

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

October 18, 2023

The meeting of the Board of Directors of the Antigua Condominium Association was called order by Mike Falkner, president, on October 18, 2023, at 7:00 p.m. The meeting was held via Zoom. All of the directors were present. They were: Mary Dischinger, Randy Ditch, 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); Mary Ellen Marsalek (408); Bonnie Medford (1202/1305); Ingrid Miller (1302); Cindy Frederick (901); Patty Brann (301); Wanda Ditch (706); Dan Sheer (406); Pat Haskins (306); Ron Schaeffer (902); and Bob Fitzgerald (806).

**Owner comments and concerns**

Mike Falkner opened the floor to owners for their comments and concerns. Cindy Frederick (901) asked when the paint color for the unit doors would be finalized. Mike said that in light of the comments, it is preferable to assure that the door color selection is properly done. He stated that a new vote on whether to change unit door colors would be done to assure the validity of such action and, if approved, a new vote on the color would follow. Cindy asked what would happen if she painted her door Adriatic blue now. Mike could not answer that question but thought that she was not alone in her preference.

**Approval of Minutes**

**Board Minutes of September 20, 2023 Meeting.** Pat Haskins (306) asked if a management company had been decided upon. No decision has been made with respect to a management company. Sheri Miller moved to approve the minutes of the meeting of the Board of Directors of September 20, 2023, and the minutes of the Executive Session of the Board of Directors held on September 20, 2023. Ellen Schweiger seconded the motion. On a voice vote, the motion passed and the minutes were approved. All directors voted in favor of the motion except Kat Ilkhani who voted against the motion.

**Owners Meeting Minutes of October 14, 2023.** The draft minutes for the Fall Owners Meeting of October 14, 2023, were presented for consideration. The board does not approve the minutes. They will be considered at the next owners meeting in the spring of 2024.

Pat Haskins (306) asked about the Condominium Fee Payment Policy as it related to late charges and waiving arrearages of condominium fees. He noted that the 2022 audit report showed arrears of \$12,819 which seemed to be waived by the new operating policy. Mary replied that the \$12,819 amount shown on the 2022 audit was for the amount of condominium

fees then in arrears. None have been waived. The amount of the late charges that has been affected by the policy was between \$2,000 and \$3,000. Ron Schaeffer (902) asked if there could be electronic payment of condominium fees. That is something that can be considered. Pat Haskins (306) stated that he thought waiving late charges was generally inappropriate because late payments are mostly unjustified. He appreciated that there could be late payments arising from delays in mail delivery. They could be addressed on an individual basis, but should not be waived if payments are persistently late.

Sheri said that late charges had been waived during the covid pandemic. Bonnie Medford (1202/1305) said that late charges were waived in 2020 during the early part of the covid pandemic.

Pat Haskins (306) asked that Bonnie Medford's comments at the owners meeting be set out in greater detail, in particular, her comments that the entry on line 193, \$123,766.00, be moved to line 163 and that the proposed budget line items for line 167, Building Plumbing, be reduced from \$65,000 to \$35,000; for line 169, Common Doors/Windows, be reduced from \$10,000 to \$0; that line 179, Pool Furniture, be reduced from \$5,000 to \$1,000; and that line 190, Security System, be reduced from \$50,000 to \$0.

Pat Haskins (306) stated that the discussions of security upgrades at the owners' meeting were not included in the minutes.

Pat Haskins (306) also questioned the legitimacy of the vote approving the budget. He noted that there were 29 in favor and 21 opposed. This totals 50 units while a quorum is 53. He questioned whether a quorum was present at the time of the vote. Robert replied that not everyone voted and that there was a quorum present at the beginning of the meeting. Pat Haskins (306) noted that the question was quorum at the time of the motion vote and not at the beginning of the meeting. He further stated that if someone does not vote yes or no, their vote must be recorded as abstain or present so a total number of persons participating can be determined.

At the conclusion of the discussion Mike F. noted that the minutes would be presented to the next owner's meeting for approval. It will be held in May 2024.

## **Reports**

### **President's Report**

**Roof Update and Leaks into 1301 and 1302.** Mike reported that Raintree began work on the roof coating. It started in the area next to the roof access door where the infrared scan showed moisture under the roof. The roof membrane was removed and the insulation was soaked. At the end of the workday, a temporary patch was installed. There was a heavy rain on Saturday night. There was about 12 inches of standing water in the area where the roof membrane and insulation were removed and which was temporarily patched. On Sunday, Ingrid and Dennis Miller (1302) reported that there was a leak into their master bedroom. It

was near the wall adjoining 1301 which had suffered a leak several months before. On investigation, the roof also leaked into 1301 in the same spot as the prior leak. Chris, the principal of Raintree, felt that the water got under the insulation and migrated to a crack in the concrete in the roof deck and leaked into both 1301 and 1302. He had previously thought that the leak into 1301 was through a vent which was in the same area, but now felt that the prior leak was also through this crack in the concrete roof deck. With rebuilding the roof and then coating it with the rest of the roof, he felt that the leak issue would be resolved.

**Smartaira Cable Proposal.** Mike had no further communications from Smartaira.

**AT&T Antennas.** Mike reported that AT&T had completed its maintenance on its antennas. The crane had set up in the parking lot and was now gone. He had no update about the renegotiation of the AT&T contract. He was waiting on a reply from AT&T through Vertical Consultants.

**Lacey's Contract Status.** Lacey's contract ends October 31, 2023. She was preparing an office handbook to describe and document office procedures. This has not been completed and the task will be taken over by Angela. Ingrid Miller (1302) asked who would be supervising the office staff after Lacey's contract ended. Mike said that he would.

**Fall Owners Meeting.** Mike reported that the Fall Owners Meeting was held on October 14, 2023.

### **Treasurer's Report**

Mary Dischinger presented her Treasurer's Report. The financial statements were included in the owners' and board members' packages. She reported that account statements had been sent to all owners. In the future, all those with a balance due will be sent monthly statements. Everyone will receive a quarterly statement. She will speak with PNC Bank to see if she can get a better interest rate on the money market account.

Kat moved and Rosey seconded that a 4-week T-bill be purchased until funds are needed to pay for the roof coating. The motion passed on a voice vote.

### **Committee Reports**

**Property Maintenance Report/Open Action items.** Randy Ditch reported on the open items. Progress is being made on the open items on the board list; however, the open items on the 1 Stop list are proceeding very slowly. A few have been completed.

**Button Locks on Bathroom Doors.** Mike F. received a revised proposal from Skyline Construction which is replacing the four poolside doors. It included installing button locks on the two poolside bathroom doors. The cost would be \$820 per door. There are two doors. The button locks could be obtained on Amazon for \$511, uninstalled. Mike felt that the cost proposed by Skyline to purchase and install button locks on the bathroom doors was reasonable. The question was whether the board wanted to install them. He invited comments.

Bonnie Medford (1202/1305) inquired whether the codes on the button locks could be changed and, if so, how the owners would be told about the changes. Mike replied that the codes on the button locks can be changed. The concern is that there are too many unaccounted keys at large that have access to the bathroom doors and the building entrance doors. While all the locks could be changed, it is an expensive proposition because each time they are changed, at least 104 keys need to be made at a cost of two to three dollars each. Changing the code on the button locks would not involve this expense. Pat Haskins (306) preferred to have new keys made and eliminate the old keys rather than install button locks. Codes would not be particularly helpful because they too can be widely distributed. Ingrid Miller (1302) observed that whether it is a button lock or a key lock, the bathroom doors are frequently left open and unsecured. Kat observed that there are no vents in the bathrooms and that the doors need to remain open, but there is a need to enforce security in the building. Kat commented on the change in the contract to replacing all four doors. Mike Keenan said that it was necessary because of the condition of all four doors. While it might be possible to repair one of the doors, the repairs would likely not last and additional repairs would be necessary. In the end, all four doors will need to be replaced and this is the most cost-effective way of doing it. The board previously approved the contract for replacement of the four doors and the only issue now before the board was whether the bathroom doors should have button locks or key locks. Cindy Frederick (901) observed that the discussion on key locks versus button locks had been quite thorough and appeared to have run its course. She suggested moving on. Mike Falkner observed that there was no sentiment to proceed with button locks and the contract for replacement of the four doors would not be modified. The bathroom doors will continue to have key locks.

**Deck Sealing.** Randy presented a contract with RGR Custom Painting LLC to seal the deck and front lower face and two handrails. The deck will be sealed with two coats of translucent colorless sealer. The two handrails near the main entrance will be sanded, finished and the sealed. The work can be completed within the next several weeks. The total cost is \$2,700. Randy moved that the contract be approved. Mike K. seconded the motion.

Ellen Schweiger asked why 1 Stop could not seal the decks. Randy is concerned about the quality of 1 Stop's work. This will be the first seal coat applied to the new decks. RGR is experienced in applying seal coatings and the result will be of a better quality. Kat asked if owners could apply the seal coat. Ingrid Miller (1302) and Rosey inquired why sanding was included in the proposal. Randy stated that sanding is a normal part of the preparation. It helps ensure the adhesion of the sealer to the wood for longer-lasting protection. In addition, the deck has been unprotected since it was finished. The sanding will remove, as best it can, dark spots and other rough spots that have developed. Mike F. noted that the cost of materials is significant and that this argues against a do-it-yourself approach. The motion was passed with a vote of 8 in favor and 1 against. The directors voting in favor of approving the contract were Randy, Mary, Mike F., Mike K., Sheri, Ellen, Rosey, and Robert. Kat voted against the motion.

**Rotunda Ramps.** Randy said that he was obtaining quotes to replace the metal ramps with new metal ramps. The question was asked whether the present concrete could be cut out so that a concrete ramp could be installed. Mike K. stated that the ramp would have to comply with the Americans with Disability Act which requires at least a 1:12 slope. This would result in a ramp that would have to be about four feet long. He will look at this and try to get a quote for the concrete work. Randy will obtain a quote for steel ramps.

**Navy Antenna.** Rosey inquired about the Navy antenna and the need for repairs to its conduit. Mike F. stated that he had contacted the Navy and that they will repair the conduit after the roof coating is installed. They have to move the equipment for the roof coating. Chris and the Navy have each other's contact information and are working together on this.

**Committee on Committees.** Randy reported that the five committees — Safety, Planning, Maintenance, Finance & Budget, and Beautification — all have volunteers who signed up at the owners meeting. Additional volunteers would be welcome.

**Management Committee.** Mike K. reported that the committee is interviewing management companies and hopes to report back shortly.

**Coating Committee.** Robert reported that Kirk Parsons of ETC made an informative and well-received presentation at the owners meeting. In addition, the leaks that are being repaired by Ev-Air-Tight involve removing the coating down to the concrete. This enables Kirk to better evaluate the condition of the concrete and the repairs that will be necessary. He had examined the condition of the concrete above unit 908 and expects the condition on the north side of the building to be worse.

### Old Business

**Moving Cutoff Valves.** Robert reported that Kirk Parsons was preparing a consultation proposal for the cutoff valves.

**Drain Repair.** Mike K. reported that 5 Star had dug out a portion of the waterline that needed to be redone and installed new pipes. One joint had been completed and three others needed to be done. Mike K. reported that the Fire Marshall was scheduled to inspect the work done to date before the meeting.

The issue with the trash room drain is separate and Mike K. is investigating it. He is concerned about what is under the existing concrete floor, that is, whether there is a void under it, and whether the floor is properly pitched. Ingrid Miller (1302) also said that the drain line should have a clean-out opening. Kat suggested installing a threshold grate. A threshold grate could then be cleaned as needed by removing the grate.

**Roof Ladder Repair.** Mike K. and Mike F. will look into the matter further and investigate whether the repair can be made by installing bolts or whether welding is necessary.

**Pool Closing.** Rosey inquired why 1 Stop had not closed the pool. Dave, the principal of 1 Stop, had said that he would be subbing it out to a pool company. A question was asked why the pool was being closed early. Mike F. stated that it was a financial decision. There were enough chemicals to close the pool, but to keep it open for an additional week or two would require purchasing additional chemicals. If the pool is open, a Certified Pool Operator is required on a daily basis. Dave of 1 Stop is a CPO but with 1 Stop going to its winter schedule, he will not be at the building on a daily basis and the pool should not be open without the CPO present daily to do chemical tests. Questions were raised about the automatic chemical feeder which should reduce the chlorine usage. It was also suggested that the pool be a salt water pool. These matters will be looked into during the winter season.

**Duties of Office Staff During the Winter.** The winter schedule for the office staff will be coordinated with 1 Stop's schedule. 1 Stop will be on site on Mondays, Wednesdays and Fridays. The office hours will be 9:00 to 3:00 on Monday, Wednesday and Friday and from 8:00 to 2:00 on Tuesday and Thursday. As to the office staff's duties, Mike F. and Rosey will work on the matter.

### **New Business**

**Owner's Meetings.** It was decided that the Spring Owner's Meeting will be held on May 4, 2024, and the Fall Owner's Meeting will be held on October 5, 2024. Various potential venues were discussed. Mary will secure the venues.

### **Adjournment**

On motion made by Mike F., seconded by Rosey and approved on a voice vote, the meeting was adjourned at 8:56 p.m.

The next meeting will be November 15, 2023, at 7:00 p.m. via Zoom.

Respectfully submitted,

Robert Mayer  
Secretary