

Casa Del Sol

DRAFT Minutes of the Board of Directors Meeting

June 14, 2022

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, John Foulkes, Adele Bradley, Lou Napoli, Bob Surrette, Tom Bell, and Igor Conev (Mann Properties).

Board Members Absent: None.

In his opening remarks, President Bufano announced the resignation from the Board of Shaheen Mojibian, who submitted his resignation to the Board on May 10, 2022. Shaheen also served as the Treasurer. Mike stated his appreciation for all of Shaheen's hard work and contributions to the Board.

1. READING AND APPROVAL OF DRAFT MINUTES OF CDS BOARD MEETING of 3-14-2022. *A motion to approve the draft minutes of the CDS Board Meeting of 3-14-2022 was made by Lou Napoli, seconded by Bob Surrette, and passed unanimously.*

2. FINANCIAL REPORT. Igor Conev (Mann Properties) reviewed the financial report effective as of June 10, 2022. Igor mentioned that the Operating Account (1012) is somewhat higher than usual at this point of the year but noted also that the association has yet to pay the annual insurance premium, which does come out of this account.

a. Checking (1012) \$ 24,311

b. Reserves

i. Money Market Improvement Fund (1060)	\$ 241,304
ii. Farmers Bank CD (1090)	\$ 105,045
iii. Farmers Bank CD (1211)	\$ 68,422
iv. Taylor Bank Money Market (1213)	\$ 245,920
v. Farmers Bank CD (1013)	\$ 91,117

Reserves Total: \$ 751,808

c. Assessments Receivable

i. Condo Fees (1310)	\$ 6,430
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As of the June 10, 2022 financial report, there were six (6) unit owners in arrears of the April 1, 2022 (and previous) quarterly dues. One of these owners is in arrears of the October, 2021 payment (\$825) as well as the January 1, 2022 and April 1, 2022 payments (\$1830). Another is in arrears of the January 1, 2022 and April 1, 2022 payments (\$1830). A third owner is in arrears of the April 1, 2022 payment PLUS a left-over amount of \$90 (\$1005). The total in arrears for all 6 owners is \$6,430. These figures do not include the 16 unit owners who have been recently billed for the 3rd floor balcony partitions (at \$1276.39 per partition).

After some discussion regarding the unit owner in arrears of the past 3 dues payments, the Board decided that collection efforts shall be turned over to the association attorney. Some additional discussion ensued regarding the special circumstances regarding the third owner mentioned in the previous paragraph, including the potential of no further dues payments. It was decided to defer action on this owner until after the next dues payment date (July 1). In the meantime, Adele Bradley offered to speak to this owner to determine the specifics of the situation and options for future actions.

d. Bills Paid (March 15 – 2022 – June 10, 2022):

03/15/22 AP4597 1983	339.01	DELMARVA POWER 5500 8705 018
03/15/22 AP4597 1984	1,616.00	MILLER DODSON ASSOCIATES DEPOSIT FOR RESERVE STUDY
03/15/22 AP4597 1985	150.00	PIGG, KRAHL, STERN & CO., PREPARE FORM 1099 FOR '21
03/15/22 AP4597 1986	322.27	TOWN OF OCEAN CITY 7291-53582
03/15/22 AP4599 1987	70,000.00	CASA DEL SOL CONDO ASSOC. TRANSFER TO CBT MM
03/21/22 AP4604 1988	12,000.00	BLF ENTERPRISES DEPOSIT FOR RAILINGS
03/31/22 AP4616 1989	403.70	DELMARVA POWER 5500 8678 124
03/31/22 AP4616 1990	1,095.00	FirePro SEMI ANNUAL INSPECTION
03/31/22 AP4616 1991	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 04/22
04/08/22 AP4621 1992	600.00	COMPTRROLLER OF MARYLAND 52-1223780 TAX DUE 2021
04/13/22 AP4630 1993	2,500.00	BLUE FIN CONSTRUCTION BULKHEAD REPAIR
04/13/22 AP4630 1994	108.00	EHRlich GENERAL PEST CONTROL
04/13/22 AP4630 1995	305.87	FirePro INVOICE BILLED TO #670
04/28/22 AP4646 1996	160.00	ART LEAGUE OF OCEAN CITY, MEETING ROOM RENTAL
04/28/22 AP4646 1997	468.95	DELMARVA POWER 5500 8705 018
04/28/22 AP4646 1998	90.00	TOWN OF OCEAN CITY TOW STICKERS
05/05/22 AP4649 1999	8,000.00	BLF ENTERPRISES SECOND DRAW ON CONTRACT
05/05/22 AP4650 2000	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEE 05/22
05/13/22 AP4665 2001	410.00	ART LEAGUE OF OCEAN CITY, MEETING ROOM RENTAL
05/13/22 AP4665 2002	64.00	EHRlich PEST CONTROL
06/01/22 AP4685 2003	2,975.00	BLF ENTERPRISES FINAL PAYMENT ON RAILINGS
06/01/22 AP4685 2004	359.81	DELMARVA POWER 5500 8705 018
06/01/22 AP4685 2005	116.64	EHRlich PEST CONTROL
06/01/22 AP4685 2006	1,160.00	MANN PROPERTIES, INC. MANAGEMENT FEES 06/22
06/01/22 AP4685 2007	254.93	TOWN OF OCEAN CITY 8957-5394

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3. BUSINESS OF THE CONDOMINIUM.

a. Payment to GMB (Rolland Holland, Project Engineer) for Rear Balcony Railing Inspection. In an email dated June 9, 2022, GMB submitted an invoice for reimbursement (\$604.89) regarding the site visit to evaluate a sample size of the rear balcony railings at 614-680 94th Street. Per the invoice, the sample was used to determine if railing configurations were sufficient to comply with the 2018 IBC. *A motion was made by Mike Bufano to pay the amount in the invoice. The motion was seconded by John Foulkes and passed unanimously.*

4. OLD BUSINESS:

a. Rear 3rd Floor Balcony Partitions. In an email dated May 23, 2022, Igor Conev reported that all of the partitions are completed plus the one extra partition (for unit 706) that was originally on Roland's report but apparently not on Adele's list. Igor reported that BLF has been paid for the work, and he will bill back to the owners per policy ("the 3rd floor decks are the responsibility of the owners"). In a follow-up email from Mike Bufano on June 6, 2022, Mike stated that we should only bill the owner of unit 706 for the one partition that was needed for that unit. Also noted was that unit owner 770A should be billed for only 1 partition as opposed to 2 partitions that were erroneously counted.

b. Trash Receptacle Bollards/Fences. At the April, 2022 Annual Association meeting, 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 was scheduled to begin on the East side of the 600-building with fences and bollards. The West side of the 700-building would be getting a fence and bollards installed when Rupperts does the East side of the 600-building. The installation was to have begun May 9, weather permitting. In an email from Bob on June 1, 2022, Bob stated that he spoke with Bill at Rupperts and he said the weather and employee issues have pushed things back. Nothing has been done as of last weekend, but he will try to have everything done within the next couple of weeks. Igor mentioned that he also reminded Rupperts regarding the installation as well as the parking stops (see paragraph 5d.)

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c. Staining of the Canal-Side Decks and Balconies. At the April, 2022 Annual Association meeting, Charles Kinelski (Beach Brothers) provided an update. He 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. Work is continuing to complete the staining this summer. On June 13, 2022, Beach Brothers submitted invoices for the staining (\$17,400) and also for the spring clean-up (\$1,177.97). *A motion was made by Lou Napoli to pay both invoices. The motion was seconded by Adele Bradley and passed unanimously.*

d. 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. At the February 10, 2022 CDS Board meeting, a motion was passed to accept the portion of the proposal dealing with the parking stops. The plan was to have Ruppert replace the parking stops at the same time the trash receptacle bollards/fences are installed. *(Follow-up: On June 15, 2022, Bob Surrette confirmed that the number of stops to be replaced is 17, not 16.)*

5. NEW BUSINESS:

a. Damaged Gutters/Shingles. In response to an email from the owner of unit 720 on May 15, 2022, Mann Properties contacted Chris Wood (Raintree Services) to inspect failed gutters and shingles. In addition, Igor Conev suggested (in an email on May 16) that Chris Wood send a proposal for spring and fall preventative maintenance and inspections for the three buildings; with all the storms we have over the last couple of weeks it may be wise to expect all three buildings for any issues. On May 17, Chris reported he successfully repaired the problems at unit 720, and also stated he would have each of the three buildings inspected. In an email dated Jun 14, 2022, Chris Wood state all work has been completed, and he will be sending the association the invoices.

b. Replacement for Resigned Board Member Shaheen Mojibian. As a result of the resignation from the Board of Directors by Shaheen Mojibian, discussion ensued regarding a replacement Board member (perhaps by temporary appointment) and/or nomination of an existing Board member to serve as Treasurer. *A motion was made by Adele Bradley to nominate existing Board member Tom Bell as Treasurer. The motion was seconded by Lou Napoli and passed unanimously.*

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Tom Bell graciously accepted the appointment. As a result of Shaheen's resignation as Treasurer, it was noted that the accounts will need new signors. *The new signors will be Mike Bufano and Tom Bell.*

c. Reserve Study. The results of the Reserve Study were emailed to the Board on June 14, 2022 by MillerDodson. Igor Conev reiterated that the current condominium law requires that a reserve study be done by October 2023 and must be fully funded. So obviously we complied with having the study done. The amount stated in the study is \$95,300 with a 10% increase factored in for each of the two years following. Much discussion followed as currently we are underfunded. Options include reviewing each item and making adjustments, but the ability to fully fund in the next 3 years will be difficult.

d. 2021 Audit Update. An email dated June 14, 2022 from the auditor (E. Lee McCabe (PK&S Company)) to Mann Properties included updated drafts of the 2021 audit reflecting the changes requested by the Board in May. The auditor stated that if everything appears in order to return a signed copy of the representation letter and he will issue the finals.

e. Damaged Boardwalk Ladder at Unit 660. Adele Bradley reported that due to high tides and wind, the boat at unit 660 became caught on the aluminum ladder affixed to the dock and damaged the ladder. Adele Bradley and Tom Bell stated that they could go by the unit and take some photographs. *(Follow-up: On June 15, 2022, Tom Bell inspected the ladder and took some photographs. According to Tom, although the bracket is bent, he says the ladder will hold his weight with no problem; the ladder itself is still structurally solid. The screws going into the wood are loose and will need to be tightened).*

f. Investment Strategy for the CDs. Tom Bell suggested an investment approach called a "CD ladder" for investing with our CDs. He approached Charles Schwab Corporation regarding using them as a central manager who can then go out and search for investment opportunities for the CDs. He offered to discuss this with Schwab and perhaps others and will report back to the Board.

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6. REMINDERS: As the summer months have arrived, all owners are advised to review and adhere to the condominium's Rules and Regulations. Three of the more critical ones are listed below:

a. (Rule 3 of the Rules and Regulations) 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.

b. (Rule 12 of the Rules and Regulations) FIREWORKS: 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.

c. (Rule 2 of the Rules and Regulations) CARPORTS: Carports, balconies and decks are to be kept neat and clean and not to be used for hanging towels over the railings or for storage purposes.
Please keep the carports clear for the cars!

In addition:

d. 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.

e. Bulk Pickup. Owners are reminded to call Ocean City Bulk Pickup (410-524-0318 or email THenderson@oceancitymd.gov) for your bulk pickup items: typically large items not placed in the trash receptacles. There is a small fee. Ocean City crews will not pick up items left outside the trash receptacles. Mann Properties will bill back to any unit owner the fee for removal of items left by any unit owner who has not contacted Bulk Pickup.

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7. VIOLATIONS: Unit 660 Window Air Conditioner. It was reported that unit 660 has installed a window air conditioner, which according to the By-Laws is not permitted. Igor Conev stated that he will send a note to the unit owner. *(Follow-Up: In an email sent by the unit owner on June 15, 2022, the owner reported that they are currently working to get their HVAC replaced and asked for a grace period for the "infraction". Igor Conev also followed up with a list of contractors that can help them with a new HVAC system and offered to help line one up. There are also options that do not require the unit hanging outside the window.*

Additionally, in an email dated June 27, 2022, the owners indicated they have contracted with Ocean Breeze, who will be on site tomorrow morning. They expect the new HVAC unit to be installed by mid-July. The owners will follow up when they have a precise installation date, after which the window units will come down.

8. ADJOURNMENT: The meeting was adjourned at 9:36pm.

9. THE NEXT CDS BOD MEETING – *The next BOD meeting will be Tuesday, August 23, 2022 at 8pm via Zoom video conference.*