting, Igor Conev (Mann Properties) presented the financial review.

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<b>a. Account balances as of April 18, 2022:</b>	
<b>i. Checking (1012)</b>	<b>\$ 38,667</b>
<b>ii Reserves</b>	
Money Market Improvement Fund (1060)	\$ 241,240
Farmers Bank CD (1090)	\$ 104,183
Farmers Bank CD (1211)	\$ 68,363
Taylor Bank Money Market (1213)	\$ 245,866
Farmers Bank CD (1013)	\$ 75,850
<b>Reserves Total:</b>	<b>\$ 660,802</b>
<b>iii. Assessments Receivable Condo Fees (1310)</b>	<b>\$ 9,150</b>

***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.** Igor Conev (Mann Properties) reviewed the operating budget for 2022, which was not included in the meeting handout package. The reason stated by Igor was that the final budget depends on the results of the Reserve Study, which should be delivered next week. In addition, according to the recently passed new state condominium law, the association is required to fully fund the items identified in the Reserve Study. The current study is 7 years old. Also, we are expecting an increase in premiums for the insurance coverage. Premiums increased 10% this past year and we expect another increase in September. In addition, since we failed to budget for the power washing and staining of the decks and balconies this year, we will need to repay the amount back into the Reserve. All of these issues will most likely result in an increase in the quarterly condominium dues. President Mike Bufano commented that although the increases could be accommodated by an assessment rather than increased dues, he reiterated the Board's position that no assessments will be issued.

**c. Review of Annual Audit for year ending December 31, 2021.** Igor Conev reported the draft audit has been received and the Board will be reviewing it prior to approval.

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**d. IRS Resolution to Carry Over Funds from Past Year's Budget.** Igor Conev referenced page 9 of the meeting package handout, which called for a vote on the resolution to carry into the current year excess income over expenses on the operating side of the budget. *A motion was made by William Oldham (unit 664) to carry over the excess funds. The motion was seconded by Timothy Fagan (unit 666) and passed unanimously.* A form recognizing the owners' approval of the carry over, prepared by Mann Properties, was signed by President Bufano and Secretary Foulkes.

## 5. Insurance

**a. Insurance Summary.** Igor Conev (Mann Properties) summarized the association insurance coverage (pages 10-14 of the handout). Igor stated that since 2017, insurance carriers have been losing money so the rates will continue to rise. Insurance companies are also requiring more appraisals. As a result we are expecting perhaps at least a 10% increase, as much as a 20% increase in premiums.

Igor also emphasized pages 13 and 14 of the handout, which reminds unit owners that the insurance covers the original configurations of the units. Coverage for any upgrades made by unit owners goes into the unit homeowner's policy.

## 6. Business of the Condominium

### **a. Significant Activities Since Last Annual Meeting – President Mike Bufano**

**i. Rear 2nd Floor Balcony Railings.** President Bufano deferred to Board member Bob Surette to report on this item. Bob stated that all the railings have been replaced, and he reiterated the history behind the replacement due to an injury caused by a railing failure. Subsequent inspection identified several other issues, resulting in the Board's decision to have all of the railings replaced up to current code.

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**ii. Repair of eroded bulkhead between the 700-Building and 686C 94th Street.** Adele Bradley summarized the issue with the eroded bulkhead. A large ditch had been created under the boardwalk adjoining the 700-building and 686C of the condominium next to it. After considerable negotiations on who was responsible for the repairs, 686c made repairs on their side and Casa Del Sol hired Blue Fin Construction to repair on the bulkhead on the Casa Del Sol side. The work was inspected by Board member Bob Surette last week who reported the work was successful.

**b. Ongoing Activities**

**i. Rear 3rd Floor Balcony Partitions.** At the April, 2021 Annual Association Meeting, a motion was passed by the unit owners that a contractor be selected to replace the end partitions of the 3<sup>rd</sup> floor balconies as required, assessed back to the owners. Because of the side partition safety issue, 3<sup>rd</sup> floor balconies not having a neighboring balcony (that is, just empty space all the way down to the first floor deck) will have the partitions replaced up to code. Bob Surette reported that the contractor began work last week on the partitions.

Igor Conev reminded the owners that the 3<sup>rd</sup> (and 1<sup>st</sup>) floor decks are the responsibility of the owners; only the 2<sup>nd</sup> floor decks are the responsibility of the association.

**ii. Canal-side deck and balcony power washing and staining.** Charles Kinelski (Beach Brothers, and also owner of unit 648) first reiterated last year's effort regarding the boardwalk and finger piers, in which a special sealant called "Deck and Dock" was used with excellent results. Regarding the ongoing effort to wash and stain the canal-side deck and balconies, Charles stated that weather has been a factor in slowing down the effort. The plan is to get the flat surfaces done first, with spindles and railings afterwards. Also, he stated the pressure treated wood needs to dry for a period of time before staining.

**c. Revisiting of the Capital Reserve Study.** Board member Bob Surette reported that we are awaiting the new Reserves Study, The current study is 7 years old and he is expecting the cost to increase by 30% to 35% from the previous study.

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**d. Update of the Owners' Directory.** Pages 17-24 of the meeting handout contains the current owners' directory. Igor Conev (Mann Properties) stated that any changes to the information should be forwarded to Mann Properties.

## **7. Old Business**

**a. 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.*

**b. Reminder:** *Each unit owner should read the attachment in the meeting package (page 15 of the meeting handout) regarding recommendations for winterizing units. Winterizing is required by the insurance company.*

**c. Reminder:** (Rule 3 of the Rules and Regulations (page 16 of the meeting handout) PARKING LOT PERMITS: Two years ago parking lot permits were mailed to all owners. The tag must be displayed in the front windshield of the vehicle in plain view. Failure to comply may result in a violation and fine of \$250. If for any reason you do not have a parking permit, or need a replacement, please contact Ana at Mann Properties.

**d. Reminder:** (Rule 12 of the Rules and Regulations (page 16 of the meeting handout): Fireworks are not permitted for use on Casa Del Sol property. Although the purchase and use of some fireworks are legal in the State of Maryland, they are illegal in the Town of Ocean City.

## **8. New Business**

**a. Election to the Board of Directors.** The election to fill two (2) positions on the Board of Directors was conducted. The ballot was included on the last page of the handout and listed 3 candidates: Thomas Bell, Adele Bradley, and Doug Rollins. (Current Board member Carole Rollins opted not to run). Nominations from the floor (as required by the by-laws) were opened by President Bufano; none was made. *A motion was made by Timothy Fagan (unit 666) to close nominations. The motion was seconded by William Oldham (unit 664) and passed unanimously.*

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Each of the 3 nominees gave a short bio on his/her nomination. The ballots were collected and tabulated by Igor Conev and John Foulkes, with the results reported by President Mike Bufano. As a result of the voting, the two (2) nominees elected were Thomas Bell and Adele Bradley.

**b. Other New Business.**

**i. Trash Containers.** Bob Surette reported that the Board has contracted with Rupperts to get bollards and fences installed to prevent the trash cans from being blown during gusting winds. Installation is scheduled to begin on the East side of the 600-building with fences and bollards. The West side of the 700-building will be getting a fence and bollards installed when Rupperts does the East side of the 600-building. The installation is scheduled to begin May 9, weather permitting.

**ii. Boat Lift Request by Unit 770C.** The owner of unit 770C raised the issue of getting a boat lift for his unit, which is near the end of the canal and is subject to frequent winds and rough water.

President Mike Bufano stated that slips are common property and not deeded to any owner. The custom has been that if a unit owner has a boat, it can be docked at the slip in front of the owner's unit as a matter of courtesy.

A first step toward approval of having a lift installed would require 100% of the unit owners to approve. Some at the meeting indicated that a percentage of the mortgage lenders would need to approve. Igor Conev (Mann Properties) suggested that the unit owner contact an attorney who specializes in condominium law, review the situation, and submit a position to the Board regarding a possible resolution. The Board would then in turn have the association's attorney review the submission and reply back to the unit owner.

It was also mentioned that an email sent on March 26, 2022 by Mann Properties to another owner who raised a similar issue explained the Board's position and reiterated the law concerning assigning common property to a specific unit owner for the owner's personal use.

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iii. **Mirror on the West end of the 600-building Parking Lot.** A unit owner commented that to facilitate safe emergence from the parking lot to 94<sup>th</sup> Street, a mirror could be installed at the end of the lot. Vehicles parked in the street block the field of view of a vehicle attempting to pull out into 94th Street traffic. President Bufano noted the request.

**9. Adjournment.** At 10:47am, with all business concluded, President Bufano called for a motion to adjourn the meeting. *A motion was made by Barbara Barnard (unit 702) to adjourn the meeting. The motion was seconded by Timothy Fagan (unit 666) and passed unanimously.*

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**After adjournment of the Annual Meeting, a Board meeting was convened to elect the new officers.**

President Bufano convened the meeting at 10:49am and welcomed the newly elected member, Thomas Bell. Mike also thanked Carole Rollins for her time on the Board.

1. The officers of the new Board are as follows:

*President: Mike Bufano (unit 652)*  
*Vice President: Bob Surrette (unit 718)*  
*Treasurer: Shaheen Mojibian (unit 680)*  
*Secretary: John Foulkes (unit 716)*

2. **ADJOURNMENT:** President Bufano adjourned the meeting at 10:50am.

**NEXT CDS BOD MEETING – *The next BOD meeting is scheduled for Tuesday, June 14, 2022 at 8:00pm via Zoom video conference.***