

Antigua Condominium Association
Minutes of the Meeting of the Board of Directors

September 20, 2023

The meeting of the Board of Directors of the Antigua Condominium Association was called order by Mike Falkner, the president, on September 20, 2023, at 7:00 p.m. The meeting was held via Zoom. The following eight directors were present: Mary Dischinger, Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker. A quorum was present.

The following owners were present via Zoom: Steve Karlow (1204); Dennis Marsalek (408); Don Brown (103); Bonnie Medford (1202/1305); Ingrid Miller (1302); Cindy Frederick (901); Patty Brann (301); Wanda Ditch (706); and Peggy Sheer (406).

Owner comments and concerns.

Mike Falkner opened the floor to owners for their comments and concerns. Bonnie Medford (1202/1305) inquired about changes made in the draft budget that Mike Falkner, Mary Dischinger and she prepared and which was presented to the board at its open budget meeting held on August 28, 2023. She had been unable to attend the open budget meeting. She specifically asked about the increases in the security and building plumbing line items in the capital budget and was concerned that the increases would be used as a justification to increase the condominium fee. Mike replied that there was no change in the condominium fee for 2024. It will remain at \$495.00 a month which is the same as in 2023. He also noted that the two items are in the capital/reserve budget and represent work that the board intends to undertake in 2024. However, the board does not have bids for the work and, therefore, made its best estimates for the anticipated expenditures. There are sufficient funds in the reserve account for the budgeted amounts, but until bids are obtained, the precise amount will not be known. Unlike the operating budget which needs to be balanced, the capital budget normally is not balanced. In some years there will be more money spent than received and in other years, more money received than spent.

Approval of minutes.

Robert presented the draft minutes of the meetings of the Board of Directors held on August 16, 2023 (Regular Meeting and Executive Session) and on August 28, 2023 (Budget Meeting). Rosey Whittaker noted that the minutes of the board of directors meeting of August 16 2023, did not contain a comment made by an unidentified owner. Rosey stressed the importance of speakers identifying themselves when they speak. It was agreed to emphasize the importance of identifying speakers in future meetings. Robert then moved and Sheri Miller seconded that the minutes the Board of Directors meetings held on August 16, 2023 (Regular Meeting and Executive Session) and on August 28, 2023 (Budget Meeting) be approved. The

minutes were approved with seven directors voting in favor, none opposed, one abstaining and one absent. Those voting in favor were Mary Dischinger, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker. Kat Ilkhani abstained. Randy Ditch was absent.

President's Report.

Mike Falkner presented the president's report.

Roof Coating. Mike reported that the work on the roof coating had begun. The contractor found moisture under the roof structure in the areas indicated by the infrared report. Particularly of note was the water around the elevator tower roof. The interior walls of the elevator penthouse roof were not coated. The question is whether the water was coming under the roof from the interior of the uncoated elevator tower wall. The contractor will work with Kirk Parsons, the association's engineering consultant for the coating project, in resolving this problem before he applies the roof coating.

Owners Meeting. The owners meeting will be held on Saturday, October 14, 2023, at the Elks Lodge in Ocean City. A social will be held in the pool area, weather permitting, otherwise on the back deck. Ellen will organize the social. Mike encouraged owners to attend in person, however, a Zoom link will be available.

Website. Jim Moratis (1102) has served as the webmaster since the association's website was first opened. He and his wife sold their unit and are moving to Florida. Mary will take over as the webmaster.

Smartaira. Mike spoke to the representative of Smartaira again. They are proposing a seven-year exclusive contract to provide cable and internet service to the building. They would rewire the building with all fiber cabling into the units that want service. They were willing to do individual service as opposed to a bulk surface — that is, service to everyone whether they want it or not and whether they would use it or not, presumably with the cost included in the condominium fee, their preferred arrangement. They were willing to pay a "door fee", that is a fee to the condominium association for access to the building and some form of revenue sharing. The matter was discussed. Concerns were raised over any change in technology that may occur over the next seven years and whether a seven-year exclusive contract is in the best interests of the building and the members. Bonnie Medford (1202/1306) noted that the contract provided for annual increases in fees. Steve Karlow (1204) reviewed the history of Smartaira. It started service in Ocean City but sold its business to Gigamonster which went bankrupt. The old owner of Smartaira then re-acquired the assets from Gigamonster and is now trying to market them. It was noted that with the likely technological changes over the next seven years, the owners may be disadvantaged because with an exclusive contract neither the condominium nor the owners could obtain services from different providers. Don Brown (103) was concerned that installing the new cabling would result in holes being made in the building which may be detrimental with a new building coating which is being considered. It was pointed

out that Smartaira anticipates having its cables installed within 120 days after the contract was approved which would, in any event, be earlier than a coating would be applied to the building. Robert pointed out that the new coating has to take into account protrusions and we do not have any information about how cabling would be installed. Rosey noted that any repairs to the cable system would have to be compliant with fire standards.

Ev-Air-Tight. Mike reported that the contract with Ev-Air-Tight to repair leaks into four units had been signed.

Atlantic Refrigeration. Mike reported that the quarterly service and change of filters would start the following Monday. Unfortunately, there was a new geothermal leak in one of the units which had previously been repaired on June 16, 2023. This matter will be looked into further.

AT&T Antennas. Mike reported that there was no update on the proposed contractual change. Maintenance on the antennas will occur in the last week of October after the pool is closed. This is only maintenance on the existing antennas. No new antennas or upgrades in power will be made. He noted that the conduit leading to the military antenna was broken. It will be repaired after the roof coating is finished

Office Procedures and Manuals. Mike reported that this was not completed and that the 1 Stop/Lacey contract was ending shortly.

Treasurer's Report.

Mary gave her monthly treasurer's report. She reported that \$30,000 from the proceeds of a T-bill were transferred to the PNC account to pay for the roof coating. There remains about \$603,000 in T-bills earning an average rate of 5.3%. The 6- and 12-month T-bills, each in the amount of \$135,000, are maturing on September 28, 2023. They will roll-over.

Mary reported that the Workers Compensation Insurance audit was completed and there were no adjustments. The owner statements had been sent out to 90 owners. The remaining 14 statements are under review.

Mary also reported that the transfers from the operating account to the reserve account should have been \$16,120 a month, but had been made in the amount of \$15,600. A makeup payment from the PNC account operating account to the reserve account of \$4,160 is being made to bring the transfers up to the proper amount. The insurance bills have been paid including flood insurance for \$14,819.00. A water bill for \$6,080.92 was paid. The accountant's audit bill of approximately \$5,465.00 is under discussion with the accounting firm.

Committee Reports.

Property Maintenance. Mike F. reported that the broken Navy antenna conduit would be repaired or replaced after the roof coating is applied. He also reported that 1 Stop's

winter/off-season schedule will begin on October 2, 2023. During the winter/off-season, Charlie will work three days a week for eight hours each.

Committee on Committees. Randy Ditch, the chairman, was not present and Robert presented the report. The committee proposed that five standing committees be appointed: beautification, finance and budget, safety, planning, and maintenance.

The Beautification Committee is responsible for developing an overall landscaping plan for the Antigua property, including the parking lot, the oceanside open area, the planters throughout the property and all other open spaces. It may also consider organizing a group of owners interested in gardening and beautification to plant and maintain the planters and other areas during the summer. The Finance and Budget Committee will assist the treasurer in preparing the annual budget and the treasurer's other duties as may be needed. The Safety Committee will make an initial survey of the Antigua property to identify any health or safety issues that should be addressed. It will monitor the property from time to time to look for health and safety issues that need attention. It is responsible for maintaining the Incident Report Book and assuring that new reports are forwarded to the president. The Planning Committee is responsible for identifying projects that should be undertaken within the next 12 to 24 months, obtaining basic design and cost information, prioritizing the projects and making recommendations to the board. It is not responsible for obtaining bids or supervising the execution of the projects. It is anticipated that separate ad hoc committees will be formed as needed for those functions. The Maintenance Committee is responsible for identifying ordinary maintenance issues and tracking the maintenance work through completion. It should determine the best approach to maintaining the property generally and for particular maintenance issues.

Each committee will be chaired by a board member to facilitate communications between the committee and the board. Each committee should prepare minutes of its meetings and send a copy to the board. The chair of each committee should be prepared to report to the board at its regular meetings on its activities and recommendations. More than one board member may be a member of a committee and board members may serve on more than one committee. Every committee is open to, and encourages owner participation. One of the objectives is to increase the opportunity for owners to participate in condominium affairs and to encourage participation on the committees.

The committee recommended that the following board members be appointed the chairs of the committees:

Beautification:	Randy Ditch
Finance and Budget:	Mary Dischinger
Safety:	Rosey Whittaker
Planning:	Robert Mayer
Maintenance:	Mike Keenan

The report was discussed. On motion made by Robert and seconded by Sheri, it was resolved to appoint the five committees with the recommended chairs. The motion was approved on a voice vote with Kat abstaining.

Pool Operations. Rosey raised the issue of the operation of the pool. She noted that in order to operate, a certified pool operator is needed. After 1 Stop goes to its winter/off-season schedule there will not be a certified pool operator present every day to take the three necessary chemical tests. It was decided that the pool would close on October 1, 2023. Rosey and Patty Brann (301) painted the pool edge underneath the lip. The board thanked them for their work. Rosey discussed the stress areas on the pool cover and manner in which it can be strengthened and protected. Both Rosey and Patty will clean up the planters in the pool area and prepare them for winter.

Management Committee. Mike Keenan reported that the committee developed a list of 13 possible management companies and narrowed it down to four to interview. All four have been interviewed and the committee is evaluating their proposals.

Coating committee. Robert reported that John DeGraw, Dennis Marsalek and he met with Kirk Parsons from ETC on September 7, 2023. Two types of coatings are available. One is a silicone-based product and the other is an acrylic, water-based product. We are presently using the acrylic product. One of the silicone-based product's advantages is that it has a useful life of 20 years while the acrylic product needs to be reapplied every six to eight years. There may be significant life-cycle savings with a silicone-based product. There are questions about the status of the concrete underneath the existing coating. Kirk will be in touch with Larry at Ev-Air-Tight to discuss the contract to repair leaks into the units. He will see if some of the exterior coating will be removed. If so, it will assist in preparing a reasonable estimate of concrete that may be needed. Kirk is preparing a report of his findings.

Robert raised the issue of what disclosure should be made in the resale package as we go through this process. Bonnie Medford (1202/1306) was of the view that no disclosure should be made in the resale package unless and until an actual special assessment is made. Mike K. thought that a disclosure should not be made at this time because there are no definitive plans.

Old Business.

Operating Policy 2-1 Revision, Windows. Robert presented the revised operating policy for the rotunda replacement windows. As requested by the board, he removed all references to the exterior windows and included a reference to the Ocean City planning department. The remaining issue raised at the last board meeting was whether vinyl replacement windows were acceptable or whether all replacement windows must be aluminum windows.

Robert reported that he had surveyed all the interior windows in the building and found 20 replacement windows. He did not notice a significant color difference from the elevator lobby between aluminum and vinyl windows. However, on walking each floor he found there

were seven brown vinyl window replacements, one dark brown and 12 that were a dark bronze. Unlike the brown vinyl windows, the dark bronze vinyl windows, he felt, were virtually indistinguishable from the dark bronze paint color on the old aluminum windows. From an aesthetics point of view, Robert felt that the flaking paint on the aluminum windows was the biggest problem. The vinyl windows all looked fresh. None are painted and none need painting to be maintained. He spoke with Rashid Pitaeva of Skyline Construction who said that he had quoted a unit owner a price of \$3,200 for a replacement vinyl window. Had it been an aluminum replacement window, the quote would have been closer to \$6,000.

Ingrid Miller (1302) asked if vinyl replacement windows met the fire codes. Robert reported that Rosey looked into this and told him that they are acceptable to Ocean City and meet the fire code as long as they meet the size requirements. The size requirements enable a window to be used as an emergency egress.

Kat spoke in favor of allowing only aluminum replacement windows so as to maintain the same visual look throughout the condominium. One owner inquired about the windows being operational. He said this was more important than whether they were vinyl or aluminum. Many of the aluminum windows are not operational because they have been painted shut. There was further discussion about the aesthetics, the uniformity of the look and the different characteristics of vinyl and aluminum replacement windows

Robert moved and Mike Keenan seconded that the revised operating policy with an option for vinyl windows be approved. The motion was carried with five in favor, two against and one abstaining. The directors voting in favor were: Mary Dischinger, Mike Falkner, Mike Keenan, Robert Mayer and Sheri Miller. Those voting against were: Kat Ilkhani and Rosey Whittaker. Ellen Schweiger abstained. Randy Ditch was not present.

Door Repairs, Painting and Color. Mike Falkner reported that Skyline Construction was prepared to replace one of the pool side doors and repair the other three; however, upon further investigation at least two of the doors could not be adequately repaired and replacement is advisable. Skyline will replace the doors for same price quoted for the first door, that is, \$2,450 each including the frame, the door, painting and installation. The matter was discussed.

Robert moved and Mike Keenan seconded that all four doors be replaced by Skyline. The motion passed seven to one. The directors voting in favor were: Mary Dischinger, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker. Kat Ilkhani voted against the motion. Randy Ditch was not present.

Mike Keenan reported on the color preference for painting the unit doors. Of the eight colors displayed on the mirror in the lobby, 34 owners replied with their preferences. Sixteen preferred Adriatic Blue; five, Blue Mosque; seven, Fountain; and six, Capri. There were no preferences expressed for the other four colors. The matter was discussed and it was decided

to present it to the owners meeting on October 14, 2023. Robert will prepare a revised agenda with a description of the issue.

Pool Coverage. Mike Falkner reported that owners are closing the pool in the evening because there are no building attendants. The building attendants only worked during the summer. He also noted that Rosey closed the pool when there was lightning. Mike expressed his appreciation for the volunteer's services.

New Business.

Moving Cutoff Valves. Robert raised the issue of the cutoff valves to the water lines serving each stack. At present someone has to climb a 16-foot ladder enter, go through the hatch on the ceiling and crawl 10 to 15 feet to the cutoff valve to turn off a stack. He then has to crawl back to the hatch and climb down the ladder. When the water is ready to be turned back on, the process is repeated. There is no way other than turning off the water to the entire building to quickly address a major leak. Robert suggested that a consulting agreement with ETC relating to the coating be enlarged to include a review of the cutoff valve situation. A number of possible remedies was discussed. It was agreed that Robert would ask for a proposal from ETC for to deal with the cutoff valves.

Drain Repair. Work was done by Five Star on the drain. They have not returned to complete the work. There was no update.

Roof Ladder Repair. There is a ladder with a safety cage permanently attached to the elevator tower wall. The cage is in need of repair. Mike Keenan will look into the matter.

Loading Zone Ramp. Sheri raised the issue of the ramp at the loading zone. The chain has been removed a number of times and delivery people or contractors have driven through the rotunda and parked in front of the door. It was noted that the chain is not locked. Rosey pointed out that this is a fire lane and the fire trucks need access. Bonnie Medford (1202/1306) noted that the signage had faded and was not clear. Mike Falkner will take the matter up with 1 Stop.

Executive Session.

Robert moved that the board go into executive session to discuss matters pertaining to winter office operations, particularly with respect to the duties and job descriptions of the staff and the staffing of the office as permitted by Maryland Condominium Act §11-109.1(a)(1). The motion was seconded by Sheri and passed on a unanimous voice vote. Those directors voting in favor of the motion were: Mary Dischinger, Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker. Randy Ditch was not present. The board went into executive session at 9: 40 PM.

At the conclusion of the executive session, on motion made by Rosey, seconded by Ellen and approved by unanimous voice vote, the meeting was adjourned at 9:55.

The next meeting of the board of directors will be on October 18, 2023 at 7:00 p.m. via Zoom.

Respectfully submitted,

/s/ Robert Mayer

Robert Mayer
Secretary