

DRAFT Minutes of the Board of Directors Meeting
Villas of Cattail Creek Condominium Association
VCC Clubhouse
Tuesday, October 15, 2024

PLEASE OBSERVE THE COMMUNITY SPEED LIMIT AT 20 MPH.

Clubhouse WIFI Password: [WelcometotheClub1!](#) (One word & case sensitive as shown)

Board Members Present: President, Vicki Duggan; Vice President, John Bagileo; Treasurer, Marilyn Hummer; Secretary, Joe Long

Board Members Absent: Member-at-Large, Mary Vogt

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

Residents Attending: Knut Ellenes, Matt Boratenski, Ginny Driscoll, Paul Casner, Tom & Jane Ross, Pete Marcelli, Karen Engling, Barbara Fish, Barbara Ugiansky, Carol & Dick Fanta, Oral Folks, Ashok Meghani, Jan Ulrich, Maryann Bagileo, Ann Combs, Sharon Flavin, Herb Parover, Joan & Lou Malacrida, Connie Crane, Sandy Stern, Patty & Lou DeBenedetto, Bill Rados, Allison Parsons, Norma & Randall Spencer, Ceil Speake, Susan Wilensky, Casey & Mike Backof, Melony & Dave Nicoli, Susan & Jim Tupp, Susan & Paul Azoulay, Mike Lewis, Dan Duggan, Andy Wilson and Marc Charmitz.

Call to Order: The meeting was called to order by at 7:01 p.m.

Previous Meeting Minutes Approval: Marilyn Hummer motioned to approved and John Bagileo seconded to approve the August 2024 meeting minutes. Unanimous approval.

Nominations and vote for 2025 Board Members:

- Theresa Baumgardner, UTZ Property Manager confirmed a quorum with the residents attending and thirteen proxies received.
- Karen Engling and Lou DeBenedetto were introduced and presented their qualifications.
- A vote of residents attending and with the thirteen proxies, both Karen and Lou were unanimously approved. Congrats and welcome to the Board!

Old Business Requiring Board Action

- None

New Business Requiring Board Action

- Approval for repairing driveways at 15110 and 15113/15115 Player Way at a cost of \$9,950. by CSG. Joe Long moved to approve, John Bagileo seconded. Unanimous approval.
- Approval for snow plowing contract with 21st Century Landscaping per contract terms (time and material). Marilyn Hummer moved to approved, John Bagileo seconded. Unanimous approval.
- Approval for renewing Service Contracts for Landscape Management for 2025 & 2026 with 21st Century Landscaping, Jan-Pro for Clubhouse cleaning for 2025, BFPE Testing Agreement for Clubhouse fire protection system, All-Star Pest Control for Clubhouse, and moles/voles. Marilyn Hummer moved to approved, John Bagileo seconded. Unanimous approval.
- Architectural Approvals: None

Reports from Board Members:

President's Report—Vicki Duggan

A. Earlier in tonight's meeting, we approved a new snow removal contract and vendor for 2024 through 2026 based on time & materials. As it relates to VCC's service contracts, we need a motion for final Board approval on the following contracts that we have already reviewed and are continuations of current contracts:

1. Extend the 21st Century Landscaping Management proposal for 2025 & 2026 with a 2.5% increase each year.
2. Extend the JAN-PRO Pricing Agreement Amendment for janitorial service in the Clubhouse through 2025 with no fee increase.
3. Extend the amended BFPE Test & Inspections Agreement, at an increased cost, and the BFPE Monitoring Agreement, at a reduced cost, both of which relate to fire system protection in the Clubhouse.
4. Extend the All-Star Pest Management contract for pest management in the Clubhouse and change the moles/voles' contract to an as-needed basis to reduce costs.
5. VCC's remaining contracts have been auto renewed or previously approved by the Board, all of which are based on individual costs and cancellation terms.

- B. On behalf of the Board, I sent a letter to the VCC community in early September outlining the proposed strategy to address the issues raised regarding activities in the easement area by the Country Club. Residents were asked to respond with any comments, and we received a minimal response, all supportive of the Board's intentions detailed in the letter. Thus, the Board responded to the Country Club with an updated Memo of Understanding and Agreement to resolve matters of VCC residents' concern regarding the easement area. We also proposed two additional agreements: an amendment to the original easement that indemnified the Villas in the event of any accident or injury occurring on the easement property by the use of the Country Club; and a license permitting the Country Club to use the easement area for employee parking once a year during the Club's anniversary celebration. The Country Club has responded, and we have a few remaining details to settle, but overall, we are close to an agreement. We should have more to share and an update soon.
- C. In early September, the few remaining driveways where water pooling was a problem were addressed with an asphalt repaving solution. There were three driveways paved, resulting in all the homes addressed where water pooling was a significant problem. This accomplishes one of the Board goals for 2024. The Board is certain the work done has improved the conditions of these driveways overall and with time, and impending winter weather, we will determine the complete effectiveness of the work. Suffice it to say, the work has had a positive impact and hopefully fully resolved the matter.
- D. We recently completed the installation of the new LED lamps in the Clubhouse. Mike Backof donated his time and expertise to this project. Once again, Mike has helped to make improvements in the Clubhouse. Thank you, Mike, for bringing the light to VCC!

Treasurer Report – Presented by Marilyn Hummer

I have two financial statements to review with you tonight. Starting with August, the Income Statement for the Operating Fund YTD Actuals showed Income was \$503,559, Total Expenses were \$434,201, and the Net was \$69,358 under budget.

The YTD Total Expenses for Permanent Improvements that are paid out of the Reserve Fund totaled \$78,996 – a ninth expense category was added, namely Fire Panel to pay BFPE \$3,619 to replace the two phone fire alarm lines in our Clubhouse with a cell dialer that will be more dependable and cost effective.

In September, the Income Statement for the Operating Fund YTD Actuals indicated Income was \$578,349, which included a \$20,955 transfer from the Reserve Fund to the Operating Fund to reimburse operating for reserve expenses.

Expenses in September were \$472,335, and the Statement's Net was \$106,014 under budget. Since the Net sounds high, I need to explain that in both August and September, the monthly MES invoices were not paid. UTZ processed the August invoice, but it was during a bank changeover and the \$15,191 payment was not processed by the new bank. Then in September, UTZ did not receive that month's \$13,271 invoice. Had both MES invoices been paid, our YTD Net would have been \$77,552 – both adjustments will be straightened out in our October Financial Statement.

In September, YTD Total Expenses for Permanent Improvements paid out of our Reserve Fund totaled \$91,022. Our Total Assets were \$1,257,378, most of which represents the investments in our Morgan Stanley account and the Reserve Fund remains fully funded.

Compiling VCC's Proposed 2025 Budget for Operations continued throughout August and September, with most of it finalized at a Finance Committee meeting on September 24. In preparation for that meeting, the Contracts and Insurance Committees managed contract negotiations, plus UTZ, and I thank all of them for providing the data needed to update the Current Service Contracts Summary, which was the foundation for much of next year's budget projections.

Also, our YTD Reserve Fund expenses, plus projected expenses for the remainder of this year, were compiled and considered during the budget process. UTZ will be sending out the Proposed 2025 Budget for the Operating Fund mailing shortly, and I encourage you to attend the Board and Budget Approval Meeting on November 19, and submit your questions to UTZ in advance to ensure your concerns are addressed at that meeting.

Secretary Request – Joe Long

Reminder to send any changes or corrections for the directories to Joe Long prior to October 31, 2024.

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

- A. Age verification: Twenty-one owners still need to submit the age verification forms. If you have not already completed and emailed Theresa, please do ASAP.
- B. Workorders: fourteen workorders are currently open. All have been assigned to contractors, are in the process or need Board approval.

Committee Reports

VCC Water System Committee Report -- Dan Duggan, Chair

There are two updates from the Water Systems Committee:

- As a result of the wastewater treatment plant failure that we had on August 9th, the following actions have been completed:
 - Additional staff (including managers) have been added to alarm call outs when calls come from VCC.
 - MES staff are required to reset alarms every 60 minutes. That has been decreased to every 30 minutes for VCC. Now when an alarm sounds and an operator resets it, it will alarm again in 30 minutes making it harder to ignore if the operator is busy or on call.
 - Change the VCC cellular high-water alarm that was installed in the last utility access hole in the line from the WWTP into the neighborhood. It was dropped to the lowest level position to allow for more response time if there is a problem.
 - MES is working on a quote to add inferred sensors in the influent tanks which will add an additional level of monitoring when high water levels occur.

- The investigation into the iron and manganese present in our water supply is still ongoing. The water committee received a proposal from MES last week, which includes additional water testing for manganese and iron (and other elements). Once all levels are identified, a proposal will be designed to bring the levels to acceptable limits. The committee has a conference call scheduled for Friday October 18th. We will report back on the results during next month's Board meeting.

Meeting Adjourned: The Board Meeting adjourned at 7:31 p.m. Marilyn Hummer moved to approved, John Bagileo seconded. Unanimous approval.

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/>.