

Antigua Condominium Association

Minutes of the Meeting of the Board of Directors

December 18, 2024

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on December 18, 2024, at 7:02 p.m. The meeting was held via conference call. The following directors were present: Randy Ditch, Kat Ilkhani, Mike Keenan, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mary Dischinger and Mike Falkner were not present. A quorum was present.

The following unit owners were present: Ingrid Miller (1302); Mary Ellen Marsalek (408); Randee and Harry Baumohl (1102); Rosey Whittaker (302); Peggy Sheer (406); Martin Peckerar (1108); Helen Vallone (904); Andrew Olson (402); Patty Brann (301); Robert Fitzgerald (104); Cindy Frederick (901); and Robert Rosner (1007).

Property Manager: Cindy Mooney, Shore Management

Owner Comments and Concerns

Ingrid Miller (1302) asked about the recent fire alarm. One of the smoke detectors in the AT&T room malfunctioned and caused the fire alarm control panel to beep continually. ARK is looking for a replacement that fits the system. The system is older and a compatible smoke detector is difficult to find. There are several other operating smoke detectors in the AT&T room.

Approval of Minutes

Robert presented the draft minutes for the executive session of the November 14, 2024, board meeting. Robert moved and Sheri seconded that the minutes be approved and the redacted version be released. The motion passed on a voice vote. After the vote, Kat stated that she opposed approving the minutes but approved releasing them.

Robert presented the draft minutes for the board meeting held on November 25, 2024. A question was asked about the difference between the number of owners who opted to leave their special assessment payments in the Special Assessment Account rather than receive a refund in the draft minutes and the written Treasurer's Report. The minutes stated that ten unit owners elected to leave the special assessment payments that they had made in the Special Assessment Account. After the meeting, one more unit owner decided to leave the payments in the Special Assessment Account. Robert moved and Ellen seconded that the minutes be approved. The motion passed on a voice vote. After the vote, Kat stated that she opposed approving the minutes.

President's Report

Randy presented his President's Report. In order to reach Shore Management after hours for an emergency, listen to the prompts. There is a separate prompt to reach them for an emergency. Do not use the prompt to leave a message in Cindy's voicemail. It will not be reviewed until the next business day.

The Special Assessment Refund checks were mailed out on December 11, 2024.

The office will be closed on Christmas Day and on New Years Day.

Treasurer's Report

Mary prepared a written Treasurer's Report which Robert presented in her absence.

The yields on T-bills dropped during the last couple of weeks. As of December 10, 2024, the yield was 4.40%. A 13-week \$135,000 T-bill matures on December 26, 2024 and a decision is necessary as to its renewal. Robert moved and Randy seconded that the T-bill be renewed for thirteen weeks. The motion passed on a voice vote.

The contract for the Elks Lodge was signed and the 2025 spring owners' meeting will be held at the Elks Lodge, 13708 Sinepuxent Ave., Ocean City, Maryland, on April 26, 2025. The fall owners' meeting is scheduled for October 18, 2025. We are waiting for the contract from the Knights of Columbus.

Mike Falkner submitted the documentation to AT&T for the electric reimbursement. It is \$1,184.75 for the period from June 22, 2024 to December 11, 2024. We have been reimbursed \$1,957.55 year-to-date. This reimbursement will likely be received in January and is not included in the year-to-date amount.

The new payroll company is Gusto. We have been onboarded and have run two payrolls. This company will prepare and file employment tax returns, pay the taxes, and prepare the W-2's.

Refund checks for the Special Assessment were mailed on December 11, 2024, together with the 2025 Bank of Ocean City condominium payment coupons. Eleven owners decided to leave their payments in the Special Assessment Account. This represented 23 installments for a total of \$62,337.50. (This is \$50 less than it should be because one was short by that amount.) After payment of expenses and plus interest earned, there is a remaining balance of \$23,488.81.

Alexis Million of CG Accounting is the new bookkeeper. She reviewed the accounts for the Special Assessment refund and helped process the refund checks. She asked whether late charges should be charged for the late payments of the Special Assessment installments since they are being refunded. There were seven late charges totaling \$949.41. The matter was discussed. Some felt that the late charge should be charged as a penalty for the late payments

even though the payments were returned. Others felt that since nothing was accomplished, the late charges should be returned.

Sheri moved and Bonnie seconded that the late charges for late Special Assessment fees be returned. On a voice vote, the motion passed.

The board will meet in executive session immediately after this meeting to consider year-end bonuses for the office staff. Jeff works part-time year-round. Cathleen works part-time during the season and fills in for Jeff after the season is over, if she is available.

Maintenance Report

Mike Keenan and Cindy Mooney (Shore Management) presented the maintenance report.

Geothermal The leak in the geothermal air separation tank will be repaired during the first week in January. The repair affects the manner in which the units are heated since the glycol will be drained out of the system and replaced. Further information will be sent out as the date of the work is firmed up.

Trash Compactor The preventive maintenance was done on December 18, 2024. The report is being prepared. Based on the technician's observations, we will decide whether to have the oil changed.

Atlantic Refrigeration The dates for the air filter changes and the preventive maintenance have been set for 2025. In light of the missed fall service, the dates of the 2025 services will be looked at again.

Keys Roy Case will look at the key mechanisms for the ground-level shutter doors. They need to be re-keyed and repaired but require an electrical connection.

Mouse Problem Cindy contacted Tavo Sanchez of Coastal Construction L.L.C. and asked him to take a look at the trash room with a view to closing all means of access for mice from the trash room to the office and bathroom. Later in the meeting, there was a discussion of the health issues and the extent of the renovations that will be needed to resolve the mouse problem. Some felt that the office walls should be taken down to the studs, the ceiling tiles removed, and the redundant pipes, wires and ventilation ducts removed. There were differing opinions on the matter. It was discussed whether the office renovations and the bathroom renovations should be combined into a single project and whether a professional should be consulted.

Pool Leak Brad Jarvis' company took over the pool operations in the middle of the summer. He does pool leak tests in January and February. He feels that the leak is most likely in the skimmers. If so, the pool deck will not need to be opened up. He is also preparing a quote to replace or repair the coating on the pool deck.

Fire Inspection The last fire inspection was in 2021. The Fire Marshal inspections are conducted every four years. There was a list of items that needed to be remedied from the 2021 inspection. One dealt with the shutter doors on the trash room and the domestic water supply room. The fire sprinkler system is also in the domestic water supply room. Both rooms need two-hour fire doors which they did not have. Kat, as president, send a letter to the Fire Marshal in 2021 asking for a variance, but there is no indication that there was a reply. Cindy said she has a very good relationship with the Fire Marshal's office. She would like to have a preliminary walk-through before the inspection so that we can identify anything not remedied from 2021 and any new issue so they can be repaired before the formal inspection.

Repairs from Sewage Line Backup The immediate damage from the sewage line backup was remediated but before the repair to the units was started, there was a second backup in the same line. The backup affected both units 107 and 108. After the first backup, the line was cleared to 40 feet and appeared to be operating properly.

Cindy recommended that Deppe Brothers be hired to send a camera down the affected line to find out the cause of the problem. In her experience, it is reasonable to assume that there is problem in the pipe that results in the backup. She also recommended that all the other lines be cleaned out as part of a regular preventive maintenance program. She will get a quote for that.

Common Door Painting The painting contractors provided additional information about their proposals including the cost to unit owners if they would like the contractor to paint their door and frame. The three proposals were Moore, Shore Painting and Coastal. Shore Painting's price to unit owners for painting the unit door was \$140. The door frame was an additional \$125. Robert noted that some owners will want the window frame painted as well.

After a discussion, Mike Keenan moved that the Shore Painting proposal for \$12,600 to paint the common doors be accepted. He clarified that we would give Shore Painting the specs on the paint that the unit doors are being painted so that Shore Painting can make a recommendation on either its proposed paint or the unit door paint and we will go with its recommendation. The color will be the same. Robert seconded the motion and the motion passed on a voice vote. After the vote, Kat stated that she had voted against the motion.

Financial Reports The financial reports were briefly discussed. The bookkeeping has transferred to CG Associates and the accounts are being reviewed. Regular monthly reports should commence shortly.

Cutoff Valves Cindy is seeking input from Tubman. He will come out the first of the year to look further at the issue. He is not comfortable with commercial electrically controlled valves. Robert is speaking with 5 Star about a proposal for an electrically controlled valve. They will make a proposal but want to be compensated for it. Before Robert would recommend this, he wanted them to identify a commercially available electrically controlled valve.

Internet Randy discussed the internet connection for the office. We are presently with Verizon. It provides 3 to 5 Mbps DSL service for \$89.99 a month. Verizon's Fios is not presently available to us. To continue with Verizon, we would use its cellular internet service. It would provide 200 Mbps service from 5G cell towers. If the cellular service dips below 5G, the internet speed will also drop. Randy noted that while using Verizon's cellular service would increase our present speed and reduce the cost to \$79.99 a month, there are issues with cellular internet service. It is not as reliable as cabled internet service.

If we change to Comcast internet, we can keep our Verizon email address. Randy verified this with a third party. We would need to continue to use the Verizon domain. We will, in any event, retain Verizon landlines for the office and building use. Comcast service is at 150 Mbps and costs about \$94.99 a month.

Randy moved and Mike K. seconded that we transfer to the Comcast internet service and cancel the Verizon DSL service. On a voice vote, the motion passed.

Coating Project Robert presented a written report on the status of the Coating Project and the RFP. He summarized the report.

Changes were made in the RFP in light of the discussion at the last board meeting and written comments and suggestions from three owners — Ingrid Miller (1302), Mary Dischinger and Pat Haskins (306). Two items were added as alternative additional work. One was to remove the parge coating from the ground-level floor. The prior RFP had the ground-level walls being coated only. The second was to clean and paint the Antigua sign. Both are additional work with additional costs. The alternatives can be considered and we will have costs to assist in evaluating them.

Kirk spoke with the three bidders. Two indicated that they could start as early as January 2025 and Ev-Air Tight could complete the job by Memorial Day if it deployed ten swings.

Robert included a ballpark estimate of the cost of project with new bids. He used the average of the prior three bids and used the same assumptions as last time for contingencies, professional fees and other costs. The cost of the project and the needed special assessment cannot be calculated until the actual bids are received, the scope of the work is determined (that is, the two additional options), and the amount of the Reserve Fund to be used for the project is agreed upon.

The project was discussed. Various matters were raised: the changes made in the RFP, the additional costs that may be incurred, whether the project was rushed, concerns with winter work, the progress of the group shutter discussions with East Coast Shutter, the railings, whether it should be a single project or be two projects (one for the exterior and the other for the rotunda), mobilization costs, the advisability of a fall start date rather than an early 2025 start date, and whether we should have a new engineer on the project.

It was asked if Kirk could have the three bidders give two bids: one for work to start in early 2025; and, the other for work to start in the fall. That would allow the board to compare the cost of the two start dates and select the one better suited for our situation. Robert said that he would ask Kirk to do that.

It was asked if East Coast Construction had responded to the termination letter. Robert received no response and will ask Jim Almand, the condominium's attorney, if he received a response.

Robert moved that the RFP be released to the three bidders — Ev-Air Tight; Northern Construction; and All State Construction — for bid. Ellen seconded the motion. The motion passed with five in favor and two opposed. The directors voting in favor of the motion were Randy Ditch, Mike Keenan, Robert Mayer, Sheri Miller and Ellen Schweiger. The directors voting against the motion were Kat Ilkhani and Bonnie Medford.

Railings Robert contacted Jeff Hungey, an engineer at Restoration Engineering, Inc., about the engineering aspects and the life safety issues with the change in the Building Code height for balcony railings from 36 inches to 42 inches. He is willing to speak with the board about these matters. He will not charge for the meeting. Robert proposed scheduling the discussion for the January board meeting and placing him at the top of the agenda. The sentiment was to schedule the matter.

Executive Session

Mike K. moved and Randy seconded that the board meet in executive session pursuant to Md. Condominium Act §11-109.1(a)(1) to discuss matters pertaining to employees, specifically, year-end bonuses. The motion passed with five in favor and two opposed. The directors voting in favor of the motion were Randy Ditch, Mike Keenan, Robert Mayer, Sheri Miller and Ellen Schweiger. The directors voting against the motion were Kat Ilkhani and Bonnie Medford. The board then met in executive session.

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 10:07 p.m.

The next regular board meeting will be held on January 15, 2025, at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer
Robert Mayer
Secretary