

# **Antigua Condominium Association**

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

March 20, 2024

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Mike Falkner, president, on March 20, 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: Alayne Rosner (1007); Linda Garcia (1002); Leon Hasnain (1207); Pat Haskins (306); Harry Baumohl (1102); Steve Penyak (1205); Ingrid Miller (1302); Peggy Sheer (406); Cindy Frederick (901); Bonnie Medford (1202/1305); Napoleon Marcelo (1307); Mark Ricker; Steve Karlow (1204); Randy Cowan (105); Chris and Helen Vallone (904); Randy Hess (608) and two unidentified unit owners.

### **Professional Management**

Mike Falkner opened the discussion on retaining Shore Management as the condominium's property manager. We voted to retain Shore Management at the last Board meeting but there were some modifications and clarifications with the contract. Robert Mayer made various modifications to the contract as previously discussed. The modifications were discussed and on motion made by Robert and seconded by Sheri Miller, the contract with Shore Management, Inc., was approved with eight directors voting in favor and one opposed. The directors voting in favor of approval of the contract were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker. Kat Ilkhani voted against approval of the contract.

### **Pool Service Contract**

Cindy Mooney of Shore Management provided two pool service contracts for the Board's consideration: Premier Pool Service & Management LLC and Best Aquatic Management LLC. The pool and the pool service contracts were discussed. It was noted that it is important to finalize a pool service contract so that the pool can be opened on time. There are issues that need to be looked at, including mechanical issues with the chlorine feeder, which are better looked at sooner than later. Randy discussed the proposed contracts and recommended accepting Best Aquatic's proposal. On motion made by Randy and seconded by Robert, the Best Aquatic's proposal was accepted. Seven directors voted in favor of the motion; one against; and one abstained. 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 voted against the motion. Rosey Whittaker abstained.

### **Custodial/Maintenance Contract**

The Board previously approved the Resort to Us contract for custodial/maintenance services. A few questions were raised it. Robert presented those questions to Cindy and Resort to Us for clarification and reported on the clarifications. Resort to Us will start on April 1, 2024.

### **Owners' Comments and Concerns**

Mike opened the meeting to owners for their comments and concerns.

Steve Penyak (1205) noted that Kirk Parsons' discussion of shutters on page 4 of the Minutes of the February 21, 2024, included that shutters could remain and be caulked around although if cracks or spalls ran under them, they would have to be removed to repair the concrete.

Pat Haskins (306) asked about the coating project and financing. The matter will be addressed more fully later in the meeting.

### **President's Report**

Mike Falkner expressed his appreciation for Randy, Mary, Mike K. and Robert's additional efforts during the recent period when he was attending to family medical matters and was not available.

Mike noted that some owners had not received some emails that were sent by the office. Mary and Robert have looked into the matter. Mary made some updates and Robert verified that the list used to send notices of meetings and other communications is up-to-date.

The elevator maintenance was discussed. Berlin Elevator will be doing routine maintenance and is preparing for the 5-year inspection.

Ellen Schweiger headed up the hiring process for the office staff. She screened all applicants. Mike and Randy interviewed Jeff Atkins in person and Ellen and Robert interviewed Cathleen Stewart in person. Both were hired. Jeff will work year-round. Cathleen will work during the summer. Together they will provide full summer coverage. Mike thanked Ellen for her work.

The responsibilities for the office staff were discussed. They include registration, mail for owners, pool matters and the like. We will coordinate with Cindy on the duties and supervision matters.

Sunday, March 24 is Ocean City's annual bulk trash pick-up. It was delayed one day due to weather. There are several old and apparently unused bicycles that will be added to the bulk trash pick-up if not claimed. (Two were claimed and three were unclaimed.) Mary and Randy

cleaned out a lot of accumulated material from the North Shop. Mike thanked them for their efforts in this.

Mike announced that Ellen Schweiger and Sheri Miller will head up the Social Committee. There will be a pot luck dinner after the annual meeting on May 4<sup>th</sup> and (weather cooperating) a bonfire on the beach on Friday, May 3, before the annual meeting. Ellen will head-up the Welcome Committee for new owners.

### **Treasurers Report**

Mary presented her Treasurer's Report. She reported that the T-bills maturing were reinvested with the yield remaining steady. A new 4-week T-bill for \$40,000 was purchased on March 5, 2024 and is on auto-renewal. The purchase was approved by the Board on February 21, 2024. The maturity date of various other T-bills was discussed in light of the pending coating contract and the need for funds to pay monthly invoices.

The new late fee policy has been having a very favorable effect on payment of condominium fees. The number of late payments has dropped since September 2023. The number of late payments has been: September 2023 — 8; October — 3; November — 1; December — 2; January 2024 — 4; February — 2; and March — 3.

AT&T reimbursed the condominium for electrical usage for June 2023 to December 2023, in the amount of \$718.37. The total reimbursed for 2023 was \$1,574.93. Our contract with AT&T includes reimbursement for electric usage. Mary thanked Mike F. for following up on the AT&T reimbursements.

Reserve checks written in late January were: 1/21/24 ETC — \$880.00 Building Coating Extra Charges; 1/24/24 Skyline Construction — \$3,266.67 Progress Payment — ground floor doors; 1/30/2024 Skyline Construction — \$3,266.66 Final Payment-ground floor doors.

PKS gave Mary the commencement date for the 2023 audit. Amy and Mary worked together to provide PKS the documents it had requested. All required documents have been uploaded.

Pat Haskins (306) asked what the negative \$57,046.65 Accounts Receivable on the Balance Sheet dated February 29, 2024, represented. Mary said she would look into it. [It represents the amount of condominium fees owners pre-paid.]

Ingrid Miller (1302) asked what the \$875.00 expense for "Professional Fees — Other" represented. It is Amy Oates' monthly fee which should have been entered under "Bookkeeping". [Amy has made the change.] The attorney's fee for the paint opinion letter has not been received.

Kat Ilkhani raised the issue of Vertical Consultants and the modifications AT&T sought. Mike said that a proposal went by to AT&T but nothing happened after that.

### **Secretary's Report**

Minutes. Robert moved and Sheri seconded that the minutes of the meetings of January 17, 2024, and February 11, 2024, be approved. On separate voice votes, the minutes of the meeting of January 17, 2024, were unanimously approved. The minutes of the meeting of February 21, 2024, were approved on a voice vote with only Kat voting against the motion.

PKS addendum. PKS requested that the three-year engagement letter for auditing the condominium books be updated. Robert and Mary spoke with the auditors and they withdrew all the requested changes except for a disclosure that they were sending audit material to employees in the Philippines. There was a discussion of the matter. The security of the data was the principal issue raised. A question was also asked as to why PKS could not hire auditors locally. After the issues were raised and discussed, no motion was made to accept the modification.

Annual Meeting. Robert raised various matters concerning the Owners' Meeting to be held on May 4, 2024. It will be held at the Worchester County Library, 10003 Coastal Highway, Ocan City, MD. The first issue was the starting time. It was decided that the doors would open at 9:00 a.m. for registration and that the meeting would commence at 9:30 a.m. The second issue was whether the meeting should be in-person only or hybrid, that is, in-person and via Zoom. The matter was discussed. There are issues of adequate technology. The condominium does not own equipment sufficient to hold an effective hybrid meeting. The equipment used at the Fall Owners' Meeting was barely sufficient for the robust debate. There were concerns that with technology, the meeting takes too long and precious time is used that could otherwise be used for discussion. At the upcoming meeting, there will be a special assessment and we would like to have as much time available for that as we can. There was concern that since Covid and virtual meetings, the in-person relationships of owners have diminished and that an in-person meeting would reverse this trend.

On motion made by Robert and seconded by Sheri, it was agreed that the Spring Owners' Meeting would be only in-person and without a hybrid portion. The motion carried with seven directors in favor and two opposed. 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 Rosey Whittaker voted against the motion.

The form of the proxy/ballot was discussed. After discussion, Rosey moved that the form of the proxy/ballot be approved and that they be returned in sealed envelopes. If an owner who provided a proxy/ballot before the meeting appears in person, the proxy/ballot will be returned to the owner. The proxy/ballots can be delivered prior to meeting or during registration for the meeting. Robert seconded the motion which passed with all nine directors voting in favor. The directors voting in favor of the motion were Mary Dischinger, Randy Ditch,

Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker.

Rosey inquired, and Robert replied, that there were about 18 owner packages that would be mailed to owners and the rest would be sent by email.

### **Coating Project**

**Bidding.** Robert reported that Kirk Parsons sent out bid packages on Monday, March 18, 2024. A pre-contract bid meeting was scheduled for Wednesday, March 27, 2024, at 11:00 a.m. at the property. Bids are due in on Friday, April 12, 2024.

**Shutters.** Three shutter contractors have looked at the shutters: East Coast, A&A Awnings, and Clark & Sons. The owner of A&A Awnings wanted to look at the project himself and scheduled a second inspection for Marh 27, 2024.

**Financing the Project.** The cost of the project and the special assessment necessary was discussed. It is not possible to make any more definitive calculations until the bids are returned and a contractor selected. The project can be, and likely will be, broken into two phases — the first for the exterior work and the second for the interior/rotunda work. This would be helpful to reduce the cost of the first phase to only the exterior work. It is hoped that the second phase could be done in the 2026/2027 construction season. If so, it is hoped that the reserves fund would have sufficient funds in it at that time so that no additional special assessment would be necessary. None of this can be determined until the bids are returned and analyzed and the amount to be used from the reserve account is determined.

The amount that can be drawn from the reserve fund needs to take into account the reserve project that need to be done in the future and for which funds are being reserved and projects not in the reserve study or that may be more involved than in the reserve study. One that needs consideration is the renovation of the poolside bathrooms. They have not been substantially renovated since they were built. The saunas (either their removal or replacement); overall design; and the effect of the ADA on the renovations need to be considered.

In addition, Kat has raised the issue of the Schedule 40/80 geothermal lines in the soffit of the rotunda and the condition of the interior ceiling. She suggests that the entire soffit be removed to look at what is inside and what work needs to be done. Robert has spoken with Kirk Parsons about this and he will be going into the soffit in connection with the cutoff valve project. He will take a look around and advise on what he finds.

### **Trash Room Drainage**

The 5 Star proposal to connect the trash room drain to another drain was discussed. Mike Kennan reported that the issue of where the drain pipe might go was looked into. Right

now, the proposal is for 5 Star to look at the problem and fix it, if it can. If it cannot fix it or if it would require connection to a waste line that is not available, we will consider what should be done at that point. Mike K. moved and Randy seconded that the 5 Star proposals be accepted. The motion passed with eight directors voting in favor and one opposed. The directors voting in favor of approval of the contracts were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker. Kat Ilkhani voted against the motion.

### **Atlantic Refrigeration**

Mary raised the question of the renewal of the maintenance contract with Atlantic Refrigeration for the geothermal system. After a discussion, Mary moved and Ellen seconded that the maintenance contract be renewed. The motion unanimously passed.

### **Leaks**

The roof leaks into 1301 and 1302 were discussed. Mike Falkner will look into the matter further. Ev-Air-Tight submitted a proposal to investigate and, if possible, repair the leaks by replacing caulking on six units: 502, 504, 602, 702, 906 and 1007. The cost is estimated by be between \$12,000 and \$14,000. In addition, there is a leak into 1206. No action was taken on the Ev-Air-Tight proposal.

### **Plumbing Cutoff Valve Project**

Robert reported that Kirk was scheduled to go into the soffit to prepare the design recommendation for moving the domestic water cutoff valves. While there, he will look around at the geothermal pipe, electrical components and concrete components. We may want to expand the cutoff valve project based on what he finds but will not take further action on expanding it until we have a report from Kirk.

### **Ramps**

Randy has been unable to get a response for various ramp work. It is a matter that Cindy may be able to assist in or take over.

### **Electrical Outlets in Elevator Lobbies**

Mike Kennan had checked the outlets. He will send the matter to Cindy who can have an electrician look at the matter and advise.

### **Size of Board of Directors**

Rosey raised the issue of the size of the Board of Directors. She felt that is should be reduced from the present nine members to either three or five. There was a general discussion about the matter. Sheri felt that no change should be made for a year while we are transitioning to professional property management. We need to see how that works and what

the best size would be with a professional manager. She felt that it would be best to wait a year. Ellen saw no harm in having nine volunteers to help with association work. Peggy Sheer (406) did not see how a three-member board could effectively divide up the work the board had to do. Other discussion followed about the merits of reducing the size of the board and the timing of such a change.

Rosey moved and Kat seconded that the reduction of the size of the Board of Directors be placed on the agenda for the owners' meeting. The motion failed with two directors voting in favor of the motion and seven opposed. The directors voting in favor of the motion were Kat Ilkhani and Rosey Whittaker. The directors voting against the motion were Mary Dischinger, Randy Ditch, Mike Falkner, Mike Keenan, Robert Mayer, Sheri Miller and Ellen Schweiger.

After the vote, Kat criticized the other members of the Board because, she said, they were voting as a block, that they were not listening, that they were voting in unison, that there was a lack of transparency and that they did not want the owners' opinions. Peggy Sheer (406) disagreed and felt that Kat was pursuing her personal agenda.

### **Executive Session**

Robert moved and Ellen seconded that the Board go into executive session pursuant to Sec. 11-109.1(a)(3), (5) and (8) of the Maryland Condominium Act for a discussion of individual owners' assessment accounts and certain legal matters. The motion passed on a unanimous voice vote. The directors voting in favor of the motion were Mary Dischinger, Randy Ditch, Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker.

Mike Falkner adjourned the open meeting about 11:30 p.m. and the Board went into executive session.

Respectfully submitted,

/s/Robert Mayer

Robert Mayer  
Secretary