

**Minutes of the Board of Directors Meeting  
Villas of Cattail Creek Condominium Association**

VCC Clubhouse  
August 16, 2022

**THE COMMUNITY SPEED LIMIT IS 20 MPH.**

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

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

Residents Present: Casey and Mike Backof, Matt Boratenski, Paul Casner, Ginny Driscoll, Vicki Duggan, Dick Fanta, Mike Lewis, Ashok Meghani, Tom Ross, Ceil Speake, Jan Ulrich, Tony Vogt

The meeting was called to order by Vice President John Bagileo at 7:01 PM. The minutes for the June 2022 meeting were approved. Marilyn moved; Mary seconded.

Old Business Requiring Board Action

- Driveway repair—Tabled until receipt of proposals
- Severn dormer windows—Some urgent repairs have been completed. Approval of less urgent repairs has been tabled until receipt of Columbia Roofing proposal for additional units.

New Business Requiring Board Action

- Driveway drainage proposal from Greenskeeper—Fourteen driveways have a drainage problem caused by the buildup of turf near the asphalt. The Board approved the repair work, which is estimated to cost \$1700. Estelene moved; Mary seconded.
- Drainage problem behind 15234 and 15236 Callaway—The Board approved Greenskeeper to repair the pipe damaged by their mowers at no charge and to add a pop-up and cap the drain at an estimated cost of \$200. Marilyn moved; Estelene seconded.
- De-thatch and over-seed common area behind homes on the west side of Players Way—This proposal has been tabled until the Board gets clarity on what problems in that area are caused by the buildup of mulched leaves and what problems are caused by grubs.
- Architectural Requests
  - 15132 Players Way—Approved front and rear landscaping. Mary moved; Marilyn seconded.
  - 15291 Callaway—Approved driveway expansion and landscaping. Estelene moved; Mary seconded.
  - 15291 Callaway—Approved patio below rear deck. Mary moved; Marilyn seconded.

- o 15232 Callaway—Approved window replacement with no exterior change in appearance. Mary moved; Estelene seconded.

Reports from Board Members:

- President's Report—Bob Sweetman
  - o The new VCC website has been completed and is ready to roll out. It provides a much easier method of accessing community information through an owner's portal. The public section of the website provides an attractive ad for prospective buyers seeking information on our community. Thanks to Estelene for leading this effort. I am very happy with the results and I certainly believe that we got our money's worth. Estelene will give a brief demo later in the meeting.
  - o We have created a Finance Committee to assist the Board in developing a Five Year Financial Plan. This will provide us with a road map for planning our budgets and managing our capital reserves. Members of the committee are Paul Casner (Chair), Marilyn Hummer, Joe Long, and Dick Fanta. Thanks to all of them for volunteering.
  - o The Board has received the completed 2022 reserve study. A copy has been given to the Finance Committee for their analysis.
  - o In response to requests from the community for more visibility on work order status, Jaime has created a spreadsheet which will be able to be uploaded onto the Owner's Portal section of the new website. Once uploaded, unit owners can access the status as needed.
  - o A request for proposal for multiple dormer repairs has been completed and sent out to Columbia Roofing. Mike Lewis will provide more information in his Contracts Committee report.
  - o Greenskeeper completed the repair of the shoulder on Players Way. There was severe erosion near the end of the street.
  - o Software upgrades to the water system controller have been completed and MES reports the "goofiness" is gone from the program.
  - o Review of the driveway repair situation has determined that a fair number of the drainage problems are due to turf buildup at the edges of the driveway aprons. Greenskeeper has submitted a proposal to re-grade these areas to improve drainage. We will consider this proposal this evening.
  - o A request for proposal for driveway sealing and repair has been completed and sent out to identified potential vendors. Mike Lewis can provide more information.
- Treasurer's Report—Marilyn Hummer
  - o The month of May had a net surplus of \$4,017, with only one category slightly over budget.
    - Utilities—This category was under budget by \$1968 due to electric/gas and water/sewer savings.

- Contracts—Expenses were on target with a zero variance.
  - The Repairs, Maintenance, and Supplies had a positive variance of \$2257 due to savings in Landscape Maintenance and General Repairs and Maintenance.
  - Administrative Expenses—This category was over budget by \$208 in the Forms and Office Expenses category.
- The month of June had a net surplus of \$564.
  - Utilities—This category was under budget by \$2234 due to electric/gas and water/sewer savings.
  - Contracts—Expenses were over budget by \$6100 due to an unbudgeted expense of \$445 in the fire system monitoring.
  - Grounds Contracts—Mowing expenses for June and July posted in June, so the extra July payment of \$5655 will balance in the July financial report.
  - Repairs, Maintenance, and Supplies—There was a positive variance of \$5239 due to savings in Landscape Maintenance, General Repairs and Maintenance, and Roof Repairs.
  - Administrative Expenses—This category was over budget by \$809, which included \$291 in Forms and Office Expenses, as well as our State Farm insurance premium, which increased \$500 a month starting in mid-June when our policies automatically renewed. (This was an increase that was anticipated and budgeted for.)
- Total expenses year-to-date at the end of June had a \$94,325 surplus, which is temporary. There are invoices we haven't received yet and others that haven't been processed yet, primarily for completed mortar work. This surplus will reduce from now until the end of the year as these invoices are received and processed.
- The Reserve Fund continues to be fully funded. A copy of the recently released 2022 Reserve Study is available in a binder on top of the file cabinet in the library of the clubhouse. Please feel free to peruse this copy in the clubhouse, but do not remove it from the library.
- As approved by the Board at the June meeting, Marilyn met with Sarah Frymark from the Maryland Rural Water Association and Laura Gabbard from MES to explore complimentary services VCC could receive. The Source Water Protection Plan should be complete by mid-September and includes the following:
  - An implementation plan for fencing around the wells for added security and safety
  - An aerial map that includes the wells and other water system buildings
  - The hydrogeology (related to our aquifers), soil composition, susceptibility analysis, and a contingency plan as a preventative in case of contamination or in the event of an emergency related to our water system.

No Property Manager's Report—Jaime Blumberg, Unlimited Property Management, absent

#### Committee Report

- Finance Committee—Paul Casner
  - The committee had its first meeting on August 15 to review our budget and the Reserve Fund. The committee is developing a five-year plan to ensure that we plan ahead and use resources wisely.
  - This year we have four large contracts that are up for renewal: landscaping, property management, clubhouse, and HVAC. The committee will work with the Board to decide whether to continue with the current vendors or to put the contracts out for bid.
- Contracts Committee—Mike Lewis
  - Columbia Roofing has repaired five dormers. Six more dormers are high priority to be repaired soon. Forty-six dormers will require some level of repair over the next three years.
  - The committee sent out requests for proposals to five companies for driveway repairs, and only three responded. Two said they only did commercial properties, but one recommended a company that does residential repair. Mike will meet with a representative of this company tomorrow to look at the driveways needing repair.

#### Website Overview—Estelene Boratenski

- The Board would like to thank Andrea Chamblee for recommending our website designer Robin Smith of RJ Smith Creative, who has been very responsive to tailoring the site to our particular needs.
- The Board would also like to thank Sherry Hogue for providing the beautiful photos that we've used on the website and to give a shout-out to Bob Kendezejewski for the picture of Clyde sitting on the gate.
- You can see the public portion of the website at <https://villasatcattailcreek.com>.
- In the coming days you'll receive a Google group post about how to access the password protected page for residents. Once the directions are posted, you will need to log in, using your email in the directory, and change the generic password as soon as possible.
- We will still use the Google group for email, but once the website is launched, we will close the Google Drive. All important documents will now be stored on our website.

The Board Meeting was adjourned at 8:19 p.m.

Respectfully submitted,  
Estelene Boratenski, Secretary

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.