

## **Antigua Condominium Association**

### **Minutes of the Meeting of the Board of Directors**

July 16, 2025

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on July 16, 2025, at 7:00 p.m. The meeting was held via conference call. The following directors were present: Randy Ditch, Mike Falkner, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mary Dischinger and Mike Keenan were absent. A quorum was present.

The following unit owners were present: Cindy Frederick; Bill and Edwina Reineberg; Chris Groome; Ingrid Miller; Rande Baumohl; Kat Ilkhani; Patty Brann; Dennis Marsalek ; Rosey Whittaker; Peggy Sheer; Chris and Helen Vallone; Steven and Trish Hessenauer; Jess Drake; Dan Crerand; and Bob Fitzgerald.

#### **Owner Comments and Concerns**

Ingrid Miller suggested that the Board consider hinged doors with push button actuators to replace the sliding Stanley doors at the elevator lobbies on the first four floors.

Bill Reineberg asked if the board would reconsider the change for the start of the fall coating construction. Randy stated that it would be discussed later in the meeting.

#### **Approval of Minutes**

Robert presented the draft minutes for the board meeting of June 16, 2025. Robert, at Rosey Whittaker's request, added a reference in the draft minutes sent to the owners reflecting that Cindy Mooney spoke with the Health Department about the need for Tavo Sanchez being a Certified Pool Operator. That addition was sent to the board members. Cindy actually spoke with Brad of Atlantic Pool Management, the condominium's pool service company. There were no other comments or questions. Robert moved and Sheri seconded that the minutes be approved with the change Robert presented. The motion passed with five directors voting in favor, one opposed, one abstaining and two absent. The directors voting in favor of the motion where Mike Falkner, Paul Kotula, Robert Mayer, Sheri Miller and Ellen Schweiger. Bonnie Medford voted against the motion. Randy Ditch abstained. Mary Dischinger and Mike Keenan were absent.

Robert presented the draft minutes for the executive session of the board meeting of June 16, 2025. Robert moved and Ellen seconded that the minutes be approved as submitted. The motion passed with six directors voting in favor, one abstaining and two absent. The directors voting in favor of the motion where Mike Falkner, Paul Kotula, Robert Mayer, Bonnie

Medford, Sheri Miller and Ellen Schweiger. Randy Ditch abstained. Mary Dischinger and Mike Keenan were absent.

### **President's Report**

Randy reported on the Fourth of July weekend. Most units were occupied. There were multiple challenges over the weekend that were met by the office staff, Cindy Mooney of Shore Management, contractors, owners and board members.

Both elevators malfunctioned multiple times over the weekend. Mike Turkowski, now of Action Elevator and previously of Berlin Elevator, was on-site almost every day. Part of the problem was likely user generated, that is, people bouncing in the elevator and confusing the sensors. When confused, the default is for the elevator to stop. There were two instances of people trapped in the elevator. Both were of relatively short duration but uncomfortable nonetheless. Mike and the office staff were on top of the problems and responded promptly to each incident.

There were problems with the trash chute and the trash compactor. The trash compactor was repaired and operating on Thursday. On Friday the trash chute was blocked. It was unblocked only to find that the compactor did not work. The trash chute was closed to avoid a new blockage. Most people carried their trash to the dumpsters. On Sunday, Resort to Us brought down all the trash that people left in the trash rooms. All four dumpsters were filled and there was a pile of trash left over, most of which Resort to Us had carried down. Cindy was able to have the trash truck return to the Antigua to pick up all the trash. However, when the trash truck arrived, there were two cars parked in front of the dumpsters and the trash truck could not get to the dumpsters to empty them. The driver agreed to return in an hour so we could tow the cars. The second car was being towed as he returned. All the dumpsters were emptied. The remaining pile of trash was put in a dumpster which was also emptied. The trash compactor company came on Monday and adjusted a sensor.

The parking passes worked well. Jeff and Cathleen did a good job in the run up to the weekend in controlling the issuance of parking passes. There were enough open spaces so everyone could find a parking spot without too much difficulty.

The pool operated properly but there were two incidents. On Sunday, a small child threw up in the pool and the pool was closed for several hours. The prior evening, a young man was in the pool about 2:00 a.m. He was intoxicated. His father came down and took care of the matter. We do not know exactly how he got into the pool. The gate was locked.

Randy commended Jeff and Cathleen for the great job they did during the week and especially on the weekend; Cindy of Shore Management, who was on top of the problems and got the contractors and trash pick-up out quickly; Mike Turkowski of Action Elevator; Resort to

Us; the trash truck driver; the board members who were present at the condominium over the weekend; and, especially, the owners who pitched in and helped. Thank you to everyone. These efforts allowed us to overcome the challenges and for the owners and renters to enjoy the weekend with as minimal disruption as possible.

During the last month, the poolside bathrooms, trash room and pool room were power washed. They are clean, the odor has been mostly eliminated, and there have been no signs of mice.

New filters for the pool were received and installed.

Mike Falkner, Randy Hess and Randy Ditch built and installed a board for lock boxes. Right now, lock boxes are attached to almost any conduit and to the bicycle racks. They will have to be removed from the conduits for the fall coating work. The older bicycle rack will be disposed of since it has rusted out. All lock boxes should be moved to the new lock box rack in the northside storage area. If they are not moved by September, the condominium will have to remove them.

The office closed early on Wednesday. Cathleen had to take some time off and Jeff would have had to work seven full days. He was given the half day off in light of the schedule. It was suggested that in addition to a note on the office door saying the office was closed and referring people to Shore Management, that an email be sent to owners in these circumstances.

Sheri raised the issue of the extra work that renters require from the staff. There was a discussion about the relative burden on the condominium's resources between owners and renters. Renters pay a \$50.00 building fee when they register which is meant to defray some of the additional costs.

Kat Ilkhani asked about the elevator problems and the trash compactor problem, particularly since there had been a preventive maintenance service the prior week.

Randy went into further detail about the elevator. There was no failure in the maintenance of the equipment or in Mike Turkowski's work repairing the elevators. The issues were the young men who were jumping on the fully loaded elevator causing it to stop, the sequential remedying of the sensors, and the potential issues with the travel cable. Mike repaired a sensor and got the elevator operational and then another sensor needed adjustment. The need to handle these sequentially made it more difficult.

Robert added more detail to the trash chute and compactor problems. He commended an owner and his friend who unblocked the trash chute only to find that the compactor did not compact it. They tried to reset the trash compactor. There was power. The lights went on as they should. It all worked except the plunger did not operate. It did not move and the trash was not compacted. Several owners and board members created and posted signs on the trash chute doors to prevent a new blockage. Resort to Us carried down all the trash that was left in

the trash rooms. Cindy got the tow truck out quickly. Randy was instrumental in getting the trash truck to return. After the trash truck had emptied the dumpsters, Randy and an owner filled a dumpster with the trash in the pile next to the dumpsters. The trash truck driver waited and emptied it.

There was a tremendous effort to meet the challenge. As to the preventive maintenance, a preventive maintenance service does not guarantee that something will not go wrong before the next scheduled preventive maintenance.

Jess Drake saw much of the activity and commented that the board members were on top of it all. Dan Crerand commended Randy and Robert for they work. (There were other board members and owners who rose to meet the challenge.) He commended Jeff for his calm demeanor in addressing the child's pool issue.

### **Treasurer's Report**

Mike Falkner reported on the financials. Mike described some differences in the formatting of the financial reports. He discussed several line items particularly the AT&T rental income. It is higher than budgeted because the antennas were not taken down in the spring. There is no rental income when the antennas are down. They will be taken down during the fall work and there will be a drop in income at that time. Also, the building fees are lower than budgeted because most of them are paid during the summer season. The interest income was higher because of the delay in construction of the coating project. Because of the delay more money was left in the account for a longer period of time resulting in additional interest income. The interest rates are stable. The assumption had been that they would drop.

The budget needs to be submitted to the owners thirty days before the annual meeting which will be held on October 18, 2025. This means that the budget should be prepared and approved in August. He asked for any volunteers who wanted to assist in the preparation of the budget. They should contact him.

The special assessment for the coating Project will be five installments of \$2,446.40 each commencing on September 1<sup>st</sup>. Coupons have been ordered from the Bank of Ocean City and will be sent out by email.

ETC's invoice for June 2025 was \$4,865.60. Mike Falkner moved that it be approved for payment from the Special Assessment Account. Robert seconded the motion and, on a voice vote, the motion passed without opposition.

Insurance. The workers compensation policy will cost about the same as last year, in the range of \$500 to \$600. The quote for the rest of the insurance policies has not come in, yet.

AT&T Antennas. AT&T wants to upgrade their antennas to 5G antennas. Mike received information about it. The diagrams do not show any impact on the use of the roof or the 13<sup>th</sup> floor balconies. It will be put on the website for all owners to view.

Ingrid Miller suggested that the line description or memo line be used when checks are written so that the information will show up on the detail report. Mike will look into this and speak with the bookkeeper.

### **Secretary's Report**

Spring Owners Meeting. Robert suggested we select a date for the 2026 spring owner's meeting. He spoke with the Town of Ocean City about events in April. They did not have anything on their calendars. Typically, SpringFest is the last weekend in April and Cruisin' Weekend is in early May. The finalized calendar probably will not come out until December or January but it is necessary for us to make a decision on the date of the meeting so we can secure a venue. We have used the Elks Club in the past and will look into that again. The owners meeting coincided with Springfest in 2025. It may have brought more owners to Ocean City that weekend and did not significantly impact the annual meeting.

Robert moved and Ellen seconded that the 2026 annual meeting be held on April 25, 2026. The motion passed on a vote without objection.

Call Report. Kat Ilkhani requested a copy of the call report from the board meeting so that she could verify the accuracy of the attendance as reported in the minutes. The call report is generated at the end of the Free Conference Call. It contains the names, phone numbers, unit numbers of the participants and when individuals joined the call and left the call. Robert felt that most of the information was confidential or private and should not be disclosed. He suggested redacting all the information except the names of the participants and sending the redacted report to all owners before each meeting with the owners meeting package.

There was a robust discussion of the need for releasing the report, timeliness, information to be redacted, privacy and confidentiality issues, and the distribution of the report. At the conclusion of the discussion, Robert moved and Sheri seconded that the call report be redacted of all information except the names of the participants and that the redacted report be included in the board meeting package. The motion passed on a voice vote with Bonnie, Ellen and Paul opposing the motion.

### **Property Maintenance Report**

Elevator Codes. The elevator code was to have been implemented on July 14, 2025. However, it was postponed indefinitely. Randy reported that several board members had last minute reservations particularly about the distribution to renters, the staff office time and access for contractors. The directors agreeing to postpone implementation were Randy, Paul, Mike Keenan, Mike Falkner, Sheri, Ellen and Bonnie. Robert opposed postponement. Mary was traveling and did not respond.

Randy moved and Paul seconded that the postponement of the July 14 2025 start date in accordance with the poll taken on July 13, 2025 be approved. The motion passed with five

directors in favor, one opposed and two absent. All of the directors present except Robert voted in favor of the motion. Robert voted against it. Mike Keenan and Mary were absent.

Furst Choice Irrigation Proposal. At the last board meeting the board approved the Furst Choice irrigation proposal and agreed to spend not more than \$2,500 to install it and bury the water supply line. The quote from Vickers for the concrete work was \$900 which exceeded the \$2,500 approved amount but did not include the cost of a plumber to move the spigot to inside the pool area. A quote from Five Star Plumbing was for more than \$6,000 for concrete work and the plumbing work. It was agreed to get further information about the cost and report back at the next meeting.

Fire Doors. Cindy obtained a quote for installing roll up fire doors inside the trash compactor room and the domestic water supply room. The exterior roll up doors which are not fire rated would be retained. We had intended to replace them with the roll up fire doors. The matter was carried over for further review.

Common Doors. Shore Painting said that it planned to install the long-awaited grills on the electrical doors on July 17, 2025. Shore Painting thinks that it has finished the job. A board member familiar with the project needs to be present at the final walkthrough. There are concerns about the quality of the work and whether the work has been completed.

Dumpster Replacement. Mid-Atlantic Waste Systems' proposal to purchase a new trash compactor dumpster and to remove the old one was further discussed. The revised proposal was for one dumpster with a metal top suitable for use in the trash compactor. The price was the same. Paul moved and Mike Falkner second that the Mid-Atlantic Waste System proposal for a new dumpster and removal of the old dumpster for \$3,921.90 be accepted. On a voice vote, the motion passed without objection.

Stanley Doors. The automatic doors on the first through fourth floors were discussed. The options are to repair the doors; replace them with new Stanley automatic opening doors; replace them with hinged doors, either with or without a button to open the doors; or to place a glass wind and water screen on the parapet and remove the doors altogether. The committee will continue to work on this.

HVAC Additional Charges. A service call was placed with Atlantic Refrigeration on July 4<sup>th</sup> for an HVAC unit that was not cooling the unit. We were advised that there would be an additional premium for service on the Fourth of July. Robert was not sure that that was provided for in the contract but the issue is beginning to arise as to what services for the HVAC units are not included in the condominium's service contract with Atlantic Refrigeration. The matter was discussed. The sense of the board was that if there is an additional charge for services not included in the service contract, the owner should pay for the additional services and be advised of the additional charge in advance so that the owner can make a decision as to whether to authorize it. The owner in question was not given this option for the Fourth of July service call and should not be charged for it, if in fact there is a charge for it.

Service calls should originate with owners. Renters should call the rental agent if there is a problem. Owners should be informed about any service on their HVAC units.

Coating Project Report. Robert presented his report on the coating project. The spring work was completed with some exceptions. Some work will be done during the summer. The new light fixtures have arrived and are expected to be installed during the week of July 21. The bumpers and column protectors will also be installed this summer. Other work that is not critical will probably be postponed until the fall so that some costs can be reduced.

Kirk is preparing two change orders consistent with the board's previous approval of the work. They will be circulated first to Ev-Air and then to the condominium for signature.

Kirk reported that Ev-Air is planning to use platforms to do the coating work around the residential units. This is a change from using swings hung from the roof. The platforms sit on the ground and are attached to the building. The work on the 13<sup>th</sup> and 14<sup>th</sup> floors will require scaffolding. The work on the west front of the building will be done with swings as it was in the spring. They have not prepared a construction schedule yet. Kirk expects it shortly.

Robert reported that he received a request that the board reconsider the new start date. The Board changed the start date from October 1 to September 15 so that we could make the best use of the fall weather. The owner had already rented his unit and made other plans. Other unit owners were in the same situation. Robert suggested that the start date be moved to Monday, September 29, which would allow Ev-Air a full week of construction. They normally work Monday through Thursday from seven in the morning to five in the evening. In the spring they did not do any grinding or other work that made noise prior to 8:00 a.m. Ev-Air could mobilize the week prior provided that the mobilization does not unduly interfere with the use of the condominium. The matter was discussed further. Upon conclusion of the discussion, Robert moved and Ellen seconded that the start date for construction be changed to September 29 with mobilization the prior week provided that it does not unduly disrupt the use of the condominium. The motion passed with seven directors in favor and two absent. The directors voting in favor of the motion were Randy Ditch, Mike Falkner, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mary Dischinger and Mike Keenan were absent.

### **Expedited Procurement Policy**

Paul Kotula presented the Expedited Procurement Policy. It permits expenditure of funds between meetings if two executive board members approve the expenditure. A report will be made to the board about any approved expenditure and the reasons for it. The report will be included in the owner's package for the next board meeting and will be maintained by the treasurer with the financial records of the condominium.

## The Expedited Procurement Policy is:

### Expedited Procurement Policy

#### 1. Purpose & Scope

This policy outlines the procedures for expedited procurement, enabling quick decisions while maintaining accountability. It applies when unforeseen circumstances require immediate action to ensure continuity of operations.

#### 2. Activation of Policy

- This policy is activated by a majority vote of the Board of Directors.
- Once activated, two executive board members are authorized to make necessary purchases up to \$2,000.

#### 3. Purchase Procedure

- Spending Limit: Each expedited purchase is capped at \$2,000.
- Authorization: Requires approval from two executive board members.
- Documentation: All purchases must be documented with detailed explanations, including the necessity and impact of the purchase.

#### 4. Reporting & Accountability

- A complete list of all expedited purchases must be presented and explained at the next board meeting. (Expedited Purchase Documentation Template)
- This ensures transparency and allows for a review of the decision-making process.

#### 5. Deactivation of Policy

- The policy can be deactivated by a majority vote of the Board of Directors. This ensures that the policy remains in place only as long as necessary.

#### 6. Review & Updates

- The policy should be reviewed annually or after each activation to incorporate lessons learned and adjust procedures as required.

After discussion, Paul moved and Sheri seconded that the Expedited Procurement Policy be adopted. The motion passed with seven directors voting in favor, none voting against and two absent. The directors voting in favor of the motion were Randy Ditch, Mike Falkner, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mary Dischinger and Mike Keenan were absent.

### **Uniform Door Appearance Rule**

Randy reported that a unit owner had asked if he could put a wreath on his door. There is no policy or procedure in effect. Several doors have wreaths or decorations. There is concern over the uniform look of doors. The matter was discussed. Robert suggested that if a rule is written, that it include the door color, the unit number, the door knocker and door decorations. The matter was discussed including times when door decorations would be allowed. The thought was that they should be allowed during Fourth of July celebration and from Thanksgiving through January 3<sup>rd</sup>. Robert will prepare a draft rule for further discussion.

## **AED**

An owner asked whether there could be or should be an AED, an automatic electronic defibrillator, in the condominium lobby or pool area. There was discussion of the cost, maintenance and testing, and staff training. Winnie Reineberg provided information about AEDs and the Good Samaritan Rule. Training may be available from the local Red Cross or the County Health Department. Randy will refer the matter to Cindy to get further information.

## **Executive Session**

Robert moved and Ellen seconded that the board go into executive session to consider personnel reviews and owner accounts. Md. Condominium Act §§11-109.1(a)(1) and (a)(8). The motion passed with seven directors voting in favor, none voting against and two absent. The directors voting in favor of the motion were Randy Ditch, Mike Falkner, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mary Dischinger and Mike Keenan were absent.

The board went into executive session at 10:15 p.m.

## **Adjournment**

At the conclusion of the executive session, Robert moved and Ellen seconded that the meeting be adjourned. The motion was passed on a voice vote without objection. The meeting was adjourned at 11:00 p.m. The next meeting will be on Wednesday, August 16, 2025 at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer  
Robert Mayer  
Secretary