

**DRAFT Minutes of the Board of Directors Meeting  
Villas of Cattail Creek Condominium Association**

VCC Clubhouse  
Tuesday, June 18, 2024

**PLEASE OBSERVE THE COMMUNITY SPEED LIMIT AT 20 MPH.**

Board Members Present: Vice President, John Bagileo; Treasurer, Marilyn Hummer; Member-at-Large, Mary Vogt; Secretary; Joe Long

Board Members Absent: President Vicki Duggan

UTZ Property Management, Inc.: Theresa Baumgardner, Property Manager

Residents Attending: Tony Vogt, MaryAnn Bagileo, Knut Ellenes, Allison Parsons, Matt Boratenski, Ginny Driscoll, Paul Casner, Tom Ross, Casey & Mike Backof, Howard Feldman, Jack Burk, Mike Hogue, Pete Marcelli, Tina Lowe, and Karen Engling.

The meeting was called to order by Vice President John Bagileo at 7:02 p.m.  
The April 2024 meeting minutes were unanimously approved.

**Old Business Requiring Board Action**

- None

**New Business Requiring Board Action**

- Approval for replacing two phone alarm lines at Clubhouse with cellular dialers by BFPE; Marilyn Hummer moved to approve, Joe Long seconded. Unanimous approval. Approval for \$4,100 equipment cost and \$420/yr. monitoring fees.
- Approval for replacing the Water Plant Flow Meter at a cost of \$3,273. Marilyn Hummer moved to approved, Joe Long seconded. Unanimous approval.
- Approval for one year renewal of Insurance Policy with State Farm at a cost of \$100,746. Marilyn Hummer moved to approve, Joe Long seconded. Unanimous approval.
- Approval for 21<sup>st</sup> Century Landscaping to install drywell/French drains at 15112 and 15132 Player Way at a cost of \$1,350.00. Marilyn Hummer moved to approve, Joe Long seconded. Unanimous approval.
- Architectural Approvals:
  - 3703 Players Way (replace a dead tree with a miniature Magnolia). Marilyn Hummer moved to approved, Joe Long seconded. Unanimous approval.

## Reports from Board Members

President's Report—Vicki Duggan, read by John Bagileo.

- A. The Insurance Committee worked diligently throughout the past months to guide a decision for the awarding of the VCC master insurance policy. We will have a report from them later in the meeting.
  
- B. Communities designated as specifically for ages fifty-five (55) and over, are required by the Federal Fair Housing Act of 1995 to certify their residents meet the age restricted requirements. This is expected to be conducted every two years, so it is time for VCC to complete such a survey. To do so, all residents will be receiving **in their email**, a request to provide information about **ALL** occupants, including proof of age in the form of an ID (driver's license, passport, birth certificate, military ID, or any official document showing date of birth). Residents requesting help to respond can contact our property management company for support. Please look out for this email and respond with the required information.
  
- C. Work is continuing to address driveways that have significant water pooling where the street meets the driveway. More than half of the affected units had soil regrading and sod placement in early May to allow proper slope for water runoff. This has shown to be largely effective yet there are a few outstanding units where another solution is being considered. These remaining units have the most serious water pooling and regrading was not advised to be appropriate to fix the problem. We are looking into other viable solutions for the remaining driveways, including the drywell/drain boxes approved earlier this meeting.

Treasurer's Report—Marilyn Hummer

- A. This is a review of VCC's April and May Financial Statements. April's Income Statement for the Operating Fund showed YTD Income was \$309,729, Total Expenses were \$283,537, and the Net was \$26,192 under budget even considering the following categories that were over budget.
  - (i) Taxes & Insurance was over by \$13,211, based on two factors I should mention: (a). In mid-April we paid Federal \$11,070 and (b) Maryland \$3,770 for our 2023 income taxes; these payments are calculated

annually by the Strauss CPA firm and any overpayments are applied to the following year.

- (ii) The monthly Insurance line item was \$8,452, which included our monthly State Farm payment plus our annual \$1,646 Fidelity Bond Policy payment.
- (iii) General Maintenance & Repairs was over budget by \$6,812 primarily due to overages in General Maintenance.
- (iv) Landscape & Grounds was over budget by \$16,109, because we are still paying off the January \$30,873 Snow Removal costs in monthly increments (also applies to May below).

B. YTD, Permanent Improvements in the Reserve Fund totaled \$56,720, with monthly expenses in four categories: Clubhouse, Broken & Replacement Parts in our Leach Fields, Roof Repairs, and Siding.

The Operating Income Statement for May showed YTD Income was \$348,240, Total Expenses were \$281,543, and the Net indicated we were \$27,133 under budget. There are only two issues to report:

- (i) The General Maintenance line item in May added \$3,930 to the General Maintenance & Repairs category.
- (ii) And, the YTD financials still do not include the March Reserves Contribution, which means UTZ should post two \$16,350 monthly payments in June – doing a manual calculation, this reduces our YTD Net to \$10,783 under budget.

C. YTD, Permanent Improvements paid out of the Reserve Fund in May totaled \$59,014, with only two-line items changed since April: \$1,094 was added to Curb & Gutters and \$1,200 to Sidewalks. At the end of May, our Total Cash Reserve totaled \$1,191,915, most of which represents the investments in our Morgan Stanley account.

D. The Strauss CPA firm that VCC has always used finished our 2023 Audit ... they will be sending a draft to us shortly for our approval, after which it will be finalized.

Property Manager's Report—Presented Theresa Baumgardner, Property Management

- A. The Resident Directory will be updated and post to the VCC website this week.
- B. Working on two proposals for internet/Wi-Fi at the Clubhouse. Have received Comcast and waiting on Verizon.
- C. Workorders: UTZ is consolidating non-urgent/emergency workorders. This will help keep expenses low.
- D. Clubhouse Doors: key fob issue has been resolved. Please only use key fob (not actual key).

## **Committee Reports:**

Insurance Committee Report (prepared by Vicki Duggan and presented by John Bagileo).

- A. This month, we will renew our VCC Master Insurance Policy with State Farm which had the best quote. There is a national trend of rapidly rising construction costs which directly affects our insurance. AS a result, insurance costs have increased by 23% this year. The new formed Insurance Committee will work closely with Theresa to try and control the rate of increase in the future.
- B. The Insurance Committee is comprised of Pete Marcelli, Arnie Popkin and recently John Bagileo has joined the committee.

Water Committee (prepared by Dan Duggan and presented by John Bagileo).

- A. Water Plat Flow meter is in the process of being replaced.
- B. Water Air Compressor needs to be replaced. Waiting on an estimate.
- C. Depression Pump needs to be replaced. Waiting on an estimate.
- D. Please see Dan Duggan's email concerning the Water Test results. Further studies/testing will be completed.

Welcome Committee (Allison Parsons):

Allison, on behalf of the VCC community, send a special welcome to our newest residents. Mary and Kevin Maloney and Susan and Paul Azoulay.

Marylin Hummer moved to approval all reports, Joe Long second. Unanimous approval.

The Board Meeting was adjourned at 7:28 p.m.

Respectfully submitted,  
Joe Long, Secretary

## PLEASE NOTE

To maintain our water systems, do not dispose of flushable wipes or any other non-biodegradable paper products in the toilets or through our water systems. All kitchen refuse including grease should be disposed of in trash and not the sink drain.

VCC website, <https://villasatcattailcreek.com>, includes useful information for VCC residents. **Homeowner directories are available on the website.**

Please report property issues of an urgent nature to UTZ Property Management by phone at (410) 592-3325.

On-street parking is not allowed. Parking on pads is for guests only.

Trash bags should be in receptacles and placed at the curb no sooner than late evening of the day before collection. Empty trash and recycling containers should be returned to the proper place of storage promptly after collection.

Submit work order requests through the UTZ Property Management Portal at: <https://utz.cincwebaxis.com/>