

**Minutes of the Board of Directors Meeting**  
**Villas of Cattail Creek Condominium Association**  
VCC Clubhouse  
February 21, 2023

**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, Secretary

Board Members Absent: None

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

Residents Present: Casey Backof, Mike Backof, Fred Bomse, Estelene Boratenski, Matt Boratenski, Bob Braun, Helene Braun, Ron Burdenski, Paul Casner, Ann Combs, Ginny Driscoll, Knut Ellenes, Dick Fanta, Barbara Fish, Oral Folks, Sharon Flavin, Jerri Ichniowski, Joan Malacrida, Lou Malacrida, Judy Matthey, Ashok Meghani, Lynn Nulton, Allison Parsons, Brian Smith, Barbara Ugiansky, and Tony Vogt

Guest Present: Theresa Baumgardner, UTZ Property Management, Incoming Property Manager

- The meeting was called to order by President Bob Sweetman at 7:00 p.m. The minutes for the November 15, 2022 meeting were voted on to approve; John Bagileo moved; Marilyn Hummer seconded. The Board approved.

**Old Business Requiring Board Action**

- None

**New Business Requiring Board Action**

- Approval of UTZ Property Management contract, the new VCC management company. John Bagileo moved; Marilyn Hummer seconded; the Board approved.
- Water System Reporting Equipment Upgrade in the amount of \$1,780. John Bagileo moved; Marilyn Hummer seconded; the Board approved.
- Spare Wastewater System Influent Pump Purchase in the amount of \$2,515. John Bagileo moved; Mary Vogt seconded; the Board approved.
- Spare Well Pump Approval in the amount of \$1,132. John Bagileo moved; Marilyn Hummer seconded; the Board approved.
- Uncollectable Debt Write-Off. Debt in the amount of \$41,875.09 for Ben and Jean M. Colvard, original owners of 15116 Players Way. John Bagileo moved; Vicki Duggan seconded; the Board approved.

## Reports from Board Members

- President's Report—Bob Sweetman
  - Thanks to the Contracts Committee for their quick work in identifying, vetting, and recommending a new management company for Board action. Good work, Mike Lewis and team!
  - The repair of the six “urgent” Severn dormers has been completed by Columbia Roofing. We will work with them for scheduling repair of the other dormers identified by our consultant according to the priority list which they provided.
  - With the new VCC website up and running, we have terminated access to Google Drive. Information previously found on Google Drive is now available through the VCC website. If you have not set up your access to the website, I strongly encourage you to do so right away.
  - We reconstituted a Water Committee to keep track of the issues involving the water and wastewater systems and liaise with MES and other agencies. Dan Duggan has volunteered to chair the committee. Erik Engling and Paul Ulrich are members and I will be a member and technical advisor. Thanks to all for volunteering.
  - A reminder, those of us who signed up for driveway sealing will be receiving notice soon from X-Sealer regarding dates for driveway sealing.
  - The Landscape Committee conducted a walk around the community last week with our new landscape company. A list of action items has been created, some of which require Board action.
- Treasurer's Report—Marilyn Hummer
  - We've received three financial statements since my last report in November. Since all residents receive a copy of the financials, and a review of all three reports would take a lot of time, I'm going to present an abbreviated monthly review, and then give you the 2022 year-end highlights.
    - The month of October had a \$4,211 deficit based on overages in two categories: Utilities; and Repairs, Maintenance & Supplies.

- In November there was a \$6,008 deficit with overages in three categories: Contracts; Repairs, Maintenance & Supplies; and the third, which had the most significant overage, was \$3,496 in Administrative Expenses due to postage, forms and office expenses, audit and tax preparation, and legal fees.
- In the month of December expenses leveled out and gave us a surplus of \$20,335; and there was only one category over budget and that was \$1,397 again in Administrative Expenses.
- The 2022 year-end actual expenses were \$595,155, versus a year-end budget of \$697,756, leaving us with a surplus of \$103,568; that sounds like a lot but let me briefly mention two factors:
  - In multiple account categories there were numerous invoices that UPM did not receive prior to the December 31 financial statement cut off—the six largest totaled \$48,338. When the auditor prepares our 2022 audit, all of the delinquent invoices that were paid this year will be reallocated to last year.
  - Repairs, Maintenance & Supplies had a large surplus, primarily in landscape maintenance and roof repairs, because some budgeted repairs were not completed by the end of the year. Adding these two issues together would have had a significant negative impact on the surplus.
- In addition to the year-end surplus, positive notes include:
  - Three of our four expense categories came in under budget, with a year-end overage solely in Administrative and that was only by \$659.
  - Mother Nature was kind to us last year, so snow removal added \$16,431 to the surplus.
  - At the end of 2022, we had a total of \$1,138,323 in our replacement fund. The largest account in that reserve fund was \$217,157 in Morgan Stanley; and the remaining \$921,166 was invested in a total of nine money markets, CDs, and US Treasury notes. And, very importantly, our reserves continue to be totally funded.

**Property Manager's Report**

- None

## Committee Reports

- None

The Board Meeting was adjourned at 7:16 p.m. Immediately following the Board meeting, the community had an introductory session with Theresa Baumgardner, incoming Property Manager.

Respectfully submitted,  
Vicki Duggan, Secretary

## Community Reminders

The VCC website, <https://villasatcattailcreek.com>, includes useful information on our community. Please register for access to VCC information.

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

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

Trash should be placed in trash cans 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 UTZ Property Management's at 410-592-3325. Office hours are 9:00 am – 4:30 pm., Monday through Friday. You will be called back shortly with status on the outage.