

Antigua Condominium Association

Minutes of the Meeting of the Board of Directors

April 16, 2025

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on April 16, 2025, at 7:01 p.m. The meeting was held via conference call. The following directors were present: Randy Ditch, Mike Falkner, Kat Ilkhani, Mike Keenan, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. A quorum was present. Kat Ilkhani arrived late. Mary Dischinger was absent.

The following unit owners were present: Cindy Frederick (901), Rosey Whittaker (302), Dennis and Mary Ellen Marsalek (408), Ingrid Miller (1302), Randee Baumohl (1102), Don Brown (103), Steven Karlow (1204), Dan and Peggy Scheer (406); Patty Brann (301); Robert Fitzgerald (806); Steven Hessenauer (1203); and Barbara McCollum (1303).

Owner Comments and Concerns

Rosey Whittaker (302) asked about Ev-Air-Tight working on Fridays. Normally, Ev-Air works four days a week for ten hours, Monday to Thursday. They will use Friday if there is a delay such as weather or they need additional work to be done. We will try to post updates on the website.

Ingrid Miller (1302) asked how the ballots would be counted at the owners meeting. Robert will address that in his report.

Approval of Minutes

Robert presented the draft minutes for the board meetings of March 19, 2025 and March 28, 2025 together with the confidential minutes of the executive session held on March 19, 2025 and a redacted version of them. There were no questions or comments about the minutes.

Robert moved and Mike Keenan seconded that the minutes of the Board of Directors Meeting of March 19, 2025 be approved as submitted. The motion passed on a voice vote without opposition.

Robert moved and Mike Keenan seconded that the confidential minutes of the executive session of the Board of Directors Meeting of March 19, 2025 be approved as submitted. The motion passed on a voice vote without opposition.

Robert moved and Ellen seconded that the redacted version of the confidential minutes of the executive session be approved as submitted and be released. The motion passed on a voice vote without opposition.

Robert moved and Ellen seconded that the minutes of the Board of Directors Meeting of March 28, 2025 be approved as submitted. The motion passed on a voice vote without opposition.

President's Report

Randy reported several items. Berlin Elevator merged into Action Elevator. There will be no change in service and Mike, now previously of Berlin Elevator, will continue to service our elevators.

The rule prohibiting smoking marijuana on the property and inside units was passed and sent to all owners. He expressed his appreciation to Robert for heading that up.

The Raintree roofing preventive maintenance contract which was previously approved by the board has been signed and is in place.

Atlantic Refrigeration will conduct a preventive maintenance of the HVAC units starting on May 5, 2025. They will enter every unit. Ingrid asked if filters would also be replaced. It will be a full preventive maintenance. Each unit will be tested and the filter will be replaced. There are four service calls each year. All four have filter replacements. There are two that are full preventive maintenances.

The spring owners meeting will be held on April 26, 2025. Randy asked that proxies be sent in.

Ocean City is distributing free plants. We have applied for some to be planted in the area between the building and the dunes. We have not yet received a response from the Town. If we do get the free plants, we will need volunteers to plant them.

The website is featuring "News Flashes" which will contain new information. Email notices will continue to be used in the meantime.

Treasurer's Report

Robert presented Mary's treasurer's report in her absence.

T-bills Reinvestments The yields for T-bills have remained steady over the past few weeks, with the April 15, 2025 T-bills yielding 4.245%.

2024 Audit & Tax Returns The 2024 Audit has not yet started. Federal estimated taxes for 2024 were paid on March 24, 2024. The first quarter 2025 federal estimated income tax payment was made on April 1, 2025.

Invoices for Approval

1. Repayment to Reserve Account. We paid three ETC invoices out of the Reserve Account before the Special Assessment Account was set up. (January 10, 2024 for \$3507.00, January 14, 2024 for \$880.00, and February 14, 2024 for \$2596.60 with a total of \$6,983.60.) Robert moved and Mike Falkner seconded that we reimburse the Reserve Account \$6,983.60 from the Special Assessment account. The motion passed with seven directors voting in favor and two absent. The directors voting in favor were Randy Ditch, Mike Falkner, Mike Keenan, Bonnie Medford, Sheri Miller, Ellen Schweiger and Robert Mayer. The directors who were absent were Mary Dischinger and Kat Ilkhani.

2. ETC March 2025 invoice for \$3,576.40. Robert moved and Mike Kennan seconded that the invoice be approved and be paid from the Special Assessment account. The motion passed with seven directors voting in favor and two absent. The directors voting in favor were Randy Ditch, Mike Falkner, Mike Keenan, Bonnie Medford, Sheri Miller, Ellen Schweiger and Robert Mayer. Mary Dischinger and Kat Ilkhani were absent.

3. Atlantic Refrigeration payment for \$22,902.00. The project was completed and the final payment was approved. The invoice in the amount of \$22,902.00 will be paid out of Reserve Account.

4. Almand invoice for \$2,227.75. The cannabis matter was settled. The owner agreed to sell his unit. All hearings were continued to August to allow enough time for the unit to be sold. The invoice is for \$2,227.75. Robert moved and Mike Keenan seconded that the invoice be paid out of the Operating Account. On a voice vote, the motion passed without objection.

Other Matters

Special Assessment. Robert presented the revised Special Assessment Procedures. Robert moved and Randy seconded that the revised Special Assessment Procedures be approved. On a voice vote, the motion passed without objection.

Coupons for the two spring installments of the Special Assessment were sent via email on April 7, 2025. If anyone did not receive them, they should contact Mary.

Ellen asked if continuing to invest in T-bills was the right investment approach in light of recent developments in the economy. Mike Falkner noted that all funds must be invested in accounts insured by the United States. T-bills are issued by the United States and provide a very safe investment. They provide liquidity that we will need to pay for the coating project. The rates are not fluctuating right now. In order to preserve liquidity, we do not want to tie the T-bills up in longer term T-bills.

Ingrid Miller (1302) asked why the balance shown on the March 31, 2025 Antigua Account Report was difference from the balance shown on the Balance Sheet. Robert said that his understanding was that the Account Report reflected the actual balance shown on the bank statement while the Balance Sheet showed the balance in QuickBooks. There can be outstanding and uncleared transactions which are entered on QuickBooks but have not cleared the bank and do not show on the bank statement. Ingrid had several other questions. Since

Mary was not present and the questions were specific, Randy suggested that she submit them to Mary by email.

Secretary's Report

Robert reported on the Spring Owners Meeting. The registration and proxies will be handled by Jeff, Cindy Mooney of Shore Management, and Jennifer Scott, Cindy's daughter. Jenn will enter the proxies and ballots on a spreadsheet and tally them. The election of officers was put at the beginning of the agenda so there would be enough time for the ballots to be counted and the results announced before the end of the meeting. Other business will be conducted while the ballots are being counted.

Robert raised the question of a new or updated Reserve Study. The effective date of the current Reserve Study is February May 21, 2020, the date of the visual, noninvasive inspection. It was completed and delivered on February 11, 2021. It assumed an inflation rate of two percent which was exceeded. Robert asked that we get quotes to do a new or updated Reserve Study so that it would be ready for the budgeting process in August of this year. Cindy will be asked to obtain several quotes for the work and should include Reserve Advisors who prepared the 2020/2021 Reserve Study.

Maintenance Report

Mike Keenan presented the maintenance report.

Geothermal tank replacement. The geothermal tank has been replaced.

Geothermal pump motor replacement. There are two pump motors that circulate the glycol in the system. One was removed to gain access to a pipe involved in the waste backup of the 07/08 stack. A portion of the concrete floor in the geothermal room was removed to gain access to the waste line. The floor needs to be repaired. Either the concrete can be replaced or a metal walkway can be installed. Shore Management will get some proposals for the floor repair.

The pump motor that was removed failed and needs to be replaced. Atlantic Refrigeration submitted a quote to replace the failed pump motor. The cost is \$4,098.00 for parts and labor.

Mike Keenan moved and Mike Falkner seconded that the Atlantic Refrigeration proposal be accepted. On a voice vote, the motion passed without opposition.

Trash chute cleaning. The trash chute cleaning was completed.

Fire safety inspections. The Fire Marshal conducted a high rise fire safety inspection. She will return on April 18, 2025 to finish the inspection. She needs access to one unit on each floor to test the fire alarm system.

Key replacement for mechanical rooms. The proposal from Carl to replace the locks was approved. Some of the locks are on back-order.

Sewer line blockage and repairs to units. The waste line on the 07/08 stack backed up twice. The blockage was caused by an eight foot plumbers snake that was abandoned in the line. The line goes under the geothermal room and part of the floor was removed to gain access to the line to remove the abandoned snake. It has been removed and the line repaired.

Advanced Solutions is making the repairs to the two units that were affected. The repairs to 107 have been completed. The repairs to 108 are nearing completion. The owner of 107 approved the repairs to her unit. We would like the owner of 108 to inspect the repairs to his unit and approved them when they are completed.

Waste line preventive maintenance. Cindy of Shore Management is gathering quotes for preventive maintenance on the remaining waste lines.

Pool. At the board's last meeting, renewal of the Atlantic Pool Management contract was discussed. The concern was that the contract provided that the pool company would tests the pool water "up to" three times a day. The present health regulations require testing three times a day. Randy spoke with the pool company principal. The contract is written this way because there are days when one of the pools they are managing has an issue that takes additional time to correct. On those days, there may not be enough time to do a third water test on our pool.

Randy raised an issue at the last meeting dealing with the manner in which the dumpsters are handled. Presently, with Resort to Us, the maintenance company puts the dumpsters out when they are at the property in the morning. They remain out after the pick-up until Resort to Us returns. Randy presented a proposal from Coastal Construction to address the dumpster issue and the pool issue. Tavo Sanchez is the principal of Coastal Construction. He will handle the dumpsters. He will put them out on the days they will be emptied and put them away by 11:00 a.m. those mornings. He will also washout and clean the trash compactor room before installing an empty dumpster to the compactor.

He will also have pool duties. He will stack the pool furniture each night and unstack it in the morning. He will conduct the third water test and lock up the pool in the evening.

The cost will be \$700 a week in season and \$150 a week for the rest of the year. With this proposal, we will not need to hire the summer pool attendants. The savings from not hiring the summer pool attendants is comparable to the cost of this proposal.

The proposal was discussed. It was felt that Tavo did not need to be a certified pool operator to do the third chemical test, but we would like him to be certified. The pool is cleaned by the pool company in the morning. Trash around the pool during the day is the responsibility of the office staff. Cleaning the bathrooms is the responsibility of Resort to Us, but the office staff will replenish toilet paper and other items during the day.

Steve Karlow (1204) gave a positive report of Tavo and his work.

Randy moved and Robert seconded that the Coastal Construction proposal with an in-season weekly cost of \$700 and an off-season weekly cost of \$150 be approved. The motion passed on a voice vote without opposition.

Randy moved and Mike Falkner seconded that the proposal from Atlantic Pool Management, L.L.C., for the 2025 season at a cost of \$6,200 be accepted. The motion passed on a voice vote without opposition.

As soon as the contract is signed, Atlantic Pool will look at the pool leak and the condition of the deck. Atlantic will also look at the resurfacing of the pool and advise us on the matter.

Owner questions. Ingrid Miller (1302) asked if the trash chute cleaning was to be done annually. We will get the recommendation of the trash chute cleaning company. The present contract was only for a single cleaning. It was not a multiyear annual cleaning contract. She also asked if the waste line preventive maintenance would be annual or biannual. Ryan Lewis, a previous employee left instructions on how he did the preventive maintenance. We will get a recommendation from the plumber as to the appropriate frequency.

Ingrid also asked about the domestic water line cutoff in her unit and whether there were any blueprints to help locate it. The matter was discussed. Steve Karlow (1204) suggested Brian Hartley who has done a lot of plumbing in the building as a resource

Poolside bathrooms. Mike Falkner reported on the bathroom renovations. Advanced Solutions submitted a proposal to remove the ductwork in the bathrooms, remove the saunas and install a lock on the existing door to the sauna. The cost is \$1,900. This supersedes the prior proposal of \$2,200. There are differences between the two proposals. The proposal leaves the existing sauna door in place. Mike thought that this was a better approach for the present rather than installing a new door. The sprinkler system goes through the doorway which means that a new door would be non-standard and we do not have fully developed plans for the renovations. The renovations will not take place until the fall and this approach leaves open several options at a small expense. The removal of the saunas and the ductwork will be done this spring. The ductwork has been abandoned and the saunas are not useable. They are a major attraction for the mice. Doing this work now will further the mouse remediation project.

Mike Falkner moved and Mike Keenan seconded that the prior proposal be rescinded and the new proposal for \$1,900 be approved. On a voice vote, the motion passed without opposition.

Power wash walkways. The walkway cleaning was discussed. There was concern about the ongoing coating and its impact. The principal purpose of the power washing is to remove algae and other matter. It was felt that this was more important than waiting for the spring coating work to be completed. If we wait, it will interfere somewhat with the use of the units

and will, based on last year's experience, be more expensive. It will not take care of the discoloration in one of the elevator lobbies. We do not have a report on that.

Robert moved and Mike Falkner seconded that we go forward with the power washing as scheduled. On a voice vote, the motion passed without opposition.

Elevator codes. Mike Keenan reported on his conversation with Mike from Berlin Elevator. They can reprogram the elevators so that a code is needed to activate the elevator after someone calls it and gets into it. This prevents outsiders who do not have the code and should not be in the building from using the elevator to get to the floors with condominium units. It is an alternative to securing the lobby door. There would be a single code and owners can access all floors and go from floor to floor. Mike will look into police and fire access if a code is installed.

Ingrid Miller (1302) asked if there was a sump pump at the bottom of the elevator shaft. Mike did not think there was one and ground water did not seem to be a problem. There is an issue with rainwater entering the elevator shaft from the elevator lobbies after a rain storm. Mike will speak with Mike of Berlin Elevator, now Action Elevator, about this.

Office renovation. Randy reported that the office renovation is almost completed. There are punch list type items left and the re-installation of the HVAC unit. The computer and telephone lines were installed.

Randy received a final invoice from Advanced Solutions. The board previously approved some of the items, but not all of them. There are additional items on this invoice. The invoice also takes into account the credit for the ductwork removal that Advanced Solutions had previously included but was done by a different company. The total, including an adjustment for the ductwork, is \$850.30.

Randy moved and Mike Keenan seconded that the invoice be approved and paid from the Reserve Account. The motion passed on a voice vote without opposition.

Pest control. Randy presented the Accurate Termite & Pest Control proposal for a one-year contract with 24 services. The cost is \$1,815. This involves two services a month. If more are needed, it can be adjusted. This contract together with the office renovation and the work in the bathrooms address the mouse problem.

Randy moved and Mike Falkner seconded that the contract be approved. The motion passed on a voice vote without opposition.

Coating Project. Robert submitted a written report on coating project. The contract was signed. The Certificate of Insurance was received. The bond was received. The roof inspection was completed. Work has begun on the ground level walls and the west walls.

The color for the silicone coating, which is sometimes referred to as paint, needs to be made. Ev-Air was told that there would be a price increase as of May 1, but was not told what the price increase would be. In order to proceed timely and to avoid any price increase, we need to make a decision on the paint color. The samples are on the poolside wall. One is almost identical to the existing color and the other is a shade lighter. The options are for the board to make the decision so the order can be made or wait until after the owners meeting on April 26th and have the owners' input. Ordering all of the paint before the price increase was also discussed. Ordering it all now depends on Ev-Air's ability to store it and the product's shelf life. We would pay for it on the next monthly invoice, less the retainage. Based on Tristan Keen's estimate, the cost of the paint will be about \$112,000. The advance order would accelerate about \$85,000 in payments. This takes into account the paint that will be used this spring and the retainage. Tristan Keen is Ev-Air's vice president and is in charge of the contract.

After further discussion, Sheri moved and Bonnie seconded that the board select the same color as is on the building for the paint. The motion passed on a voice vote without opposition.

Robert moved and Sheri seconded that we authorize the purchase of all the paint, if appropriate. The motion passed on a voice vote without opposition.

Ingrid Miller (1302) asked about the rusting hatch doors and whether they could be replaced with plastic or vinyl hatch doors. A plastic or vinyl hatch door was tried but it was too light weight for the soffit area. Kirk is looking into stainless steel replacements. All of the rusting metal doors and vents should be replaced as part of the ground level work.

There will be progress meetings every other Thursday. The next one will be April 24. If anyone has a question or concern, please contact Randy or Robert so that it can be addressed at the progress meeting

The existing parge is being removed. Ev-Air is grinding most of it, but will also use a scraper. The process may make divots or small holes or lines. They will be covered by the new parge coating and actually help a bit in the adhesion of the parge to the concrete.

Luggage carts. Patty Brann (301) asked about the luggage carts being outdoors and not in their usual place in the lobby. Pool furniture is being stored in that area temporarily.

Fall special assessment payment schedule. Robert raised the question of the payment schedule for the fall portion of the special assessment. We tentatively set the fall special

assessment to be paid in five monthly installments of \$2,446.40 each, commencing on September 1, 2025 and continuing through January 1, 2026. Ev-Air anticipates the work to be completed no later than March 2026. Robert recommended that the tentative schedule be finalized as the fall schedule and be coupons printed and sent out. The matter was discussed.

Robert moved and Randy seconded that the fall portion of the special assessment be paid in five equal installments of \$2,446.40 each, commencing on September 1, 2025 and continuing until January 1, 2026. The motion passed with six directors voting in favor, two against and one absent. The directors voting in favor were Randy, Mike Falkner, Mike Keenan, Sheri, Ellen and Robert. The directors voting against were Kat and Bonnie. Mary was absent.

Old Business

Summer help. Randy reported on hiring summer help — pool attendants and building attendants. This was discussed at prior meetings. In light of the Coastal Construction contract approved earlier in the meeting, there will be no need for summer hires.

Cathleen who worked in the office last summer will be back this summer as well. The office will be staffed seven days a week starting with Memorial Day weekend.

New Business

Board Meeting Protocols. Robert prepared an idea discussion draft of Board Meeting Protocols that was included in the meeting package that was sent to all owners. It was prepared from discussions with owners and board members to assist in making the meetings more effective and less divisive.

There was a general discussion of the Board Meeting Protocols and how board meetings are conducted. The protocols apply to all who attend the board meetings, both owners and board members. The importance of owner comments and concerns was addressed and that the board members were elected to manage the affairs of the condominium. The draft suggested a 15 minute open forum at the beginning of the meeting for owners to express their concerns with a 2 minute limit on each speaker. The concern was whether this was enough time. In general, if the concern is about a general matter or a specific concern, the comments are normally brief. The longer ones relate to matters on the agenda. The idea was for owners to comment at the beginning of the meeting and the board then conduct its business. For an action item, after a matter is ready for a vote, the owners could briefly speak about that specific item and their view. The board would then vote on it.

There was concern expressed about the length of meetings. If the meetings are too long, owners will not attend or will drop off the conference call before the end of the meeting. Generally, there are about 10 to 12 owners attending a meeting. Owner participation is important to the board. Time limits on owner comments could help focus on the matter to be voted on and shorten the meetings. Time limits need to be impartially enforced.

It was the sentiment of the board and the members present that the matter be presented to the owners at the owners meeting.

Adjournment

Roandy moved and Ellen seconded that the meeting be adjourned. The motion was passed on a voice vote without objection. The meeting was adjourned at 9:45 p.m.

The next regular board meeting will be held on May 21, 2025, at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer
Robert Mayer
Secretary