Villas of Cattail Creek Condominium Association
Minutes of the Annual Meeting

Tuesday, November 17, 2025

7:00 PM

Board Members Present: President, Vicki Duggan. Vice President, Joe Long; Treasurer, Karen Engling; Secretary, Lou DeBenedetto; Member-at-Large, Tony Vogt

UTZ Property Management, Inc.: Theresa Baumgardner

Residents Attending in Person:
Christy Long, Estelene Boratenski Barbara Fish, Marilyn Hummer, Knut Ellenes, Dan Duggan, Tom Ross, Jane Ross, Paul Azoulay, Susan Azoulay, Oral Folks, Pat McNeilly, Sandy Stern, Bob Braun, Bob Burdinski, Howard Feldman.

Residents Attending via Zoom:
Erik Engling, Mary Jones, Susan Wilensky, Helene Braun, Carmen Vassen, Mary Rose Maloney, Barbara and Larry Athey, Marshall Combs, Frankie Lewis, Mike Lewis, Linda and Sam Paulaitis

Pre-Meeting Q&A on proposed budget for 2026

Karen presented the current budget and explained increases to the monthly association fee.

- The attached pdf file of the slide deck is also available on the VCC website > Board Documents > Budget > *VCC 2026 Proposed Operating Budget and 5-year projection – presentation slides_FINAL*

Vicki finished by asking people to think about additional ways the association can generate more revenue to supplement our dues.

Call to Order: The meeting was called to order at 8:07 p.m.

Previous Meeting Minutes Approval: Tony Vogt motioned to approve, and Lou DeBenedetto seconded the October 2025 meeting minutes. Unanimous approval.

Board Reports

President's Report—Vicki Duggan

a. Tonight is the last Board meeting of 2025. For all of you who have attended the Board meetings throughout the year and engage with the Board whether in person or in writing, the Board appreciates your involvement. Your engagement, interest and feedback are critical for the VCC Board and help us to perform our responsibilities in alignment with majority of the residents' needs and desires. The next Board meeting will be in February, always the third Tuesday evening of the month, every other month, starting at 7 PM in the Clubhouse. New

dates for the 2026 Board meeting will be on the VCC website and posted on the bulletin board of the Clubhouse. We hope to see you at the meetings.

b. The Board will soon set goals for 2026. The last two years, the Board has accomplished goals set in the beginning of each year. If you have suggestions for appropriate goals that you consider would benefit all or most of the community, rather than a concern regarding a specific unit, please reach out to the one of the Board members to share your suggestion.
c. Roofing, brickwork and tree trimming have been full steam ahead these last couple of weeks. Much appreciation goes out to each of you for your patience and cooperation as the work progresses. And a huge shout out for all those who have helped to plan and now oversee the work being done.
d. The VCC Holiday Party is scheduled for Saturday, December 6 at 6 PM in the Clubhouse. We have a nice, festive evening planned and hope you will join us for an enjoyable and fun evening. If you have yet to RSVP, please do so by November 24.

Vice President's Report—Joe Long

a. **Brickwork Project:**
The brickwork project has been completed. I received concerns from three homeowners. After inspecting all the work, I identified several quality issues at approximately ten homes. I met with the contractor's onsite personnel last week. I am scheduled to meet with the manager on Tuesday. I am confident that all concerns will be corrected.
b. **Roof Replacement Project:**
Phase 1 of the roof replacement project is nearing completion. The contractor is currently working on the final group of Villas, and a crew began gutter installation today. Additionally, an electrician is scheduled to connect attic fans in two or three units. The crews are working diligently to finish all tasks before Thanksgiving (11/27/2025). I appreciate the feedback and comments during this process.
c. **Cattail Creek Country Club Pre-Submission Zoning:**
Karen and I represented the Board at the Community Pre-Submission meeting regarding Cattail Creek Country Club's efforts to address a maintenance area zoning violation. Several homeowners also attended, and we presented all questions submitted by our neighbors. Minutes from the meeting were emailed to the VCC neighborhood, clarifying the scope of the country club's proposal and the specific location involved. The defined area is for their maintenance yard only. The violation is for a structure (sea container) that was placed within the maintenance yard without the county approval. The application has been formally submitted to Howard County, and the Department of Planning and Zoning is processing it. A Public Hearing will be held prior to the final decision.
Also, during the meeting the country club has agreed to replace several dead trees that screen the maintenance yard and were planted last year.

Treasurer's Report – Karen Engling

10/31/25 financials on-hand at the Clubhouse (also available on the VCC website: Owner Dashboard > Board Documents > Financials: *vcc 2025-10.pdf*).

a. Balance Sheet review: Where do we stand?

a. Operating Fund: What belongs to us – *cash, accounts receivable from homeowners, prepaid assets* – minus what we owe – *accounts payable to vendors (which increased due to outstanding bills owed to MES, Hatfield's, Auditor), prepaid assessments (condo fees paid in advance), amount due to Reserve Fund (declining, but likely to increase once the 2024 audit adjustments are posted)* equals our net equity – or, in this case – our net deficit *(significant excess income for 2025 is reducing the net deficit)*.
b. Reserve Fund: No major changes. Proceeds from two CDs that matured in early October, along with $25k cash in the savings account at Morgan Stanley, were invested in a $250k short-term CD, maturing 11/20/25. (See Note 8.)

b. Discussed Income Statements for both Operating Fund and Reserve Fund.
   a. Operating Fund: The significant $33k year-to-date excess net income for 2025 noted on the Balance Sheet primarily ties to the same items that have been under budget all year (*Insurance ($15k), Utilities ($11k), Snow removal ($4k)*), less the recent over runs in General Maintenance ($10k) and Grounds Maintenance ($5k), for a net positive variance of about $16k. Plus, we have an additional $15k positive variance because income tax expense is being excluded from Operating income (transferred to Reserve).
      i. For October itself, we recorded a loss of $9.2k – meaning our expenses outpaced our revenues. Additional expenses that hit in October include the $3.65k annual audit expense and the $8.4k to resolve the outstanding driveway flooding issue at one of the villas.
   b. Reserve Fund: Reflects the cost of the replacement of one of our re-pressurization pumps for our Water Supply System (expense is accounted for in the Reserve Study).
      i. *Note*: Although work has been progressing, we have not yet paid for any part of the roof replacement project.

c. 2026 Budget – see the attached Cover Letter and 2026 Proposed Operating Budget (also available on our website > Board Documents > Budget):
   a. Key points discussed:
      i. Contractual and obligatory expenses continue to rise (at a rate of ~3-5%), with insurance rising significantly faster (in line with construction industry inflation, around 8-10%). However, the 2026 budget for insurance and trash is lower than in 2025 thanks to the renegotiation of 2025 contracts. Income tax expense has been removed from the operating budget and will be treated as an unbudgeted reserve expense offsetting reserve interest revenue.
      ii. Reclassification of items out of Reserve to Operating (e.g., maintenance contingency) increases our financial flexibility by reducing the required funding for the Reserve but also increases our operating budget.
      iii. Reserve contribution increase aligns with "recommended" contribution per 2025 Reserve Study (lower than that prescribed for 2026 in the 2023 Reserve Study, in part due to the reclassification of certain expenses out of the Reserve Study).
      iv. New: Paydown of the amount owed to the Reserve Fund (in compliance with 10/1/25 change in Maryland Condo law).
   b. Board remains committed to our triple mandate (ensuring long-term health and stability of the community, preserving property values, and limiting increases to the monthly condo fee); however, given the Reserve Study requires increasing annual contributions, and given ongoing inflationary pressures on operating expenses, unit owners should anticipate annual increases in monthly condo fees at least equal to the annual consumer price index inflation rate.

Old Business Requiring Board Action

a. None

New Business Requiring Board Action

a. Presentation and vote to approval of 2026 Budget – Motion to approve Joe Long, second Louis DeBenedetto, unanimous approval
b. Invest in Certificate of Deposit – Motion to approve Karen Engling second Tony Vogt, unanimous approval

Architectural Requests

a. Request for landscaping enhancements at 15263 Callaway Court – Motion to approve Joe Long, second Tony Vogt, unanimous approval
b. Request for landscape enhancements at 15242 Callaway Court – Motion to approve Lou DeBenedetto, second Tony Vogt, unanimous approval

Property Manager's Report – Theresa Baumgardner

Must set up new monthly assessment amount in the portal unless you get coupon books. Theresa suggests delete the first recurring payment before adding a new recurring payment to prevent duplication of payments.

There will be a letter that goes out explaining the increase to the monthly dues.

Many work orders have been closed out – six open work orders, thirteen violations of which six have been addressed with seven still open, some to be attended to later when the weather changes.

Committee Reports

Motion to adjourn at 8:40pm, motion Karen Engling, Second Joe Long