

# **Antigua Condominium Association**

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

June 19, 2024

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on June 19, 2024, at 7:00 p.m. The meeting was held via Zoom. All of the directors were present: Mary Dischinger, Randy Ditch, Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer, Sheri Miller, Bonnie Medford and Ellen Schweiger. A quorum was present.

The following owners were present via Zoom: Mark Ricker (702); Peggy and Dan Sheer (406); Mary Jane Hess (608); Leon Hasnain (1207); Barbara McCollum (1303); Harry Baumohl (1102); Rosey Whittaker (302); Pallavur Yegneshwaran (404); Ingrid Miller (1302); Cindy Fredrick (901); Karen Daly (303); Paul Kotula (208); Chris and Helen Vallone (904); Patty Brann and Zachary Brann (guest) (301); and Mary Ellen and Dennis Marsalek (408).

### **Owner's Comments and Concern**

Rosey Whittaker (302) asked why there was no notice to the owners that the pool heater was not working. Randy said that the pool heater was working off and on during the week and that repairs and adjustments were made during this period. Mike Keenan added that the pool heater is now working. He worked on it with the pool company and the pool heater manufacturer to make adjustments to the valves and controls. It has been working for several days now and, hopefully, the issues are resolved. It is maintaining a temperature in the mid 80s.

Pallavur Yegneshwaran (404) reported that he had had problems with his air conditioning unit. He got prompt responses from Shore Management, the condominium office and Atlantic Refrigeration. Atlantic refrigeration arrived promptly and ostensibly fixed the problem. However, it stopped working again and Atlantic Refrigeration had to be called a second time. It has been working since. He said he was not complaining about the service; he only wanted to bring the matter to the attention of the board so they could monitor the quality of Atlantic Refrigeration's services.

Rosey Whittaker (302) raised the issue of fire alarms. While she was in the building there were two fire alarms. She noticed that people were not evacuating the building when the alarm went off. Some of the people who came down during the alarm hovered in the lobby. She suggested that more information be given to owners about how to respond to fire alarms. The fire department has standard operating procedures which include dealing with individuals with mobility issues. Randy and Rosey will speak further about this matter after the meeting and develop appropriate procedures.

Mark Ricker 702 asked how much the special assessment was and when it was due. He will be given that information.

### **Minutes**

Robert Mayer presented the minutes of the meetings of the Board of Directors of May 15, 2024 and May 24 2024. He also presented the minutes of the owners meeting held on May 4, 2024. The minutes of the owners meeting will be approved at the next owners meeting to be held in October 2024.

They were presented for comment, amendment or correction — not approval — at this board meeting while the owners' meeting is still fresh in mind. There were no comments or requests for amendments or corrections to the board's meeting or owners' meetings minutes. A motion made by Robert and seconded by Mary Dissinger to approve the minutes of the board meetings of May 15, 2024 and May 24, 2024, passed on a voice vote without objection.

Robert presented the minutes of the meeting of the board of June 12, 2024 which was held in executive session. He noted that the meeting was called to order by Randy and not Mike as was stated in the draft minutes. He will make that change in the draft minutes. The meeting was for the purpose of reviewing the draft audit and the draft management letter prepared by PKS. The board approved the draft audit, but not the draft management letter and agreed to release the draft audit to the owners while it further reviews the draft management letter.

Robert moved and Mike Falkner seconded that the minutes of the June 12, 2024, meeting be approved and released. On a voice vote, the minutes were approved and approved to be released. Kat Ilkhani qualified her vote, saying that she approved the release of the minutes, but did not approve the minutes themselves.

### **President's Report**

Randy said that he had begun sending a newsletter to all owners about halfway between regular board meetings in an effort to keep the everyone up-to-date.

He discussed the difficulties with the pool. There had been struggles with the pool, but they have been worked through. He noted that we had a new pool company who is familiarizing itself with the pool and the condominium's operations.

There have also been too many difficulties and leaks with the geothermal system and the HVAC systems in each of the units. He is talking to the vendors so they can come to grips with these issues. Atlantic Refrigeration is responsive to the calls. They answer calls timely and the technicians seem to be well qualified. Cindy of Shore Management is involved in the geothermal leaks and is working on the issues. Pallavur Yegneshwaran (404) said he was not complaining about their service, only that the board should be aware of the need for the second service call. He added that Shore Management had been very proactive in responding to his situation.

Randy brought up several other items matters that occurred during the last month. A fox ate through one of the hoses that is used to water the gardens. The power washing was completed and the building looks very good. The pool attendant resigned because of a personal tragedy which prevents him from working in the evenings. He is doing several small jobs. Cindy found a replacement who is already on the job.

Randy spoke about the area between the dunes and the back of the building which many owners have called the backyard. Several owners put a lot of work into cleaning it up and pulling weeds over the last several weeks. It looks much better. The individuals who did the work do not want to be individually recognized. Randy thanked them for their great work and the high level of cooperation that they showed.

Randy reminded owners that dogs are not allowed on the beach at any time during the season and this will continue until after Labor Day. The effort to assure that dogs are tagged and are registered with the office has gone well. He noted that only owners are permitted to have dogs. Renters are not. He reminded everyone of the need to clean up after their pets.

Large items are being discarded by owners and are piling up near the dumpsters. There are bulk pickups available in Ocean City. Anyone who would like to know more about it can get the information from the office.

If anyone has a concern, such as the HVAC system, they can reach out to Shore Management directly. They can also contact Jeff or Cathleen in the office.

Randy said that he felt that the office staff was working well with Cindy (Shore Management) and that we were on the right track.

### **Treasurer's Report**

Mary presented her treasurer's report. She reported that the interest rate on the T-bills that were reinvested dropped slightly this week to 5.260%. She wrote three reserve checks since the last monthly board meeting. They were to ETC (for April hours) for \$2,596.60; Wanda Ditch (for reimbursement for the tables for the pool) for \$572.80; and Best Aquatics (for the balance of the pool pump) for \$4,330.00.

Mary presented Ev-Air's final invoice for leak tests for 10 units and the repairs to fix the leaks. This was a time and materials proposal discussed by the board at its March 20, 2024 meeting, and approved at its April 3, 2024 meeting. The work took 171-man hours at \$120 per hour plus travel and material costs. All the leaks were fixed. Ev-Air submitted its report of its work, but Mary found some errors and parts are being revised and will be resubmitted. The report on the work on the 2 and 4 stacks is complete. The report on the 6 and 7 stacks is in revision. Several board members reported on their inspections and were satisfied that the work was complete. On a motion made by Mike Falkner and seconded by Sheri to pay the invoice, the board voted 7 to 2 to pay the invoice. The directors voting in favor of the motion 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.

PKS sent an invoice for \$4,000 as a progress payment. The engagement letter terms are \$3,900 for the audit and \$600 for the tax returns. It was paid from the operating account.

There is a new way for owners to pay their condominium fees. Shore Management uses a service company to process on-line payments and added the Antigua to it on its website. Mary worked with an owner who wanted to use this option. She followed the payment through the system to assure that Antigua received proper documentation. Shore Management receives three notifications: (1) an email stating the unit owner has successfully submitted a payment, (2) a notice saying it is batched, and (3) a notice confirming that it was directly deposited to Antigua's account. Shore Management sent an email to all owners telling them that this option is now available. A few owners have signed up for it. The service company charges a fee to process the payments. The information for this is on the Antigua website.

Mary spoke with Cindy Mooney, Shore Management, about starting the 2025 budget process. They will meet soon and map out how to go forward.

The balances in the bank accounts as of June 19, 2024, are:

	Operating Accounts	Reserve Accounts
Bank of Ocean City	\$174,355.58	\$6,994.01
PNC	\$17,532.44	\$39,363.96
Treasury Bills		\$752,723.58
Totals	\$191,888.02	\$799,081.55

Ingrid Miller (1302) asked if the financial reports could be reformatted so that they appeared on single pages rather than flowing over to additional pages. They can be read and understood more readily when all columns of a report are presented on the same page. Kat asked if the reports could be submitted in an Excel spreadsheet. Mary said she would pass on the requests.

Robert reported on the modification PKS requested to its engagement letter with respect to the use of foreign nationals on our audit. The board previously approved the modification, but Ingrid Miller (1302) and Kat asked for more information about PKS' foreign employee's access to owner's personal information. Robert corresponded with Andrew Haynie who advised him that the only personal information PKS uses is the owner's name, unit number, and permanent address. They take a sample of the membership to test the accuracy of the payment of condominium fees. In the 2023 engagement, these areas were not worked on by anyone outside the United States.

### **Property Maintenance**

Mike Keenan reported on maintenance matters. Resort to Us, the custodial company, works at the building every day except Saturday. The day of the meeting they had cleaned windows and the elevator doors and frames. The building is in better shape than it has been in quite some time.

Mike presented a proposal from Marvel Welding to repair the safety cage on the roof ladder. It is broken. The repair requires welding. With the coating work scheduled to be done on the roof, this needs to be completed as soon as possible. The proposal to fix the cage by welding the broken parts together was \$1,765.50.

In addition, Marvel Welding proposed making a metal ramp for the north side of the building for \$2,085.56. Mike received a quote for \$1,500 in December but no action was taken on it. Kat asked if concrete ramps could be made instead of a new metal ramp. She noted that East Coast Construction will be on site to do the coating project in October and state on their website that they do concrete work. This would be a separate job from the coating project. Kat will contact East Coast Construction about their interest, availability and cost to do the work.

On motion made by Randy and seconded by Mary, Marvell Welding's proposal to repair the cage on the roof for \$1,765.50 was approved on a voice vote without dissent.

## **Coating Project Report**

Robert reported that the asbestos tests had been completed. They were done in two parts. The first part was to test both the interior popcorn ceiling and the exterior texture to determine whether asbestos was present in the materials. There is no asbestos in the exterior texture that will be removed during the coating project. However, asbestos was detected in the popcorn ceiling. The second test was to determine whether asbestos in the popcorn ceiling would be released and become friable when the exterior texture is being removed. In this test, an area in the master bedrooms of two units was cordoned off and an air sample was taken before work started. After the work was completed in one unit and half completed but still underway in the second, an additional sample was taken. The samples were then compared to see if any asbestos released as a result of the work. All samples showed no sign of asbestos. Susan E. White of Sussex Environmental which conducted the tests stated that based on the results of the inspection and sample analysis, the areas could be released for removal of the containment barriers and repairs.

The popcorn ceiling was also tested for lead. No lead was detected. Based on these test results, the condition in the approval of the special assessment of the owners meeting has been satisfied.

The next steps are to finalize the contract with East Coast Construction. Kirk prepared and submitted a draft contract to the board which will review it. The board will meet with Kirk Parsons to go over the contract and then have an open board meeting to consider the proposed contract. Kirk will be meeting with East Coast Construction to establish a schedule for the work and the sequence of the work. Work will begin October 1, 2024. There needs to be coordination with AT&T and the Navy with respect to their antennas on the roof and with East Coast Awnings & Shutters for the removal of the shutters.

Mike Falkner raised two issues. The board has been considering replacing the security cameras. It is better to replace the security cameras before the coating work is done. If the cameras are replaced after the coating work is done the footprints of the new and the old equipment may differ and there may be a gap in the new coating. The matter will be referred to Shore Management to get appropriate bids so that the work can be done, hopefully, this summer. Robert noted the need for cameras in the elevators so that emergency calls can be better monitored. Mike also noted that East Coast Construction left the lift it used to perform the second asbestos test. It is in the parking lot. It had a mechanical failure. Mike saw mechanics working on it but, it is still in the parking lot. Robert will ask Kirk to see that it is removed as soon as possible. Parking spaces will be at a premium during the upcoming Fourth of July week.

## **Old Business**

**Bill Huff Invoice.** Bill Huff's invoice for repairs on five units resulting from various sleeks was approved the total bill was \$900 for work on the five units. Robert made a motion to pay the invoice which was seconded by Randy. The board approved motion on a voice vote without objection.

**One Call Contracting LLC.** One Call Contracting LLC's invoice for repairs to unit 602 resulting from a leak was discussed. The owner wanted his own contractor to do the work. The contractor previously had done work for him and he was very satisfied with it. The invoice was for \$972.33. Mike Keenan obtained an estimate from Michael Larimore for \$800 for the drywall repair and \$100 for removing mildew and applying a preventive treatment for a total of \$900. On motion made by Randy, seconded by

Mary, and approved by a voice vote without opposition, the board approved payment of the One Call Contracting LLC invoice in the amount of \$972.33 or reimbursement of the owner if he paid it directly.

Unit 1302 Reimbursement Request. There was a roof leak into units 1301 and 1302 this spring. The owners of 1302 hired their own contractor to repair the damage and do additional work. The total bill was \$2,200. There was a question of the extent of the new work and then damage caused by the leak. Kat reported that she had seen the damage and the repairs. Robert had seen some of the damage on the day of the storm but had not been in the unit since then to look at the repairs. Kat reported that there were three areas of damage including damage to the popcorn ceiling. The owners suggested splitting the bill in half and that the condominium reimburse them \$1,100. On motion made by Kat and seconded by Mike Falkner, the board on a voice vote agreed to reimburse the owners \$1,100 for the work done. There were no objections; however, Mike K., Ellen, and Mary abstained for lack of documentation on the breakdown between the repairs caused by the leak and the additional work.

Trash Room Drain. Mike K. reported that the drainage line had rotted or rusted out and that a portion had become so clogged that it was unusable. The entire section was removed and replaced. It was tied into the drainage system as it had been originally. It is now in use and is fully operational. The drain has a cover over it so no large items should go down the drain. There is no French drain.

### **New Business**

Insurance. Mike Faulkner raised the issue of insurance. He noted that renewal of the current policies is coming up. He reported that Randy, Mary, Cindy and he met with Melissa, Hope and Megan at Deeley, our insurance brokers. They will seek quotes for the renewal policies. They are still seeing premium increases over last year's premiums, but the increases may have begun to moderate. Antigua's current budget anticipated a 15% increase. Mike also reported that the crime coverage will be increased. It should cover the total amount in the reserves plus three months condominium assessments. The Workers Compensation policy will be amended to reflect the occupational classifications of our office staff and a different occupational category for the pool attendant.

Mike reported that the insurance companies are concerned about the physical aspects of the building. Deeley asked for information on the roof. They were told that it was coated, but not rebuilt. They asked for Kirk Parsons' infrared study, the invoice showing that the roof coating was completed and the warranty. Mike reminded the board that insurance was a significant consideration when the decision was made to use a roof coating on rather than rebuild the roof. At the time, he felt that our present insurance company would not renew the property insurance policy when the roof was more than 20 or 25 years old. A roof coating would not be sufficient. He also felt that there would be insurance companies that would issue property insurance, but probably at a higher rate.

Budget Preparation. Mary noted that in addition to her comments in her treasurer's report, the proposed budget needs to be mailed to the owners at least 30 days before the owners meeting.

Doors on the 1<sup>st</sup> to 4<sup>th</sup> Floor Elevator Lobbies. Randy reported as that this was placed on the agenda because of comments made at the prior owner's prior board meeting. It will be referred to Cindy to look for options.

Wash off stations. Randy reported that the plumbing lines and fixtures for the foot wash off stations on the north and south side of the building were in need of repair. There was a quote from 5

Star Plumbing for \$2,260. It was discussed. The repairs are related to the recoating of the building. The consensus was that permanent repairs should be made after the building has been recoated so that the plumbing lines can be removed before the coating is done. After the coating is done, permanent repairs can be made. It was thought that the temporary repairs for the summer could include better anchoring of the piping of the pipes. It was decided to see if Short Management's handyman could make sufficient repairs to last the summer so the permanent repairs could be made after the coating is completed. Dennis Marselik (408) suggested that the roof drain also be looked into when the plumbing repairs are made.

Pool Deck Repairs. Randy reported that portions of the skim coat on the pool deck were delaminating and breaking. The skim coat is less than a quarter of an inch thick and has broken in several spots. Allstate Construction Company presented a proposal for \$3,500 for extensive repairs. It would sound out and remove all defective topping from the pool deck, patch it and paint it although the color may vary from the existing color. The question was whether all of the delaminating coating should be repaired or only the existing visible damage should be repaired. Fixing everything requires sounding the deck to determine whether any is loose even though it is not visibly broken. The consensus was to only fix the visible damage. This is in part because, as Mike K. noted, the pool water level is dropping daily and has been dropping for more than a year. 1 Stop was regularly adding water to the pool. There may be a leak, and if it is in a pipe, the pool deck may need to be opened up to repair the leak. If that is the case it is better to wait until the leak is resolved to repair all of the visible and non-visible delaminating skim coating on the pool deck. The consensus was to obtain a quote to fix the visible leaks and leave the rest until after the season is over and the leak issue can be resolved.

Pool furniture. At the last meeting the board had discussed purchasing additional chairs and lounges for the pool area. Kat had alternatives and reported back to the board. She located a company in Florida but upon further inquiry found that they could not deliver for 8 to 12 weeks which is effectively after the season is over. A second prospect sold second hand, used pool furniture in Washington, DC. The third does not have anything available for this season.

Ellen noted that we need 24 new chairs. There are not enough chairs and it would be better to change them all to a single style. Kat found a firm that would restore the present chairs including refinishing the legs and restringing the plastic strips. She was not sure the cost but thought it was about \$175 per chair. They would pick them up at the end of the season and redeliver them by the beginning of the next season. The additional eight new chairs would not be included. It was noted that this cost is very similar to the cost of new chairs.

Landscape Design. Ellen raised the issue of the use of the area we call that is called the backyard. She would like to get design proposals and cost estimates so we can see what can be done and at what cost. This could be put in next year's budget and have the work done next year. Randy suggested that she become the chair of the Beautification Committee and undertake this to which she agreed. She will be in contact with Cindy and try to organize the committee.

Bathroom Design. Ellen also raised the issue of the renovation of the bathrooms. They have not been renovated since the building was completed in 1978. She thought that we should get a design and find out what can be done and at what cost. Mike Faulkner noted that we had not spent money in the reserves earmarked for renovation of the poolside bathroom. Randy suggested that a committee be

formed to evaluate the design and cost of the renovation of the bathrooms. Mike Faulkner volunteered to lead the bathroom renovation committee

Financial and Management Reports. Kat noted that the reports were printed on several pages and asked that they be printed on a single page. She also asked if they could be presented in an Excel spreadsheet. She also asked that there be weekly management reports to the board. She had not seen weekly reports from Shore Management to date.

**Adjournment**

There being no further business, Sheri moved and Ellen seconded that the meeting be adjourned. The motion passed on a voice vote without opposition. Randy adjourned the meeting at 9:32 p.m.

Respectfully submitted,

/s/ Robert Mayer

Robert Mayer  
Secretary