

Antigua Condominium Association

Minutes of the Meeting of the Board of Directors

November 25, 2024

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on November 25, 2024, at 7:01 p.m. The meeting was held via conference call. All the directors were present: Mary Dischinger, Randy Ditch, Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. A quorum was present.

The following unit owners were present: Cindy Frederick (901); Robert Rosner (1007); Ingrid Miller (1302); Randee Baumohl (1102); Steven Karlow (1204); Jessica Drake (206); Rosey Whittaker (302); Steve Hessenauer (1203); Patty Brann (301); Chris/Helen Vallone (904); Earle Humphreys (1008); and Martin Peckerar (1108).

Owner Comments and Concerns

Rosey Whittaker (302) asked about the closing of the pool and the motor she heard running in the pool mechanical room. The motor was not the pool motor but the auxiliary heater motor. According to Brad, the owner of the pool company that services the pool, there was no damage to the heater and it worked when it was turned off. The pool is now fully winterized.

Approval of Minutes

Robert presented the draft minutes for the board meetings of October 16, 2024 and November 4, 2024 and the draft minutes of the owners' meeting of October 5, 2024. Randy moved and Ellen seconded that the minutes of the October 16, 2024 meeting be approved as submitted. The motion passed on a voice vote. After the vote, Kat announced that she had opposed the motion.

Ellen moved and Mary seconded that the minutes of the November 4, 2024 meeting be approved as submitted. The motion passed on a voice vote. After the vote, Kat announced that she had opposed the motion.

Robert moved and Sheri seconded that the draft minutes for the owners' meeting of October 5, 2024 be accepted as to form and that the board recommend that they be approved by the owners at the next owners' meeting. The motion passed on a voice vote. After the vote, Kat and Bonnie announced that they had opposed the motion.

President's Report

Randy reported that CG Accounting was beginning to migrate the bookkeeping from Shore Management to CGA. The condominium office will be closed Wednesday, Thursday and Friday for Thanksgiving. The mouse problem continues, especially in the office, and needs attention.

Treasurer's Report

Mary presented her monthly financial report. The T-bill reinvestment yields have been dropping the last couple of weeks. The yield for the November 19, 2024 auction was 4.51%.

There is currently about \$137,000 in the Reserve Money Market Account. Mary proposed that we purchase a new T-bill, an \$80,000 4-week T-Bill, and schedule it to renew automatically. Mary moved and Mike Falkner seconded that the T-bill be purchased as described. On a voice vote, the motion passed without objection.

The Worker Compensation Audit was completed. We will receive a \$96 refund.

Mary discussed venues for the spring and fall owners' meetings. The Elks Lodge is available on April 26, 2025, but is not available for October 18, 2025 due to a prior booking. The Elks Lodge has a booking for April 26, 2025 starting at 1:00 p.m. If we would like to meet at the Elks Lodge, we will need to change the time of the meeting to start earlier. Registration would start at 8:30 a.m. rather than 9:00 a.m. and the meeting would start at 9:00 a.m. We would have to be out by 12:30 p.m. The Elks Lodge costs \$100 per hour.

We can book the Knights of Columbus for the October 18, 2025 meeting and have it from 9:00 a.m. to 1:00 p.m. It is more expensive than the Elks Lodge. It will be \$140 per hour. Both venues were approved.

CG Accounting is the new bookkeeper and is in the process of onboarding the Antigua. As part of the change, we switched to a different payroll company, Gusto. This has been completed and will be used for payroll this week. The payroll company will file all payroll tax returns, issue W2's and pay payroll taxes. CGA is going through the books and will get the monthly reports out as the QuickBooks accounts are transferred and reviewed. It will take about two to three weeks. A copy of their engagement with Shore Management was included in the owners' meeting package.

Ingrid Miller (1302) asked about CG Accounting. The cost will be paid by Shore Management. We met with CGA on October 16, 2024. The accounts were being transferred and reviewed. They use QuickBooks. The new payroll service is Gusto and downloads to QuickBooks. It is not necessary to have the payroll Intuit-based as it was until the change in the bookkeeping.

Maintenance Report

Mike Keenan presented the maintenance report.

Geothermal Tank Replacement The air separator tank needs to be replaced. Replacement was previously approved by the board. Parts and supplies are being delivered and the work will be scheduled.

Pool Leak The pool leak has not been repaired. A date for the repair has not been set. We are waiting for an update from the pool company.

Stanley Sliding Door The timer has been reset. It will lock at 5:00 p.m.

Re-keying Shop Areas The keys need to be re-keyed and the door opening mechanisms need to be repaired. This includes all the shops on the ground level. Cindy is working on a proposal. The work includes more than a locksmith because of the electrical connections to the door openers.

Common and Unit Door Painting There were three proposals for painting the common doors and benches on each floor in the elevator vestibules: Moore Painting Service (\$16,820), Shore Painting & Restoration (\$12,900); and Coastal Construction (\$12,500). Proposals were included in the owners' meeting package. Updated proposals were sent to the board members after the owners' meeting package was sent. Mike K. preferred the Moore proposal because of the three-year warranty for paint and labor.

A question of whether the benches on each floor should be painted was discussed. It was noted that they had suffered from wear and tear and maintenance was in order for them. In addition, it was felt that they should be the same color as the doors included in the proposals that will be painted.

The authority of the board to authorize painting the common doors was discussed. There was concern that the proposals exceeded \$10,000 and required owner approval. This question was answered by the condominium's attorney, James Almand, in his November 20, 2023 letter. He wrote that the \$10,000 restriction in Article XII, Section 1 of the Bylaws distinguishes between an "addition, alteration or improvement" and maintenance. The provision does not apply to maintenance of the common elements which is an enumerated duty of the board. Door painting is maintenance and is not limited by Article XII, Section 1.

The proposals were carried over to the December board meeting to address several points: verification of the paint and specifications to be used to assure it is the same as on the unit doors; the temperature range during which the paint can be applied; the availability for the painting company to paint unit doors, may be as requested; the availability to include unit door frames and window frames in the additional painting. The proposal also needs to have the Antigua added as an additional insured.

Steve Karlow (1204) and Cindy Frederick (901) asked about the progress and deadlines for painting unit doors. As of the end of October, 76 unit doors had been painted with 28 still to be painted. Setting a deadline for painting unit doors was discussed. The issue of the board's authority to require unit doors to be painted was raised. Kat thought that some of the doors

that had not been painted did not need to be painted and imposed an unnecessary cost on some unit owners. This question was answered by James Almand in his November 20, 2023 letter. The doors are common elements and the board has the authority to regulate them although the unit owners are required to maintain them. He concluded that “The Board retains the right and obligation to determine the color and painting schedule for unit entry doors, just as the Board does for the other common element doors throughout the Condominium.”

The issue of consistency was discussed particularly with respect to replacing unit doors. There are two types of doors, those with transom windows and those without. Both are acceptable. Door knockers need to be replaced with like-kind door knockers. There are various door knockers available on Amazon. It was noted that the unit number should be clear. The original door knockers had it engraved on the door knocker.

Randy moved and Robert seconded that all unit doors be painted the “Antigua Blue” which is available in the office on or before May 30, 2025. On a voice vote, the motion passed. Kat and Bonnie announced that they would have voted against the motion.

Sewage Backup There was a sewage backup that affected unit 108. Advanced Solutions Company was called to remediate the resulting problem. The blockage was in a common pipe but, it is not known what caused the backup. The cost of the remediation was \$7,822.34. This cost together with the restoration proposal will be about \$25,000. The condominium’s insurance policy has a \$25, 000 deductible and no claim will be filed.

Mary moved and Robert seconded that the remediation bill of Advanced Solutions for \$7,822.34 be paid. It will be paid from the operating account. The motion passed on a voice vote. Kat abstained because she needed more information. Ellen abstained because she was late to the meeting and had not heard the entire discussion.

Advanced Solutions presented a detailed proposal of the restoration costs for unit 108. The total is \$17,526.09. The board recognized that the owners have the right to choose their own contractor and to have upgrades installed. The upgrades would be at their expense and the condominium will only pay up to \$17,526.09 if the owners select their own contractor. The owners have been involved in the process to date. A proposal from Three Sons Home Repair for \$20,870 was also discussed. It was not as detailed as Advanced Solutions’ proposal.

An insurance adjuster was not involved in this matter and did not prepare an estimate of the cost of the repairs. An insurance adjuster is only involved if a claim is submitted. Neither the condominium nor the owners has submitted a claim to their insurance company.

Randy moved and Mary seconded that the Advance Solutions proposal for restoration of the damage to unit 108 in the amount of \$17,526.09 be approved subject to being presented to the owners for their approval of the contractor and for upgrades. On a voice vote, the motion passed. Kat announced that she had abstained.

Trash Compactor The trash compactor has not been serviced for about three years and should be serviced. The proposal from Mid-Atlantic Waste Systems proposal for \$424.00 was discussed. It was previously discussed at the September 18, 2024 meeting. There was a request for a further itemization of the work to be done. The proposal is a basic proposal to do a routine preventive maintenance on the trash compactor, including to grease and oil the moving parts. If additional work is needed such as an oil filter change or an oil change, it would be at an additional cost. The total for all the services would be \$1,031.80, if necessary. Mid-Atlantic recommended that the basic preventive maintenance be done and the additional work be done if the technician in inspecting the trash compactor finds it to be necessary. There was no further itemization of the proposal.

Mike Kennan moved and Sheri seconded that Mid-Atlantic's proposal, estimate SQT002671, for \$424.00 be approved with the understanding that if further work is necessary, that it be done. On a voice vote, the motion was approved. Kat announced that she voted against the motion.

Generator Preventive Maintenance The generator preventive maintenance will be done in December and the batteries will be replaced at that time.

Mouse Problem The mouse infestation on the ground level, particularly in the office, the bathrooms and the trash compactor room, was discussed. There is a significant problem in all rooms and there is particular concern for the office which is used on a daily basis during the season and on weekdays during the off-season. Mice can be heard scampering across the ceiling and they leave telltale signs of overnight activity. The previous work that was done by owners on the office was not effective and the pest control company has not obtained control over the problem. One solution is to dismantle the office, that is, take down the ceiling, remove abandoned equipment, pipes, ducts and wiring, and seal all points of entry.

The saunas and showers can be removed from the bathrooms which will expose some of the problem areas. The bathrooms are routinely cleaned but there is still mouse activity in them. The trash compactor room is more difficult. It is cleaned routinely, but there will always be trash in it which is an attraction to mice. It was felt that it would be necessary for all of the rooms to be addressed at the same time if the problem is to be solved. Kat expressed the concern that if the work is contracted out, it will be very expensive. Mike Falkner will speak with Cindy at Shore Management about the trash compactor room and continue his work on the bathroom renovations.

Atlantic Refrigeration Preventive Maintenance The Atlantic Refrigeration preventive maintenance will be scheduled for December.

Pool Chairs Cindy Frederick inquired about new pool chairs. The matter is on this evening's agenda and was discussed later.

Cutoff Valve Report Robert presented ETC's report on the cutoff valves for the domestic water system. He is looking into an alternative that would involve electric cutoff valves.

Robert moved and Randy seconded that ETC's bill for the report in the amount of \$3,894.00 be paid from the Reserve Fund. On a voice vote, the motion was approved. Kat and Bonnie stated that they had voted against the motion.

AT&T Antennas Mike Falkner reported on the AT&T proposal to install 5G equipment. He located an engineering company, KCI Technologies, knowledgeable in 5G matters and can present the AT&T report in plain, non-engineering language. They would prepare a letter interpreting the report which would cost \$750. The letter would explain the safety of the antenna installation and restrictions. It will review and interpret the construction drawings and Radio Frequency Safety Survey Report Predictive. The findings from the review will be used to create a letter for the condominium's use. It will attend a virtual meeting to go through the project and explain some of the items on the construction drawings and the Radio Frequency Safety Survey Report Predictive. This would cost \$550. In light of the termination of the East Coast Construction contract for the building coating, the timing of the coating is unclear. Mike suggested postponing hiring KCI until the schedule clarifies. KCI will not prepare a new emissions report, but will interpret the report obtained by AT&T.

The rent from the AT&T antennas is about \$40,000 a year, which is comparable to between \$30 and \$40 a month in the condominium fee. It is a significant matter. In addition, there are concerns about roof access.

Mike clarified that AT&T had made two proposals. One was to extend the current lease and reduce the rental payment and the other was to install 5G equipment. The first was rejected by the board and is not an issue. The proposal at hand concerns the 5G upgrade.

The matter was carried over to the December board meeting.

Coating Project Robert reported on the coating project. Kirk Parsons of ETC submitted a revised RFP which was included in the owners' meeting package.

The options in going forward are to either re-bid the entire project or to solicit only the three companies that previously bid on the project. The advantage of going back to the three previous bidders is that they are familiar with the project. The turnaround time for board approval could be several weeks shorter. Kirk was familiar with the two additional companies that owners had suggested. He has worked with them. They are located on the other side of the Bay Bridge which could cause higher costs to get workers to the jobsite.

Robert moved and Sheri seconded that we proceed with soliciting the three prior bidders. The motion passed with eight directors voting in favor and one opposed. The directors voting in favor were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Kat Ilkhani voted against the motion.

Ingrid Miller (1302) said that she had corrections for the revised request for proposals. The approval of the revised RFP was carried over to the next board meeting. Ingrid will submit her comments and corrections to Robert.

Robert moved and Randy seconded that ETC's bill for the coating project of \$3,772.80 through October 30, 2024 be approved for payment. On a voice vote, the motion passed without opposition. The ETC bill will be paid from the Special Assessment Account.

The refunds of the special assessments that owners paid are being processed. The new bookkeeping company will be involved in this. Payments from the Special Assessment Account were made to ETC and to East Coast Shutters. Ten units elected to leave the amounts they paid in the Special Assessment Account. With the payments left in the Special Assessment Account, it does not appear necessary to use Reserve Fund moneys to reimburse the Special Assessment Account for these expenditures in order to make all the refunds to the owners. Robert expressed his appreciation to those who left their money in the Special Assessment Account.

John DeGraw (1306) is heading up a group that will try to obtain a group discount from East Coast Shutters for new or replacement shutters.

Railings Four units have railings. The safety issue involving the parapet height was discussed. The balcony parapets are about 36 inches which was in compliance with the Building Code when they were constructed. The current Building Code requires them to be 42 inches. This issue has been raised before, but not resolved. The current coating project does not require them to be removed. If they are removed then we need to decide if they can be re-installed and, if so, the design and installation requirements for them. Robert contacted Jeffrey Hugney of Restoration Engineering, Inc. at the suggestion of Cindy Mooney, Shore Management. Robert showed him the building. Jeff will attend a board meeting via conference call, and discuss the safety issues and other matters relating to the railings. There will be no charge for the meeting. It does not include any design or specifications for new railings.

It was decided to invite him to attend a board meeting to discuss the railings.

Old Business

Security Cameras Randy described the current state of the security cameras. There are none in the elevators which would help when the emergency button is pressed. It is more often pressed by accident. Without knowing if the call is accidental or is an emergency, it has to be treated as an emergency. There is a charge for each response by Berlin Elevator. The videos are not very clear and it is challenging to find anything on the video tapes. It is difficult and very time consuming. According to Cindy, about 90% of the condominiums in Ocean City have security cameras or security guards. The Ocean City Police Department recommends security cameras. Randy feels that they are a benefit to the condominium and that the owners, especially the year-round residents during the off-season, feel more comfortable with security cameras.

There are proposals from two companies, Absolute Security Group, Inc. and Maloney Telecom, Inc. The costs were comparable although the installations differ. Maloney uses an ethernet connection while Absolute uses coaxial wiring. The updated cost for the Maloney proposal was \$18,587.52 before sales tax and for the Absolute Security proposal, \$19,153.48.

Randy recommended the Maloney proposal. There will be two pole cameras at both corners of the parking lot on the pool side which will give better coverage of the parking lot. There is a cabinet for the equipment. Off-site storage of videos is not included. The cameras are remotely viewable by multiple users. The present internet service should be upgraded. The present service is struggling with the current data demands.

Randy moved and Sheri seconded that the Maloney proposal be accepted. The motion passed with seven in favor and two opposed. The directors voting in favor were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller and Ellen Schweiger. Kat Ilkhani and Bonnie Medford voted against the motion.

Randy reported on the internet service with Verizon. It costs \$89.99 a month. He proposed moving to Comcast with a higher speed. The current Verizon speed is 3.5 to 5.0 Mbps. The Comcast speed would be 150 or 300 Mbps.

The matter was carried over to the December meeting to obtain information on the transferability of our domain, the use of our present email address with Verizon, and the retention of the Verizon landlines.

Pool Chairs Randy reported on the pool furniture situation. There are six new tables; 16 chairs; 8 brown lounges; and 20 white lounges. There are not enough chairs to have four per table. The chairs and lounges have seen quite a bit of wear and tear. Straps are discolored and paint is peeling. We previously had a quote from Donaway for about \$3,300. The present quote from Hit the Deck for 20 chairs with arms and 4 without arms is \$4,597 with delivery in April.

Randy moved and Mike Keenan seconded that the Hit the Deck proposal be accepted. On a voice vote, the motion passed and the purchase was approved. Kat and Bonnie announced that they had opposed the motion.

Pool Bathroom Renovations Mike Falkner will address the issues raised on the renovations and the mouse problem.

New Business

There was no new business.

Adjournment

Mike Falkner moved and Randy seconded that the meeting be adjourned. The motion passed on a voice vote without objection. The meeting was adjourned at 11:20 pm.

The next regular board meeting will be held on December 18, 2024, at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer

Robert Mayer
Secretary