

## **Antigua Condominium Association**

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

October 15, 2025

The meeting of the Board of Directors of the Antigua Condominium Association was called to order by Randy Ditch, president, on October 15, 2025, at 7:01 p.m. The meeting was held via conference call. The following directors were present: Randy Ditch, Mike Falkner, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mike Keenan was absent. There were two vacancies. A quorum was present.

The following unit owners were present: Don Brown; Dennis & Mary Ellen Marsalek; Randy Cowan; Cindy Frederick; Bill Reineberg; Ingrid Miller; Harry & Randee Baumohl; Steve Karlow; Rosie Whittaker; Chris & Helen Vallone; Patty Brann; Kat Ilkhani; and Dan Crerand.

#### **Owner Comments and Concerns**

Randy welcomed the owners and opened the floor to comments and concerns, requesting that any comments or concerns relating to matters on the agenda be held until the agenda item is considered.

An owner asked about the nor'easter that hit Ocean City from October 11, 2025 to October 13, 2025. Randy reported that there was no damage to the building or to Ev-Air's equipment.

#### **Approval of Minutes**

Robert presented the draft minutes for the board meeting held on September 17, 2025. Robert moved and Sheri seconded that the minutes be approved as submitted. The motion passed on a voice vote without opposition.

Robert presented the draft confidential minutes for the board meeting held in executive session on October 2, 2025. Robert moved and Mike seconded that the minutes be approved as submitted and released. The motion passed on a voice vote without opposition.

#### **President's Report**

Randy reported that Mary Dischinger and Paul Kotula had resigned from the board. Randy gave a warm appreciation for Mary's service on the board. She served as treasurer, a position in which she showed her careful attention to detail and consistent follow-up. She was always available to help on any project. She frequently helped prepare the budget when she was not treasurer. She helped plant the gardens and clean up the shops. Mary is selling her

unit. She will be missed. A big “Thank you” to Mary for all her work and her many contributions.

Paul served from May 2025 and in that short time contributed in many ways. He helped on many projects both before he was on the board and while on the board. As a resident owner, he helped with the contractors and was always available if there was a question. Thank you, Paul, for your many contributions.

Vacancies on the board are filled by the board. The vacancies will be announced at the owners meeting and in an email to the owners. Anyone interested in filling one of the vacancies should submit his biographical information. The target dates are November 17, 2025 for receipt of the information so that the board can address the vacancies at its November 19, 2025 meeting. The new directors will complete the term remaining. Mary’s term expires with the 2026 Spring Owners Meeting and Paul’s expires with the 2027 Spring Owners Meeting.

Consideration was given to not filling the positions and reducing the size of the board to seven members. This is an owners decision. A concern is that there will likely be additional turnover on the board and it would be helpful to have the new members onboard so that they can gain some experience before other board members leave the board.

The question was raised as to when the term of the two new directors would end. It was suggested that they serve until the next owners meeting and the vacancies be filled by the owners at that time.

Robert noted that Article IV, Section 4 of the Bylaws provides:

If any director shall die or resign, or shall cease to qualify for directorship under Section 1 of Article IV of these By-laws, or if the council of unit owners shall remove any director without appointing another in his place, a majority of the remaining directors, although such majority is less than a quorum, may elect a successor to hold office for the unexpired portion of the term of the director whose place shall become vacant and until his successor shall have been duly chosen and qualified.

Article IV, Section 3 sets the term of each director. It states:

Each director elected at any annual meeting shall hold office until his successor shall have been elected and qualified, or until he shall die or resign, or shall have been removed, or shall cease to qualify.

The purpose of the phrase “until his successor shall have been duly chosen and qualified” is to assure that there will be a full board of directors. For example, if the May owners meeting were not held until June, directors whose terms would end in May would continue in office until the June owners meeting when new directors are elected.

## **Treasurer's Report**

Mike Falkner presented the September financial reports. The current balance in the Bank of Ocean City savings account was about \$9,300; the PNC money market account, \$141,000; the Special Assessment account, \$425,000 and the Bank of Ocean City operating account, \$196,000. The Operating Account balance is misleading. All the Special Assessment receipts are first deposited in the Operating Account and then transferred to the Special Assessment Account. While the current balance of the Operating Account is about \$196,000, about \$168,000 will be transferred to the Special Assessment Account. AT&T paid its October antenna rent, but the antennas were taken down for the coating project and the October rent was not due.

Reallocation of Major Maintenance Expense. Mike reported that the condominium has had several large unexpected maintenance expenses that were not in the 2025 Operating Budget, but were paid from the Operating Account. As a result, the Operating Account balance is near zero. The Operating Account was not overdrawn because of the operating capital in the Operating Account and the float on the Reserve Fund contribution and the special assessment deposits. Operating capital is needed because the monthly income and expenses are not equal every month. Some months the expenses are higher than the income and in other months they are lower. The most dramatic instance is August of each year when the insurance bill is paid. It is in excess of \$100,000. Assessment income is about \$54,600 a month. In order to maintain a minimum balance in the Operating Account to pay all bills as they become due, it is necessary to have additional funds in the Operating Account to even out the cash flow. The additional funds are the operating capital.

During 2025, the large unexpected maintenance expenses were paid using the operating capital thus depleting the operating capital. The operating capital is now gone and the Operating Account balance is near zero. The operating capital should be replenished. This can be done by reallocating the large unexpected maintenance expenses from the Operating Account to the Reserve Account. Mike suggested that the monthly contribution to Reserve Account in the amount of \$17,160 be postponed until November and that some of the large unexpected maintenance expenses be reallocated from the Operating Account to the Reserve Account.

There are additional large unexpected maintenance expenses that will need to be paid shortly. A valve in the geothermal system needs to be replaced. The cost will be about \$10,000. It is not in the Operating Budget. The pool leak needs to be repaired. We do not have an amount on that. In the future to avoid this problem, large unexpected maintenance expenses should be paid from the Reserve Account. Board approval would be needed to approve disbursements from the Reserve Account.

Robert moved and Mike seconded that the November reserve contribution of \$17,160 be postponed to November and that Mike prepare a report on the 2025 large unexpected

maintenance expenses that can be reallocated. The motion passed on a voice vote without opposition.

Invoices. Mike presented two invoices from East Coast Shutter for the removal of the shutters on the first twelve floors and the shutters on one unit on the 13<sup>th</sup> floor. They were \$7,335 and \$725, respectively. These are half the actual cost. Half was previously paid as a deposit. Mike moved and Robert seconded that the invoices be paid from the Special Assessment Account. The motion passed on a voice vote without opposition.

Mike presented Ev-Air's invoice (Application for Payment Number 3) in the amount of \$46,878.25. Mike moved and Robert seconded that the invoice be paid from the Special Assessment Account. The motion passed on a voice vote without opposition.

Mike presented ETC's invoice for September work in the amount of \$2,527.20. Mike moved and Robert seconded that the invoice be paid from the Special Assessment Account. The motion passed on a voice vote without opposition.

Mike presented an additional invoice for flood insurance in the amount of \$541. This is in addition to the premium previously approved because the appraisal on the building increased. The flood insurance premium is based on the value of the building. Mike paid the additional premium so that it would be timely paid. Robert moved and Bonnie seconded that the invoice be approved and the prior payment be ratified. The motion passed on a voice vote without opposition.

Mike reported that the invoice for KCI, the consultants who advised the board on the AT&T 5G antenna proposal was paid out of the Reserve Account. Payment had been authorized out of the Special Assessment Account. The cost for the services would have been incurred even if there had been no coating project. Mike felt that the expense was more properly from the Reserve Account. All the AT&T rental income goes into the Reserve Account. Mike moved and it was seconded that the payment from the Reserve Account be ratified. The motion passed on a voice vote without opposition.

Audit. Mike reported that the 2024 audit was near completion with it being expected to be delivered by the end of the month.

### **Secretary's Report**

Robert reported that the Elks Club, 13708 Sinepuxent Avenue, Ocean City, MD, has been reserved for the 2026 spring owners meeting. The meeting will be held on April 25, 2026. Robert also included in the Board Meeting Package a copy of the amendment to Maryland

Condominium Code,§11-109 which details new procedures for conducting the election of members of the board of directors.

### **Maintenance Report**

In Mike Keenan's absence, Robert reported on maintenance matters

Accurate Termite & Pest Control — Mouse Control. Accurate did not provide the expected report from the first inspection last month. Randy and Cindy will speak with Accurate about this in scheduling the upcoming monthly inspection. Tavo Sanchez of Coastal Construction saw a hole in the concrete in the trash compactor room that mice were using to come and go. Cindy arranged for him to repair the hole which will be done shortly. An owner asked about the disposition of the ten bait boxes that the condominium purchased and the first floor exterior mouse control process. Accurate has two contracts, one for the residential units and the other for the ground level. Owners should report mouse sightings to the office. This will help identify areas needing attention. Future mouse inspections will continue to be announced. An effort will be made to have them on the same monthly schedule. Cindy will look into what happened to the ten bait boxes.

Fire Marshal Inspection Matters. There are two open matters from the Fire Marshal's inspection last spring. One is the list of items needing repair. The remaining items are primarily doors and door closers. Coastal Construction submitted a quote of \$2,150 for this work. Tavo made an inventory of the work to be done and broke down the parts and labor portions of the quote as requested. The materials are \$1,185 and the labor is \$965. Cindy was not able to find a second contractor who would make the same inventory and present a quote. She feels that Tavo's quote is reasonable and that the equipment he will use is better than the closer that was installed on the pool side lobby door.

The second matter is the fire doors for the trash compactor room and the domestic water room. There are two quotes. One was from Clark and Sons, Inc. for \$16,245 and the other was from Yoder Overhead Door Co. for \$13,737. The Yoder doors are interior doors that are intended to remain open unless activated. Alterations would be needed to the interior of the rooms to accommodate the doors. The present exterior door would be replaced. The Clark and Sons doors are installed on the outside and can be used on a daily basis. Cindy spoke with the Fire Marshal and the Clark and Sons doors are acceptable.

Robert moved and Mike seconded that the two proposals be accepted. The motion was passed on a voice vote. Bonnie was opposed to the motion. The installation will have to be coordinated with Ev-Air.

Pool and Irrigation System. There were two complaints at the end of the season that the pool water temperature seemed to be cooler than anticipated. Cindy had this looked at. There are three flow valves controlling the flow of the heated water. She was told that the electrical connections were corroded which interfered with the proper operation of the valves and that the valves should be replaced. She will obtain quotes for this work.

The pool leak has not been determined. The pool company will work on this. Paul suggested that the irrigation system in the pool area be placed on hold until the pool leak is determined. The plan is to feed the irrigation system from the pool fill line at the back of the pool and to install a spicket at the fence. This will involve cutting open the concrete from the pool to the fence. Paul thought that the leak should be found and corrected first to avoid the possibility of opening the concrete twice.

Shrink Wrapping Pool Furniture. Two bids for shrink wrapping the pool furniture for the winter were received. One was from Coastal Construction for \$1,200. The other was from Grade A Services for \$600 to \$700. Grade A has done this for several other condominiums that Cindy manages and she is pleased with the results. The pool furniture will be left in the pool area. With the ongoing coating, there is presently nowhere else to store it. When the pool bathrooms are renovated, there may be space in them to store the pool furniture during the winter.

Robert moved and Ellen seconded that the Grade A Services proposal be accepted. The motion passed on a voice vote without opposition.

Windscreen Test Proposals. Cindy is working on the matter. She is investigating the need for permits, wind resistance requirements and the cost of a final glass product. A proposal from Charles Brown Glass Co. for the glass work is \$21,600.

Geothermal Valve Leak. The valve in the 04 stack in the soffit above the north deck in the horizontal geothermal line is leaking and needs to be replaced. It will require Atlantic Refrigeration to drain the system to beneath the valve and 5 Star Plumbing to replace the valve. The quotes are \$6,356 for Atlantic and "about \$3,200" for 5 Star. It will be necessary to enter all units to turn off the HVAC systems and activate the emergency heat systems in occupied units. An owner noted some concerns with 5 Star.

Robert moved and Mike seconded that the Atlantic proposal be accepted and be paid from the Reserve Account. The motion carried on a voice vote without opposition.

Robert moved and Mike seconded that the 5 Star proposal be accepted and be paid from the Reserve Account. The motion carried with five directors voting in favor, one opposed and one absent. The directors voting in favor the motion were Randy Ditch, Mike Falkner, Robert Mayer, Sheri Miller and Ellen Schweiger. Bonnie Medford voted against the motion. Mike Keenan was absent.

Lobby Sliding Glass Door. The lobby sliding glass door does not open automatically. It must be manually operated and does not lock at night. The repair quote from Allegion was \$2,191.17. The threshold and bottom guides will be replaced. Alternatives such as moving the main entrance to the pool side door were discussed. It was felt that further consideration of the configuration could be considered after the elevator lobby door issue is resolved.

The motion to accept the Allegion proposal was made, seconded and passed on a voice vote without objection.

### **Coating Project.**

ETC/East Coast Contracting. Randy reported on ETC's billings as they related to the East Coast Contracting matter. The matter was extensively discussed at the October 2, 2025 executive session meeting of the board. Kirk Parsons of ETC was present to discuss the matter. The bid package was sent out to various contractors and four, including East Coast Contracting, returned bids. There was a pre-bid contractors meeting where the mock-up that Ev-Air made when it repaired the window leaks earlier in the year was shown to the bidders. It showed the coating and the texture. Kirk had a number of conversations with East Coast Contracting about the project before East Coast Contracting submitted its bid. East Coast's bid was accepted and the contract signed. However, during the summer East Coast expressed reservations about the coating and said that it had not included a parge coating in its bid. East Coast and the board agreed to a \$225,000 change order to add the parge coat. Kirk prepared the change order and sent it to East Coast, but East Coast did not return it.

In September, after they had agreed to the change order, East Coast said that they could not get their bond. The condominium terminated the contract because East Coast could not get the required bond. ETC then re-bid the contract and Ev-Air was selected. Ev-Air's bid was about \$300,000 less than its earlier bid.

ETC bills its time in tenth of an hour. The time records are attached to each invoice. Kirk prepared a summary of them and grouped them by the work done. The cost of re-bidding the contract, which included moving some items from being add-ons to being in the contract was \$5,063.

ETC agreed to issue a credit of \$5,063 on its next invoices. Randy stated that this was not based on ETC's work but on being a good partner. East Coast's parging complaint was an excuse and an attempt to get out of the contract.

The floor was opened to owners and directors for questions, comments or concerns and was discussed further. At the conclusion of the discussion, Robert moved and Sheri seconded that the credit of \$5,063 be accepted. The motion passed on a voice vote without opposition.

Ev-Air's Fall Work. Ev-Air has mobilized and is working on the building. Its climbing scaffolding was installed. It is attached to the building. Ev-Air and Kirk said that it does not affect the structural integrity of the building. The holes where it is attached to the building will be filled, covered with the new coating and painted with the silicone sealant.

It is not possible to predict when a particular unit will be worked on. The old coating will first be removed from the exterior. Ev-Air is starting from the bottom and working up. The workers will then apply the new coating and then finish by painting the walls with the silicone paint. The balcony floors will likely be done on all the floors as the last to part to be finished. New sealant around the doors and windows will be applied.

The balconies are being blocked from the outside so that no one can access them from the units. This is a safety issue. Kirk said that this was acceptable to the Fire Marshal and had been done on other projects.

A third change order is being considered. When the present work is completed, the exterior of the building (not the rotunda) will be completed as well as the ground level walls. The only thing left will be the lobby area. The change order would add painting the lobby and replacing the fan. The change order would also include boxing several of the conduit pipes to reduce the industrial look of the building.

The AT&T antennas were removed at the end of September. East Coast Shutters removed all the shutters on the first twelve floors and was working in conjunction with Ev-Air on the 13<sup>th</sup> floor.

Railings. At the last board meeting, Robert reported that an owner asked if the condominium would pay to remove his balcony railing extension since it had paid for the removal of the shutters. The matter was put over to obtain more information. An owner asked about this. The matter was overtaken by events. The owner removed it himself. Robert reported that a second owner was removing her balcony railing extension.

There was a discussion about balcony railings, the safety of the existing height of the railings which are 36 inches, the current Building Code height requirement of 42 inches, liability for allowing balcony railing to be installed on the balcony parapets which are common elements accessible only to the unit owner, and the request for a quote for a design proposal from an engineer.

### **Old Business**

Water Damage. The fitting in the cut-off valve in unit 502 leaked causing water to leak to the unit below. Cindy was notified of the leak and took prompt action to remediate the situation. She called 5 Star Plumbing. At first, 5 Star Plumbing thought that the valve had to be replaced which required shutting off the water to the building. When they returned, they decided to try to tighten the packing nuts without shutting the water off to the building. It was successful. The question was whether the condominium or the unit owner should pay the bill.

The valve is immediately off the common riser serving the 01 and 02 stacks. The leaking valve serves only unit 502 and is, therefore, not a common element. Maintaining the valve is a unit owner responsibility.

Bonnie moved and Robert seconded that the condominium pay the 5 Star of \$956.25 and submit it to the owners of 502 for reimbursement. The motion passed with six directors voting in favor, none opposed and one absent. The directors voting in favor the motion were Randy Ditch, Mike Falkner, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mike Keenan was absent.

### **New Business**

Damage to a car in the parking lot. On September 17, 2024, a storm caused a lounge chair to fly over the pool fence. It hit and damaged a car. The owner of the car asked the condominium pay for the repair. The owner had an estimate from Wrecktify Collision for \$2,421.75. The chairs and lounges had been stacked before the storm but had not been secured with a bungee cord.

The matter was discussed. The points discussed were that the condominium was not liable because it had prepared for the storm; that there is a disclaimer of damage to vehicles parked in the parking lot; that the car owner should use her own insurance to repair the car; that at most, if the owner used her insurance, the condominium would only be responsible or pay the deductible; that it should be turned over to the condominium's insurance carrier; and that the condominium pay for the damage.

Mike is a retired insurance agent. He noted that the condominium's insurance has a deductible that is higher than the amount of the damage; that a disclaimer of liability is only for damage caused by others and would not be effective if the condominium were responsible for the damage; and that if the owner filed a claim with her insurance company, her insurance company would have a subrogation claim against the condominium and would ask the condominium to pay the same amount that the car owner is asking.

Sheri moved and Ellen seconded that the condominium pay the car owner the amount of the estimate, \$2,421.75. The motion carried with five directors voting in favor, one opposed and one absent. The directors voting in favor the motion were Randy Ditch, Mike Falkner, Robert Mayer, Sheri Miller and Ellen Schweiger. Bonnie Medford voted against the motion. Mike Keenan was absent.

Luggage Carts. The condition of the luggage and shopping carts was discussed. Bonnie will look into options to replace the current luggage carts. A Facebook offering of used shopping carts was discussed. The sentiment was to purchase the shopping carts for \$10 each.

Windows 10 Support. Windows 10 support has ended. Replacing the office computer with a new, updated one was discussed. It is a good time to do that since the Windows 10 support has ended. Maloney Telecom previously submitted a proposal for a new computer and

installation. A new computer can be obtained for less but will require someone to install software and transfer data which was included in the Maloney proposal. Randy will ask at the owners meeting if an owner will volunteer to do this.

Wet Vac. An owner requested that the condominium purchase a wet vac that owners could use if the need arose. The condominium had a wet vac but it wore out and became inoperable. Mike volunteered to get various options.

### **Executive Session**

Robert moved and Sheri seconded that the board go into executive session to consider two owners' accounts and a request for a waiver of late charges. Md. Condominium Act §§11-109.1(a)(8).

The motion passed with all directors present voting in favor. The directors voting in favor were Randy Ditch, Mike Falkner, Robert Mayer, Bonnie Medford, Sheri Miller and Ellen Schweiger. Mike Keenan was absent.

The board went into executive session at 10:40 p.m.

### **Adjournment**

At the conclusion of the executive session, Robert moved and Sheri seconded that the meeting be adjourned. The motion was passed on a voice vote without objection. The meeting was adjourned at 11:04 p.m.

The next board meeting will be on Wednesday, November 19, 2025 at 7:00 p.m.

Respectfully submitted,

/s/ Robert Mayer  
Robert Mayer  
Secretary