

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

VCC Clubhouse
Tuesday, August 20, 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: None

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

Residents Attending: Tony Vogt, MaryAnn Bagileo, Knut Ellenes, Matt Boratenski, Ginny Driscoll, Paul Casner, Tom & Jane Ross, Howard Feldman, Jack Burk, Pete Marcelli, Karen Engling, Barbara Fish, Barbara Ugiansky, Paula Tilley, Martin & Carmen Vaessen, Dick Fanta, Oral Folks, Ashok Meghani, and Jan Ulrich.

The meeting was called to order by at 7:03 p.m.
The June 2024 meeting minutes were unanimously approved.

Old Business Requiring Board Action

- None

New Business Requiring Board Action

- Approval for replacing tree removal in common areas of Callaway Court at a cost of \$3,450. By 21st Century Landscaping. Joe Long moved to approve, John Bagileo seconded. Unanimous approval.
- Approval for replacing the Water Plant Flow Meter at a cost of \$3,273 plus labor. Marilyn Hummer moved to approved, Joe Long seconded. Unanimous approval.
- Approval for renewing two CD's (7/31/2024 & 9/24/2024) with Morgan Stanley for the highest yield available. John Bagileo moved to approve, Joe Long seconded. Unanimous approval.
- Architectural Approvals:
 - 3704 Cattail Greens Ct. (install a canopy over deck). Marilyn Hummer moved to approved, Joe Long seconded. Unanimous approval.
 - 15284 Callaway Ct. (for installation of HVAC system for garage). Joe Long moved to approve, Marilyn Hummer seconded. Unanimous approval.

Reports from Board Members

President's Report—Vicki Duggan

- I am distressed to share that we experienced a failure in the Wastewater Treatment plant on August 8. Dan Duggan will provide more information on this in his committee report later in the meeting.
- 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. Earlier this summer, residents received in their email, a request to provide information about ALL occupants in each household, 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). Other options to show proof include a notarized document including proof of age or documents with personal identifiable information (PII) blackened out while still showing date of birth. Please make sure the form is thoroughly filled out that accompanies the proof of age documents. Thank you to all who have already responded and please return the forms if you have yet to do so. The due date was August 15.
- Addressing the driveway water pooling problems in VCC is a board priority for this year. We have made considerable progress and there are two remaining driveways left to be addressed with a significant water pool where the street meets the driveway post rainfall. Earlier work was done this year to address all the other driveways in need with soil regrading and sod placement to allow proper slope for water runoff with some drywell/drain boxes installed, as well. An asphalt solution is being considered for the remaining two units. Thanks to Mike Lewis, Joe Long and Paul Ulrich for their time and attention to this matter.
- I have an update on concerns raised regarding the property easement between VCC and Cattail Creek Country Club. After a meeting I had with the Executive Committee of the Country Club's Board in April with multiple follow-up conversations and communications, the Country Club presented VCC with a draft Memo of Understanding and Agreement (MOU) this month. The high-level details of the MOU allow the Country Club to continue to maintain a sod farm on the easement property at the current size, no larger. It also allows them to use the existing soil maintenance area and park employee cars on the easement property once a year during the Club's Anniversary celebration. These are

activities they have been doing for years. In return, the CC will provide screening to the soil maintenance area to protect it from view from the units with visibility to the site, mow all the easement property throughout the growing season and indemnify us against any harm or injury that takes place on our property in the easement for activities conducted on behalf of the Country Club.

- a. The CC stands by they will not give up or entertain a revision of the existing easement. To terminate the easement would likely result in a lawsuit between the two parties, settled in a court of law.
 - b. The MOU grants the CC the use of our property for soil harvesting, soil maintenance and employee parking once a year and would therefore concede to any future contest over these three uses.
 - c. The MOU gives the Villas the items we asked for in return for their use of our property: landscape screening, mowing of our property in the easement at no cost to the Villas and indemnification which was not in the original easement or the previously rejected revision of the easement, submitted by the Villas in January of this year.
 - d. The Board is currently reviewing the MOU for a response once the review is complete.
 - e. The Board welcomes your comments on the matter once we open the floor to discussion.
- o Lastly, I would like to welcome to the neighborhood new residents:

Welcome Lou, and Patty DeBenedetto. Lou and Patty recently moved into 15255 Callaway Court, the former home of Lynn Nulton.

Welcome, Roger and Marilyn Smith! Roger and Marilyn just moved into 3706 Cattail Green Court, the former home of the Portons.

Treasurer Report – Presented by Marilyn Hummer

There are two financial statements to review.

- o June2024: the Income Statement for the Operating Fund showed YTD Income was \$380,244, Total Expenses were \$332,059, and the Net was \$48,185 under budget, with three categories consistently over budget – they are:

- A. Taxes & Insurance by \$13,163 due to higher tax payments and increased premiums.
 - General Maintenance & Repairs by \$7,086 because of increased maintenance.
 - Landscaping & Grounds by \$17,782 because of the snow removal costs this past January.
- YTD Permanent Improvements in the Reserve Fund totaled \$60,831, with expenses in seven categories – the costliest were: Clubhouse, Broken & Replacement Parts in our Leach Fields, and Siding Repairs.
- July 2024: the Income Statement for the Operating Fund indicated YTD Income was \$446,250, Total Expenses were \$384,174, and the Operating Net was \$62,076 under budget. All of the YTD actuals were in line, except one month's contribution of \$16,350 to the Reserve Fund did not occur until August – that category is now current, and our reserves are fully funded.
- YTD Permanent Improvements in the Reserve Fund totaled \$75,377 – an eighth category was added, namely Landscaping Enhancements to pay \$5,310 for a recent drainage repair project.
- At the end of July, our Total Assets were \$1,232,024, most of which represents the investments in our Morgan Stanley account.
 - The Strauss CPA firm has finalized our 2023 Audit.
 - The drafting of our Proposed 2025 Budget for Operations commenced last week with an intensive update of our Current Service Contracts Summary, which was distributed to the committees and UTZ that will negotiate and/or compile the 2025 costs for all our contract vendors. Once that is complete, the Finance Committee will take those expenditures, factor in the remaining expense categories based on YTD actual costs, and then forward next year's Proposed Budget to the Board in October for their review.
 - Lastly, our YTD expenses, plus projections for the remainder of 2024, that are paid out of our Reserve Fund, are being compiled for Reserve Advisors who will use the financial projections in the 2023 full Reserve Study that includes a site inspection to create a 2024 financial update that will be repeated in 2025, with the next full Reserve Study conducted in 2026. The studies are not only a legal requirement, but they help us track and plan our future finances and goals.

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

- A. Age verification: great response. Only twenty left to be received. If you have not already completed and emailed Theresa, please do ASAP.
- B. Verizon Wi-Fi at the Clubhouse has been installed and is working great.
- C. Workorders: nine workorders are currently open and have been assigned to contractors and are in the process of being complete.
- D. Clubhouse Doors: Theresa will check on the access control system issues.

Committee Reports

VCC Water System Committee Report -- Dan Duggan, Chair

Two updates from the Water Systems Committee:

- VCC suffered another major failure of our Wastewater Treatment Plant
 - On Friday August 9th at 9:47 AM I received a call from Andy Wilson, the new owner of 15274 Callaway to inform me that his basement had flooded with wastewater. I told him I was unaware of the situation but would follow up and get back to him as soon as possible.
 - I called Todd Boulden, Regional Supervisor for MES on his cell and left a message and followed that with a text message. Todd responded within 8 minutes that they already had operations personnel on site to investigate the problem.
 - After several email, phone calls and an in person meeting yesterday with the Water Systems Committee and Todd, here is what took place: the influent tank, which handles the inflow from the sewer lines, has two float systems that manage the operations of two pumps. These pumps manage the fluid levels within the tank and moves waste into the mixer within the WWTP. Apparently, due to potential moisture and older infrastructure, both floats failed. These same floats are also responsible for the alarms to MES operations.
 - You may recall that VCC invested in a cellular high-water alarm system and located it in the utility access hole junction above 15274 residence with the intent that if this alarm is activated, there is less than an hour before potential flooding can occur.
 - The high-water alarm worked as it was designed to do. However, the MES overnight operator acknowledged it, but took no action when it set off at 1:00 AM Friday morning resulting in flooding at 15274. No other homes were affected.
 - The following steps have been put in place to prevent this from occurring again:
 1. Repairs were completed on the junction box that housed the failed conductors for the floats and new conduit was run directly to the systems panel.

2. MES will investigate the cost of installing a new infrared sensor system that can be used in addition to the floats to control the operations of the pumps and alarm system.
 3. MES will ensure that the cellular high-water alarm system is set to its lowest effective level.
 4. MES has changed internal procedures handling alarms including adding supervisors to the list of those who are called when an alarm is detected.
- The investigation into the iron and manganese present in our water supply is still ongoing. In early July, the Water Systems Committee held a conference call with a team of specialists from MES as well as an outside engineering firm to kick off the project. At this point, the latest update is that additional water samples are being tested to verify the level of these elements in our water. Once this is determined, a solution can be designed, and a quote will be generated for our consideration to solve the problem.

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

Respectfully submitted,
Joe Long, Secretary

PLEASE NOTE

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