

Antigua Condominium Association

Minutes of the Meeting of the Board of Directors

June 18, 2025

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Mike Keenan, vice president, on June 19, 2025, at 7:00 p.m. The meeting was held via conference call. The following directors were present: Mary Dischinger, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Randy Ditch was absent. A quorum was present.

The following unit owners were present: Randee Baumohl (1102); Ingrid Miller (1302); Peggy Sheer (406); Dennis Marsalek (408); Wanda Ditch (706); Kat Ilkhani (1005); Rosey Whittaker (302); Patty Brann (301); Cindy Frederick (901); and Michael Duell (Guest).

Property Manager: Cindy Mooney, Shore Management.

Owner Comments and Concerns

Ingrid Miller (1302) had questions about the financial statements and the irrigation proposal. They will be addressed later in the meeting.

Paul Kotula raised the question of approval of certain invoices and suggested a committee be appointed to address the matter. Paul moved that a committee be formed to look into how emergency expenditures and expenditures in the ordinary course of business can be handled rather than waiting for the next regular meeting or holding a special meeting. Sheri seconded the motion. The motion passed on a voice vote.

Rosey Whittaker (301) asked whether the office staff was going to be wearing polo shirts with the Antigua logo. There was a discussion of whether any shirts had been purchased for the office staff and whether they had worn them in the past. Mike will look into the matter.

Approval of Minutes

Robert presented the draft minutes for the board meeting of May 21, 2025. There were no comments or questions. Robert moved and it was seconded that the minutes be approved as submitted. The motion passed on a voice vote without opposition.

Robert presented the draft minutes for the executive session of the board meeting of May 21, 2025. There were no comments or questions. Robert moved and it was seconded that the minutes be approved as submitted. The motion passed on a voice vote without opposition.

Treasurer's Report

Mike Falkner reported on the financials. The T-bill rate has remained stable at about 4%. The pending invoices from Ev-Air and ETC will require transferring money from the PNC Reserve Account or from a T-bill to the Special Assessment Account.

The Budget Report (Budget vs. Actuals, May 31, 2025) shows that the AT&T rental income is higher than anticipated. When the budget was adopted last year, it was expected that the antennas would be down during the spring coating work with a loss of rental income. We changed contractors and the work was delayed. The antennas were not taken down in the spring. As a result, we had more income from the antennas than anticipated. They will likely be taken down in the fall. Building fees also varied from the budget-to-date. This is because the budget prorates them equally each month over the entire year but they are received primarily in the summer.

There are four units with receivables in excess of \$3,000. The total is \$18,570. This is primarily from the spring special assessment. The regular process is being followed to obtain payment. The owner's account that was of concern last month has been brought current.

The coupons for the fall special assessment will be sent out shortly. The fall assessment is five monthly payments of \$2,446.40 each, commencing on September 1, 2025.

Mike answered several questions about the financial reports and will get more information to answer questions he did not have information readily available.

Randy, Mary, Mike Keenan and Mike Falkner met with the insurance agents. They do not expect to see a significant increase. We will need a quote and renew by the middle of August. Mike does not expect any significant adjustment due to the removal of the saunas. He had passed this information onto the insurance agents previously.

Ev-Air-Tight submitted its second payment application which Kirk Parsons, the condominium's engineer, reviewed and approved. Mike moved and Robert seconded that the payment application in the amount of \$179,624.25 be paid from the Special Assessment Account. The motion was passed with eight directors voting in favor and one being absent. The directors voting in favor were Mary Dischinger, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Randy Ditch was absent. There were no votes against the motion.

ETC submitted its invoice for May 2025 in the amount of \$11,729.40. Robert moved and Mike Falkner seconded that the invoice be paid from the Special Assessment Account. The motion was passed with seven directors voting in favor, one opposed and one absent. The directors voting in favor were Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. The director voting against the motion was Mary Dischinger. Randy Ditch was absent.

Paying the invoices requires funds to be transferred into the Special Assessment Account. The choice is to move funds from the PNC Reserve Account or from a maturing T-bill. The interest rate on the PNC Reserve Account is less than the current T-bill rate. Mary moved and Mike Falkner seconded that \$50,000 be transferred from the PNC Reserve Account to the Special Assessment Account. The motion was passed with eight directors voting in favor and one absent. The directors voting in favor were Mary Dischinger, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Randy Ditch was absent. There were no votes against the motion.

Cindy reported that Charles Brown Glass Co. was out earlier in the day with the new window for the broken third floor hallway window but did not have all the necessary parts. They will return on June 19th to install the new window. Ev-Air will pay for the repair.

Maintenance Report

Cindy Mooney and Mike Keenan presented the property report.

Common Doors Shore Painting has not completed the common doors. If they are not satisfactorily finished quickly, she will recommend that Shore Painting be terminated and Coastal Construction be hired to finish the work. There is about \$4,000 due to Shore Painting if it fulfills its contract and which will be used to pay another contractor to complete the work, if necessary. Cindy inspected the work earlier in the day and will inspect it again before final payment is made. Signs have been printed but the painting needs to be completed before they can be posted.

Unit Doors and Unit Numbers Four unit doors still need to be painted. There are 30 units that do not have the new unit number posted in the window.

Saunas The saunas have been removed.

Condensate Line A condensate line was not properly reattached after a service call and caused a leak into the unit below it. Atlantic Refrigeration will be responsible for the damage.

Elevator Problem Several owners were trapped in an elevator. The call went directly to Cindy who spoke with the people trapped and got the elevator company to come out to remedy the issue.

Key/Lock Replacements The key locks on the north and south shops have been replaced. The key locks on the trash room and the domestic water room have not been replaced. Those doors will be replaced with fire rated doors first.

Elevator Codes The elevator buttons were replaced with more durable buttons. The code to operate the elevators securely has been installed and only needs a launch date. Notice will be given to the owners.

Pool Leak and Deck The pool deck was repaired but the leak has not been repaired. The pool is operating properly, is clean and the temperature is good. The third chemical test of the day will be done by Tavo Sanchez of Coastal Construction when he closes the pool. Cindy spoke with Brad of Atlantic Pool Management, the condominium's pool service company, who told her that he does not need to be a Certified Pool Operator to make the tests. If chemicals need to be added, he will contract the pool company which will add the chemicals. The pool company does its first test in the morning before the pool is opened. They will add any chemicals then as indicated by Tavo's and their tests. The pool will be closed for the night between the tests. If there is an emergency, the pool company will be notified that immediate action is necessary.

Pool Filter Atlantic Aquatech submitted a quote for two sets of pool filters for \$2,615.02 for both sets. The same filters are available on Amazon for \$676.18 each. Mike Keenan moved and Mike Falkner seconded that the filters be purchased from Amazon unless there is a reason why they should be purchased from Atlantic. The motion passed on a voice vote.

Irrigation System Mike Keenan presented the Furst Choice Irrigation proposal to install an irrigation system. Paul and Randy met with them. Mike recommended the company based on his experience with them at his home and competitive proposals from two other companies. The proposal consists of two parts, one for the beach gardens and the other for the pool gardens. In the past, the plantings have not thrived or have died because of a lack of consistent watering. The irrigation system would be an automatic, timed system.

The beach gardens were discussed. There are waterlines installed, but the heads need replacement. Newer systems have different waterlines, both material and diameter. There was concern that with the exterior coating work, the plants in the beach gardens will be damaged. There was additional concern that the existing wooden terraces may need to be replaced and that a more comprehensive landscaping plan should be developed in the fall. An irrigation system to support that landscaping design could be installed at that time.

The pool gardens are established areas and need consistent irrigation. Alternative methods of watering were discussed such as volunteer owners, Coastal Construction which is opening and closing the pool and the office staff. Watering the plants is not part of Coastal's contract. Paul, who has watered the pool gardens, noted that watering the gardens and the planters took at least an hour.

Paul moved and Robert seconded that the pool garden portion of the proposal be accepted; that the waterline to service the irrigation system be imbedded in the walkway to avoid a trip hazard; that a water spicket be installed in the pool area where the irrigation system will split off the waterline; that the cost not to exceed \$2,500 and the cost be paid from the Reserve Account. The motion passed with seven directors in favor, one opposed and one absent. The directors voting in favor were Mary Dischinger, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Sheri Miller and Ellen Schweiger. Bonnie Medford voted against the motion. Randy Ditch was absent.

Fire Doors Cindy reported on the Fire Marshal's requirement that the trash room door and the domestic water room door be fire rated. She has an initial quote and is looking for additional quotes. Kat Ilkhani (1005) inquired about the request for a waiver she submitted in 2021 when she was president. The Fire Marshal did not act on it. The highrise fire inspection made this spring requires the fire rated doors. Cindy will send out the correspondence about the waiver request.

Waste Line Preventive Maintenance Cindy will be meeting with Robert on June 23, 2025, to go over the water leaks that were noted during the coating project and include them in the proposal.

Power washing Coastal Construction's proposal to power wash the trash compactor room, men's and women's bathrooms and the pool mechanical room for \$900 was discussed. It is a one-time power washing. Robert moved and Paul seconded that the proposal be accepted. The motion passed on a voice vote without opposition.

Dumpster replacement Mid-Atlantic Waste Systems' proposal to purchase a new trash compactor dumpster and to remove the old one was discussed. Cindy will look into it further to be sure that the proposed dumpster matches the compactor. The proposal referenced a plastic lid, but the compactor unit needs a metal lid. The size and attachment to the compactor need to be verified.

Stanley doors The automatic doors on the first through fourth floors are not automatic anymore. Cindy presented a quote from Stanley Access Technologies. Replacement doors cost \$8,963 each. The tracks need to be kept clean of sand. Cindy spoke with the Stanley representative and feels that the existing doors should be replaced. They will only continue to be maintenance problems. Better oversight of the janitorial contractors will be necessary if new doors are installed. In light of the cost, consideration of the matter should be part of the budget process. In the interim, we will see if Stanley can make the third floor door open manually.

Paul moved and Robert seconded that a committee be formed to look at the options available and the costs involved. The committee will be Paul, Mike Keenan and Randy. The motion passed on a voice vote without opposition.

Mike thanked Cindy for her participation and Cindy left the meeting.

Coating project report Robert presented his report on the coating project. His written report was sent to all owners with the meeting package.

Ev-Air completed the two west walls without windows and part of the ground level walls— tiers 01, 02, 03, 06, and 08, except the pool room wall in the 01 tier. Ev-Air removed the existing parge coating, repaired all cracks and concrete, applied a new parge coating and two coats of Dow AllGuard elastomeric silicone coating.

The material used for the crack repairs was changed from a Dow silicone sealant to Sto Flexible Crack Filler. The crack repairs with the Dow silicone sealant would not be covered with the original VO parge and would remain visible. The Sto Flexible Crack Filler is covered with Sto EverSeal and the crack repairs would not be noticeable. The west walls, the north entrance and the bicycle area were parged with VO parge but the cracks were filled with Sto Flexible Crack Filler and covered with Sto EverSeal. The rest of the ground level walls used only the Sto products for crack repairs and parging. All walls were painted with two coats of Dow AllGuard.

The various samples on the poolside wall were painted over with the existing paint color to make the samples less noticeable. The wall will be recoated in the fall.

The two wash-off stations were installed and a shower added to each one. The water line to the south wash-off station was installed inside the soffit like the north wash-off station.

The sixth floor elevator lobby floor was re-coated. The trash room has not been finished.

There will be some additional work during the summer as materials and crews are available. This work includes recoating the sixth floor trash room floor; light fixture replacements; PVC covers for access points on the west walls; an exhaust fan and cover for the pool mechanical room; column corner bumper replacements; and soffit panel hatch replacements.

Two change orders were previously approved:

1. Change Order 01A was to repair water infiltration into units 808 and 1002. The cost was \$4,700. The work is completed.
2. Change Order 01B was for the 6th floor elevator lobby floor repair. The cost was \$2,800. The work is completed.

Five more change orders were presented:

1. Sixth floor trash room floor. The floor will be ground down to the concrete and redone. The cost will be \$4,200.
2. PVC cover replacements. There are three covers. The cost will be \$450.
3. Exhaust fan and vent covers. There are two of them but only one will be installed this summer. The cost will be \$1,375.
4. Column corner bumper replacements. The cost for 20 was \$9,700. We only need 14. Ev-Air obtained a discount by ordering 20 and will try to get the same discount for 14. Kirk suggests approving a cost of \$7,500. If the same discount is obtained, the cost will be less.

5. Soffit panel hatch replacements. There are 11. The cost will be \$9,700.

The total of the pending change orders is \$23,225.

After discussion, Mary moved and Sheri seconded that the change orders be approved with the proposed change order for the corner bumpers be approved for the full cost for 20 bumper replacements of \$9,700 which can be reduced if some of the bumper replacements are not necessary. The total was \$25,425. The motion passed on a voice vote without opposition.

Ev-Air asked that the start date for the fall work be moved up in September. The contractual date is October 1, 2025. The September weather is better and Ev-Air would like to make the most of it. Robert moved and Paul seconded that the start date be advanced to either September 8 or September 15. The vote was eight in favor of the September 15th start date and none for September 8th. The motion passed with eight directors in favor and one absent. The directors voting in favor of the September 15th start date were Mary Dischinger, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. There were no votes for the September 8th start date. Randy Ditch was absent.

Robert asked for any comments on improving the appearance of the building. They can be considered for the fall work.

Delmarva Two-Way Radio Delmarva Two-Way Radio presented a proposal to remove the old poolside telephone box from the ladies bathroom wall and install a new one inside the pool fence to replace the existing one. The cost will be \$802.38. We can see if the telephone line can be added in the same trench that will be used for the irrigation to the pool gardens and planters. Robert moved and Mary seconded that the proposal we accepted. The motion passed on a voice vote without opposition.

Lockbox Board Real estate agents' and owners who rent their units themselves have installed lockboxes with unit keys in them on the bicycle racks and various conduits. They are unsightly and have to be removed as part of the coating project. Several directors have seen lockbox board at other condominiums. They are very basic — a board with eyelet hooks to which lockboxes can be attached. Each is numbered so users know which one to go to. The registration can be controlled by the office. The best location is in the bicycle area which has been recoated.

Robert moved and Ellen seconded that a lockbox board be installed in bicycle area with a cost not to exceed \$500. The motion passed on a voice vote without opposition.

Fall Special Assessment The fall special assessment will be five monthly payments of \$2,446.40 each commencing on September 1, 2025 and continuing until January 2, 2026. Coupons for the fall special assessment will be sent out shortly. Reminders for the spring special assessment were sent out recently for those owners whose checks had not been processed as of the date of the notice.

AT&T Mike Falkner is heading up the AT&T matters. Ev-Air will coordinate directly with AT&T on access to the west wall where the antennas are installed. AT&T is revising its 5G proposal and emissions plan. The revision has been delayed. Mike was told it would be ready within two weeks. We will need to review it with our emissions experts and negotiate a change to allow the 5G antennas. A comment was made that 5G may be overtaken by a new technology that does not require antennas. Mike will keep the board informed of developments.

Roof Inspection The semi-annual roof inspection will be made shortly and damage, if any, caused by Ev-Air will be repaired.

Shutoff Valves Robert reported that there are three alternatives for cutoff valves: (1) re-plumbing the domestic water lines from the second floor of the south shop where the pipes would be separated into nine pipes, one for each riser, and each with a shutoff valve in the shop; (2) dropping the existing risers in the rotunda down to step ladder height, insulating them for the winter weather and installing shutoff valves at step ladder height; and (3) installing electrically controlled valves with the electrical switches in the south shop or the domestic water pump room.

Robert moved and Paul seconded that a committee headed by Paul be appointed to consider the alternatives, price them and obtain proposals for the work. The motion passed on a voice vote without opposition.

Executive Session

Robert moved and Mike Falkner seconded that the board go into executive session to consider personnel reviews and owner assessments. Md. Condominium Act §§11-109.1(a)(1) and (a)(8). The motion passed with eight directors voting in favor and one absent. The directors voting in favor were Mary Dischinger, Mike Falkner, Mike Keenan, Paul Kotula, Robert Mayer, Bonnie Medford, Sheri Miller and was Ellen Schweiger. Randy Ditch was absent.

The board went into executive session at 10:07 p.m.

Adjournment

At the conclusion of the executive session, Robert moved and Ellen seconded that the meeting be adjourned. The motion was passed on a voice vote without objection. The meeting was adjourned at 10:46 p.m. The next meeting will be on Wednesday, July 16, 2025 at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer
Robert Mayer
Secretary