

# **Antigua Condominium Association**

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

May 21, 2025

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on May 21, 2025, at 7:01 p.m. The meeting was held via conference call. All the directors were present: Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. A quorum was present.

The following unit owners were present: Randee Baumohl (1102); Cindy Frederick (901); Peggy Scheer (406); Ingrid Miller (1302); Patty Brann (301); Bill Reineberg (1107); Kat Ilkhani (1005); Rosey Whittaker (302); Chris Vallone (904); and Dennis Marsalek (408).

### **Owner Comments and Concerns**

Ingrid Miller (1302) asked about the plants supplied by Ocean City. We received the plants and they were planted mainly in the triangular gardens. An email inquiry from an owner asked about the door knockers. There is a link on the website to a door knocker and the question was about uniformity of door knockers. Randy replied that we are looking for uniformity in color, unit numbers and door knockers, but the board has not voted to required all door knockers to be changed to a single standard door knocker. The link is to provide a convenient place for owners to find a replacement door knocker and encourage its use. However, it has not been mandated. Each unit owner will receive a new evacuation sign for the inside of their door, a unit number to be applied to the window next to the door and a new parking permit. Owners will receive this package from the office when they pick up their new parking permit.

### **Approval of Minutes**

Robert presented the draft minutes for the board meeting of April 16, 2025. There were no comments or questions. Robert moved and Mike Falkner seconded that the minutes be approved as submitted. The motion passed on a voice vote without opposition.

Robert presented the draft minutes for the board meeting of April 27, 2025. There were no comments or questions. Robert moved and Sheri Miller seconded that the minutes be approved as submitted. The motion passed on a voice vote without opposition.

Robert presented the draft minutes for the board meetings of May 5, 2025, May 9, 2025, and May 15 and 16, 2025. There were no comments or questions. Robert moved and Mike Falkner seconded that the minutes be approved as submitted. The motion passed on a voice vote without opposition.

Robert presented the draft minutes for the Owners Meeting of April 26, 2025. There were no comments or questions. Robert moved and Paul Kotula seconded that board recommend the minutes be approved by the owners at the next owners meeting. The motion passed on a voice vote without opposition.

## **President's Report**

Randy presented the President's Report. The automatic opening of the lobby door currently ends at 5:00 p.m. It is changed to a later time for the summer season. The time the door should change was discussed and it was the consensus that the automatic opening be from 7:00 a.m. to 5:00 p.m. in the off-season and be 7:00 a.m. to 9:00 p.m. during the summer season. Randy moved and Sheri seconded that the summer schedule start May 22, 2025 and end September 29, 2025. The motion passed on a voice vote without opposition. It was also agreed that the parking fees would begin on May 23, 2025 for this summer season. It was also noted that the lobby door automatic opener will be turned off in high winds because the wind and rain activate the opener and the wind interferes with the operation of the elevators. This occurred this week.

Randy reported on the status of the painting of the unit doors. At the beginning of the week, there were ten doors still painted green. Three were painted. Six of the remaining owners contacted are in the process of painting or having their doors painted. One owner did not respond to the inquiry. Robert suggested that the matter be carried over to the June board meeting to allow the remaining owners to paint their doors and decide what should be done at that time. Randy added that door decorations are not allowed because the doors are to be of a uniform appearance.

An owner complained that the paint supplied by the condominium changed. It now takes longer to dry. Randy went to Sherwin-Williams and purchased the last two gallons of paint. It was the same as the prior paint.

Randy reminded everyone that there was an owner's package in the office for everyone who had not attended the owners meeting in April. It contains the new parking pass, a new evacuation sign to go on the back of each unit entrance door and a unit number to go inside the window next to the door. The old blue parking pass should be turned in when the new one is received but the new one will be issued even if the old one is not returned.

The pool will open on Saturday, May 23, 2025. The heater has been turned on but it will take time for the temperature of the water to reach the desired level. The pool deck repairs have been completed but not painted. That is expected after Ev-Air removes its protective coverings this week.

There was a complaint of marijuana smoking on a balcony. Randy asked that owners who rent notify their rental companies of the Antigua's rule against smoking marijuana anywhere on the property and to put it in their leases. All renters are given a handout and the rule is in it. We need to raise awareness of the rule. That should obtain substantial compliance, but it will be difficult to fully enforce, especially against transient residents. If an owner violates the rule, it is likely that the source of the infraction will be determined and appropriate action can be taken against the owner.

Randy described the information that is on the Antigua's website, such as the progress of the coating project and Ev-Air's work schedule, the minutes, a link to a suggested door knocker and more. He urged owners to monitor it.

Randy asked that everyone who arrives at the condominium let the office know that they are here. This includes renters who must sign-in to get a parking pass, and also friends of owners who would not otherwise need to sign-in, vendors, contractors and owners. It is especially important for anyone

who may need assistance in evacuating the building in an emergency to register at the office so that emergency personnel can assist them.

Ocean City provided more plants than had been anticipated. We received more than 50 all of which were planted in the triangular gardens and the pool gardens and pots. There are also palm trees in the pool area that worked well last year. Randy thanked those who helped pick up the plants and plant them. There was a good sized turn out of about ten owners. Many thanks to them!

### **Treasurer's Report**

Mike Falkner reported on the financials. His written report showed \$978,043.25 in the reserve accounts and T-bills and \$322,467.37 in the operating accounts. Since that report, the PNC Reserve Account was increased by the monthly reserve transfer from the operating account and the balance in the Special Assessment Account increased from about \$13,000 to about \$178,000. All condominium payments and special assessment payments go to Bank of Ocean City lock boxes and are deposited into the Bank of Ocean City Operating Account. The special assessments received are then transferred to the Special Assessment Account. Since that transfer, an additional \$78,000 in special assessments was received and will be transferred from the Bank of Ocean City Operating Account to the Special Assessment Account.

Mike reported that the auditors have begun their work.

Ev-Air Tight submitted its first payment application which Kirk Parsons reviewed and approved. Mike moved and Robert seconded that the payment application in the amount of \$171,911.25 be paid from the Special Assessment Account. The motion was passed with all nine directors voting in favor. The directors voting in favor were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. There were no votes against the motion.

ETC submitted its invoice for April 2025 in the amount of \$11,364.43. Mike moved and Robert seconded that the invoice in the amount of \$11,364.43 be paid from the Special Assessment Account. The motion was passed with eight directors voting in favor and one opposed. The directors voting in favor were Randy Ditch, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. The director voting against the motion was Mary Dischinger.

Dennis Marsalek (408) asked if there were any delinquencies. There is one that is three months in arrears and has not paid the first installment of the special assessment. The regular notice was sent. It will be discussed further in the executive session.

Bonnie asked about the cost of the office renovation. The split unit is not included but the office furniture was included in the financial report under the office renovation. The split unit has not yet been installed.

Mike presented the invoice from Coastal Construction LLC for the wooden walkway in the geothermal room for \$850.00. Randy reported that part of the concrete floor in the geothermal room had to be removed to gain access to the waste line that had backed up and caused damage to 107 and 108 so that an abandoned plumber's snake could be removed. The walkway was necessary so that the second geothermal motor for the geothermal pump could be installed. It had to be removed for the

plumbing repair. A new one was necessary because the old one no longer worked. The walkway is permanent and can be removed if access is needed in the future. Randy moved and Paul seconded that the invoice be paid. On a voice vote, the motion passed without opposition.

Randy presented the invoice from Shore Management for \$1,500 for Jeff's use of their office during the time when the Antigua office was being renovated. Shore Management originally offered the use as an accommodation to Antigua with the expectation that it would take about two weeks. In fact, it took almost four months. The extended stay caused some disruption to Shore. They covered the telephone, deliveries, mail, keys and owners when Jeff was not in the office. Jeff's hours were shorter than Shore's and Jeff was frequently at the building for various matters.

The board was disappointed and critical that the request for rent and the invoice came so late. There was discussion about whether the type of services Shore provided were provided to other condominiums Shore represents or whether there were alternatives to using Shore's office. Shore's contract was negotiated with the Antigua's office staff in place at the Antigua and performing functions that in other condominiums Shore performs, such as key control. The cost of rental of a temporary office or trailer was discussed. It was felt that \$500 a month was a reasonable rental for a furnished office with some staff support. Randy had tried to negotiate the cost down but without success. Randy moved and Paul seconded that the invoice be paid. On a split voice vote, the president declared that the motion passed. No board member requested a roll call vote.

### **Maintenance Report**

Mike Keenan presented the maintenance report.

Geothermal System Repairs. The wooden walkway was completed and the geothermal pump motor replacement is installed and working.

Fire Marshal Deficiency List. The Fire Marshal's fire safety inspection was completed and there is a list of items that need to be remedied. These items include the closers on fire exits, latches for the trash chute and other similar items. Fire-rated doors on the domestic water room and the trash room are the largest items needed. In light of the requirements for the two fire-rated doors, the order for the replacement of the locks on the roll down doors will be modified to exclude them for the time being. ARK will also be doing a fire inspection of its equipment. Mike will get the particulars on the inspection.

Randy added to the discussion of the items that need to be addressed by the Fire Marshal. Except for the fire-rated doors, there are a number of items on the list, each relatively small. In some cases, such as the door closers, we will not know if the closer can be adjusted or will need to be replaced until the contractor comes on-site and looks at the item. The matters need to be repaired soon. Normally, they should be completed within thirty days of the inspection which is fast approaching. However, in light of the coating work and the painting of the common doors, the Fire Marshal is giving us a little extra time. Some of the deficiencies may be resolved with the completion of the door painting. Randy suggested that we establish a budget with an amount not to exceed so the work can be completed promptly without further board action which would require a special meeting. Shore Management recommended a budget of \$3,300 based on similar work at other condominiums. After a discussion, Randy moved and Robert seconded that the work necessary to remedy the deficiencies on the Fire Marshal's list, other than the two fire-rated roll down doors, go forward with a budget not to

exceed \$3,300. The motion passed on a voice vote. Bonnie voted against the motion. To the extent that the work is on the fire system maintained by ARK, ARK will do the work. That is required under their contract.

Sewer Line Blockage and Repairs to Units. The waste line blockage has been cleared and the repairs to the units involved, 107 and 108, have been completed to the satisfaction of the owners involved. The invoice is ready for final payment. Cindy is scheduling the preventive maintenance for the other waste lines.

Action Elevator Access Code. Mike presented the proposal from Action Elevator to install vandal resistant buttons on the elevators and program the elevators so that a code is necessary for the elevators to go to the residential floors. The cost is \$4,178.00. This is a security matter. It will limit access to the residential floors from the lobby. It will be necessary to press a code before entering the floor number. Otherwise, the elevator will not go to the floor. There will be a single code. This enables people to go from floor to floor. Mike was asked if a code would be needed to go from an upper floor to the lobby. He will check because that could be an emergency requirement. He was asked how renters who arrive after the office is closed would be able to get to their units. The owners should provide the code to their rental agents or, if they rent directly, give it to their renters. There was a discussion of "tailgating", the attempt for a second person to follow someone who has entered the code and thereby avoid having to enter the code himself. The second person may not be authorized to be in the building and may not have the code. Tailgating is a problem and owners and renters need to be aware of it. It is already done in the evening when the lobby door's automatic opening feature is turned off.

This adds a security feature. People will need a code to get past the lobby even when the lobby door is unlocked. This will prevent unauthorized people from accessing the upper floors. While not a perfect solution, it adds a layer of security. It would likely have prevented the individual who threatened to jump in the rotunda from the 13<sup>th</sup> floor from having access to the upper floors.

The code can be changed. It is intended to have a summer code and an off-season code. They will be new codes every year that do not repeat the prior codes. They will change when the parking passes are required. An email will be sent to all owners. Renters who arrive while the office is open will be given the code at registration.

Mike will contact the emergency services to be sure that we are compliant with their requirements and that they have access through the Knox Box or firemen's elevator keys.

Mike Keenan moved and Mike Falkner seconded that the Action Elevator proposal for \$4,178.00 be accepted. The motion passed on a voice vote. Bonnie voted against the motion.

Lock Box Board. There are a number of lock boxes attached to the bicycle rack and various other pipes and conduits. They are disorganized, unsightly and some probably are abandoned or no longer work. Randy suggested installing a lock box board in the bicycle area after the coating is finished in that area. It would consist of a 6- or 8-foot board attached to the building. There would be a number of eye hooks on the board that lock boxes would use and be attached to. Each eye hook would be numbered so the condominium can control their use and those who use them will know which lock box is which. The cost should be minimal. The idea was well received.

Poolside Bathrooms, Sauna Removal and Ductwork Removal. The abandoned ductwork in the two bathrooms has been removed and locks have been installed on the sauna doors. The interiors of the saunas have not been removed. That will be done shortly and all holes will be patched. Further renovation will be planned for the fall.

There is still abandoned ductwork in the trash room and the pool room. Advanced Solutions Company submitted a proposal to remove the ductwork and patch the openings left, and to patch all holes in the pool room for \$1,100.00. This is a continuation of the mouse remediation project.

Randy moved and Mike Keenan seconded that the proposal be accepted. The motion passed on a voice vote without opposition.

Pool Heater. The pool heater preventive maintenance contract with Service Today is up for renewal at a cost of \$796.00 for one year. There will be two preventive maintenances and, if approved by the board, the first will be by the end of the month. Robert moved and Mike Keenan seconded that the preventive maintenance contract with Service Today be approved with the addition of the usual insurance language. The motion passed on a voice vote without opposition.

Coating Project Report. Robert reported on the progress of the coating project.

Crack Treatment; Evaluation of Sto Products for Cracks.

The board appointed an Executive Committee on May 16, 2025, to decide whether the Sto materials should be used on the cracks. The members were Randy Ditch, Bonnie Medford, Paul Kotula and Robert Mayer. They were the directors at the condominium and able to see how the materials were used and how the finish looked.

The Committee met at the mock-up with other owners who wanted to attend. The Committee also looked at the prior mock-ups which showed the VO parge with a crack filled with the Dow silicone sealant and other cracks filled with the Sto Flexible Crack Filler and covered with the Sto ExtraSeal. The VO parge is the original parge provided in the coating contract.

The two principal things the Committee considered were the differences in the textures between the two methods; and where the VO parge has already been applied to a wall, if the Sto method would leave a slightly elevated area that could look like a ribbon down the crack and bring more attention to the crack itself.

There is a difference in the texture of the finished repair and the texture between the VO parge and the Sto ExtraSeal. The Sto ExtraSeal is a bit less grainy than the original parge. Where the VO parge was already applied to the wall, Ev-Air sought to blend the ExtraSeal into the original parge so that the different textures were not readily apparent. Blending the Sto ExtraSeal texture to the VO parge texture is not necessary where the Sto ExtraSeal is applied directly to the concrete wall.

The Committee concluded that the Sto products resulted in a better finished look because they hid the crack repairs where only the Sto products were used and substantially hid the crack repairs where the walls had been previously parged with the VO parge. When all the work is painted with the Dow AllGuard, the Committee felt that the repairs would be even less noticeable.

The Committee unanimously decided that the unparged ground-level walls would be finished with the Sto products; that the cracks in the ground-level walls already parged with the VO parge would be repaired with the Sto products; that the walls previously parged with the VO parge would not re-parged with the Sto ExtraSeal; and that the cracks in the west walls would be repaired using the Sto products.

#### Progress Report.

**The West Walls.** All of the texture was removed, the walls were parged with the VO parge and the cracks were filled with the Sto Flexible Crack Filler and were covered with the Sto ExtraSeal. As of the day before the board meeting, there were two coats of paint (Dow AllGuard) on the south wall and the second coat was on most of the north wall.

**The Rotunda.** All of the texture that will be removed for the spring work has been removed. The cracks are being repaired with the Sto materials. The bicycle area walls, 01 tier (one wall) and the 02 tier were parged with the original VO parge. They will not be re-parged with the Sto ExtraSeal although all cracks in them will be repaired with the Sto Flexible Crack Filler and covered with the Sto ExtraSeal blended so that the textures of the Sto ExtraSeal and the VO parge are as similar as possible.

**Leaks.** There was a significant storm last week that dumped a lot of water on Ocean City. Darrell Ramsey, the on-site supervisor, saw water leaking through the soffit on the south entrance near the shop wall. The water entered the shop at the ceiling level through a hole in the wall that a pipe goes through. There was another leak on the north entrance near the middle of the soffit. In addition, during the storm, Darrell saw water shooting up about six feet from the north entrance/bicycle clean out.

Kirk and Darrell from ETC and Ev-Air, respectively, looked into the soffits on both sides on Monday, May 19, 2025 to evaluate the situations. Kirk reported that 01/02 water leak was actively dripping from the soffit during his visit. They noted water dripping from the mechanical chase (for the geothermal and condensate piping) for Stack 01. It appeared that the condensate piping between the mechanical unit and the main condensate line was loose and not properly sealed. This would drip water directly into the chase. He recommended having a plumber correct this issue and then monitor the area.

In the 07/08 area there was no active water present during Kirk's visit, but Darrel from EV-Air showed him where the water was leaking out of the south storage area wall. They also looked at the south storage area. The roof drain line appeared to be recently connected to the adjacent sanitary line. This is not prudent as heavy rains could cause backups to occur in the first floor sanitary drains (toilets, sinks, etc.) in the first floor units. He recommended that the roof drain be separated and rerouted from the sanitary line. He could not determine the source of the water leaks in the storage room; although it could be a piping issue within the soffit. This should be investigated further by a plumber.

Kirk looked at the roof drain piping on the north side where Darrell saw water shooting up 6 feet during a heavy rain. This is the same location described above on the south side except the roof drain was not connected to the sanitary line. The piping continued below grade and an open clean out was present above grade. This is where Darrell saw the water shooting up. This suggests that the volume of water exceeds the capacity of the drain line in this area or that there is a blockage in the line. Kirk recommended that a plumber be retained to camera the below grade line.

AT&T Antennas. Mike Falkner reported that Ev-Air and AT&T will coordinate their work schedules. AT&T still wants to improve its antennas by installing 5G antennas when the present antennas are removed for the coating. They are preparing new plans with the intent of reducing emissions in response to our concerns.

### **Old Business**

Reserve Study. Robert reported on the three proposals Cindy obtained. They were from Criterium for \$4,900; Reserve Advisors for \$5,000; and Reserve Studies of Delaware for \$5,600. Cindy's recommended first Criterium, then Reserve Advisors and finally, Reserve Studies of Delaware. She has dealt with Criterium with several of her other condominiums and felt that they were very responsive. She had dealt with Reserve Advisors several years ago.

Reserve Advisors prepared the 2020 Reserve Study and would do an update based on that study. The other two would do a completely new study. The matter was discussed.

Robert moved and Sheri seconded that we accept the Criterium proposal. The motion passed with seven directors voting in favor; one voting against; and one not voting. The directors voting in favor were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer and Sheri Miller. The director voting against was Bonnie Medford. The director not voting was Ellen Schweiger.

Board Meeting Protocol. Robert presented the Board Meeting Protocol. It was discussed at the prior regular meeting of the board and at the owners meeting. Ingrid Miller (1302) asked if the protocol applied to owners as well as directors. It does. It applies to everyone who is at a board meeting.

Robert moved and Mike Keenan seconded that the Board Meeting Protocol be adopted. The Board Meeting Protocol is:

#### Decorum

Robert's Rules of Order Newly Revised (12<sup>th</sup> edition, 2020):

Debate must be confined to the merits of the pending question. Speakers must address their remarks to the chair, maintain a courteous tone, and — especially in reference to any divergence of opinion — avoid injecting a personal note into debate. To this end, they must never attack or make any allusion to the motives of members.

[A member] must avoid personalities, and under no circumstances can he attack or question the motives of another member. The measure, not the member, is the subject of debate. . . . The moment the chair hears such words as "fraud," "liar," or "lie" used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.

#### Owners' Comments and Concerns

- Beginning of meeting
- Total of 15 minutes with 2 minutes per owner

- Written comments or questions submitted in advance of meeting and distributed to board members, if comment or question
  - will likely take more than the allotted time
  - is about the financial statements
  - is about draft minutes

**Board Business**

- Discussion limited to Board members
- When Board members have finished their discussion, a motion has been made and seconded, and before a vote, limited time for owner comments
- Final discussion by Board members
- Vote on motion

The motion passed with eight directors voting in favor and one not voting. The directors voting in favor were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford and Sheri Miller. The director not voting was Ellen Schweiger.

**New Business**

Insurance. Mike Falkner reported that the renewal process had commenced. There will be a conference with the insurance agent in June. The removal of the saunas will not have a significant effect on the cost of the policies.

**Executive Session**

Robert moved and Mike Falkner seconded that the board go into executive session to consider personnel reviews and an owner assessment delinquency. Md. Condominium Act §§11-109.1(a)(1) and (a)(8). The motion passed with eight directors voting in favor and one not voting. The directors voting in favor were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford and Sheri Miller. The director not voting was Ellen Schweiger.

The board went into executive session at 10:00 p.m.

**Adjournment**

At the conclusion of the executive session, Robert moved and Mike Falkner seconded that the meeting be adjourned. The motion was passed on a voice vote without objection. The meeting was adjourned at 10:26 p.m.

The next regular board meeting will be held on June 18, 2025, at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer  
 Robert Mayer  
 Secretary