

**Minutes of the Board of Directors Meeting**  
**Villas of Cattail Creek Condominium Association**  
VCC Clubhouse  
April 18, 2023

**PLEASE OBSERVE THE COMMUNITY SPEED LIMIT AT 20 MPH**

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

UTZ Property Management, Inc.: Theresa Baumgardner, Property Manager

Residents Present: Mary Ann Baglio, Estelene Borateski, Matt Boratenski, Helene Braun, Casey Backof, Mike Backof, Paul Casner, Dan Duggan, Knut Ellenes, Richard Fanta, Joe Long, Tina Lowe, Bill Porten, Bill Rados, Jane Ross, Tom Ross, Sandy Stern and Tony Vogt.

The meeting was called to order by President Bob Sweetman at 7:00 p.m. The minutes for the February 21, 2023 meeting were approved. John Baglio moved; Marilyn Hummer seconded. The Board unanimously approved.

**Old Business Requiring Board Action**

- None

**New Business Requiring Board Action**

- Approval of Management Company Contact. Bob Sweetman is the single point of contact to UTZ Property Management. John Bagileo moved; Marilyn Hummer seconded; the Board unanimously approved.
- Clubhouse Furniture Replacement. Request for \$2366.87 to fund replacement furniture. In addition, the Social Committee contributed \$300 toward the purchase. John Bagileo moved; Marilyn Hummer seconded; the Board unanimously approved.
- Strauss Auditing Approval. Estimated 3,250.00 cost for 2022 audit. Marilyn Hummer moved; John Bagileo seconded; the Board unanimously approved.
- Maryland Environmental System Contract Approval for 2023-24. Request for an estimated \$122, 694. John Bagileo moved; Marilyn Hummer seconded; the Board unanimously approved.
- Maryland Environmental System Drain Field Repairs. Request of \$3,250 from the reserve funds. Marilyn Hummer moved; John Bagileo seconded; the Board unanimously approved.
- Architectural Approvals – None Submitted

## Reports from Board Members

- President's Report—Bob Sweetman
  - Mother Nature gave us a huge gift this past winter with no snow and only one icing event. This has given us a surplus which we can use for future expenses.
  - The Board met with Theresa Baumgardner of UTZ Management, our new Property Manager, to facilitate a smooth transition from our previous property management company.
  - We have a new procedure for logging in work order requests. Work orders are now to be requested through the owner's portal of the UTZ management website. The website allows you to upload pictures of the problem to allow proper identification of the problem and the appropriate maintenance crew to send out. Please do not call UTZ to request a work order. If you are having problems setting up access to the UTZ owner's portal, please let one of us know.
  - The Board has decided to implement late charges for delinquent condo fees. This is based on the number of unit owners who are past due in their payments, which does not include the last month's deadline. Unit owners who do not pay their monthly condo fee on time will receive notice of the late charge fee.
- Treasurer's Report—Marilyn Hummer
  - There are two financial reports: January and February 2023.
    - The first is the month of January, which had a net surplus of \$48. The Utilities category was over budget by \$13,512 due to high electric and gas charges plus the combined \$21,520 MES water and sewer charges for November and December were not received until January. The auditor will move both of those charges back to last year when preparing the 2022 audit. Contracts were under budget by \$14,863 due to snow removal and grounds contract savings. Repairs, Maintenance and Supplies was over budget by \$1,348 due to higher general repairs and maintenance costs plus some roof repairs. Lastly, the Administrative category was under budget by \$46.
    - Total expenses in January were \$55,441, giving us the month and YTD surplus of \$48.
    - In the month of February 2023, we added a revised Financial Statement Summary to the February Financial Statement because the one submitted by Jaime overstated the YTD surplus. In explanation, \$35,231

was transferred from reserves to the operating account which then counted as “Other Income.” This made the Other Income YTD significantly higher than the YTD Budget. Thus, the original YTD Summary stated we had a net budget surplus of \$60,764 rather than \$25,534. On the revised Financial Statement Summary, the \$35,231 reserves allocation was then transferred to both the YTD Actual and Budget columns so the numbers would balance out correctly; again, resulting in a YTD net budget surplus of \$25,534. In the past, when there were errors in the Financial Statements Unlimited Property Management would make the corrections prior to sending the report out, but this time it was after their contract terminated and they were not available to make the corrections. I’m glad to report that all five account categories in February were under budget, giving us a monthly net surplus of \$25,712. Specifically:

- Utilities were under budget by \$10,244 mainly because electric and gas were back in line and February’s \$9,004 MES invoice was not received until March.
- Contracts were under budget by \$13,234 due to snow removal and grounds contract savings.
- The Repairs, Maintenance and Supplies category was under budget by \$2,016 due to roof repair savings.
- The Administrative category was under budget by \$219.
- To summarize, total expenses in February were \$28,652, giving us the monthly net surplus of \$25,712. And, YTD actual expenses totaled \$84,094, yielding a YTD surplus of \$25,761. At the end of February, our bottom line indicated a YTD Operating Fund Total of \$23,968, and the Replacement Fund Total was \$1,133,264, And, most important, our reserves continue to be totally funded.
- Lastly, we have received the final 2021 Financial Statements and Independent Auditor’s Report, plus our 2021 Federal and State Income Tax returns, which had a combined overpayment of \$2,010 which the auditor will apply to our 2023 taxes.
- Property Manager’s Report—Presented Theresa Baumgardner, UTZ Property Management
  - One property resale took place in April at 15233 Callaway Court.
  - Many homeowners have set up a homeowners account with the UTZ Property Management portal. Setting up an account is advisable, but not essential. Note that the UTZ portal has functionality beyond monthly payment submissions.
  - Requests for work orders must be submitted through the UTZ portal.

- Concerns of an emergency nature should call the UTZ Property Management office at (410) 592-3325.
- Regarding instances where the VCC Clubhouse alarm may be triggered, the Board is researching the issue and will provide guidance to the community concerning what to do if the alarm goes off when the Clubhouse is occupied.

## **Committee Reports**

- Finance Committee—Paul Casner
  - The Finance Committee reviews our investments, the budget, and the reserves.
  - With respect to our investments, we looked into using a different bank but concluded that it was best to stay with Morgan Stanley given the current instability of the banking situation. Morgan has two banks in the company so we can insure up to \$500,000.00. We have maximized our returns while ensuring the liquidity required for reserve expenditures for the year. The required annual contribution to the reserve fund has increased from \$185,000 in 2021 to \$200,400 in 2024 in addition the cost of the management fee, landscaping and insurance have all increased significantly which we believe will necessitate an increase in our assessments next year.
- Grounds and Landscape Committee—Bill Rados
  - Many homeowners have reported concerns with moles and grubs. Despite treatment, the problem persists. We need our pest control company to determine the extent of the problem throughout the neighborhood and give us an estimate on fixing the problem. If the Board approves, our pest control company will be asked to inspect and provide an estimate to resolve the problem.
  - Driveway apron repairs were completed over the winter; however, the problems with pooling water persist on most driveways repaired. The adjacently sown grass, next to the driveways, is growing on most of the repaired areas. Netting over the new grass at the edges of driveways needs to be removed. We are getting a proposal from 21st Century to remove the netting and solve the water-ponding problem.

- Four crabgrass applications are planned to address a significant crabgrass problem. 21st Century Grounds assures the treatment should fix the crabgrass problem.
  - Fertilizer/pre-emergent weed killer application was completed by TruGreen, subcontractor to 21st Century Grounds. Homeowners expressed concerns that specific properties or areas were missed. As the grass grows, it is evident that the concerns are valid. TruGreen is expected to reapply in the areas they missed.
  - Concern over patchy turf behind the block of 15121 Players Way. 21st Century Grounds recommends aerating and seeding. Concern exists that mole and grub pests may also be contributing to the cause of the problem. The Board will be asked to approve the expense for a pest control company to inspect and provide an estimate if an infestation problem is found.
  - There is a dying tree behind the Englings house on Callaway Court. An arborist was consulted, and the recommendation is to take the tree down. Estimates are being requested from three firms.
  - The drainage problem behind Sandy Stern's house has been resolved.
  - There is a plan to establish a flower bed around the VCC entrance sign. The members of the Landscape Committee have volunteered to plant vinca around the signs. To complete this plan, the Landscape Committee will request \$100 to purchase the plants. The Landscape Committee will help nurture the plants as they establish themselves.
- Water System Committee—Dan Duggan
    - The Water System Committee (WSC) recently formed and includes Dan Duggan (chair), Paul Ulrich and Eric Engling. We held our first full meeting on March 9th including Todd Boulden, Regional Supervisor, Maryland Environmental Systems (MES). Todd provided an overview of the responsibilities of MES for VCC. He also provided the committee with a tour of the water and waste systems. After the tour, the committee felt that Todd was extremely knowledgeable of the water systems at VCC and comfortable with his management of our property.
    - Todd reported that VCC's water supply and waste systems are in good shape and MES staff monitors critical controls daily. MES keeps control of all system parts for our system. One significant advantage VCC has is that much of our system is redundant. This is because we are using two separate drain fields that require two separate pumping systems. Therefore, if one goes offline, VCC can properly function on the other system during repairs, according to MES. However, it is

important to maintain critical parts that require long replacement lead times. In preparation for critical parts availability, we met on April 14 at the MES office in Jessup, MD, to review our parts list. All system parts were reviewed, and MES made recommendations for needed parts, which will be submitted to the Board for action.

- o The only operational issues MES identified were the occasional problem with objects discarded into the waste system, mainly flushable wipes, grease, and dental floss, which do not biodegrade and can clog pumps. The WSC will develop a reminder notice about this issue for distribution to the community residents. The other immediate issue regarded the potential damage to well heads in the fields by the grass cutters. Todd believes the white sticks placed around the heads are not adequate and will propose something more permanent. The WSC will review and make recommendations to the Board for action.
- o There was some discussion around the new EPA rules for PFAs ground pollutants (polyfluoroalkyl substances, "forever chemicals"). VCC has been tested for these and MES indicates that "Cattail is currently ok for all of the six compounds based on the current language in the proposed rule".
- o Finally, the WSC will meet with the Maryland Rural Water Association to follow up on an initial contact that was made earlier.
- o Going forward, the WSC will meet regularly and report to the Board. We will ask MES to attend a Board meeting to provide general feedback.

The Board Meeting was adjourned at 7:30 p.m.

Respectfully submitted,  
Vicki Duggan, Secretary

The VCC website, <https://villasatcattailcreek.com>, includes useful information for VCC residents.

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 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 property issues of an urgent nature to UTZ Property Management by phone at (410) 592-3325.

Submit work order requests through the [UTZ Property Management Portal](#).