

Minutes of the Board of Directors Meeting
Villas of Cattail Creek Condominium Association
VCC Clubhouse
February 15, 2022

THE COMMUNITY SPEED LIMIT IS 20 MPH.

Board Members Present: President, Bob Sweetman; Vice President, John Bagileo; Treasurer, Marilyn Hummer; Secretary, Estelene Boratenski; Member-at-Large, Mary Vogt

Unlimited Property Management, Inc.: Jaime Blumberg, Property Manager

Residents Present: Casey and Mike Backof, Matt Boratenski, Helene Braun, Ann Buhlman, Rocky and Paul Casner, Carol and Dick Fanta, Bob Kiatta, Ginny Driscoll, Christy and Joe Long, Tina Lowe, Jan and Paul Ulrich, Martin Vaessen, Tony Vogt, Alan Wandell

The meeting was called to order by President Bob Sweetman at 7:00 PM. The Minutes for the December 2021 meeting were approved. John moved, and Mary seconded.

Old Business Requiring Board Action

- Driveway repair—This work continues to be tabled until receipt of the report from Contracts Committee. Many companies do not do small repair work, so the Contracts Committee is contacting additional companies.
- Severn dormer windows—We have received a report from Becht. The Contracts Committee is preparing an RFP (request for proposal) to be sent to vendors that Becht has already identified.

New Business Requiring Board Action

- Repairs, Replacement, and Maintenance Responsibilities Policy—Estelene moved, and John seconded, and the policy was approved unanimously.
- Reserve Study proposal—We bring in experts to review all the infrastructure and to make recommendations to us about how much money we need to budget for the reserve funding. The proposal from Reserve Advisors is \$3400. Marilyn moved, and John seconded, and the proposal was approved unanimously.
- Becht consulting proposal—The Board thinks it would be good to have a company with no vested interest to approve the specifications and to recommend vendors for the dormers. Marilyn moved, and Mary seconded, and the proposal was approved unanimously.
- Clubhouse LED lighting retrofit proposal—This won't save us a lot in terms of energy, but these will be able to be dimmed to allow suitable lighting for various events. Motion sensors will also be installed for the lights in the restrooms. The project requires \$640 for materials, and Mike Backof, with help from Tony Vogt, will install them free of charge. Marilyn moved, and Mary seconded, and the proposal was approved unanimously.

Report from Board Members:

- President's Report—
 - The positivity rate for Covid has decreased significantly, and the Board has decided to open the VCC Clubhouse back up for activities. We do ask everyone to be respectful that the virus is still out there, and proper precautions should be taken.
 - Bill Rados has volunteered to chair the Landscaping Committee, thereby freeing Estelene for the duties as Secretary.
 - The Contracts Committee is in the process of developing a Request for Proposal from potential vendors identified by Becht in their report. This is for the repair of the dormers on the Severn units.
 - Thanks go out to Tony and Mary Vogt and Mike Backoff for developing a plan to retrofit the lights with LEDs in the main room.
 - The Board has been reviewing our policy concerning the Google Drive in light of some difficulty experienced by residents in accessing information on the Drive. We are considering putting information on a password protected section of the VCC website so that all residents would be able to access the information. More information to come.
 - Thanks to the Landscaping Committee and Oral Folks, Tony Vogt, Matt Boratenski, and Bob and Helene Braun for watering the new redbud trees until the temperatures dropped to below freezing.
 - The Board would like to remind residents that Board approval must be obtained before any trees are removed, particularly on the common areas. The procedure is to apply for an architectural change which is reviewed by the Architectural Review Committee and then submitted to the Board for approval. Only after the Board votes for approval can the tree be removed.
 - With better weather coming, the Board would like to remind residents concerning the regulations for dogs. When outside, dogs must be on a leash and must be under control of the person walking the dog. We have seen several incidents last year which could have been serious. This is not only a VCC regulation, but is a Howard County ordinance as well.
- Treasurer's Report—
 - December had a net deficit of \$15,377, with overages primarily in three categories:
 - Utilities was \$17,034 more than budget, most of which were water, sewer, and MES costs.
 - Repairs, Maintenance and Supplies was \$1,475 over budget, due to landscape issues such as treating for moles/voles and pruning trees that threatened to damage roofs.
 - Administrative expenses were \$549 over budget, and that category includes insurance, which came in \$619 over budget.

- These categories were offset because Contracts came in under budget by \$3,680 due to snow removal savings.
- The CYE 2021 budget had a \$7,215 deficit for the year, due to the following categories:
 - Utilities were \$22,139 over budget.
 - Administrative expenses were \$5,163 over budget.
 - Two line items that came in under budget helped the bottom line:
 - Contracts was \$7,203 less than budgeted.
 - Repairs, Maintenance & Supplies was \$13,317 under budget.
- The good news is that the balance of our investments grew by 9.2% last year, and the Reserves continue to be totally funded.

Property Manager's Report:

- There were no architectural requests.
- One resale packet was requested for 15124 Players Way.
- There were no settlements.

The Board Meeting was adjourned at 7:26 p.m.

Respectfully submitted,
Estelene Boratenski, Secretary

The VCC website, <http://villasatcattailcreek.tk>, includes useful information on our community, including the latest Owner's Manual.

It is strongly recommended that residents wear reflective clothing when walking at night and walk against traffic at all times.

On-street parking is not allowed. Parking on pads is for guests only.

Empty trash & recycling containers must be returned to the proper place of storage promptly after collection. Please do not place them outside until late evening of the day before collection.

Both the Howard County Animal Control Laws and Association Bylaws require pet owners to clean up after their pets and to keep them on a leash.

Howard County requires that REALTY SIGNS be removed within seven days of sale.

Please Remember To Turn Off Clubhouse Lights and Adjust Thermostats.

Please report after hours water outages to Unlimited Property Management's emergency phone number at 443-717-4257. You will be called back shortly with status on the outage. Call 443-717-4257 between 9AM-5PM for service requests.