

# Antigua Condominium Association

## Minutes of the Meeting of the Board of Directors

### (Executive Session)

November 14, 2024

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on November 14, 2024, at 7:04 p.m. The meeting was held via conference call. The following directors were present: Mary Dischinger, Randy Ditch, Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer and Bonnie Medford. Ellen Schweiger arrived late. Sheri Miller was not present. A quorum was present.

The meeting was held in executive session to discuss an owner account; the PKS audit and invoice; and bookkeeping changes with Shore Management's contract. Md. Condominium Act §11-109.1(a)(4), (6) and (8).

#### Shore Management Contract Bookkeeping Services

Randy reported on the status of Shore Management's bookkeeping and accounting. Shore Management lost two employees in the last 10 weeks. One retired and the other relocated to California. Cindy has been exploring ways to fill the gaps. The Antigua books have required more work than her other associations. She located an accounting firm, CG Accounting Group, that provides bookkeeping services for condominium and homeowner associations and seemed to be a good fit for the Antigua. She invited us to speak with the firm to review and address our needs and the firm's proposal. Randy, Mary and Robert met with Alexis Million of CG Accounting and Cindy.

The service would begin immediately. It will take about a month to migrate all data, to clean it up, and to be fully operational. The firm uses QuickBooks Online. It has budget capability and can have up to five users with separate logins. This enables our treasurer to access the books and records at all times and to prepare reports.

CGA uses Gusto for its payroll processing. The service prepares each payroll and pays the payroll and withholding taxes. It will prepare all required tax returns and process year-end returns and W-2 statements. Paychecks are by direct deposit. If an employee does not have a bank account, it can load the paycheck onto a debit card. This is particularly useful in Ocean City with summer foreign student visa holders.

The board reviewed CGA's proposal. The contract is between Shore Management and CGA. Shore Management will pay CGA's fees. If additional services are requested, we would pay them, such as preparing the tax return. The board was satisfied with the proposal and change. Randy will tell Cindy that we are in agreement with the change.

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(Approved and Released Dec. 18, 2024)

### PKS Invoice

Randy introduced the subject. He stated that we do not agree with the charges,

[REDACTED]

After further discussion, Robert moved and Mike K. seconded that Randy and Mary meet with PKS in person to resolve the bill and that the \$500 balance be paid as a showing of good faith. On a voice vote, the motion was passed. Kat announced that she opposed the motion. Ellen who had arrived during the discussion, abstained because she had not heard the full discussion.

### Water Leak invoices

A unit was under contract to be sold and the buyers retained a home inspector to inspect the condominium unit. The inspector saw a water stain on the ceiling. The unit owner sent an email to all the board members and the Antigua office account saying that the inspector had found "an active leak coming in from the unity above." The email was sent to Cindy at Shore Management who called 5 Star Plumbing. 5 Star cut a hole in the ceiling. They ran the shower, the sink and flushed the toilet. They did not find a leak or moisture in the ceiling. Advanced Solutions Company repaired the ceiling. The invoices were for \$286.88 and \$300, respectively.

The owners did not feel that they should pay these bills because Cindy made the decision to call the plumber without their consent.

The board reviewed the matter and concluded that Cindy acted properly and the unit owners are responsible for the two bills. When she receives a call saying that there is an active leak, she needs to take immediate action to protect the building and the units under the leak from water damage. The email initiating this came from the unit owners and identified an active leak that was discovered by a home inspector.

Bonnie moved and Mike K. seconded, that the unit owners were responsible for the bill. The motion passed on a voice vote. Kat announced that she had voted against the motion.

### Door replacement

An additional matter not on the agenda was raised. A unit owner is replacing his door and asked if there were any guidelines or requirements. There is no Operating Policy on door replacement. Bonnie noted that when the window policy was adopted, doors did not need replacement, but that has changed and some doors need to be replaced. The consensus of the board was that the new door should be like-kind to the old door and that the doorknocker should be like-kind to the present doorknocker. A unit number is necessary for emergency responders. The paints for the door and for the frame are available in the office without charge to the unit owner.

The adoption of an Operating Policy for doors should be at a regular, open board meeting.

**Adjournment**

Robert moved and Bonnie seconded that the meeting be adjourned. The motion was passed on a voice vote without objection. The meeting was adjourned at 8:08 p.m.

The next regular board meeting will be held on November 25, 2024, at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer

Robert Mayer  
Secretary