

Antigua Condominium Association

Minutes of the Special Meeting of the Board of Directors

March 11, 2024

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Mike Falkner, president, on March 11, 2024, at 7:00 p.m. The meeting was held via Zoom. All directors were present: 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: [Twenty-seven units were in attendance in addition to the nine directors.]

Professional Management

Mike Falkner introduced Cindy Mooney, President of Shore Management. Cindy gave a brief history of her company and experience in property management. Shore Properties has been in business in Ocean City for 38 years. It is a people-oriented business. It has a handle on issues that are coming up such as the Reserve Study statute and implementation of it. Cindy is in the field and is the hands-on manager. Susan, her sister, manages the financial aspects and Chris is the office manager and has been with the company for 25 years.

Mike opened the floor to the membership for questions.

Nine members asked questions. What are day-to-day tasks? Shore takes all calls from owners on matters pertaining to the condominium. The calls relate to many things, such as the rules, account status and maintenance. Shore uses QuickBooks desktop. Cindy prefers that complaints and requests, such as maintenance matters, go directly to Shore rather than to the Antigua office. She wants to be on top of matters and finds it better for the matters to go directly to her rather than through the Antigua office. If, for example, the office staff can handle a matter on its own, it should do so, but she wants to know what happened. An example could be a geothermal issue or a water leak. It may be quicker for the office staff to call the contractors to begin the service call, but she needs to know about it promptly and monitor it. She does not manage any other building with an on-site staff and wants to make everything work as seamlessly as possible. Cindy will be the on-site staff's supervisor although they are Antigua employees. Shore will process the payroll. Cindy expects she will spend more time with the Antigua until the day-to-day operations are established and working well. The custodial/management functions and the pool management function are contracted out.

Shore's hours are 9:00 a.m. to 4:00 p.m., Monday to Friday. Cindy is available after regular office hours and considers those calls as urgent. There is an after-hours lockout service. There is a charge to the owner or renter of \$100, \$75 before midnight. She has an individual in Ocean City who will actually do this. With the keys on-site, the cost and time to respond should be kept to a minimum. Cindy noted that a lockout can be caused by a building problem as opposed to a lost or misplaced key. If it is a building problem, the owner or renter would not be charged, but the condominium may be charged.

Similarly, if there is an elevator problem, Cindy would be in line to receive a call on it. Additional charges in the contract were discussed. Mailing costs are for postage and physical mailings.

Shore will provide both Operational Reports and Action Reports. One is for longer range planning and the other for matters that arose during the last reporting period.

Ellen Schweiger moved and Mike Kennan seconded that Shore Management be hired as property manager. The motion was discussed. The motion was not to approve the proposed contract, only to hire Shore Management. Some matters needed to be clarified. Robert will work on those changes and present them to the Board at its next meeting. Kat Ilkhani objected to hiring any property manager because it was not in the budget. The motion passed with 7 in favor and 2 opposed. The directors voting in favor of hiring Shore Management as Antigua's property manager were: Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, and Ellen Schweiger. The directors voting against the motion were Kat Ilkhani and Rosey Whittaker.

The custodial/maintenance contract was discussed. It was a part of the overall proposal Shore made. The proposed contract with Resort to Us was discussed. The monthly compensation is \$2,000 with additional charges for additional services, if needed. Some custodial/maintenance services were discussed such as hosing down the pool deck and the frequency of them. Resort to Us will not be on-site all day long. It has a schedule of items to do which is without regard to the time it takes. After they leave, the Office Assistant will fill in if something comes up. It was also discussed that the building/pool assistant will be on-site after the office closes until the pool is closed and is available.

Randy Ditch moved and Mike Kennan seconded that Resort to Us be hired and that the proposal be accepted. The motion passed with 8 voting in favor and 1 opposed. The directors voting in favor of the motion were: Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger, and Rosey Whittaker. The director voting against the motion was Kat Ilkhani.

RJ Lock & Security, Inc.

Mike Falkner presented the proposal from RJ Lock. The four new doors on the ground level need the locks to be re-keyed to the existing key or all of the ground-level locks can be re-keyed to a new key. A new key would require new locks for the lobby main door and poolside door. An alternative for electronic fobs was discussed. It is a more expensive option. Kat spoke about a more comprehensive security system. There are several problems with keeping the current keys. There are many in circulation and the condominium does not have control over them. Kat thought that there were a number of freshly cut keys in the office and that they could be used as a less expensive alternative to re-keying all the locks to a new key. Mike Keenan said that RJ Lock felt that the lock on the lobby door was worn out. It had been used a great deal. The frequent use and the use of worn keys and keys that were made from copies of

copies of copies simply wore out the lock mechanism and that it should be replaced. Kat thought that the lobby door lock had been installed upside down several years ago and that was the cause for its continuing wear and tear. An owner pointed out that the contract was for a total of \$1,618.50 which was less than \$16 per unit. The contract includes the new locks, installation and 500 new keys.

The distribution of the new keys was discussed as well as how to stop copies from being made. Suggestions were to require the renters to return the keys and impose a penalty if they are not returned. It was also suggested that a high security key be used, but they cost \$12 each rather than about \$2 each for ordinary keys.

Mike Keenan moved and Ellen Schweiger seconded that the RJ Lock proposal be accepted. The motion passed on a vote of 8 in favor and 1 opposed. The directors voting in favor of the motion were: Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger, and Rosey Whittaker. The director voting against the motion was Kat Ilkhani.

An owner noted that the lobby door was open all night for a time and now when it should be locked for the evening, it cannot be opened from the inside to get out. Mike Falkner said that this would be corrected as soon as possible.

Coating Project

Mike Falkner raised the matter of the bidding for the coating project. He said that the matter before the Board was whether the request for bids should be released and not how to resolve the question of the shutters. He noted that a second shutter contractor was scheduled to inspect the shutters on March 13, 2024, so that it could develop a proposal.

There were a few questions. The balcony walls will be stripped and not merely coated with the silicone coating. Kirk Parsons, the consulting engineer, is aware of the asbestos and lead issues and will have tests conducted.

Kat raised the issue of the ground-level ceiling in the rotunda which has also been called the soffit. She was concerned that the Schedule 40 pipe that the geothermal system uses is brittle and should be replaced. She also said that the concrete ceiling is deteriorating and needs work. She thought that the entire soffit should be removed so that the condition of the pipes, concrete and other infrastructure hidden by it can be seen and easily worked on. She expressed urgency for this issue.

A question was asked about how long bids could be outstanding before they could be revoked. Steve Karlow (1204) found the applicable provision in the contract. The bids must remain firm for 30 days after the closing of the bid period.

Robert Mayer moved and Ellen Schweiger seconded the motion that ETC's bid package be released for bidding. The motion passed on a vote of 8 in favor and 1 opposed. The directors voting in favor of the motion were: Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger, and Rosey Whittaker. The director voting against the motion was Kat Ilkhani.

Adjournment

Robert moved and Ellen Schweiger seconded that the meeting be adjourned. The motion was passed on a voice vote. Mike adjourned the meeting at 10:23 p.m.

Respectfully submitted,

Robert Mayer
Secretary