

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

THE COMMUNITY SPEED LIMIT IS 20 MPH.

Board Members Present: President, Bob Sweetman; Vice President, John Bagileo; Treasurer, Marilyn Hummer; Member-at-Large, Mary Vogt; Vicki Duggan, incoming member

Board Members Absent: Estelene Boratenski, Secretary

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

Residents Present: Paul Casner, Ginny Driscoll, Knut Ellenes, Karen Engling, Dick Fanta, Joe Long and Tony Vogt

The meeting was called to order by President Bob Sweetman at 7:00 p.m. The minutes for the October 2022 meeting were approved. John Bagileo moved; Marilyn Hummer seconded.

Old Business Requiring Board Action

- None

New Business Requiring Board Action

- Presentation and approval of 2023 Budget. John Bagileo moved; Marilyn Hummer seconded.
- Property Management Contract—Approved a one-year extension of the contract with Unlimited Property Management. John Bagileo moved; Marilyn Hummer seconded.
- Architectural Requests
 - 15278 Callaway Court—Approved landscaping. Marilyn Hummer moved; John Bagileo seconded.

Reports from Board Members

- President's Report—Bob Sweetman
 - Driveway repair work has been completed. Please note that water pooling and drainage issues are to be resolved by Greenskeeper, and work was completed earlier this month.
 - The contract for the repair of six Severn dormers has been signed and transmitted to Columbia Roofing. Materials have already been ordered and work is due to be completed this fall. The vendor has assured us that repairs can be carried out, so long as it is not raining or icy.
 - With the new VCC website up and running, we are planning to terminate access to the Google Drive and transfer everything of lasting value to the Owner's

section of the website. If you have not set up your access to the website, please do so right away.

- The newly formed Finance Committee, chaired by Paul Casner, has been hard at work scrutinizing the forecasted Reserve Study expenditures, and Paul will discuss some of their findings in his committee report. Thanks to Paul, Marilyn Hummer, Dick Fanta, and Joe Long for their continued hard work on this important area.
- Treasurer's Report—Marilyn Hummer
 - The month of September had a net deficit in the amount of \$12,366:
 - The Utilities category was under budget by \$1,763 related to savings in two-line items: electric and gas; and water, sewer and MES.
 - The Contracts category was over budget by \$10,336 due to three items that were not budgeted: an extra charge of \$413 for fire system monitoring, a \$175 pest control treatment, and HVAC repairs for the replacement of a circuit board and a blower motor in the clubhouse that totaled \$1,910. In addition, both the September and October invoices for our grounds contract were paid in September. The extra \$5,655 charge will offset on the October financial statement.
 - Repairs, Maintenance & Supplies was over budget by \$3,827 due to multiple sidewalk and siding repairs.
 - Administrative expenses were under budget by \$34 due to savings in forms and office expenses and miscellaneous administrative expenses.
 - September's revenue was up \$300 thanks to two clubhouse rentals; and total expenses were \$60,992, and compared to the budgeted amount of \$48,626, that gave us the \$12,366 overage.
 - Total YTD expenses were \$453,922, and compared to the budgeted amount of \$545,406, which yielded a YTD surplus of \$92,485.
 - The Reserve Fund continues to be fully funded.
- Property Manager's Report—Presented by Bob Sweetman for Jaime Blumberg, Unlimited Property Management
 - There are no resales/no settlements.
 - The Architectural Review Committee has reviewed and approved a proposal from 15278 Callaway Court for front and side landscaping.
 - Payment coupons for those owners who are not enrolled in the ACH payment program will go out in the next week. We cannot “not” send coupons to owners who are not set up for automatic payments through our office. This is how we verify payment notice to owners who do not automatically have their payments deducted by the association.
 - Financials are pending final review and will be shared with Marilyn Hummer later this week.

Committee Reports

- Finance Committee—Paul Casner
 - The Finance Committee presented the following recommendations to the Board for consideration:
 - In 2022, invest \$100,000.00 in a three-month CD.
 - In 2022, replace the HVAC system in the club house to take advantage of an existing quote.
 - In 2023, add the cost of spare parts for the PLC (\$5,079.00).
 - In 2023, add the cost of an improved reporting system in the water treatment facility (\$1,780.00).
 - In 2022, add the cost of a spare influent pump for the wastewater treatment facility (\$3,000.00).
 - In 2023, add the cost of a spare well pump (\$3,500.00).
 - Eliminate the expense for mailbox replacement from the reserve study. Use operating funds to repair or replace on an as needed basis.
 - In 2023 and 2024, adjust the expense for building capital repairs (1.760*) from \$67,000.00 to \$50,000.00 to be more in line with 2022 experience.
 - In 2023 and 2024, eliminate the expense for club house HVAC system (5.070*).
 - In 2024, eliminate the expense for asphalt crack repair (4.020*).
 - Move the expense for driveway replacement in 2024 and 2028 to 2028 and 2030 (4.030*).
 - In 2023, remove the expense for pump rebuild (7.007*).
 - Add a line in the reserve study for updating the study.
- Contract Committee—John Bagileo
 - There is no formal report this month for the contract committee, although the following updates were shared:
 - A contract submitted by 21st Century Grounds is under review and consideration.
 - The Community has a long-term practice of maintaining an attorney on retainer. The services have been infrequently used and the practice will be discontinued with attorney services procured on an as needed basis.

The Board Meeting was adjourned at 7:41 p.m.

Respectfully submitted,
Vicki Duggan, Incoming Member to the Board

The VCC website, <https://villasatcattailcreek.com>, includes useful information on our community. The Owner's Portal will be available soon.

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.

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.

Both the Howard County Animal Control Laws and Association By-laws 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.