

Minutes of the Board of Directors Meeting
Villas of Cattail Creek Condominium Association
VCC Clubhouse
August 15, 2023

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: Casey Backof, Mike Backof, Jack Burk, Mary Jo Bondy, Helene Braun, Paul Casner, Andrea Chamblee, Dan Duggan, Knut Ellenes, Karen Engling, Barbara Fish, John Halley, Christy Long, Joe Long, Joan Malacrida, Lou Malacrida, Janet Menton, Tom Menton, Herb Parcover, Bill Porton, Bill Rados, Ceil Speaker, Sandy Stern, Jim Tupp, Susan Tupp, Martin Vaessen, and Anthony Vogt.

The meeting was called to order by President Bob Sweetman at 7:00 p.m. The minutes for the June 20, 2023 meeting were approved. John Bagileo moved; Marilyn Hummer seconded. Unanimous approval.

Old Business Requiring Board Action

- None

New Business Requiring Board Action

- Approval of Clubhouse Use for Yoga class. John Bagileo moved; Marilyn Hummer seconded. Unanimous approval.
- Gloomy Scale Treatment Approval. \$2800. John Bagileo moved; Marilyn Hummer seconded. Unanimous approval.
- Sewer Clean Out Approval. \$8550 (ESTIMATE). John Bagileo moved; Mary Vogt seconded. Unanimous approval.
- Investment Action. Based on an investments update, Marilyn Hummer made a motion that Morgan Stanley move \$200,000 in cash to CDs with a three-year maturity and higher yield. John Bagileo moved; Mary Vogt seconded. Unanimous approval.
- Architectural Approvals
 - 15203 Callaway Court - Tree Removal. Marilyn Hummer moved; John Bagileo seconded. Unanimous approval with the understanding that the owners must pay the costs to remove the trees.
 - 15140 Players Way - Tree Removal. Marilyn Hummer moved; Vicki Duggan seconded. Unanimous approval with the understanding that the owners must pay the costs to remove the trees.

- 15264 Callaway Court - Slider Door Replacement. John Bagileo moved; Marilyn Hummer seconded. Unanimous approval.
- 15115 Players Way - Privacy Fence Extension. Marilyn Hummer moved; John Bagileo seconded. Unanimous approval.

Reports from Board Members

- **President's Report—Bob Sweetman**
 - We are currently in a discussion with the Country Club involving the use of the field containing our drain field, which is our property. Their use of the field for a sod farm has significantly increased and they have recently begun to take soil from the field to use elsewhere on the golf course. We sent them a “Cease and Desist” letter as a result of their subsequent response to our in-person meeting. Our Country Club Liaison team is working with them to attempt to find resolution to this issue.
 - Driveway sealing has been completed. We had a total of 60 units who have participated. Thanks to all of you who elected to have your driveway sealed; it really improved the appearance of the community.
 - A question concerning the Severn dormer repairs was raised at the June meeting. Subsequent to that, we have surveyed the remaining dormers, and have developed a more detailed priority list. As you may know, our Reserve Plan anticipates roof replacement work starting later this decade. We are coordinating with a couple of roofing companies to determine if it makes fiscal sense to replace the roofing at the same time the dormers are repaired.
 - There was a recent sewer back-up which caused the basement flooding of two homes. Based on the recommendation of an expert, we have determined that it is prudent to clean out the entire sewer system. Dan Duggan will provide more information in his Water Committee report.
 - There has been a change in the Maryland Condominium Law concerning the insurance master policy. As we currently understand the law change, standalone houses, of which there are 25 in the community, are no longer allowed to be covered by the condominium master insurance policy. Owners of these homes must take out a homeowners insurance policy by September 30, 2023.

- Treasurer’s Report—Marilyn Hummer
 - In the financial area our monthly reports have a lot of moving parts, so the transfer to UTZ on March 1st while improved is still a work in progress. I’m hoping, effective with the July financials, that we’ll be able to start distributing the monthly reports to you again. As it relates to the revised June financials that we received last Friday, here are the primary issues that need to be resolved:
 - Water/Sewer & MES expenses were being charged to three different account codes, and UTZ needs to finish accurately consolidating all the MES invoices into one code. There was no June MES invoice processed and the YTD numbers are incorrect, so that category will need an in-depth review by UTZ to ensure accuracy going forward.
 - General Maintenance was \$3,695 over budget due to playing catch-up with repairs, and the allocations in that category will hopefully balance out by the end of the year.
 - The monthly actual for the Reserve Contribution Expense, that should be an automatic monthly allocation of \$14,306, posted a three-month charge of \$42,918 in June, which was \$28,612 over budget. That overage then contributed to June’s Net Income (that’s the “bottom line”), which was \$12,393 over budget and YTD was \$41,557 under budget. I should note that if the contribution had been for just one month, along with some other more minor corrections, June’s monthly Net Income would have been \$16,219 under budget and YTD would have been \$33,169 under budget. All of this will realign going forward.
 - On the June Balance Sheet Our Total Assets are \$1,217,608; all Operating Cash accounts have now been transferred to UTZ; and the Reserve Fund continues to be fully funded.
 - As it relates to miscellaneous issues:
 - We still need UTZ to develop, with our assistance, an Income Statement for the Reserve Fund as part of our monthly financial package.
 - Bob Sweetman, Paul Casner and I are compiling VCC’s first-ever five-year plans for both our operating and reserve funds. In conjunction with our annual budgets, the reserve studies and expenditures charts, these plans will help us clarify and track our future finances and goals.
 - The Reserve Advisors contract for the 2023 update to the Reserves Expenditures chart, and related financial documents that are contained in the Reserve Studies, has been executed, the \$1,200 fees been paid, and now Paul and I can start working with them on a biennial update.

- Lastly, our CPA firm anticipates that our 2022 audit will be finalized by the end of this month; this document will give us the surplus amount that we can then apply to 2023.
- Property Manager’s Report—Presented Theresa Baumgardner, Property Management
 - Six outstanding workorders remain. The back log of workorders that existed at the time the property management transitioned to UTZ is diminishing.
 - Work between UTZ and VCC to assure proper coding of expenses and financial accuracy continues. See Treasurer’s report for more detail.

Committee Reports

- Landscape Committee—Bill Rados
 - Maples – Today, Mead Tree and Turf was supposed to have treated many of our beautiful red maples for “Gloomy Scale” (real name!), an insect infestation that can ruin the trees if allowed to go untreated. But they had to postpone because of equipment problems. It’s rescheduled for this Friday. Don’t touch the trees for two hours or so, till the spray dries.
 - Bagworms – No trees were found to be infested when the committee walked the community about three weeks ago, except for two on the far side of the wastewater treatment plant. The committee strongly recommends that the Board have these two trees taken down, so they don’t fall on the generator or the wastewater treatment plant itself.
 - Stilt Grass is infesting our turf. Japanese stilt grass (*Microstegium vimineum*) is an invasive summer annual plant. This bright green grass has silver hairs down the center of its short, bamboo-like blade. It grows up to 2 ft. tall. It has a weak and shallow root system. The grass arrived in the United States about a century ago, possibly as packing material in crates of porcelain. It has made its way to sites as far-flung as the Florida Panhandle, New England, Michigan and Missouri and now the mid-Atlantic. Deer don’t eat it, nor is it an insect favorite. With the targeted use of herbicides, there have been good results: a 50 to 80 percent reduction in the stubborn populations of stilt grass. Working with 21st Century and TruGreen on a treatment.
 - Zelcova behind Englings – Committee recommended to Board on May 6 that we hire Bartlett to remove tree using Bartlett Tree Experts for \$1,370. Board approved the tree’s removal. It was to have been taken down several days ago but truck couldn’t get here because of road closure. Yet to be rescheduled.

- Turf in Players Way Backyards – Our pest control contractor said the problem is brown patch, not grubs or moles or voles. Patapsco Spring Landscaping has done a soil test and found a low pH and a potassium deficiency. They've prepared a proposal for liming, fertilizing, aeration and overseeding. \$1,775 for that area; \$26,625 for entire neighborhood.
 - The Landscaping committee continues to hear complaints about 21st Century:
 - Poor mowing -- going too fast
 - Not weeding mulch beds consistently
 - Driveway drainage problems – Nothing new to report. Committee recommended to Board on May 6 that we solicit bids from other companies on possible solution. Driveway water: It's apparent that this problem, which affects 19 homes, the clubhouse and four parking pads, has yet to be solved. 21st Century has looked at the affected areas and come up with a plan that includes installing drain boxes at most of the homes and swales at a couple others. The cost is \$42,515. If this is, in fact, the best way to go, then other bids should be solicited. Perhaps do just five or six worst ones this year and then more in following years until the job is complete.
- Water Committee—Dan Duggan
 - Well head protection project was approved by the Board and the work has been completed.
 - Resident flooding incidents
 - On May 22, two homes flooded with wastewater.
 - A second occurrence happened to the same two houses on July 30.
 - Action items to address this issue:
 - A Jet Vac contractor called in to address the immediate problem in the area where the flooding occurred with pressure washing the main lines.
 - The same contractor will complete a clean out of the remaining main lines. Work began today, August 15.
 - Meeting with MES held on August 14 to review the two home flooding incidences and what impact the Wastewater Treatment Plant (WWTP) operations may have had during the flooding.

- The Water Committee is considering recommended improvements to the WWTP including securing influent pump improvements, adjusting floats to reduce alarm levels, "check valves" installed in lateral pipes at affected homes and upgrading pumps to increase capacity and grinding capabilities.
- Regular reminders to all VCC residents of specific cautions as part of their responsibilities to care for our water systems.
- Generator operations
 - After the power failure that occurred on August 2, at roughly 7:20 AM the generator engaged properly and ran effectively. However, it shut down at approximately 8:55 AM. MES was contacted and on site at 9:43 and the power came back on at 9:35. A generator tech was called in to do a complete review and everything checked out. The only possible explanation for the shutdown is that the work that BGE was conducting in the neighborhood may have impacted the generator.
 - Action item to address the issue is to install an alarm to notify MES when the generator goes on and when it goes off and increase inspection intervals.
- Drain field operations
 - Several sink holes have occurred in the VCC drain fields over the past several months that indicate our drain fields need maintenance to including grading, adding gravel and repairs to pipes and fittings.
 - We have received three bids for repairs and will present to the Board for next steps. This is required work to maintain the health of our drain fields.

The Board Meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Vicki Duggan, Secretary

PLEASE NOTE REMINDERS ON THE FOLLOWING PAGE

VCC COMMUNITY REMINDERS
Thank you for your cooperation!

To maintain our water systems, do not dispose of flushable wipes or any other non-biodegradable paper products in the toilets or through our water systems. All kitchen refuse including grease should be disposed of in trash and not the sink drain.

The VCC website, <https://villasatcattailcreek.com>, includes useful information for VCC residents. **Homeowner directories are available on the website.**

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

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.

Submit work order requests through the UTZ Property Management Portal at: <https://utz.cincwebaxis.com/>

Please observe the community speed limit at 20 MPH.