

DRAFT Minutes of the Board of Directors Meeting
Villas of Cattail Creek Condominium Association
VCC Clubhouse
Tuesday, June 17, 2025

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, (via Zoom); Vice President, Joe Long; Treasurer, Karen Engling; Secretary, Lou DeBenedetto; Member-at-Large, Tony Vogt

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

Special Guest: Tom and Zoe Gross, Fireside Stone

Residents Attending: Carol and Dick Fanta, Jim Palmer, Phil and Cindy McDonagh, Barbara Ugiansky, Mike and Frankie Lewis, Marshall Combs, Bill Rados, Andrea Chamblee, Howard Feldman, Paul Casner, Matt and Estelene Boratenski, Sandy Stern, Barbara Fish, Helene Braun, Casey and Mike Backof, Mike Hogue, Marilyn Hummer, Knut Ellenes, Dan Duggan (via Zoom), Patricia DeBenedetto, MaryAnn Baglio, Herb Parcover, Lou and Joan Malacrida, Paula Tilley, Tom and Jane Ross, Paul and Susan Azoulay, and Oral Folks.

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

Previous Meeting Minutes Approval: Louis DeBenedetto motioned to approved and Karen Engling seconded the April 2025 meeting minutes. Unanimous approval.

Old Business Requiring Board Action

- None

New Business Requiring Board Action

- Proposal to update the reserve study by Reserve Advisors – Approved – motioned to approve Karen Engling, second Tony Vogt, all approve.
- Reinvestment of Certificate of Deposit – Approved – motioned to approve Louis DeBenedetto, Tony Vogt second, all approve.

Architectural Approvals

- 15242 Callaway Court – request to replace two doors and window with like replacements. – Approved – motion Tony Vogt, second Louis DeBenedetto, one vote abstained approve.
- 15235 Callaway Court – request to replace shrub in the back of the home with a red maple tree.- Approve– motion Tony Vogt, second Louis DeBenedetto, one vote abstained approve.

Reports from Board Members:

President's Report—Vicki Duggan

- Continuation of the VCC Walkthrough – On April 30, members of the Board and VCC Architectural Committee continued the walkthrough with Theresa, our property manager, of the neighborhood. We completed viewing all the Clubhouse, homes, front and back. Homeowners will be notified if there are areas needing attention on their property and the HOA will be addressing those areas that fall under the Association's responsibility.
- All golf carts owners in VCC have submitted their signed gold cart agreements. We also have one signed agreement from a family in Rolling Hills. The agreement indemnifies the Community and assures each golf cart is insured. Drivers must be at least 18 years of age and hold a valid driver's license. Newly revised signs have been installed on the two paths leading from VCC to the Country Club. The signs reflect our current practice, agreed upon at the February meeting. The signs are as follows:



- On May 22, the Board communicated to the community via email, a standard for installation of electric car chargers. The standard is for no higher than a level 2 charger, the charger must be inside the unit owner's garage, and we highly recommend the use of a professional, licensed electrician to install the charger. The standard is available as a document on the VCC website.
- The Board approving an update to the Reserve Study conducted by Reserve Advisors, is ensuring we are current on our projections for the future. As you know, we have roof replacements to do in the next five years as well as other potential work, indicative of a community of the age of VCC, twenty some years.
- There have been several water line breaks in front yards of Villas this year. In past years, the problem has also occurred. You may recall this spring that Martin and Carmen Vaesseans had a large excavation in their front yard to reach the broken pipe to repair it. I bring this to your attention to these repairs, as they are in the limited common of the units and thus, it is the homeowner's responsibility to repair them. Each homeowner may want to consider insurance coverage in your HO6 policies to protect against this type of damage going forward.
- For your awareness and potential action-A concern was raised by new neighbors, Bob and Mary Conroy, discovered in the home inspection process as part of their buying their property on Players Way. When they initially had the house inspected, the inspector found evidence of a back draft around the gas water heater. He emphasized to prioritize checking this issue, as it can become a safety issue

involving carbon monoxide. A contractor came to look at it and agreed there was an issue that needed to be remediated and recommended a chimney company to do the work. The Conroys had to have a new pipe run from the basement through the roof by the chimney company. Any unit with the original gas water heater should pay particular attention. This is also another reminder that homeowners of the value of carbon monoxide detectors as another safety measure.

Treasurer's Report – Karen Engling

Handed out financials (located in the directory “June Financials” on the VCC website).

Discussed Income Statements for both Operating Fund and Reserve Fund. Also presented the Balance Sheet.

Called attention to variances and pointed out where the explanations can be found for each. VCC is running under budget but some of the under-budget items are just a factor of timing. Karen pointed out General Maintenance as an example of a budget that typically goes up as summer rolls around – specifically this year with the walk through done.

Higher MES invoices brought that spending close to budget – though it was lower through April – will continue to monitor.

Insurance and trash pick up savings will continue to be there through out the year since we have restructured each.

Annual budget on reserve fund only there for a reference. Running somewhat under budget on income taxes – directly related to interest rates we get for the money we have invested.

Balance sheet divided into operating and reserves. Footnotes explain asterisks on the balance sheet.

Secretary's Report – Louis DeBenedetto

- Discussed instructions to get non-gmail email addresses to work with our VCC Google Workgroup emails. This only applies to current additions to the Google Group. If you are currently receiving VCC group emails without a special forward by a Board member, then this does not apply to you. Instructions are available on the VCC website. Please contact Lou if you need assistance.

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

- Gutter cleaning is required – to avoid roof leaks. Gutter cleaning is the responsibility of the homeowner.
- Brick step work orders have been noted in walkthrough and contractors are providing quotes.
- All other work orders are being addressed. If anyone needs help regarding submitted workorders contact Theresa directly.

Committee Reports

Water Systems Committee – Dan Duggan

- Sometime late on the night of Wednesday June 11th water pressure dropped at the VCC Water Treatment Plant, located in the basement of the clubhouse. This caused little to no access to water throughout the neighborhood. MES was dispatched at 0530.
- The problem occurred when one of the two booster pumps failed due to a bearing problem. For some unknown reason, the second pump did not take over responsibility from the control panel and at that point, the air compressor kept on working building up pressure in the lines until the well pumps shut down.
- Alarms on the control panel went off, but our Water Treatment Plant panel is not equipped with a remote alarm system like the Wastewater Treatment Plant to call out when there's an alarm. By the time MES arrived on site around 0630, the system had completely shut down and needed to be reset.
- MES was able to get the system back online within about 45 minutes. The air pressure buildup remained in the lines until residents opened their water lines to let the air escape. Unfortunately, we had a few incidents of toilets overflowing but there was no serious damage done to our homes or the system.
- VCC's WTP and WWTP are over 20 years old, and we are well beyond the typical life spans of our equipment. We have a solid inventory of replacement parts on hand (though not for every piece of equipment), but it's difficult to know when something is going to fail until it does.
- The Water Systems Committee is in discussion with the Board and MES on how to better prevent issues like this one.

Meeting Adjourned: The Board Meeting adjourned at 7:32 p.m. Karen Engling motioned to approve, Louis DeBenedetto seconded. Unanimous approval.

Presentation on Gas Fireplace Maintenance and Safety by Tom and Stow Gross of Fireside Stone

Discussed the importance of servicing your fireplace and gave an example as to why its so important. Heat and Glo gas fireplaces should be serviced once per year but if not using it all the time, then maybe once every few years.

Recommended that the VCC Community collectively work with Tom to create a service plan for anyone who wants it – there is a potential cost savings doing this as a group.