AGENDA

FLAGSHIP CONDOMINIUM ASSOCIATION, INC
BOARD OF DIRECTORS MEETING

Saturday, January 17th, 2026

10:00 a.m.

Zoom Meeting ID: 983 185 2492

Zoom Teleconference: 1 646 558 8656 (NY)

I. Announcement re: Open Meetings Act/Confirmation of Publication of Notice

II. Approval of Minutes of Board Meeting(s) – December 6th, 2025

III. Review of Financial Statements
- A. Budget deviation –November, 2025 Financials (Internal)
- B. Maintenance Fee Collections – Static Date 12/31/25
- C. Capital Reserve – Income and Expenses
- D. Investments/Reserve Accounts

IV. Legal Report (Robert J. Hueston)

V. Property Management Report
- A. Kristy – Property Update
- B. Nicole- Design/Project Update
  - i. **Building Envelope Assessment**
  - ii. **Roof #3 Replacement**
  - iii. **HVAC Units (Rooms)**

VI. Reports of Officers

VII. Old Business/New Business
- A. **Memorialize Annexation of 9 Additional IOA Units**
- B. **Memorialize Unit 302 (Eco Friendly) Payment Arrangement**

VIII. Questions from general membership in attendance relating to agenda items

IX. Adjournment

FLAGSHIP CONDOMINIUM OWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
December 6, 2025, at 10:00 a.m.
Zoom Phone: 1-646-558-8656; Access: 983-185-2492

ATTENDEES
Board Members: Sharon Wilson, Frances McDonald, Baron Brockington, Roxanne Passarella, Sabrina Presby, and Ryan Sherman
FRDC: Chris Ibone, Nicole Crawford, Kristi Lelii
Professional Advisor: Robert Hueston, Esq.
Guests: Lewis Strumpf, Charlene Jefferson, Linda Booker, Darlene Booker
This is the complete list of attendees for this Board meeting as recorded by Agatha Stratourides.

Sharon Wilson opened the meeting announcing that notice of this meeting has been published in the STAR LEDGER and the ATLANTIC CITY PRESS in accordance with the Open Meetings Act.

Roxanne Passarella motioned to approve the minutes of 08/23/2025; Sabrina Presby seconded the motion.

Meeting summary – Reported by Chris Ibone

Quick recap

The meeting covered financial reviews and updates, including discussions of operating surpluses, utility balances, and reserve compliance matters. Property management updates were provided, focusing on ongoing maintenance projects, staffing changes, and event planning for New Year's Eve. The board addressed security measures, building assessments, and various operational concerns, including discussions about elevator access, parking, and potential system improvements.

Next steps

- Chris: Send summary via email regarding the 9 developer-owned units with intervals sold, and at a future meeting ask the board to annex these 9 units to the IOA.
- Chris and Nikki: Discuss offline how to shrink the list of incomplete common area reserve projects from years 2021-2022 to avoid adding more years without spending.
- Roxanne and Chris: Check with the Developer's Council (Cooper Levinson) regarding the legal requirement to notify members/purchasers about reserves being below 85% and whether this applies to timeshare interval sales.
- Board: Finalize and submit the list of 9 units with intervals sold for board approval to annex to the IOA (to be completed by Chris, with board action to follow).
- Nikki: Obtain and distribute the final structural assessment report next week and begin work on the 5-10 year plan based on the assessment.
- Chris/Board: Officially record in the minutes the approval of the OSA engineering survey ($9,800) as previously approved via email.
- Housekeeping/Operations: Complete final cleaning and preparation of unit 809 and return it to the rental program once confirmed ready.
- Chris: Email a recap of the last member questions and security/capacity topics to Agatha (and possibly others) due to audio issues during the meeting.

Summary

Financial Review Meeting Preparation

The meeting began with introductions and technical setup, with Chris mentioning he would return with copies. Roxanne approved the meeting minutes, which had been published in the Star Ledger and Atlantic City Press. The group discussed the review of financial statements, which was to follow after Chris returned.

Financial Performance and Cost Control

The financial review showed a year-to-date net operating surplus of $78,770 against a budgeted $529,393, with significant improvements in hotel revenue and maintenance fee income. The management reported savings across various departments including administration, front desk, housekeeping, and owner services, while noting a deficit in bad debt expenses due to timing method changes. The meeting highlighted ongoing efforts to control controllable expenses, particularly during the off-season, with specific attention to staffing and maintenance needs, including the decision not to fill a director position and the ongoing search for painters and mechanics.

Financial Updates and Reserve Planning

The meeting discussed financial updates, focusing on utility balances and collection reports. Club presented data showing deficits in electricity, gas, and water, while sewer showed a surplus. The collection report revealed that 17% of future year billing had been collected, with current year collections at 48.29% compared to 52.16% last year. The discussion also covered reserve balances, with Morgan Stanley at $375 and TD Bank at $257,988. Club mentioned efforts to comply with new laws and rebuild reserves over the next 5 years, with the CFO setting aside funds for both reserves. The conversation ended with a review of approved funds and transfers, noting that some projects, particularly for 2021-2022, might need to be reassessed to avoid adding years without spending.

Bankruptcy Asset Sale Agreement Status

The meeting focused on the status of a bankruptcy court-approved asset sale agreement between FRDC and Atlantic City Boardwalk Investments LLC, which is still pending. Robert explained that a letter was sent to the title company regarding a $11,300 capital contribution requirement for 5 wholly owned condominium units, and Club mentioned plans to present a list of 9 additional units with interval sales to the board for annexation. The discussion clarified that while these units were technically developer-owned, the association had been receiving hotel revenue from them, which was noted as an offset to the developer's maintenance responsibilities.

Property Management and Event Planning

Christy reported on property management updates, including progress on the rebuild of unit 18-8, with flooring down and painting in progress, aiming to have 2-4 floors ready for New Year's Eve. She mentioned ongoing efforts to hire an HVAC specialist mechanic and completed updates to the laundry room and arcade area. Christy also discussed New Year's Eve event planning, including tiered pricing and catering by Kelsey Kim.

Building Assessment and Maintenance Planning

The meeting discussed the departure of a long-time staff member who had suffered multiple strokes and would not return. There was a discussion about preventive maintenance, with a focus on how deferred maintenance can lead to higher costs in the long run. Nikki reported that the structural assessment of the building was nearing completion, with a final report expected the following week. The assessment included a drone survey of the building, and the team was working on a 5-10 year plan to prioritize future projects. The conversation ended with a reminder that the OSA engineering survey had been approved via email, and Club requested that this be formally recorded in the meeting minutes.

Timeshare Exit Commercial Discussion

The meeting experienced technical difficulties with connection issues, making it difficult for participants to communicate effectively. Despite the challenges, Ryan inquired about the legitimacy of timeshare exit commercials, which Chris attempted to address but was cut off due to connection problems. Robert suggested that Chris send an email with the response to clarify the issue. The conversation ended with plans to follow up on the pending communication once the connection issues were resolved.

2026 Meeting Dates and Security

The board discussed meeting dates for 2026, which were approved by motion, and addressed questions about room 809's completion and the sleeper sofa's availability, with updates provided by Nicole and confirmation that both would be ready the following week. Darlene raised concerns about charging damages to credit cards, noting that while some recoveries are successful, particularly for minor damages, larger issues can be challenging to collect. The board also touched on security issues, with Charlene highlighting concerns about unattended security booths and unauthorized elevator access, which led to a discussion about potential security improvements.

Building Security and Access Measures

The meeting focused on security measures at a building, including the positioning of security personnel and the use of a sophisticated camera system. There was a discussion about elevator access, where it was noted that after 9 PM, guests need their room key to access the elevator. The group also addressed concerns about parking and pool capacity, as well as the potential implementation of a card reader system for elevator access. The conversation ended with a discussion about the restaurant's success and the use of specific elevators for different floors, particularly for Kelsey and Kim's.

Additional financial report specifics available by request to astratourides@yahoo.com.

Legal Report by Robert Hueston, Esq.

. Robert clarified that reserve compliance relates to common areas and building elements, explaining that the reserves are currently underfunded and a 5-year period is allowed to achieve compliance. The group discussed the need for a 5-year plan to address maintenance issues and bring reserves to 85% of the reserve study's total replacement value. A notice of underfunding reserves must be given to the COA purchasers and unit owners and Rox and Chris will consult the Developer's Counsel about compliance concerning notice to interval purchasers and owners.

. Robert explained that after conferring with Sharon Wilson, Board President, and in connection with the Bankruptcy Court Approved sale/closing between FRDC and ABCI, LLC, the sent letter was sent to the title company setting forth that a $11,300 capital contribution was required for a 5 wholly owned FRDC condominium units being acquired by ACBI, LLC. Chris mentioned there are 9 additional units with interval sales to be annexed by the board in the interval ownership program. The discussion clarified that while these units were technically developer-owned, the association had been receiving hotel/interval revenue from them, which was noted as an offset to the developer's maintenance responsibilities. The nine to be annexed into the IOA had at least one week activity; the other five had no activity.

Management Report by Kristy Lelii

PMI is continuing, furniture has been delivered, and rewiring is being done. Management is seeking an AVAC mechanic.

Property Management by Nicole Crawford, Director of Design

. The overall structural assessment will be finalized next week. We are working on a 5-10 year plan and engineering will advise what we need first. We did a drone inspection.

. We will include some maintenance in PMI in common areas.

Nicole Crawford is asking for the Board to memorialize $9,800 to OSA for the engineering survey as originally accepted via email. Baron Brockington motioned to approve the OSA $9,800 engineering survey; Ryan Sherman seconded.

Meeting Dates for 2026

The COA meeting dates were presented by Chris Ibone. Motioned for approval by Frances McDonald and seconded by Baron Brockington.

**Flagship COA
Meeting Dates
2026**

DATE	TIME	TYPE	LOCATION	DAY OF WEEK
January 17, 2026	10:00 A.M.	Board	Hybrid	Saturday
March 28, 2026	10:00 A.M.	Board	Hybrid	Saturday
June 24, 2026	5:00 P.M. 7:00 P.M.	Board Annual	Hybrid Zoom	Wednesday Wednesday
August 22, 2026	10:00 A.M. 12:00 P.M.	Budget Board	Hybrid Hybrid	Saturday Saturday
October 10, 2026	10:00 A.M.	Board	Hybrid	Saturday
December 05, 2026	10:00 A.M.	Board	Hybrid	Saturday

*Note ALL Meetings will be held via Hybrid/Zoom
See www.clubboardwalkresorts.com >Vacation Ownership> Association Information, for all info and packages

Comments from Guests

Questions from guests focused on the following subjects:
. Status of furniture for Unit 809: Nicole Crawford indicated that the sleeper sofa will arrive by next week.
. Charges for damages: Chris Ibone indicated that it's easier to collect for small damages rather than larger ones.
. How is security being addressed with K&K on the seventh floor? Management said that the doors to the building close at 9:00 p.m. Officers of the Board suggested that K&K patrons use the elevator for first through seventh floors.

There being no other old or new business, this meeting of the Board was adjourned on the motion of Sabrina Presby and was seconded by Baron Brockington at 11:25 a.m.

CERTIFICATION

I hereby certify the foregoing minutes of the COA Board meeting were approved and duly adopted by the Board on
Date: ____________ by: ________________________________
Ryan Sherman, Secretary

A(1/2)

The Flagship Condominium Association, Inc.
Financial Summary
As of November 30, 2025

A

YTD November 2025 Financial Standing:

Actual 2025 Net Operating Surplus/(Deficit)	$376,966
Budgeted 2025 Net Operating Surplus/(Deficit)	$412,978
YTD November 2025 Net Operating Surplus/(Deficit) versus Budget	($36,012)

414 IOA Owned & 8 Condo Owned

Surplus and (Deficit) Versus Budget:

Revenue:	($2,497,823)	YTD Net Hotel Revenue is favorable, or a surplus to budget of $322,637. We made significant progress in the Summer months to climb out of the deficit from the first 4-5 months, and turn it into a solid surplus. July was a record figure of over $500k in hotel revenue as a note. An additional $152,617 has been generated from the Leisure Guest Resort Fee year to date. YTD Maintenance Fee Income Owner is a ($602,040) deficit YTD. This is also starting to be recorded/budgeted on a monthly basis. YTD Maintenance Fee Income as it relates to Unsolds is currently even to budget, recorded monthly, will have a YE True Up. Current collections (2025) are ~3.85% behind 2024 as of the static date of 12/31/25. Management is pursuing all debt vigorously, 3rd Party assistance is in place, for accounts over 30+ days deliquent.
Payroll & All Expenses:	$830,123	Favorable variance in their entirety. Largest savings we are seeing specific to Departments overall are in Admin of $148,540, Front Desk of $116,816, Housekeeping of $231,637, and Owner Services of $199,907. This is as largely a direct effort to control all of our controllables, especially in the off-season and in response to lower occupancy in that season.
Reserve Expenditures:	$1,631,688	Please note that Reserve Expenditures are now being recorded as expensed, a different methodology than in the past, subject to audit. Actual RFR Expenditures were $883,308 vs. $2,514,996 budgeted.
Net Total:	($36,012)	

Expenses of Note:

Bad Debt Expense:	($1,972,160)	Perhaps the largest driver, however this is also due to some form of timing/method change. YTD Bad Debt Expense or "Allowance for uncollectible fees" is $7,892,360 vs. a budget of $5,920,000, giving us the current deficit of ($1,972,160) in that line item. The allowance is being adjusted as we go (quarterly or bi-annually) and not all at the end of the year now. Roughly 42.1% of Actual MF Revenue.
Combined Insurance:	$170,126	Over the past two years insurance, particularly property has gone up over 140%. We expect it to remain relatively flat for 2025/26, however the budget may be a bit too high. This was kept flat for 2026.

60 North Maine Avenue • Atlantic City, NJ 08401
Phone: 609-347-3524, ext. 8580 • Fax: 609-348-3570

A (2/2)

The Flagship Condominium Association, Inc.
Financial Summary
As of November 30, 2025

Property Taxes	$107,893	Still saving on actual Property Tax Expense vs. Budget, even though the 2025 Budget was lowered again. Property Taxes are remaining steady or even lowering year over year. We saw no increase in 2026 rate wise.
Payroll- Housekeeping	$190,948	As a result of deepdives into expenses and being able to manage our staff in the off-season and as a result of some lower occupancy. As expected we will finish with significant savings. Greatly reduced the amount of OT, try to only use if absolutely needed.
Payroll- Front Desk	$115,653	As a result of deepdives into expenses and being able to manage our staff in the off-season and as a result of some lower occupancy. There are potential positions to be filled with proper candidates. Greatly reduced the amount of OT, try to only use if absolutely needed. As expected we will finish with significant savings
Payroll- Owner Services	$73,092	Essentially due to not filling the positions that we have, turnover, and attrition. We are continuously trying to staff anywhere we feel it is needed seasonally. Now that we are through the Summer and going into the off-season still with savings, and the schedules will likely change to a lesser scale. As expected this savings should be significant.
Payroll- Maintenance	$100,474	Largely due to not filling the Vacant Director position at this time, and re-working the scope and organization of the department as to maintain adequate service at a lesser cost. We have a Painter position that has not been filled as well as, and more recently an A mechanic due to retirement. We were able to fill the second painter postion recently.
Supplies - Operating Maint	($79,720)	The variance is largely due to an Accounting variation in coding. Supplies and Supplies Operating have been consolidated to have more items coded to those particular line items. There are other line budgeted line items well under budget as a result of consolidation. This has been increased for 2026 based on actual and projections
Service Contracts	($38,824)	The variance is largely due to several tests as it relates to our fire system for sprinkler heads, air pressurization, and smoke evacuation annually and 5 year testing. Also testing and repair to our back up generator. This has been increased for 2026 based on actual and projections
Utilities	($28,425)	Electricity is a ($12,285) deficit variance. Gas is a ($20,151) deficit variance. Sewer is a $24,972 surplus variance, and Water is a deficit to budget of ($20,961). Again some adjustments were made for 2025, but these line items fluid and seasonal.

<u>Note:</u> We are in process of closing the end of the year which will take the month of January.

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Phone: 609-347-3524, ext. 8580 • Fax: 609-348-3570

Flagship Condominium Owners Assocation
Profit and Loss Statement
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Maintenance Fees						
Maintenance fees	$1,673,204	$1,758,518	($85,314)	$18,741,658	$19,343,698	($602,040)
Maintenance fees - unsold	7,500	7,500	0	82,500	82,500	0
Condominium fees	7,902	7,902	0	86,924	86,922	2
Condominium fees - FRDC	51,121	57,492	(6,371)	562,334	632,412	(70,078)
Allowance for uncollectible fees	(825,000)	(538,200)	(286,800)	(7,892,360)	(5,920,200)	(1,972,160)
Maintenance Fees net	***914,727***	***1,293,212***	***(378,485)***	***11,581,056***	***14,225,332***	***(2,644,276)***
Other Revenues						
Late fee revenue	2,966	20,833	(17,867)	151,405	229,163	(77,758)
Hotel income	163,220	157,520	5,700	3,407,246	3,084,609	322,637
Parking income	7,816	7,500	316	116,338	125,500	(9,162)
Convenience store	2,781	1,500	1,281	30,912	19,925	10,987
Other income	8,459	29,000	(20,541)	188,708	275,736	(87,028)
Interest income	0	2,350	(2,350)	12,627	25,850	(13,223)
Total Revenues	***1,099,969***	***1,511,915***	***(22,891)***	***15,488,292***	***17,986,115***	***(2,497,823)***
Expenses						
Management fees	215,183	214,594	(589)	2,584,910	2,547,023	(37,887)
Administration	414,512	409,651	(4,861)	4,379,787	4,528,327	148,540
Security	43,924	44,102	178	466,206	485,872	19,666
Pool	13,768	16,298	2,530	136,652	189,278	52,626
Collections	11,708	11,316	(392)	122,098	124,484	2,386
Housekeeping	171,935	199,749	27,814	1,964,802	2,196,439	231,637
Laundry	36,386	29,780	(6,606)	344,573	328,080	(16,493)
Customer Care	29,059	31,717	2,658	342,632	348,887	6,255
Front Desk	55,470	69,864	14,394	652,018	768,834	116,816
Guest Relations	16,020	17,123	1,103	178,041	190,953	12,912
Owner Services	11,095	45,171	34,076	172,324	372,231	199,907
Transportation	11,692	13,066	1,374	172,899	202,220	29,321
Maintenance	141,952	160,772	18,820	1,666,530	1,759,392	92,862
Utilities	73,199	81,778	8,579	1,044,546	1,016,121	(28,425)
Total Expenses	***1,245,903***	***1,344,981***	***99,078***	***14,228,018***	***15,058,141***	***830,123***
Income from Operations	***(145,934)***	***166,934***	***(312,868)***	***1,260,274***	***2,927,974***	***(1,667,700)***
Reserve	37,952	228,636	190,684	883,308	2,514,996	1,631,688
Net Income / (Loss)	***(183,886)***	***(61,702)***	***(122,184)***	***376,966***	***412,978***	***(36,012)***

Flagship Condominium Owners Assocation
Departmental Statement
General Administration
For the Eleven Months Ending November 30, 2025

	November Actual	November Budget	November Variance	YTD Actual	YTD Budget	YTD Variance
Expenses						
Salaries	$9,268	$9,666	$398	$101,817	$106,329	$4,512
Payroll Taxes	422	773	351	4,886	8,503	3,617
Group Insurance	1,977	1,700	(277)	23,553	18,700	(4,853)
Workers Comp	7,238	8,750	1,512	75,728	96,250	20,522
Other Benefits	1,129	557	(572)	26,808	6,127	(20,681)
401K Match	1,517	3,000	1,483	29,175	33,000	3,825
Staffing Expenses	**21,551**	**24,446**	**2,895**	**261,967**	**268,909**	**6,942**
Advertising	0	150	150	0	1,650	1,650
Cable Television	10,769	7,055	(3,714)	123,666	77,605	(46,061)
Computer Support	1,540	2,333	793	28,270	25,663	(2,607)
Computer Supplies	1,226	0	(1,226)	2,080	0	(2,080)
Charitable Contributions	0	0	0	2,500	4,750	2,250
Bank and credit card fees	52,145	27,500	(24,645)	353,226	296,650	(56,576)
Customer Relations	166	292	126	2,093	3,212	1,119
Dues and Subscriptions	51	100	49	4,367	1,100	(3,267)
Employee Relations	0	208	208	4,444	2,288	(2,156)
Legal Fees	1,581	1,350	(231)	54,877	14,850	(40,027)
Licenses and Taxes	2,480	500	(1,980)	4,912	5,500	588
Meals and Entertainment	0	0	0	37	25,000	24,963
Postage	442	0	(442)	4,192	0	(4,192)
Printing	0	200	200	956	2,200	1,244
Professional Fees	0	0	0	3,750	750	(3,000)
Rental Program	0	500	500	6,616	15,350	8,734
Equipment Rental	5,578	6,400	822	32,144	70,400	38,256
Rent	3,566	0	(3,566)	46,320	0	(46,320)
Office Supplies	0	50	50	4,576	550	(4,026)
Supplies operating	176	100	(76)	4,597	1,100	(3,497)
Telephone	4,592	8,000	3,408	53,990	88,000	34,010
Travel Commissions	7,272	5,500	(1,772)	165,843	140,750	(25,093)
Accounting/Audit Fees	2,167	10,000	7,833	23,837	110,000	86,163
Service contracts	6,250	2,167	(4,083)	68,972	0	(68,972)
Cash over/short	(7)	6,250	6,257	314	0	(314)
Depreciation	50,023	50,000	(23)	550,248	550,000	(248)
State Tax	2,298	0	(2,298)	7,319	0	(7,319)
Property Tax	130,931	143,750	12,819	1,473,267	1,581,250	107,983
General Liability Insurance	109,715	112,800	3,085	1,070,674	1,240,800	170,126
Prior Year Expense	0	0	0	19,733	0	(19,733)
Total Expenses	***414,512***	***409,651***	***(4,861)***	***4,379,787***	***4,528,327***	***148,540***

Flagship Condominium Owners Assocation
Departmental Statement
Security
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
Expenses						
Salaries	$37,787	$37,000	($787)	$393,288	$407,000	$13,712
Bonus	1,159	1,150	(9)	12,777	12,650	(127)
Payroll Taxes	3,005	3,052	47	33,195	33,572	377
Group Insurance	1,962	1,250	(712)	17,407	13,750	(3,657)
Staffing Expenses	**43,913**	**42,452**	**(1,461)**	**456,667**	**466,972**	**10,305**
Computer Supplies	0	0	0	0	750	750
Employee Relations	0	100	100	0	1,100	1,100
Internal Communications	0	150	150	0	1,650	1,650
Meals and Entertainment	0	0	0	103	0	(103)
Equipment Rental	0	0	0	135	0	(135)
Security	0	800	800	5,955	8,800	2,845
Office Supplies	0	100	100	247	1,100	853
Supplies	0	250	250	1,253	2,750	1,497
Telephone	11	0	(11)	827	0	(827)
Uniforms	0	250	250	(5)	2,750	2,755
Vehicle Expenses	0	0	0	64	0	(64)
Service Contracts	0	0	0	960	0	(960)
Total Expenses	***43,924***	***44,102***	***178***	***466,206***	***485,872***	***19,666***

Flagship Condominium Owners Assocation
Departmental Statement
Safety / Pool
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
Expenses						
Salaries	$11,319	$11,823	$504	$95,373	$130,053	$34,680
Payroll Taxes	1,016	1,182	166	8,673	13,002	4,329
Staffing Expenses	**12,335**	**13,005**	**670**	**104,046**	**143,055**	**39,009**
Employee Relations	0	60	60	0	660	660
Licenses and Taxes	0	0	0	475	0	(475)
Linen	56	0	(56)	207	0	(207)
Supplies	0	183	183	0	2,013	2,013
Uniforms	0	50	50	0	550	550
Swimming Pool	1,377	3,000	1,623	31,924	43,000	11,076
Total Expenses	***13,768***	***16,298***	***2,530***	***136,652***	***189,278***	***52,626***

Flagship Condominium Owners Assocation
Departmental Statement
Collections
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
Expenses						
Salaries	$5,709	$7,500	$1,791	$63,611	$82,500	$18,889
Bonus	1,466	709	(757)	14,617	7,799	(6,818)
Commissions	3,778	2,000	(1,778)	34,974	22,000	(12,974)
Payroll tax	602	816	214	7,438	8,984	1,546
Group Insurance	0	205	205	0	2,255	2,255
Staffing Expenses	**11,555**	**11,230**	**(325)**	**120,640**	**123,538**	**2,898**
Credit Reports	0	0	0	74	0	(74)
Dues and Subscriptions	75	32	(43)	1,005	352	(653)
Employee Relations	0	25	25	74	275	201
Office Supplies	78	29	(49)	305	319	14
Total Expenses	***11,708***	***11,316***	***(392)***	***122,098***	***124,484***	***2,386***

Flagship Condominium Owners Assocation
Departmental Statement
Housekeeping
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Expenses						
Salaries	$117,623	$147,206	$29,583	$1,465,086	$1,619,266	$154,180
Payroll Taxes	9,306	13,985	4,679	115,841	153,835	37,994
Group Insurance	3,867	2,917	(950)	33,313	32,087	(1,226)
Staffing Expenses	**130,796**	**164,108**	**33,312**	**1,614,240**	**1,805,188**	**190,948**
Amenities	0	3,750	3,750	11,963	41,250	29,287
Computer Supplies	0	183	183	0	2,013	2,013
Employee Relations	0	600	600	771	5,800	5,029
Internal Communications	0	625	625	0	6,875	6,875
Linen	12,018	12,083	65	105,900	132,913	27,013
Printing	0	100	100	0	1,100	1,100
Recruiting	0	0	0	133	0	(133)
Equipment Rental	0	0	0	135	0	(135)
Office Supplies	0	100	100	1,348	1,100	(248)
Supplies	29,121	16,700	(12,421)	228,930	183,700	(45,230)
Uniforms	0	500	500	383	5,500	5,117
Service Contracts	0	1,000	1,000	999	11,000	10,001
Total Expenses	***171,935***	***199,749***	***27,814***	***1,964,802***	***2,196,439***	***231,637***

Flagship Condominium Owners Assocation
Departmental Statement
Laundry
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
Expenses						
Salaries	$22,858	$23,638	$780	$253,930	$260,018	$6,088
Payroll Taxes	3,096	1,607	(1,489)	24,995	17,677	(7,318)
Group Insurance	830	1,285	455	7,341	14,135	6,794
Staffing Expenses	**26,784**	**26,530**	**(254)**	**286,266**	**291,830**	**5,564**
Laundry	0	0	0	3,960	0	(3,960)
Supplies	2,051	2,000	(51)	23,966	22,000	(1,966)
Uniforms	(5)	0	5	(5)	500	505
Laundry Equipment	7,556	1,250	(6,306)	30,386	13,750	(16,636)
Total Expenses	***36,386***	***29,780***	***(6,606)***	***344,573***	***328,080***	***(16,493)***

Flagship Condominium Owners Assocation
Departmental Statement
Customer Care
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
Expenses						
Salaries	$6,658	$7,050	$392	$76,270	$77,550	$1,280
Bonus	586	500	(86)	4,339	5,500	1,161
Payroll Taxes	361	604	243	5,692	6,644	952
Group Insurance	1,050	575	(475)	9,996	6,325	(3,671)
Contract Labor	20,404	22,479	2,075	243,734	247,269	3,535
Staffing Expenses	**29,059**	**31,208**	**2,149**	**340,031**	**343,288**	**3,257**
Customer Relations	0	0	0	17	0	(17)
Dues and Subscriptions	0	469	469	2,584	5,159	2,575
Employee Relations	0	18	18	0	198	198
Office Supplies	0	22	22	0	242	242
Total Expenses	***29,059***	***31,717***	***2,658***	***342,632***	***348,887***	***6,255***

Flagship Condominium Owners Assocation
Departmental Statement
Front Desk
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
Expenses						
Salaries	$47,333	$60,000	$12,667	$546,225	$660,000	$113,775
Payroll Taxes	4,208	4,800	592	49,159	52,800	3,641
Group Insurance	1,592	1,000	(592)	12,763	11,000	(1,763)
Staffing Expenses	**53,133**	**65,800**	**12,667**	**608,147**	**723,800**	**115,653**
Computer Supplies	0	167	167	905	1,837	932
Customer Relations	322	250	(72)	3,290	2,750	(540)
Employee Relations	0	250	250	22	2,750	2,728
Hospitality	0	0	0	74	0	(74)
Printing	0	188	188	14,822	2,068	(12,754)
Recruiting	69	0	(69)	259	0	(259)
Equipment Rental	0	0	0	135	0	(135)
Repairs and Maintenance	0	0	0	0	330	330
Office Supplies	0	1,042	1,042	5,524	11,462	5,938
Supplies	216	1,750	1,534	9,972	19,250	9,278
Telephone	0	0	0	10	0	(10)
Uniforms	1,730	417	(1,313)	3,608	4,587	979
Parking	0	0	0	5,250	0	(5,250)
Total Expenses	***55,470***	***69,864***	***14,394***	***652,018***	***768,834***	***116,816***

Flagship Condominium Owners Assocation
Departmental Statement
Guest Services
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Expenses						
Salaries	$12,518	$14,128	$1,610	$144,695	$155,408	$10,713
Payroll Taxes	1,153	1,412	259	12,380	15,532	3,152
Group Insurance	2,354	1,433	(921)	20,931	15,763	(5,168)
Staffing Expenses	**16,025**	**16,973**	**948**	**178,006**	**186,703**	**8,697**
Employee Relations	0	75	75	0	825	825
Supplies	0	75	75	0	2,425	2,425
Uniforms	(5)	0	5	(15)	1,000	1,015
Vehicle Expenses	0	0	0	50	0	(50)
Total Expenses	***16,020***	***17,123***	***1,103***	***178,041***	***190,953***	***12,912***

Flagship Condominium Owners Assocation
Departmental Statement
Owner Services
For the Eleven Months Ending November 30, 2025

	November Actual	November Budget	November Variance	YTD Actual	YTD Budget	YTD Variance
Expenses						
Salaries	$7,495	$11,990	$4,495	$72,744	$131,890	$59,146
Payroll Taxes	573	1,199	626	6,580	13,189	6,609
Group Insurance	0	667	667	0	7,337	7,337
Staffing Expenses	**8,068**	**13,856**	**5,788**	**79,324**	**152,416**	**73,092**
Computer Supplies	0	0	0	0	900	900
Customer Relations	0	150	150	15	1,650	1,635
Decorations	174	0	(174)	174	0	(174)
Dues and Subscriptions	368	300	(68)	2,462	3,300	838
Employee Relations	0	50	50	0	550	550
Hospitality	2,461	3,550	1,089	36,791	46,950	10,159
Internal Communications	0	150	150	0	1,650	1,650
Meals and Entertainment	0	0	0	119	0	(119)
Owner Administration	0	26,500	26,500	33,266	87,350	54,084
Owner Entertainment	0	275	275	1,375	3,025	1,650
Postage	0	250	250	17,805	72,850	55,045
Printing	0	0	0	0	550	550
Office Supplies	0	40	40	0	440	440
Supplies Operating	0	0	0	93	0	(93)
Telephone	24	0	(24)	875	0	(875)
Travel	0	0	0	25	0	(25)
Uniforms	0	50	50	0	600	600
Total Expenses	***11,095***	***45,171***	***34,076***	***172,324***	***372,231***	***199,907***

Flagship Condominium Owners Assocation
Departmental Statement
Transportation
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Expenses						
Salaries	$4,121	$4,875	$754	$45,443	$53,625	$8,182
Payroll Taxes	326	416	90	4,022	4,570	548
Staffing Expenses	**4,447**	**5,291**	**844**	**49,465**	**58,195**	**8,730**
Guest Transportation	7,245	7,775	530	120,485	144,025	23,540
Printing	0	0	0	1,090	0	(1,090)
Vehicle Expenses	0	0	0	1,859	0	(1,859)
Total Expenses	***11,692***	***13,066***	***1,374***	***172,899***	***202,220***	***29,321***

Flagship Condominium Owners Assocation
Departmental Statement
Maintenance
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Expenses						
Salaries	$67,877	$80,250	$12,373	$772,171	$882,750	$110,579
Payroll Taxes	5,083	7,503	2,420	64,529	82,533	18,004
Group Insurance	9,245	5,000	(4,245)	79,491	55,000	(24,491)
Other Benefits	12,625	10,352	(2,273)	117,490	113,872	(3,618)
Staffing Expenses	**94,830**	**103,105**	**8,275**	**1,033,681**	**1,134,155**	**100,474**
Computer Supplies	0	58	58	0	638	638
Employee Relations	0	75	75	66	825	759
Internal Communications	0	2,400	2,400	4,568	6,600	2,032
Licenses and Taxes	0	0	0	4,874	6,000	1,126
Recruiting	213	0	(213)	513	0	(513)
Equipment Rental	0	0	0	135	0	(135)
Repairs and Maintenance	0	150	150	0	1,650	1,650
Office Supplies	132	67	(65)	387	737	350
Supplies	7,646	883	(6,763)	88,983	9,713	(79,270)
Telephone	12	0	(12)	438	0	(438)
Training and Education	0	83	83	0	913	913
Uniforms	1,803	300	(1,503)	6,536	3,300	(3,236)
Vehicle Expenses	0	208	208	1,650	2,288	638
Appliance Repair	0	3,500	3,500	9,830	38,500	28,670
Building	400	7,083	6,683	52,542	77,913	25,371
Carpentry	0	1,000	1,000	0	11,000	11,000
Electrical Equipment	3,225	1,000	(2,225)	24,768	11,000	(13,768)
Elevators	7,510	7,500	(10)	103,136	82,500	(20,636)
Engineering Supplies	0	0	0	153	0	(153)
Furniture	7,348	2,917	(4,431)	24,542	32,087	7,545
Grounds and landscaping	0	200	200	858	2,200	1,342
HVAC Equipment	4,776	4,167	(609)	28,531	45,837	17,306
Laundry Equipment	0	125	125	0	1,375	1,375
Light bulbs	0	667	667	0	7,337	7,337
Major Maintenance	0	1,667	1,667	32,337	18,337	(14,000)
Mechanical Equipment	0	417	417	0	4,587	4,587
Painting and Decorating	179	1,250	1,071	2,181	13,750	11,569
Plumbing	0	3,750	3,750	32,007	41,250	9,243
Service Contracts	5,478	5,000	(478)	93,824	55,000	(38,824)
Signs	0	542	542	1,071	5,962	4,891
Swimming Pool	0	1,200	1,200	0	17,900	17,900
Telephone Repairs	0	83	83	0	913	913
Television Repairs	3,519	0	(3,519)	13,088	0	(13,088)
Waste Removal	4,511	11,000	6,489	101,809	121,000	19,191
Water treatment	370	375	5	4,022	4,125	103
Total Expenses	***141,952***	***160,772***	***18,820***	***1,666,530***	***1,759,392***	***92,862***

Flagship Condominium Owners Assocation
Departmental Statement
Utilities
For the Eleven Months Ending November 30, 2025

	November			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Expenses						
Power	$42,476	$42,727	$251	$582,567	$570,282	($12,285)
Gas	12,100	12,350	250	173,576	153,425	(20,151)
Sewer	15,755	17,070	1,315	161,494	186,466	24,972
Water	2,868	9,631	6,763	126,909	105,948	(20,961)
Total Expenses	***73,199***	***81,778***	***8,579***	***1,044,546***	***1,016,121***	***(28,425)***

B

FOR CLIENT (FLARES)

AS OF 12-31-2025

CHARGE DESCRIPTION	**UNAPP CASH**	**UNAPP NON CASH**	**MAINT FEE**	**LATE FEE**	**LATE CHG**	**TOTALS**
2026 CHARGES	0	0	21111263.46	0	0	21111263.46
2026 RCVY CHGS	0	0	0	0	0	0
2026 APPLIED	0	0	-4912884.9	0	0	-4912884.9
--CASH	0	0	-4830771.08	0	0	-4830771.08
--NON CASH	0	0	-82113.82	0	0	-82113.82
--DISC TRAN	0	0	0	0	0	0
--WOFF TRAN	0	0	0	0	0	0
2026 CREDIT	-145662.38	-5324.89	0	0	0	-150987.27
2026 BALANCE	-145662.38	-5324.89	16198378.56	0	0	16047391.29
2026 WRITEOFF	5.06	0	-24625.01	0	0	-24619.95
2026 RCVY DISP	1036.24	0	-30616.69	0	0	-29580.45
2026 ACTIVE BAL	-144621.08	-5324.89	16143136.86	0	0	15993190.89
2026 Collections as of 12/31/25:			**23.27%**			
FY						

							as of 12/31/24
2025 CHARGES	0	0	20414862.19	446687.57	321960	21192716.76	**18607989.05**
2025 RCVY CHGS	0	0	0	0	0	0	**0**
2025 APPLIED	19454	0	-9894487.15	-105096.9	-16637.93	-10004900.18	**-9736143.31**
--CASH	20611.63	-3998.34	-8536533.08	-55395.48	-15092.95	-8598462.42	**-9119818.81**
--NON CASH	-1157.63	3998.34	-1357954.07	-49701.42	-1544.98	-1406437.76	**-616324.5**
--DISC TRAN	0	0	0	0	0	0	**0**
--WOFF TRAN	0	0	0	0	0	0	**0**
2025 CREDIT	-8468.69	-5911.4	0	0	0	-14380.09	**0**
2025 BALANCE	10985.31	-5911.4	10520375.04	341590.67	305322.07	11173436.49	**8871845.74**
2025 WRITEOFF	7503.71	5906.39	-86293.27	-2117.54	-1200	-76225.71	**-44192.84**
2025 RCVY DISP	-17932.98	5.01	-135848.46	-1785.01	-490	-156055.24	**-158914.41**
2025 ACTIVE BAL	556.04	0	10298233.31	337688.12	303632.07	10941155.54	**8668738.49**
2025 Collections as of 12/31/25:			**48.47%**	**23.53%**	**5.17%**		**52.32%**
CY							**25 vs 24**
							-3.85%

2024 CHARGES	0	0	18544453.34	529865	342602.54	19429886.88
2024 RCVY CHGS	0	0	0	0	0	0
2024 APPLIED	31077.49	0	-9982106	-154105.14	-35076.04	-10151986.2
--CASH	20481.43	0	-9212366.53	-106990.29	-26197.76	-9336640.66
--NON CASH	10596.06	0	-769739.47	-47114.85	-8878.28	-815345.54
--DISC TRAN	0	0	0	0	0	0
--WOFF TRAN	0	0	0	0	0	0
2024 CREDIT	-15129.17	-291.89	0	0	0	-15421.06
2024 BALANCE	15948.32	-291.89	8562347.34	375759.86	307526.5	9262479.62
2024 WRITEOFF	9970.28	126.64	-84748.61	-3220.03	-2085.04	-79956.76
2024 RCVY DISP	-25918.6	165.25	-135961.61	-2941.36	-945.01	-165622.82
2024 ACTIVE BAL	0	0	8341637.12	369598.47	304496.45	9016900.04
2024 Collections as of 11/29/25:			**53.83%**	**29.08%**	**10.24%**	
PY						

Flagship COA
Interval Room Reserve

C(1/12)

11/30/2025	
FUNDS:	
MORGAN STANLEY CAPITAL BALANCE	376
TD BANK RESERVE BALANCE	257,988
TOTAL AVAILABLE FUNDS	**258,364**
APPROVED FUNDS:	
RENOVATIONS - 2025	0
TOTAL APPROVED FUNDS	**0**
BALANCE AFTER COMPLETION OF APPROVED PROJECTS	**258,364**
TRANSFER IN:	
DUE FROM OPERATING FUND PRIOR TRANSFERS	4,552,211
ANNUAL CONTRIBUTION TRANSFERS- 2025	1,719,137
TOTAL TRANSFERS IN	**6,271,348**
TRANSFERS OUT:	
DUE TO OPERATING - INTEREST	(12,627)
TOTAL TRANSFERS OUT	(12,627)
POTENTIAL BALANCE @ YEAR END	**$6,517,086**
TARGET BALANCE @ 12/31/2025 PER RESERVE STUDY	**$5,057,859**

60 North Maine Avenue • Atlantic City, NJ 08401
Phone: 609-347-3524, ext. 4573 • Fax: 609-348-3570

FLAGSHIP CONDOMINIUM ASSOCIATION
INTERVAL ROOMS RESERVE ACCOUNT

60 NORTH MAINE AVENUE
ATLANTIC CITY, NJ 08401

OPEN PROJECTS

O(2/2)

PROJECT YEAR	PROJECT CODE	DESCRIPTION	AMOUNT APPROVED	EXPENSE APPROVED FUNDS:	REMAINING BALANCE	OPEN
2025	xx-xxx		$0	$0	$0	**$0**
		2025 TOTAL:	**$0**	**$0**	**$0**	**$0**
		GRAND TOTAL:	**$0**	**$0**	**$0**	**$0**

D(1/2)

Flagship COA
Common Area Reserve

11-30-2025	
FUNDS	
MORGAN STANLEY CAPITAL BALANCE	$0
TD BANK RESERVE BALANCE	358,988
TOTAL AVAILABLE FUNDS:	**358,989**
APPROVED FUNDS (Not Completed)	
2021 RENOVATIONS	(113,387)
2022 RENOVATIONS	(224,009)
2023 RENOVATIONS	(24,323)
2024 RENOVATIONS	0
2025 RENOVATIONS	(449,556)
TOTAL APPROVED FUNDS:	**(811,276)**
BALANCE (AFTER ALL JOBS ARE COMPLETED)	**(452,287)**
TRANSFER IN	
RESERVE PAYMENTS IN 2023/24	1,638,449
RESERVE PAYMENTS IN 2025	1,024,497
TOTAL TRANSFERS IN:	**2,662,946**
TRANSFERS OUT	
DUE TO OPERATING - ANNUAL INTEREST	-
WIFI FINANCE PAYMENTS- 2025	(8,388)
TOTAL TRANSFERS OUT:	**(8,388)**
POTENTIAL BALANCE @ YEAR END:	**$2,202,271**
TARGET BALANCE @ 12/31/2025 PER RESERVE STUDY	**$2,925,736**

60 North Maine Avenue • Atlantic City, NJ 08401
Phone: 609-347-3524, ext. 4573 • Fax: 609-348-3570

D (2/2)

PROJECT YEAR	JOB#	DESCRIPTION	APPROVED	TOTAL SPEND	BALANCE	OPEN
2021	21-010	BALCANY RESURFACE	52,272.50	31,543.94	20,728.56 #	(20,728.56)
2021	21-011	8TH FLOOR PLANTER PROJECT	60,000.00	20,791.88	39,208.12 #	(39,208.12)
2021	21-005	PHASE 2 ROOF ANCHOR SYSTEM	80,000.00	26,549.63	53,450.37 #	(53,450.37)
		2021 TOTAL:	**$234,272.50**	**$120,055.50**	**$114,217.00**	**($113,387.05)**
2022	22-018	SIMPLEX PHASE 1 (f)	551,562.00	327,552.60	224,009.40 #	(224,009.40)
		2022 TOTAL:	**$1,324,562.00**	**$1,123,728.08**	**$200,833.92**	**($224,009.40)**
2023	22-025	BUILDING LOCK SYSTEM	135,000.00	135,731.19	(731.19) #	0.00
2023	23-004	FUNZONE	38,000.00	34,607.69	3,392.31 #	(3,392.31)
2023	23-007	CORRIDOR RENO (22')	87,418.16	69,506.57	17,911.59 #	(17,911.59)
2023	23-008	HIGH RISE WINDOW SEALANT	67,000.00	66,107.50	892.50 #	0.00
2023	23-009	FRONT FAÇADE LOW RISE ENGINEER SURVEY	17,500.00	14,481.19	3,018.81 #	(3,018.81)
		2023 TOTAL:	**$344,918.16**	**$320,434.14**	**$24,484.02**	**($24,322.71)**
2024	24-002	GARAGE ASSESSMENT	15,000.00	16,231.25	(1,231.25) #	0.00
2024	24-003	LOW-RISE BLOCK TILE/FAÇADE	96,000.00	106,189.91	(10,189.91) #	0.00
2024	24-005	EMERGENCY ROOF REPAIR	80,000.00	80,492.49	(492.49) #	0.00
2024	24-010	ERCO CELING TILE REPAIR	9,600.00	9,542.94	57.06 #	0.00
2024	24-012	GARAGE REHAB ASSESMENT	30,000.00	32,360.00	(2,360.00) #	0.00
		2024 TOTAL:	**$230,600.00**	**$244,816.59**	**($14,216.59)**	**$0.00**
2025	24-012	GARAGE IMMEDIATE REPAIR-RESULT OF ASESSMENT	503,950.00	503,950.00	0.00 #	0.00
2025	25-xxxx	JOHNSON/SIMPLEX CONTROL PANEL (f)	462,400.00	12,843.61	449,556.39 #	(449,556.39)
		2025 TOTAL:	**$966,350.00**	**$516,793.61**	**$449,556.39**	**($449,556.39)**
	GRAND TOTAL:		**$3,237,702.66**	**$2,464,554.73**	**$773,147.93**	**($811,275.55)**

Memorandum

To: **C.O.A. Board of Directors**

CC: **File**

From: **Nicole Crawford, Director of Design**

Date: **January 13, 2026**

Re: **Building Envelope Assessment**

As everyone recalls during our last Board Meeting in December 2025, we discussed the Overall Structural Assessment taking place for the new NJ Bill that passed. As the OSA is now in its final stages, part of the report, discusses the need for an immediate Building Envelope Assessment to be completed no later than 9/1/26.

The engineer recommended Building Envelope Assessment consists of diving deep into the areas of Marginal including; Façade, Balconies, Terraces Roof, Pool Deck & Garage.

The Building Envelope at completion will include a summary of findings, recommendations, estimated costs associated with repair priorities. This will also lead to a 10-year Building Envelope Restoration Program.

At this time, I would like to ask the Board for immediate approval to start the Building Envelope Assessment with JBCI Engineers and Exploratory Contractor for the total of $60,000.

Thank You,

Nicole Crawford

Proposal for Building Envelope Condition Assessment

Proposed to

The Flagship – Club Boardwalk Resorts

Services

Façade, Balconies, Terraces Roof, Pool Deck, & Garage Assessment

Location

60 N Main Street
Atlantic City, NJ

Date

December 8, 2025

December 8, 2025

Mrs. Nicole Crawford
Property Design Manager
Club Boardwalk Resorts
60 N Maine Ave
Atlantic City, NJ 08401

re: Building Envelope
Condition Assessment
The Flagship
Club Boardwalk Resorts
60 N Maine Ave
Atlantic City, NJ 08401

Dear NICOLE,

Thank you for the opportunity to present our professional qualifications to you and The Flagship Condominium Association. As discussed, the Association intends to undertake a comprehensive building envelope condition assessment to clearly define the condition of the façade, balconies, terraces, roofs, and exposed structural elements to support long-term planning for maintenance and capital improvements.

The Flagship Condominiums is a 32-story oceanfront high-rise located at 60 North Maine Avenue in Atlantic City, New Jersey. Constructed in 1988, the building functions as a mixed-use condominium and timeshare facility overlooking the Atlantic coastline. The building and association is managed by Club Boardwalk Resorts (CBR). The structure was built using the Filigree concrete system, consisting of thin precast, prestressed slab units combined with a composite cast-in-place concrete topping supported on cast-in-place concrete beams, shear walls, and columns. The overall slab depth averages approximately 10 inches. This system influences balcony construction, terrace performance, waterproofing details, and long-term durability in a harsh marine environment.

The building contains several roof areas, including the main roof, mechanical room roof, and elevator room roof, all of which use modified bitumen assemblies. A separate TPO roof is located above the 7th-floor indoor pool. Multiple terrace roof systems are present: an elastomeric-coated filigree slab at the 7th-floor pool deck on the south elevation (above the 6th-floor garage); an 8th-floor built-up paver system (above the 7th-floor sales rooms at the north elevation); and private terraces on the 3rd, 4th, and 5th floors at the east elevation. The slab is protected with elastomeric coatings above the Ultra Suites. Balconies are present from the 9th through the 32nd floor on all four elevations, with continuous balcony runs on the north and south elevations featuring a sinusoidal slab edge. Each balcony includes an aluminum railing system anchored to the slab surface.

The exterior façade consists of a combination of EIFS (Exterior Insulation Finish System) and stucco cladding installed over cold-formed framing and supported by steel angle kicker brackets tied back to the concrete structure. At the lower levels, the east elevation utilizes 6x6 tile cladding at the main entrance and adjacent terraces. The building is equipped with fixed windows, original curtain wall assemblies, and original sliding glass doors.

JBCI has considerable familiarity with The Flagship based on our prior engineering involvement. We previously performed a comprehensive structural assessment of the parking garage and subsequently completed a Phase 1 restoration program addressing significant structural concerns. We are currently contracted to perform a building-wide structural integrity assessment in accordance with emerging industry standards and evolving state requirements.

PENNSYLVANIA
1617 John F Kennedy Blvd, Suite 1260
Philadelphia, Pennsylvania 19103

NEW JERSEY
215 Crestmont Terrace
Collingswood, New Jersey 08108

jbciengineers.com
215.665.0497

Our role for this project will be to perform a comprehensive building envelope condition survey of the façades and fenestrations, balconies, terraces, podium systems, roof assemblies, and the pool and pool deck. Our assessment will incorporate our previous findings from the garage assessment. Our field surveys will be conducted using ground-based evaluation, high-powered binoculars, and aerial drone imagery to identify deterioration patterns, waterproofing failures, coating performance, cladding distress, fenestration deterioration, and any structural or framing-related concerns.

To assess the overall roof conditions, we will retain Amtech Solutions (AS), a specialized roofing consultant, to assist in evaluation of the existing roofs. We have teamed with AS to successfully complete multiple roof assessments and/or designs for numerous condominium properties.

JBCI will prepare a comprehensive engineering report summarizing observations, identifying deficiencies, and providing repair recommendations, preliminary scopes of work, and budget-level pricing. As part of that ongoing effort, JBCI will be developing a recommended 10-year repair and maintenance program that categorizes deficiencies by severity; unsafe and immediate make-safe conditions, followed by high, medium, and low priority repairs. The program will also consider economies of scale, staging efficiency, and work that should be performed concurrently due to access logistics and structural relationships. The intent is to provide the Association with a clear, actionable, and financially responsible roadmap for restoring and maintaining the building envelope over the next decade.

Assistance from the Association will be required to coordinate roof access, terrace access, and unit entry where necessary. This proposal does not include specialty contractor fees. We recommend retaining Old Philadelphia Associates (OPA), a specialty masonry and façade-access contractor, to provide swing staging, scaffolding, or high-reach access as required. OPA will also support exploratory probes at select EIFS, stucco, balcony, and terrace locations to better understand concealed conditions, framing details, waterproofing transitions, and potential sources of infiltration.

Our firm description, project approach, reimbursable expenses, and relevant experience follow this narrative.

TABLE OF CONTENTS

Design Services Request for Proposal

The Flagship Condominium Building Envelope Condition Assessment

December 5, 2025

SECTION 1

Firm Description

SECTION 1: FIRM DESCRIPTION

Joseph B. Callaghan, Inc., established in 1967, is a consulting engineering firm serving institutions, corporations, government agencies, building owners, facility managers, legal, and other design professionals. We are committed to providing innovative solutions to Clients at every stage of the structure's life, from the design of new construction to rehabilitating existing facilities. What sets us apart are our established relationships, reliability and responsiveness to our Clients. Our areas of expertise include:

Building Envelopes

Structures

Forensic Engineering

We have continued a successful, steady growth by maintaining quality services for our clients. Our strongest asset is our personnel. Our staff consists of five professional engineers and seven staff engineers having more than 100 years of collective engineering experience. It is our philosophy for our personnel to be involved in all aspects of the project, from inception to completion. We believe this creates well-rounded engineers and project managers giving them the confidence to handle all aspects of the industry. Our firm is a certified Small Business Enterprise (SBE) in New Jersey and is currently working on obtaining Women's Business Enterprise (WBE) certification.

01

Stable

We were founded over 50 years ago with an average staff tenure of 12 years.

02

Specialized

We 75% of work involves assessment of existing building components.

03

Diverse

42% of our engineering staff is female. The industry average is 17%.

Our mission is to create an inspiring work environment and supportive corporate culture as the key to advancing both work/life balance and intensive teamwork, resulting in unparalleled engineering solutions and happy clients. Many of our projects receive third-party recognition for design excellence and we are involved in multiple organizations. Examples include:

Recent Awards

2021 DVASE Outstanding Engineering Award for Uncommon Schools 571 18th Ave. School Façade Restoration
2019 DVASE Excellence in Structural Engineering Award for Princeton University Nassau Hall Cupola Restoration
2017 Zweig Group Fast Growth Award
2017 ICRI Award of Merit in the Water Structures for Carnegie Lake Dam for Princeton University
2017 Preservation Alliance of Greater Philadelphia Grand Jury Award for Renovation of Park Towne Place Museum District Residences
2017 Preservation Alliance of Greater Philadelphia Grand Jury Award for Renovation of Mansion Building at the Academy of Notre Dame de Namur
2017 DVASE Excellence in Engineering Award for Carnegie Lake Dam for Princeton University

Associations

American Concrete Institute (ACI)
American Institute of Steel Construction (AISC)
American Society of Civil Engineers (ASCE)
Association for Preservation Technology International (APTI)
Community Design Collaborative (CDC)
Delaware Valley of Structural Engineers (DVASE)
Healthcare Facilities Management Association of New Jersey (HFMA)
Greater Philadelphia Condominium Managers Associations (GPCMA)
International Code Council (ICC)
International Concrete Repair Institute (ICRI)
International Facilities Management Association - New Jersey (IFMA)
New Jersey Association of Physical Plant Administrators (NJAPPA)
National Council of Structural Engineers Association (NCSEA)

Licensed in New Jersey, Pennsylvania, Delaware, New York, Maryland, Massachusetts, South Carolina, Vermont

SECTION 1: FIRM DESCRIPTION (ctd)

Joseph B. Callaghan, Inc., established in 1967, is a consulting engineering firm that specializes in work related to Façade Assessment/Repair, Building Envelopes, Roofing, Structural Assessment, Forensic Investigation, and Parking Garage Rehabilitation.

We have continued a successful, steady growth by maintaining quality services to our clients. Our strongest asset is our personnel. Our staff consists of six professional engineers and seven staff engineers having more than 100 years of collective engineering experience. It is our philosophy for our personnel to be involved in all aspects of the project, from inception to completion. We believe this creates well rounded engineers and project managers, giving them the confidence to handle all aspects of the industry. Our firm is a certified Women's Business Enterprise (WBE).

26
Current Clients with 20+ Years Relationship (Princeton, Rutgers, Penn, NJDPMC, etc.)

7
Current Condominium Clients with a 10+ year relationship

50+
Projects completed on similar buildings

100
Building Envelope Renovation Projects in the last four years

30
High-rise condominium projects completed in the last 5 years

1
Responded to NYC Landmark High-Rise Building Damaged from 9/11 Tower Collapse (90 West)

10
Institutions with Annual On-Call Agreements

For over 20 years our firm has been retained by the State of New Jersey Department of Property Management & Construction as an Agency Consultant for: 1) Roofing; 2) Cost Estimating; and 3) Structural Engineering. We also have annual On-Call Agreements with many major institutions for the same or similar services. Our On-Call Engineering Services with other institutions and public agencies provide the following:

- Life Safety Structural Concerns
- Assessing Fire and Water Damaged Structures
- Structural Condition Survey and Feasibility Studies
- Waterproofing Design and Repair
- Building Envelope Studies
- Expert Witness Consultation
- Construction Consultation
- New Design

These arrangements have provided great experience in a wide array of building envelope assessments and renovations as well as structural repairs and rehabilitation. Our team brings a unique perspective and experience to all of our projects.

1617 John F. Kennedy Boulevard, Suite 1655, Philadelphia, PA 19103 | 215.665.0497 | jbciengineers.com

SECTION 2

Project Approach

SECTION 2: PROJECT APPROACH

A. Building Envelope Assessment

(Typical for each building envelope component outlined in Items B thru G below)

1. Review available architectural/structural drawings and pertinent documents. This will include repair documents, building history, and maintenance records provided by CBR. Obtain a leak inventory from building maintenance and operational personnel.
2. Prepare preliminary building elevation and roof and floor plan drawings to be used for survey purposes.
3. Perform Field Survey (See Items B. thru E. below). We have accounted for three (3) days of site visits.
4. Compile field data.
5. Assess existing building envelope system components for life expectancy based on our visual observations.
6. Research potential options to extend the life of the existing assemblies (if appropriate based on our findings) and provide estimated construction costs.
7. Develop and prepare a condition assessment report including a summary of findings, recommendations, with estimated associated construction costs and repair priorities. The deliverable will be one comprehensive report subdivided into sections for each of the building envelope components with a 10-year Building Envelope Restoration Program.
8. Attend one (1) meeting with the project team to coordinate our work and advise on scope decisions.
9. Note: All cutting and patching work for façade, terraces, and balconies will be performed by Specialty Masonry Contractor. All cutting and patching work of roofs will be performed by AS in one workday under JBCI direction while on-site.

B. Facade & Fenstrations Assessment

1. Perform a visual condition survey and overall assessment of accessible building elements to obtain field data and existing conditions. We will complement our façade survey with high-powered binoculars and a drone.
2. Assess the existing windows, curtain wall systems, and doors from balconies, terraces, and the room interiors.

C. Balcony Assessment

1. Perform a visual condition survey and overall assessment of balconies and terraces to obtain field data and existing conditions. We will complement our façade survey with high-powered binoculars and a drone. Perform material testing if necessary.
2. Access 10-20% of balconies via CBR access or specialty masonry contractor's swing scaffolding. Document existing balcony conditions and distress locations. Perform hands-on observation and acoustic sounding of balconies.

D. Pool and Pool Deck Assessment

1. Perform a visual condition survey of the pool, pool deck, south terraces, and adjacent structural elements around the pool. Document existing balcony conditions and distress locations.

E. Roof Assessment

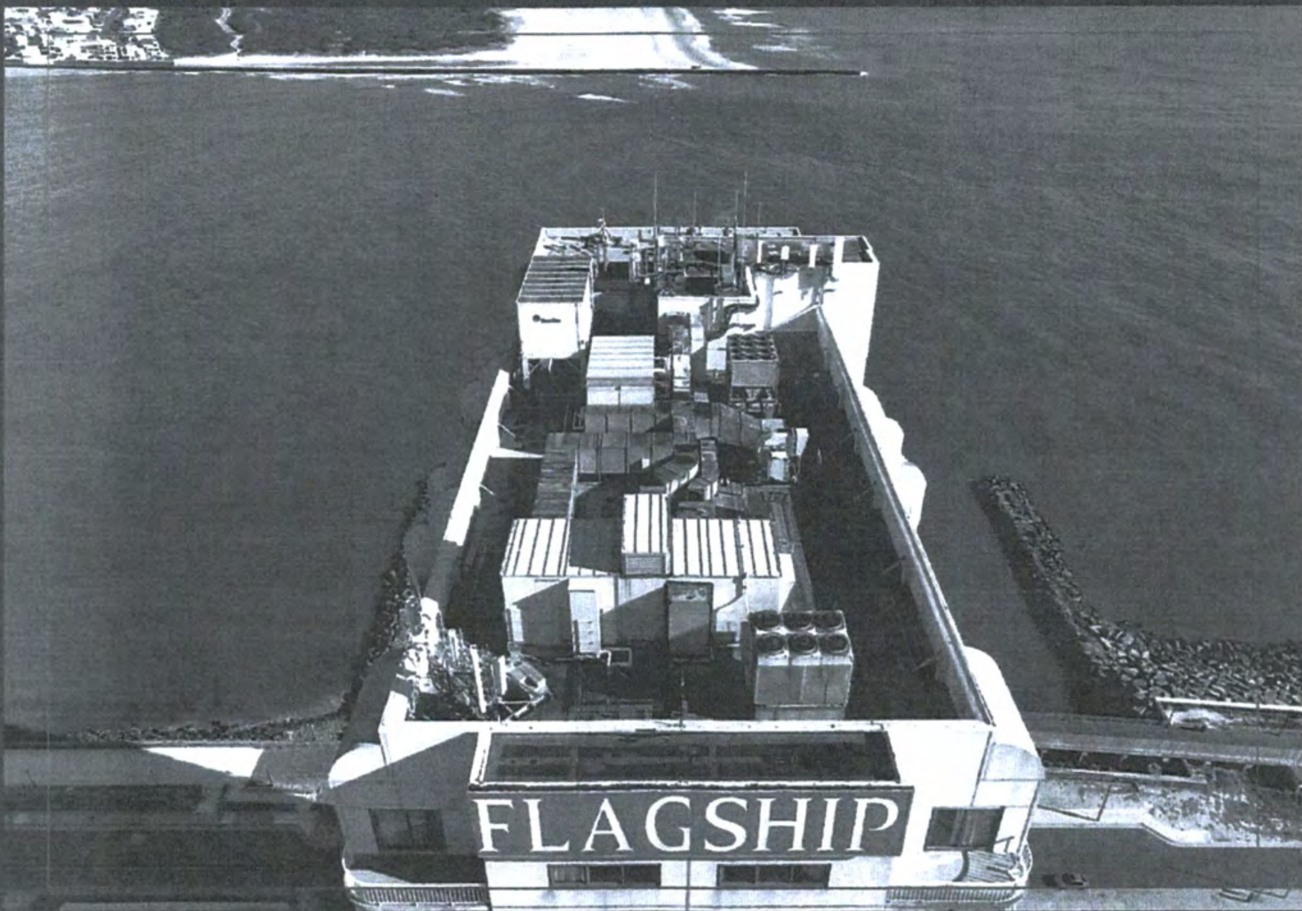
1. Make a site visit to observe and document existing condition of roofing, flashings, and related components; coordinate and observe roof cuts and patching.

F. Terrace Assessment

1. Make a site visit to observe and document existing condition of the varying terrace construction; coordinate and observe overburden around roof cuts and patching.

E. Garage Assessment

1. Include garage assessment as part of the building envelope condition assessment report. Update findings based on Phase 1 Restoration project and overall structural assessment. Include recommendations and priorities aligned with 10-year program.



SECTION 3

Fee Proposal

SECTION 3: FEE PROPOSAL

Reimbursement for Engineering Services

1. In return for the above services our charges will as follows; The breakdown by building component cost is shown below for each assessment and is based on JBCI performing all tasks:

Façade & Fenestrations	- Nine Thousand Two Hundred Dollars	($ 9,200.00)
Balcony	- Ten Thousand Seven Hundred Dollars	($ 10,700.00)
Pool & Pool Deck	- Six Thousand Eight Hundred Dollars	($ 6,800.00)
Roof	- Eight Thousand Six Hundred Dollars	($ 8,600.00)
Terraces	- Seven Thousand Six Hundred Dollars	($ 7,600.00)
Garage Update	- One Thousand Nine Hundred Dollars	($ 1,900.00)
Total	**- Forty-Four Thousand Eight Hundred Dollars**	**($ 44,800.00)**

2. Contractor services are excluded from our engineering proposal. We recommend Budgeting Fifteen Thousand Dollars ($15,000.00) for contractor services to assist with the exploratory work over three (3) days.

3. Invoices will be forwarded monthly with payment due upon submission of the invoice.

4. Reimbursable expenses for reproductions, mileage, tolls, parking, etc., are included in the Total Fee listed above.

5. This proposal is valid for One Hundred Twenty Days (120). If not accepted within 120 days, JBCI reserves the right to modify or withdraw this proposal.

6. This Agreement is subject to the following provisions:

   a) It is to be understood that our report will be based upon visual observations along with review of plans, where available, prepared by others. However, since we were not involved in the original design and construction, it cannot be confirmed in every detail that the construction complied accordingly.

   b) While we believe our recommended remedial methods will correct the problems and prevent their reoccurrence, we are unable to guarantee any future unforeseen distress of the initial construction beyond the scope of the work to be performed.

   c) See attached Terms and Conditions.

If you agree to the contents, this letter will be our Contract. Please sign and return it to our office. The enclosed, signed copy may be retained for your records.

Sincerely,
JOSEPH B. CALLAGHAN, INC

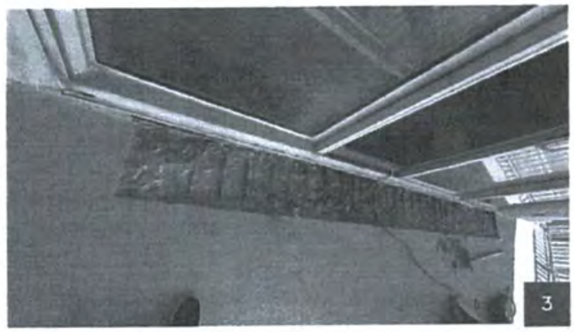
Tyler Logar, EIT
Project Manager

Accepted By Nicole [signature]

Date Accepted 1/13/2024

SECTION 4

Relevant Experience



Service

Overall Structural Condition Assessment, Pool Deck Repairs, & Balcony Restoration

Project/Completion/Construction Cost

Pool Deck Repairs / 2023 / $325,000

Balcony Restoration / 2023 -2026 $1.4M

Key JBCI Personnel

Michael Salera, PE / Senior Project Manager

Tyler Logar, EIT / Senior Project Engineer

Owner's Project Contact

Mr. Vince Morelli

Community Association Manager

The Gardens Plaza

921 Park Place

Ocean City, NJ 08226

609.399.1320

vince.morelli@fsresidential.com

Garden Plaza Condominiums

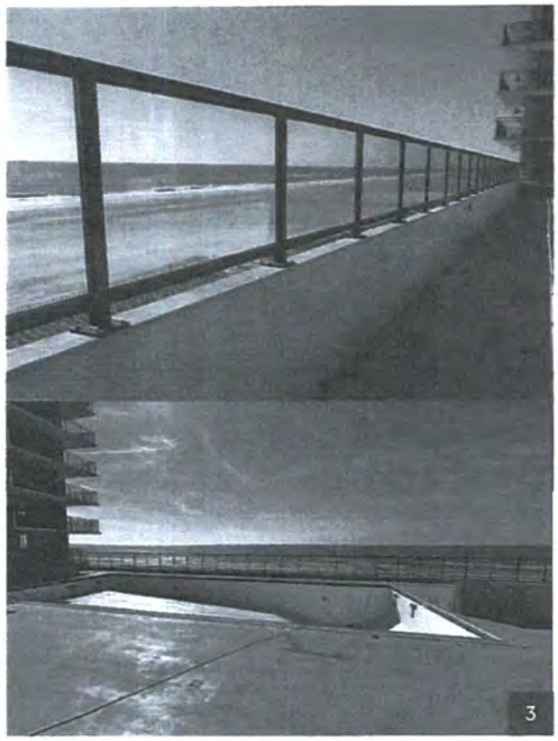
JBCI was retained to evaluate the structural condition of the building and pool deck, develop a repair and maintenance plan, and manage subconsultants to complete repairs. Built in 1973 this 17-story, reinforced concrete structure has four floors of parking with a residential tower beginning on floor five. Our team found extreme deterioration of the concrete slab underside with localized deterioration of the topside. We also discovered deterioration of the concrete beams and columns. Upon completion of the report, we prepared construction documents for the necessary rehabilitation and provided construction administration services.

Image Key

1 Garden Plaza Condominium Building

2 Pool Deck Underside Structural Framing Repairs in progress

3 Topside balcony repairs in progress



Service

Overall Structural Condition Assessment, Parking Garage Rehabilitation, Pool Deck Alterations, Façade & Balcony Restoration

Project/Completion/Construction Cost

Garage Repairs/ 2017 / $1.1M

Pool Deck Alt. / 2022 / $200K

Façade & Balcony/ 2025-2027 $3.4M

Key JBCI Personnel

Michael Salera, PE / Senior Project Manager

Tyler Logar, EIT / Senior Project Engineer

Owner's Project Contact

Ms. Sharon Ianoale
Property Manager
9600 Condominium
9600 Atlantic Avenue
Margate, NJ 08402
609.822.9600
manager9600@comcast.net

9600 Condominium

JBCI was retained to evaluate the structural condition of the open-air garage, develop a repair and maintenance plan, and manage subconsultants to complete repairs. Built in 1973 this 17-story, reinforced concrete structure has four floors of parking with a residential tower beginning on floor five. Our team found extreme deterioration of the concrete slab underside with localized deterioration of the topside. We also discovered deterioration of the concrete beams and columns. Upon completion of the report, we prepared construction documents for the necessary rehabilitation and provided construction administration services.

JBCI completed design for pool deck alterations in 2021 and the project was completed in 2022.

JBCI performed a condition assessment on the façade and balconites and completed design for restoration in 2025. Construction is currently ongoing and is intended to be completed in 2027.

Image Key

1 9600 Condominium Building
2 Spalling concrete with corroded reinforcing at underside of construction joint
3 Vertical cracking with bulging concrete and rust staining at perimeter column

Service

Façade Restoration / Roof Replacement

Project/Completion/Construction Cost

Façade Phase 1-5/ 2018-2023/ $2.5M
Façade Phase 6-10/ 2025-2028/ $2.8M
Roof Replacement/ 2025-2026/ $1.9M

Key JBCI Personnel

Tyler Logar, EIT
Project Manager

Owner's Project Contact

Mrs. Nicole Camarota
Chief of Staff
The Warwick Condominiums
101 S. Raleigh Ave
Atlantic City, NJ 08401
609.233.3461
NCamarota@associamidatlantic.com

Warwick Condominiums

WCA has embarked on a comprehensive façade rehabilitation project led by JBCI. The project aims to address critical issues, enhance structural integrity, and preserve the architectural aesthetics of the 9-story, 245-unit condominium building. Starting in 2019 and currently in its fifth phase, the project has involved essential repairs such as shelf angle repairs, column repairs, balcony restoration, window jamb flashing, brick repointing, and more. These measures have effectively solved ongoing leakage problems, provided a repair program for unsafe conditions, preserved the structural soundness of the building's steel elements and concrete balconies, and protected the architectural aesthetics of the building.

JBCI has played a crucial role in the success of the project through meticulous design documentation, bidding consulting, and construction administration services. Our services have addressed issues like water infiltration, severely corroded steel sections, and masonry/ concrete deterioration. We have implemented innovative solutions such as watertight barriers, steel section replacements, and aesthetic enhancements.

Image Key

1 Overall building
2 Severely corroded steel shelf angles.
3 Balcony repairs in progress.

Resorts Hotel & Casino Atlantic City, NJ

Service

Façade Assessment and Repair

Completion/Construction Cost

2016, Phase 1 / $3.6 Million
2019, Phase 2 / $4.6 Million
2025-2027 Phase 3/ $7.1M

Key JBCI Personnel

Erik S. Villari, PE
Project Manager
Michael Salera, PE
Sr. Project Engineer
Chief Drone Pilot

Owner's Project Contact

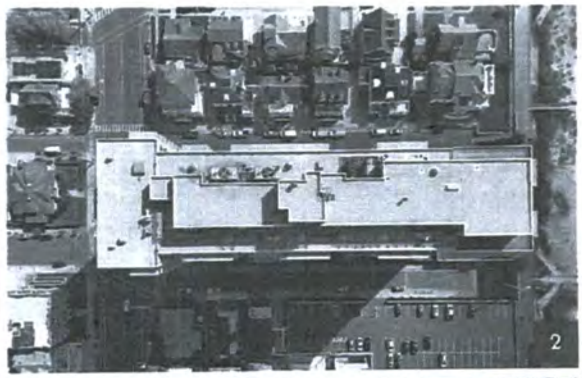
Mr. J.R. Lott
Facilities Manager
1133 Boardwalk
Atlantic City, NJ 08401
609.340.6044

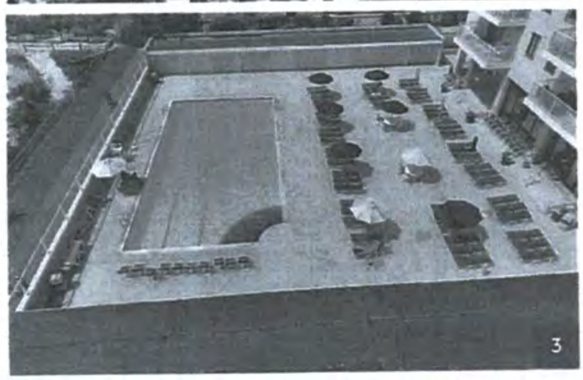
Haddon Hall – Resorts Casino and Hotel

JBCI was retained to evaluate the complete historic façade consisting of brick masonry and decorative terra cotta. The structure contains 480 guest rooms, casino, spa, pool, retail, and dining. Overall, the condition of the façade was fair but specific areas required immediate attention to prevent further deterioration including terra cotta rooftop balustrades, terra cotta rooftop cornices, tenth floor terra cotta water table/ninth floor window heads, and brick masonry piers between the windows. The repair program was managed into three phases due to the size of structure and intensity of repairs in certain areas.

Image Key

1 Phases 1 and 2 façade renovation in progress
2 Completed Phases 1 and 2 of façade renovation
3 Completed Phases 1 and 2





Service

Building Envelop Condition Assessment , Roof Replacement, & Pool & Pool Deck Restoration

Project/Completion/Construction Cost

Roof Replacement/ 2024-2025/ $1.1M
Pool Deck Restoration/ 2025-2026/ $1M

Key JBCI Personnel

Tyler Logar, EIT
Project Manager

Owner's Project Contact

Mr. Barry Bauman
General Manager
5000 Boardwalk Condominiums
5000 Boardwalk
Ventnor, NJ 08406
484.506.9066
Barry@5000boardwalk.com

5000 Boardwalk Condominiums

5000 Boardwalk completed a comprehensive building envelope condition assessment led by JBCI in 2024. The passement aimed to address and prioritize the building envelopes critical issues, enhance structural integrity, and preserve the architectural aesthetics of the 21-story, 345-unit condominium building. JBCI developed a 10-year capital improvement program for the building envelope.

Starting in 2024, JBCI designed and developed the main roof replacement project which included the replacement of the 6 upper most roofs approximately 22,000 SF of Modified Bitumen Roofing, insulation, flashings, additional drains, copings, and lightning protections.

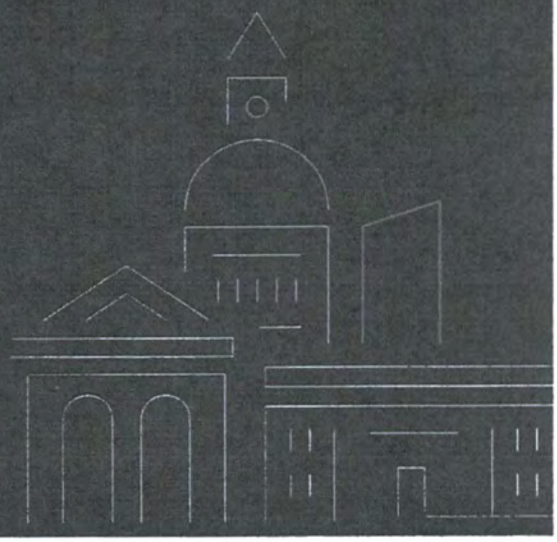
Starting in 2025, JBCI designed and developed the pool and pool deck restoration project which includes removal and replacement of the existing coatings, sealants, flashings, and finishes for the pool and pool deck. This project is currently in construction and aims for completion in 2026.

Image Key

1 Overall building
2 Roof Replacement Project Completed.
3 Existing Pool Deck Condition

SECTION 5

JBCI Terms & Conditions



Standard Terms and Conditions

1. **Standard of Care**

   Joseph B. Callaghan, Inc. (JBCI) will perform services in a manner consistent with that degree of care and skill generally exercised by Engineers performing tasks under similar circumstances. JBCI shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. Client agrees that services provided will be rendered without any warranty, express or implied.

2. **Instruments of Services (Documents)**

   All reports, notes, drawings, specifications, data and other documents prepared by JBCI are instruments of service that shall remain the sole property of JBCI. JBCI grants the Client a non-exclusive license to use JBCI's Instruments of Service solely and exclusively for purposes of constructing, using, and maintaining the Project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due under this Agreement. The Client agrees not to use JBCI-generated documents for marketing purposes or for projects other than the project for which the documents were prepared without express written permission by JBCI.

   If either party rightfully terminates this Agreement, the license granted in this section shall terminate. Upon such termination, the Client shall refrain from making further reproductions of the instruments of Services and shall return to JBCI within seven (7) days of termination all originals and reproductions in the Client's possession or control and cause its Contractor(s) to do the same.

   Any reuse or disbursement to third parties without such express written permission on project specification adaption by JBCI will be at the Client's sole risk and without liability to JBCI. Accordingly, Client shall, to the fullest extent permitted by law, defend, indemnify and hold harmless JBCI from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions and damages whatsoever arising out of or resulting from any unauthorized use of disbursement.

3. **Construction Services**

   JBCI shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs, including compliance with OSHA regulations, in connection with the work, nor shall JBCI be responsible for the contractor's failure to perform the work in accordance with the requirements of the contract documents. JBCI shall not have control over or charge of, and shall not be responsible for, acts or omissions of the contractor or of any other persons or entities performing portions of the work.

   If it is agreed that JBCI's basic services under this Agreement excludes contract administration services, the Client assumes all responsibility for the contract administration tasks and thus waives any claim against JBCI for construction administration tasks that m ay be in any way connected thereto. In addition, the Client therefore agrees to the fullest extent permitted by law to indemnify and hold JBCI harmless from any loss, claim or cost, interpretations, adjustments or field changes made to the instruments of services by others.

Standard Terms and Conditions

4. Construction Estimate, Bidding, and Administration Services

Probable Construction Cost: JBCI's opinions of construction costs and/or related operating cost savings estimates, are made on the basis of JBCI's experience and represents JBCI's best judgment as an experienced and qualified professional generally familiar with the industry. However, JBCI has no control over the costs of labor, equipment, materials or services furnished by others, or over the contractor's methods of determining prices, or over competitive bidding or market or weather conditions. These probable costs shall not be considered a guarantee of actual costs and/or savings; therefore, JBCI shall not be held liable for any costs that are incurred due to the accuracy or variance from actual construction costs.

Bidding: In the event the Client requests recommendations or referrals from JBCI in selecting a contractor and/or establishing a list of prospective contractors to bid for the work or negotiate contracts for the work, then Client understands that such information is solely for the convenience of the Client and does not constitute either professional advice or opinion, or a representation or warranty, by JBCI regarding the past or future performance or capabilities of the contractors, and as such the Client is responsible for its own due diligence and vetting and thus Client waives any claims against, and releases JBCI from any damages alleged to result from any recommendations or referrals, all of which shall further be considered consequential damages.

Site Visits: JBCI shall visit the site to observe the construction progress at periodic intervals and as stated in the proposal. The purpose of JBCI's site visit will be to become generally familiar with the progress and quality of the portion of the work completed, and to determine in general, if the work observed is being performed in a manner indicating that the work, when fully complete, will be in accordance with the Instruments of Service.

Submittals: JBCI may, at the request of the Client, review and approve, or take other appropriate action upon, the contractor's submittals such as Shop Drawings, Project Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Instruments of Service. Review of submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. JBCI's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. JBCI's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

Standard Terms and Conditions

<u>Requests for Information</u>: JBCI may review and respond to requests for information about the Instruments of Service. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific drawings or specifications in need of clarification and the nature of the clarification requested. JBCI's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, JBCI shall prepare and issue supplemental drawings or specifications in response to the requests for information.

<u>Payment Applications</u>: JBCI may, at the request of the Client, review and certify the amounts due the contractor and shall issue certificates in such amounts. JBCI's certification for payment shall constitute a professional opinion to the Client, based on JBCI's evaluation of the work and on the data comprising the contractor's application for payment, that, to the best of JBCI's knowledge, information and belief, the work has progressed to the point indicated, the quality of the work is in accordance with the Instruments of Service, and that the contractor is entitled to payment in the amount certified. The foregoing professional opinions are subject to (1) evaluation of the work for conformance with the Instruments of Services, (2) results of subsequent tests and inspection, (3) correction of minor deviations from the Instruments of Service prior to complete, and (4) specific qualifications expressed by JBCI. In the event any document or certificates used to certify the amounts due the contractor contain language inconsistent with the provision, then this provision shall govern.

The issuance of a certificate for payment shall not be representation or professional opinion that JBCI has (1) made exhaustive or continuous on-site observations, or any inspections (except those agreed upon in writing and performed) to check the quality or quantity of the work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from subcontractors and supplier and other data requested by the Client to substantiate the contractor's right to payment, or (4) ascertained how or for what purposes the contractor has used money previously paid on account of the contract sum.

5. Termination and Suspension

Either party may terminate this Agreement upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. If the Client terminates this Agreement, the Client shall compensate JBCI for services performed prior to termination, any reimbursable expenses incurred, and costs attributable to termination, including the costs attributable to JBCI's termination of consultant agreements.

Should either party fail to substantially perform in accordance with the terms of this Agreement, including failure to pay invoices, the Client of JBCI may, at any time, by giving fourteen (14) days written notice, suspend further services by JBCI. The Client shall remain liable for and shall promptly pay JBCI for all services rendered to the date of suspension of services plus suspension charges. Suspension charges shall include the cost of assembling documents, personnel and equipment rescheduling and commitments made to others on Client's behalf. The Client agrees to defend, indemnify and hold JBCI harmless from any claim or liability resulting from such suspension.

Standard Terms and Conditions

6. Dispute Resolution

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, JBCI and the Client agree that any claims or disputes brought by the Client arising out of or relating to this Agreement shall be submitted to non-binding mediation, as a pre-requisite to filing a lawsuit, unless the parties mutually agree otherwise.

JBCI and the Client further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators to retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

Any lawsuit arising from this Agreement shall be filed in the state where the subject project is located.

7. Client Support Information/Hidden Conditions

JBCI shall have the right to rely upon client supplied information as accurate and complete. In the event the information supplied is inaccurate, JBCI shall not be held liable, thus JBCI assumes no responsibility for such information. It is to be understood that our design documents will be based upon visual observations along with review of plans, where available, prepared by others. However, since we were not involved in the original design and construction, it cannot be confirmed in every detail that the construction complied accordingly.

In the event the services provided by JBCI include observations of an existing structure, then certain assumptions are required regarding hidden existing conditions which otherwise cannot be verified without expending great sums of money and/or destroying portions of the building. Therefore, JBCI shall not be responsible for damages or additional costs which arise out of hidden conditions. Further, JBCI will not be responsible for the Client's inability to construct project due to site conditions that were unknown to JBCI. Unless otherwise specifically provided in this Agreement, JBCI and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the project site.

8. Third Parties

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, of a third party against either the Client or JBCI. JBCI's services hereunder are being performed solely for the benefit of the Client and no other entity shall have any claim against JBCI because of this Agreement or JBCI's performance of services hereunder.

Standard Terms and Conditions

9. Limitation of Liability

In recognition of the risks, rewards and benefits of the Project, Client and JBCI agree that, to the fullest extent permitted by law, the total liability, in the aggregate, of JBCI, its consultants and their agents, servants and/or employees, for all injuries claimed, including damages to the Project itself (losses, expenses or claims whatsoever related to services provided by JBCI or its consultants under this Agreement, including but not limited to negligence, errors or omissions, strict liability, breach of contract or any claim whatsoever) shall not exceed the total amount of any available professional liability insurance for JBCI at the time that the claim is resolved either by settlement, arbitration award, or final judgment.

10. Waiver of Consequential Damages and Subrogation

JBCI and Client waive consequential or indirect damages for claims, disputes and other matters in questions arising out of or relating to this Agreement, including but not limited to the Client's loss of use of the property, any rental expenses incurred, loss of income, profit or financing related to the property, as well as the loss of business, loss of financing, principal office overhead and expenses, loss of any profits not related to the services under this Agreement, loss of reputation, or insolvency.

To the extent any damages are covered by property insurance during construction or afterwards, JBCI and Client waive all subrogation rights against each other and against the contractors, consultants, agents and employees of the other for damages. JBCI and Client shall require of the contractors, sub-consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

11. Governing Law

This Agreement shall be governed by the Law of the Commonwealth of Pennsylvania.

12. Severability

In the event any provisions of this Agreement shall be held to be invalid, the other provisions of this Agreement shall remain valid and binding.

13. Entire Agreement

This Agreement represents the entire and integrated agreement between the Client and JBCI and supersedes all prior negotiations, representations and agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and JBCI.

Memorandum

To: **C.O.A. Board of Directors**

CC: **File**

From: **Nicole Crawford, Director of Design**

Date: **January 13, 2026**

Re: **Roof #3 (Elevator & Mechanical Room Roof)**

The Flagship is need of a complete Replacement of Roof #3 as life expectancy has passed and we have areas of heavy water infiltration into the Elevator & Mechanical Room located directly below Roof #3.

We had multiple commercial roofing contractors come out to bid on this project and APEX Commercial Roofing came in with the best overall cost and **warranty** of 20 years for the TPO Roofing system and a full warranty against leaks, failures, workmanship and materials.

This is a pertinent and weather pending project that will take 2 full weeks to complete but with the weather, I'd like to have this approved so we can jump on this construction at any given opportunity with weather issues.

At this time, I would like to ask the Board to approve a full roof replacement on Roof #3, in the amount of $96,850.

Thank You,

Nicole Crawford

APEX
COMMERCIAL ROOFING LLC

811 Church Road, Suite 105, Cherry Hill, NJ 08002 (856) 203-6108 sales@apexcommercialroofing.net

Flagship Resort at Club Boardwalk Resorts October 31, 2025

60 N Maine Ave,
Atlantic City, NJ 08401

ATT: Nicole Crawford

Upon inspection of roof, we found the following work needed to be done. (6,600 Sq Ft)

1. Entire roof will be cleaned of all lose debris.
2. Remove all existing drain scuppers and determine optimal height and positioning for new scupper openings to improve roof drainage efficiency.
3. Install to entire roof ½ High Density Board (HD) ISO insulation board, all ISO board will be mechanically fastened to roof deck with approved fasteners and ISO plates.
4. Install tapered ISO crickets at drain lines and scuppers as required for proper roof rainwater drainage and on high sides of RTU's, exhaust fan curbs and skylight curbs.
5. Adhere VERSICO Versiweld .060 (WHITE) TPO roof membrane to entire roof and flashing walls, all membrane will be adhered with low VOC bonding adhesive.
6. Install new base flashing on various size curbs and A/C units. All flashing done with TPO 0.60 membrane fully adhered, cut edge sealant and counter flashed.
7. Install new termination bar at flashing walls and perimeter of building.
8. All pipe penetrations and pitch pockets to receive new manufacturer approved pipe boots and pitch pockets with manufacturer-approved filler.
9. Install new VERSICO TPO-coated metal scuppers sized appropriately for roof drainage requirements.
10. All lose debris will be hauled away by Apex Commercial Roofing LLC.

Total cost for labor and materials $96,850.00

Full Labor & Materials Warranty: 20 Years on .060 Mil TPO Roofing System.
<u>This plan includes Full Warranty against</u>:
- Leaks
- Product failure
- Workmanship
- Materials

Acceptance of Proposal

We agree to move forward as specified on the prior pages. The prices, specifications, payment schedule, and conditions are satisfactory and are hereby accepted. We are authorized to complete the work as specified. Furthermore, we agree to supply water and power.

IF ACCEPTABLE, PLEASE SIGN AND RETURN A COPY OF OUR BID FOR SCHEDULE, THANK YOU.

Acceptance by Client:

Sign: ______________________________

Print: ______________________________

Title: ____

Date: __________________

Subject to final acceptance by Apex Commercial Roofing LLC:

Sign: ______________________________

Print: ______________________________

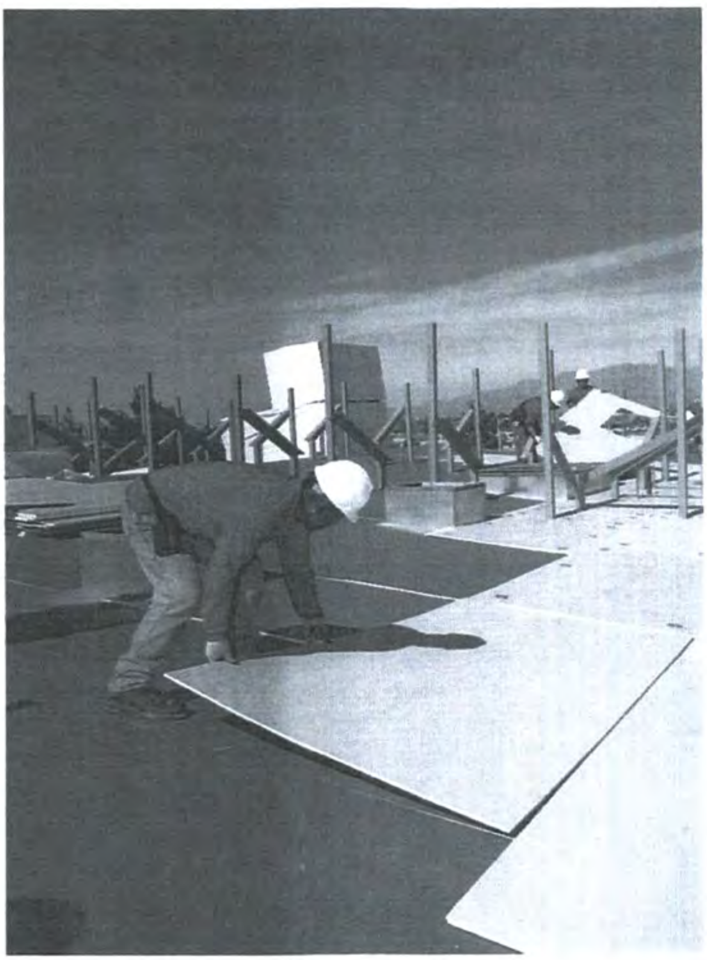
Title: ____

Date: __________________

Payment to be made as follows: 50% when material is delivered and balance on completion of the job.

High-Density Polyisocyanurate Board

High-density polyiso cover boards are designed to provide a combination of impact resistance, energy savings, and ease of installation to enhance the long-term performance of a commercial roof system. In addition to providing suitable protection to a roof system, high-density polyiso cover boards can increase the thermal resistance of the roof and provide two to five times more R-value than other cover board options.

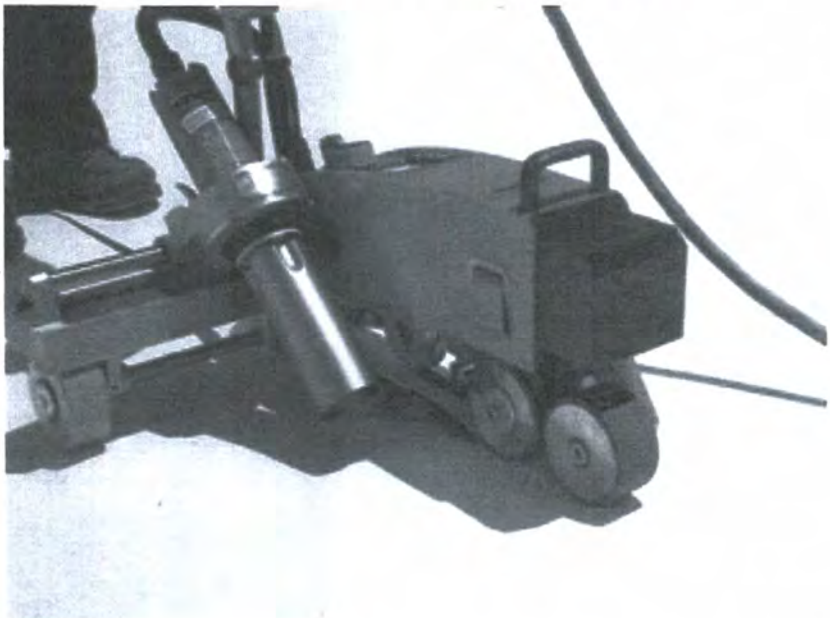


SINGLE-PLY MEMBRANE

Install 60-mil TPO Membrane which is regarded as a top-of-the-line roofing system with a proven track record.

Membrane will be fully adhered to existing roof according to manufacturer's specs and wind up-lift codes. Please note that proper layout and installation is critical to roof life and performance.

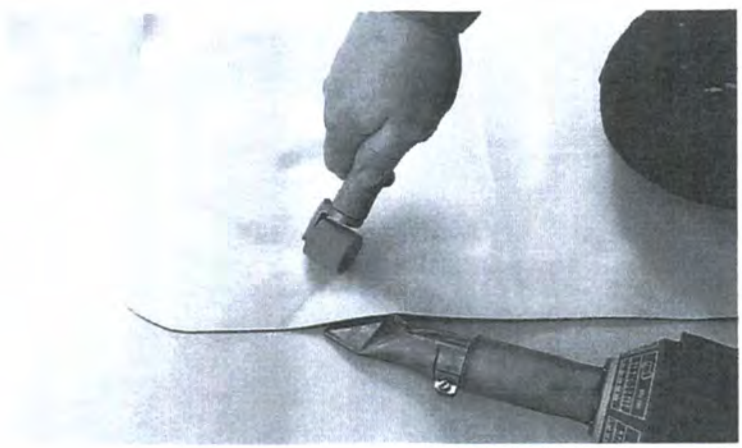
Heat Welds and Flashings



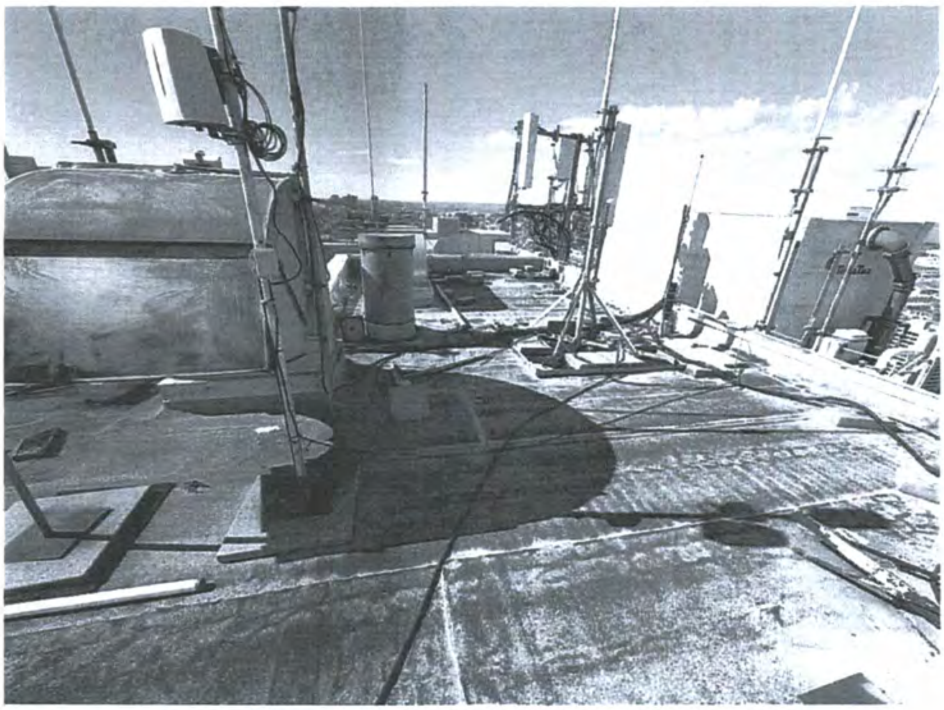
Our team will use a robot welder to ensure no water infiltrates the system as well as flash all pipes and protrusions with 60-mil unsupported or pipe boots. Inside/outside corners will be installed on all corners and joint covers will be added as needed.

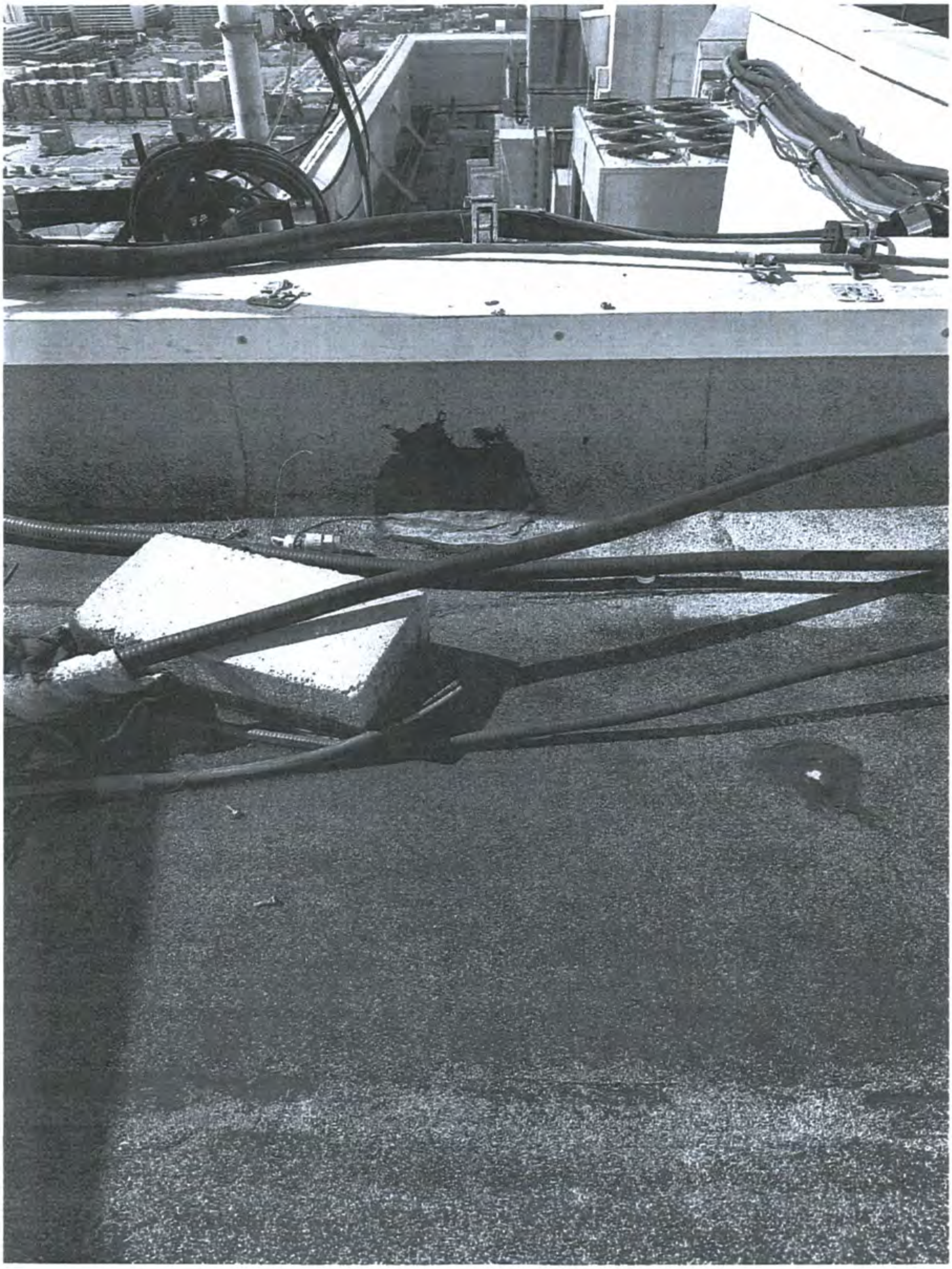
All accessories will be heat welded to finished roof to manufacturer's specs.

All building eaves and transitions will have clad metal drip edge or termination bars.



This is How Your Roof Looks Today





Memorandum

To: **C.O.A. Board of Directors**

CC: **File**

From: **Nicole Crawford, Director of Design**

Date: **January 13, 2026**

Re: **HVAC Units (Room Units Small & Large)**

During the off season, management performs their performative Maintenance initiative (PMI) with all departments going room to room to identify, address and problem solve any items in the rooms. With no current or immediate future room renovations on the schedule, we do however, need to purchase in room HVAC units for heat and AC.

We have our yearly stock of HVAC units that we go through during PMI and we have replaced quite a few already and need to order more to complete a few rooms that need a unit and also to ensure we always have a few extra on hand.

The lead time for these units is 8 weeks. Which gives us time to order, deliver and install prior to the busy season.

At this time, I would like to ask the Board to approve the order of 7 Small and 4 Large HVAC units for the rooms, in the amount of 48,000, which includes Sales Tax and Freight.

Thank You,

Nicole Crawford

QUOTATION

SASS-MOORE SERVICE CORPORATION
906 N. EVERGREEN AVE., WOODBURY, N.J. 08096-3556
TELEPHONE (856) 853-0110 / FAX (856) 853-8440 WWW.SASSMOORE.COM

To: **Doug T** Flagship / Blower 60 N. Maine Ave Atlantic City, NJ, 08401 Phone: 908-910-9108	Date: 12/22/25 **Project:** HVAC equip / blowers Area: Flagship	Proposal # MJC-122225 **Terms:** To Follow **Freight:** FOB Factory **PPD [ ] COLL. [ ]** e-mail:

We take pleasure in submitting our prices for the following items, subject to SMSC's and the Manufacturer's standard conditions of sale.

Line	Description	Unit Price	Amount
	Existing unit:		
	/		
	ColdPoint replacement chassis & blowers to match existing voltage & capacity		
	(7) ColdPoint 15k BTU replacement chassis	$3,150.00	$22,050.00
	(7) ColdPoint 15k BTU replacement Blower for above	$ 520.00	$3,640.00
	(4) ColdPoint 20k BTU replacement chassis	$3,720.00	$14,880.00
	(4) ColdPoint 20k BTU replacement Blower for above	$ 520.00	$2,080.00
	1 Yr parts warranty and 5 yr compressor parts warranty.		
	-Freight not included.		
	-50% credit card / check deposit required.		
	-Start up labor, installation labor or labor of any kind is not included.		
	IMPORTANT! Shipments that arrive directly from the manufacturer must be checked for any visible and concealed damage and if any is found or suspected, must be reported to the trucking company when received (or trucking company's requirements if concealed damage). Sass-Moore Service and Sass, Moore and Associates are not responsible for shipping damage, even if the equipment is to be installed by our Service Division. Any questions should be directed to our office at (856) 853-0110.		
	Quote valid for 30 days from date shown above.		
	Unless specifically stated to the contrary above, freight and tax are not included in above pricing.		

	Submitted by:	Mark J. Conboy, Sass-Moore Service.
Accepted By:____________	____ Title:________	Date:
Purchase Order #____________	[ ] Please add tax to the above.	[ ] Do not add tax (exempt form attached)
Bill To:____________	Ship To: ________	

STANDARD TERMS AND CONDITIONS OF SALE
FOR SASS-MOORE SERVICE CORPORATION, HEREINAFTER CALLED "THE COMPANY"

1. Price Adjustment Clause
The prices named herein for equipment are valid for the number of days shown on the face of the quotation. If shipment extends beyond sixty days after the order is received by The Company, the prices will be adjusted to prices in effect at time of shipment. This clause applies unless contrary terms are expressly agreed to in writing by The Company.

2. Performance
All quotations are subject to acceptance by the home office of The Company. Quotations over $10,000 in value need signed acceptance by The Company General Manager to be valid. The duty to perform hereunder on the part of the Company is subject to the approval of the Credit Department, and is also contingent upon strike, accidents, fires, the inability to procure materials from the usual sources of supply, or upon any like or unlike cause beyond the control of The Company.

Upon disapproval of the Credit Department or upon the occurrence of any such event as aforesaid, The Company may cancel without any liability. The Credit Department reserves the right to modify terms of sale, including requiring payment in advance, if in its opinion circumstances warrant such action.

3. Shipping Dates
The time for shipment is approximate and is estimated from the date of receipt of complete manufacturing information and approval of drawings as may be necessary. The Company shall not be held liable for any loss or damage for delay or non-delivery due to the acts of civil or military authority, acts of the Purchaser, or by reason of "force majeure", which shall not be deemed to mean all other causes whatsoever not reasonably within the control of The Company, including, but not limited to, Acts of God, war, riot

Any delay resulting from any such cause shall extend shipping dates correspondingly. The Company shall in no event be liable for any special, indirect or consequential damages arising from delay irrespective of the reason therefore, and receipt by the Purchaser shall constitute acceptance of delivery and waiver of any claims due to delay.

4. Terms
Payment terms for goods shipped hereunder will be as specified on this quotation unless contrary terms are expressly agreed to in writing by The Company. Pro rata payments shall be made for partial shipments. A service charge of 1 1/2% per month will be assessed on past due accounts (this is annual rate of 18% per annum). In those states where the maximum allowable service charge is less than 1 1/2 %, the highest allowable rate will be assessed.

5. Drawings
Drawings and wiring diagrams in Sales Literature are approximate and are subject to change without notice.

6. Cancellation
The purchaser may cancel his order only upon written notice and payment to The Company of cancellation charges determined solely by The Company to be reasonable.

7. Suspension
If The Company performance of its obligation is delayed, either by reason of the request or acts of the Purchaser, or by war or other hostilities, or by acts of civil or military authority, upon removal of the cause of any such delay, performance shall be resumed, delivery will be rescheduled, and the purchase price shall be adjusted to that in effect at the time of the resumption of performance subject to such price adjustment clause as may be applicable.

8. Freight and Title
Shipment shall be made F.O.B. point of shipment with title passing to the Purchaser upon delivery to the carrier by the Seller. Claims for damages or shortages should be filed promptly and are the responsibility of the Purchaser.

9. Taxes
The Purchaser shall pay to The Company, in addition to the purchase price, the amount of all Sales, Use, Privilege, Occupation, Excise or other similar taxes, Federal, State or Local which The Company is required to pay in connection with furnishing goods or services to the Purchaser.

10. Returns
Equipment must not be returned except by prior written permission from our home office. We require full information with respect to any goods claimed defective for which authority to return is desired. This includes our invoice number covering original s shipment, if known, reason for return, description of alleged defect, and circumstances pertaining to failure. If return is authorized, written instructions will be given by us and a "Returned Good" tag will be provided for proper identification and handling. Transportation charges must be prepaid on all shipments of returned goods. Our Receiving Department does not accept goods shipped "collect".

We accept no responsibility for any equipment returned to us or sent direct to our supplier without our written authorization. Equipment not found defective is subject to 20% Handling Charge.

CONDITIONS NOT SPECIFICALLY STATED HEREIN SHALL BE GOVERNED BY ESTABLISHED TRADE CUSTOMS. TERMS INCONSISTENT WITH THOSE STATED HEREIN WHICH MAY APPEAR ON PURCHASER'S FORMAL ORDER WILL NOT BE BINDING ON THE COMPANY.