Minutes of the Board of Directors Meeting
Villas of Cattail Creek Condominium Association
VCC Clubhouse
Tuesday, August 19, 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; Vice President, Joe Long; Treasurer, Karen Engling (online); Member-at-Large, Tony Vogt

Board Members Absent: Secretary, Lou DeBenedetto

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

Residents Attending: Barbara and Larry Athey, Susan Azoulay, Matt Boratenski , Helene Braun, Paul Casner, Marshall Combs, Dan Duggan, Knut Ellenes, Erik Engling, Barbara Fish, Sharon Flavin, Oral Folks, Tom and Pam Handel, Marilyn Hummer, Tina Lowe, Mike and Frankie Lewis, Phil and Cindy McDonagh, Erica and Pat McNeilly, Herb Parcover, Allison Parsons, Bill Rados, Tom Ross, Sandy Stern, Barbara Ugiansky, Jan Ulrich, and Carmen and Martin Vaessan.

Call to Order: The meeting was called to order at 7:03 p.m.

- **Previous Meeting Minutes Approval**: Motion to approve the June 2025 draft meeting minutes. Joe Long motioned and Tony Vogt seconded to approve. Unanimous approval.

Old Business Requiring Board Action

- None

New Business Requiring Board Action

- Proposal to purchase mixer, a part for the Waste Water Treatment Plant, from Sherwood-Williams at a cost of $14,444,62. Joe Long motioned and Tony Vogt seconded to approve. Unanimous approval.

- Proposal to purchase a repressurization pump for the Water Treatment Plant, from USA Bluebook at a cost of $3,145.25. Joe Long motioned and Tony Vogt seconded to approve. Unanimous approval.

Architectural Approvals

- 15260 Callaway Court – request to replant from yard. Joe Long motioned and Tony Vogt seconded to approve. Unanimous approval.
- 15263 Callaway Court – request for landscape changes to front yard. Joe Long motioned and Tony Vogt seconded to approve. Unanimous approval.

Reports from Board Members

President's Report—Vicki Duggan

- After the April walkthrough, the Board identified contractors and are in the process of contracting service providers to complete two scopes of work in the neighborhood:

    - Address brick walkways, steps, and railings in the front of homes in the neighborhood (secure, repair, mortar, etc.)
    - Repair, paint, and/or replace mailbox posts and boxes for the single-family homes
    - Notices were mailed earlier this month of the repairs needed that are the responsibility of the homeowner. The Board learned some things from this exercise, including adding photos to the notice, to increase clarity regarding the items in need of repair. Future walkthroughs will benefit from what we have learned this time and, in the meantime, thanks to all the residents who have been responsive and cooperative.

- In October, there will be an opening on the Board for a new member, effective January 1, 2026. Tony Vogt is stepping down from the Board after serving the remaining one-year term for the position held by Mary Vogt. Shortly, the Board will send out an email alerting the community about this opening and asking people to submit their names or nominate a fellow resident for this position.

    - VCC has benefitted from years of good volunteer leadership. As you know, VCC has multiple committees and a full slate of Board members. The volunteers work on your behalf and each one of you reaps the rewards of the work of the Board and all VCC Committees. When you see the call for volunteers, please consider volunteering your time and efforts for the community. Think about giving a couple of hours a week to provide a benefit for each resident. My own perspective of the work is you meet and get to know many of our neighbors. VCC has a wonderful group of volunteers, board members, and committee chairs. Give me a call if you would like to discuss some opportunities, and I'd be happy to talk with you further.

- In January, our insurance company sent an underwriter to the community to do an inspection as part of our insurance policy. We received the report just recently. The report was as expected, based on conversations while the underwriter was onsite. We have two items we need to address: roof replacements and testing the sprinkler systems in the Villas.

    - The roof replacement work is in the later stages of planning, as we have been reporting and providing updates.

    - The sprinkler system testing in the Villas will need to be organized since the testing takes place in the individual homes of each Villa. The Board will be sharing more information on that as we plan the work. The cost to test the sprinkler systems will be a cost to each homeowner in the Villas.

- On May 18th, the Board sent an email to all residents regarding a few reminders, including VCC's parking policies, per the VCC Declaration.

- The email stated *VCC was designed for units with two vehicles. Vehicles should be parked in the garage or, to the extent there is insufficient space in the garage, on the driveway pads serving the homeowner's unit. Additional parking pads are intended for guests and visitors. No parking is allowed on the street, grass, or in any designated "No Parking" areas. For homeowners who have more than two vehicles and/or may have a need to keep a parked vehicle on one of the community parking pads, please contact the Board to request an exception. Reference: VCC Declaration (page 23): Article X (a) (xiii)*

- As a result of that email, the Board received some exception requests and has responded to those requests. Any homeowner who uses the parking pads regularly to park and has not been granted an exception should request an exception by writing to the Board. Otherwise, the expectation is that homeowners park in their garage and driveway, not on the parking pads. This is a long-standing issue in the community and the Board asks for everyone's cooperation by following the rules.

- Additionally, garage doors should be closed when the garage is not in use, as stated in our bylaws. Several neighbors have asked the Board to remind homeowners about this. So, please close your garage doors as a matter of routine. Thank you.

Vice President's Report—Joe Long

I would like to give updates on a few major projects in our neighborhood.

- Roof Repairs: We completed roof repairs for several homes in 2025 and there are several more in the process of being repaired.
- Roof Replacements
    - Using the recommendations from the Roof Inspection Report completed in April, the Roof replacement project will be completed in three or four yearly phases starting in 2025, to be completed in 2027 or 2028. We used the inspection report recommendations to determine which roofs are replaced for each phase.
    - The Contracts Committee has sent RFP (Request for Proposals) to several Roofing Contractors. Many have made site visits. The RFP deadline is August 27. The Contracts Committee will review the proposals, clarify any questions, and make a recommendation to the Board. Once the Board approves, the Contracts Committee will work on the contract for Vicki to sign. This process may take 3-4 weeks. We expect to start the first phase of the roof project in late fall.
- Brickwork Repairs
    - During our walkthrough of the community in the Spring, as well as through a few homeowners' requests, we identified a large number of homes needing brickwork/mortar repairs. The Contracts Committee received proposals and made a recommendation to the Board to have AMG (Atlantic Maintenance Group) complete the repairs. The Board approved. Theresa is working with AMG to clarify the final scope and update the proposal to include the Clubhouse and a couple other homes, which were added after the original proposal. We expect the updated scope by Friday and the repairs to be scheduled to start in the next few weeks.

- Mailbox Project (single family homes)

- The work includes priming and painting the posts. A few posts and mailboxes need replacing. The Contracts Committee received proposals and made a recommendation to award the work to G&S Services. I met with G&S last week to confirm the scope. G&S expects to start and complete the repairs in the next couple of weeks.

- Maintenance Committee:
  - As Vicki Mentioned in the August 2 email, a Maintenance Committee is being developed for two main purposes:
    1) To help residents with guidance on choice of quality contractors and to organize bulk service for multiple homes to reduce the costs for homeowners.
    2) To ensure completion of and oversee all necessary Preventative Maintenance items for which the Association is responsible. This will help keep repair costs lower and get the maximum life expectancy for the equipment.
  - Please contact me or anyone on the Board if you are interested. We are looking for one or two more people to join myself, Mike Lewis, and Bill Rados.

- As you can see from my report, the Contracts Committee, led by Mike Lewis, has been busy and has done a tremendous job. Please thank Mike Lewis, Oral Folks, Mike Backof, and Paul Ulrich for all their efforts.

Treasurer's Report – Karen Engling

- The July Financials were handed out to meeting participants (and are also located in the directory "July Financials" on the VCC website) before being reviewed on screen.

- Several budget variances and material fluctuations were highlighted during the presentation of the Income Statements for both the Operating Fund and the Reserve Fund. During the presentation of the Balance Sheet, the amount owed to the Reserve Fund and the cumulative deficit were highlighted for the Operating Fund, while the changes in our CD investments were highlighted for the Reserve Fund. Footnotes on the reports provide details, both for items highlighted and for other items of potential interest. Asterisks on the balance sheet, related to the used of the accrual method of accounting, are also noted.

- **NEW!** Now available is a month-to-month Income statement, from the beginning of the calendar year through 07/31/25, which shows actual expenses each month (without reference to the budget), which provides visibility into fluctuations over time.

- The Reserve Study is being updated, and although it is not a budgeted item, the cost of the Study is a Reserve expenditure. A full study (i.e., onsite inspection) is in progress, with the initial draft expected by 09/30. Residents can expect a report update at an upcoming Board meeting.

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

- Homeowners that submit a workorder to UTZ should not repeat the submission of the workorder, as that will result in duplication of the original workorder. UTZ reviews the outstanding workorders on an ongoing basis. So, please do not enter a workorder a second time for the same work to be done as it leads to confusion as to the scope of work.

- If you have any questions on the status of a workorder you have submitted, please contact Theresa Baumgardner.

Committee Reports

- Allison Parsons, of the Welcome Committee, welcomed new neighbors to VCC.

Meeting Adjourned: The Board Meeting adjourned at 7:47 p.m. Joe Long motioned to approve, Tony Vogt seconded. Unanimous approval.