

Antigua Condominium Association

Minutes of the Meeting of the Board of Directors

April 17, 2024

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Mike Falkner, president, on April 17, 2024, at 7:00 p.m. The meeting was held via Zoom. All directors were present: Mary Dischinger, Randy Ditch, Mike Falkner, Kat Ilkhani, Robert Mayer, Sheri Miller, Ellen Schweiger and Rosey Whittaker. A quorum was present. Mike Keenan joined the meeting later.

The following owners were present via Zoom: Alayne and Rob Rosner (1007), Leon Hasnain (1207), Mary Ellen and Dennis Marsalek (408), Cindy Frederick (901), Ingrid Miller (1302), Steve Penyak (1205), Bonnie Medford (1202/1305), Chris and Helen Vallone (904), Mary Jane Hess (608), John DeGraw (1306), Barbara McCollum (1303) and Patty Brann (301).

Owner Comments and Concerns

Ingrid Miller (1302) asked about the third paragraph under Professional Management of the March 11, 2024 minutes. The minutes state that the custodial/maintenance functions and the pool management function are contracted out. She asked if Shore Management would oversee them. Shore will oversee the contracts.

The elevator call list was discussed. Shore was added to the emergency call list. Ingrid Miller (1302) wanted to know if Shore had an after-hours number for anyone in the elevator if an emergency call were needed. An elevator emergency call is activated by pushing the emergency call button on the elevator control panel. It then connects to the emergency call list. No telephone number is necessary to reach the emergency contact.

Minutes

The minutes of the meetings of the Board of Directors held on March 11, 2024, March 20, 2024 and April 3, 2024 and the Executive Session meeting held on March 20, 2024, were reviewed. Steve Penyak (1205) offered a change in the March 20, 2024 minutes.

On motion made by Robert Mayer and seconded by Sheri Miller, the minutes of the meetings of the Board of Directors held on March 11, 2024, and April 3, 2024 and the Executive Session meeting held on March 20, 2024, were approved and the minutes of the Executive Session were released on a voice vote with only Kat Ilkhani voting against. After the vote, Kat stated that while she voted against the motion, she was in favor of releasing the minutes of the executive session.

President's Report

Mike Falkner presented his report. There is a bonfire planned before the owners' meeting and a pot luck afterwards. Ellen Schweiger is planning the pot luck and encouraged owners to RSVP to her. No RSVP is necessary for the bonfire.

Mike reported that the new keys for the ground-level doors were mailed out and that some owners have already picked up additional keys in the office.

5 Star will be working in the trash room on the drain issue next week. The dumpster will have to be moved out of the trash room and the trash chutes will be closed until they finish their exploration and/or repairs.

One elevator will be out of service on April 30th while the elevators are being inspected for the 5-year state inspection.

Mike reported that there is still a mouse problem and that the exterminators are attending to the problem. Sheri suggested that the prior practice of having each unit inspected twice a year be reinstated and that this could help with any pest problem by making sure the units are clean and in good order. The mouse problem was discussed further. They are in the restrooms, trash room, pool pump room and in or behind the saunas.

New parking passes were printed by Dan and Kelley Snyder. The new ones are orange and will be used when the existing stock is exhausted. Mike thanked the Snyders for their contribution. All parking passes will have expiration dates. Last summer, if an owner forgot or lost his parking pass, the expiration date was set in October. This year it will be only as long as they are at the Antigua. While extra passes will be issued, they will not be issued for the Fourth of July weekend or the weekend of the Air Show which has been moved to August. Both weekends are very popular and the parking lot fills up and there may not be enough spaces for everyone if extra passes were issued for these weekends. Owners were reminded that VACASA printed parking passes were not valid.

Treasurer's Report

Mary Dischinger presented her treasurer's report. The T-bill rate on the T-bills reinvested since the last board meeting dropped slightly this week, to 5.265% from 5.270%. The 13-week T-bill and the 26-week T-bill were reinvested on March 28, 2024, as agreed by the Board at its March meeting. The T-bills' matured value is \$760,000.00. The T-bills' invested value is \$752,721.75.

No reserve checks were written since the last Board meeting.

The 2023 Audit is in final partner review and a draft is expected this week.

Mary met with Amy Oates on April 4th and got the Bank of Ocean City checks, QuickBooks backups and other documents which she took to Shore Management the same day. Amy is officially not working for Antigua as of April 4th.

PKS filed an extension for both federal and Maryland income taxes. Mary received the 2023 information and tax forms for the tax payments due April 15. The federal 2023 tax was \$3,120 and the estimate tax for the first quarter 2024 is \$830. The 2023 Maryland income tax was \$1,297 and the first quarter 2024 estimated tax payment was \$390. The total was \$5,637.00. Shore paid the taxes. Our taxable income increased by \$14,855 in 2023, mainly due to the increase in interest income of \$25,738 in 2023.

Ingrid Miller (1302) asked about payments reflected on the check detail list that appeared to have been from prior years. These were disbursements relating to a settlement on a unit. The resale package reflected the proper amounts. Ordinarily, the settlement office would have made an adjustment between the buyer and the seller to reflect the transfer of the credit balance to the buyer and from the seller. This was not done so the condominium refunded the credit balance to the seller.

Robert reported on the response from Andrew H. Haynie of PKS about the foreign employee disclosure update that PKS requested by included in the engagement letter. Robert went over the security systems that PKS has in place for its IT network and that apply to all employees both remote and in their three offices. With respect to the Philippine employees, PKS only allows them to access certain client information through internal security measures. This process was actually in place prior to hiring the foreign employees. It addressed certain situations where a staff member was not independent of a client and should not be allowed access to the client data, for example where a family member is an owner or employee of a client. In addition, for security of the hardware itself in the Philippines, PKS added additional security features to the features it has in the United States. All their computers are encrypted and require dual authentication not only to log into the computer, but also the firm's network. All applications and client data utilized by the firm is stored on the firm's network. For the employees in the Philippines as an additional measure their hardware does not have the ability to utilize any external storage device, for example they cannot use a USB drive to put any documents on their computer or save anything from the computer. It is what some call a "dumb" computer that only is used to log into a network and work on the network.

All employees access the PKS server regardless of location, meaning the transmission of data outside of their server located in the United States is not occurring. Users are allowed access to PKS applications and data on a server located in the United States.

Finally, Mr. Haynie said that PKS follows all security and independence rules issued by both the AICPA and the various states in which PKS is licensed. It has cyber security insurance policies in place that exceed what is required and make sure its IT environment implements all manner of security recommendations its Cyber Insurance provider notes.

Questions were asked about what information was transmitted overseas. Mary noted that we do not maintain much owner information in QuickBooks which is what PKS uses for its audit. We have email and physical addresses so that we can send owners statements. We do not have Social Security numbers or bank account numbers.

At the conclusion of the discussion, Randy moved and Sheri seconded that the foreign employee disclosure statement requested by PKS be accepted. The vote was six in favor of the motion, two opposed and one abstaining. The directors voting in favor of the motion were Mary Dischinger, Randy Ditch, Mike Falkner, Robert Mayer, Sheri Miller and Ellen Schweiger. Those voting against the motion were Kat Ilkhani and Rosey Whittaker. Mike Keenan was not present for all of the discussion and abstained.

5 Star Trash Room Work

Mike reported that 5 Star will start work on the trash room drain issue next week. The trash room will be closed. The dumpster must be moved out of the trash room to do the work which will necessitate closing all the trash chutes. It is expected that the work will take from Tuesday through

Friday. The work will initially be exploratory to determine the problem and if it can be fixed, the repairs will be made.

Coating Project

Robert reported that Kirk Parsons had received four bids. He will analyze them and forward the bids and his analysis for the Board to review. He will meet with the Board, in executive session, tomorrow to review the bids. After the Board has reviewed the bids and has a recommendation, there will be a Board meeting to discuss the coating project with the owners. The Board's recommendation will go to the spring owners' meeting which will vote on the special assessment necessary to fund the work.

Adjournment

On motion made by Robert Mayer and seconded by Sheri Miller and approved on a voice vote, the meeting was adjourned at 8:14 p.m.

Respectfully submitted,

/s/ Robert Mayer

Robert Mayer
Secretary