

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

VCC Clubhouse

Tuesday, November 21, 2023

7 P.M.

PLEASE OBSERVE THE COMMUNITY SPEED LIMIT AT 20 MPH.

Board Members Present: President, Bob Sweetman; Vice President, John Bagileo; Treasurer, Marilyn Hummer; Vicki Duggan, Secretary

Board Members Absent: Member-at-Large, Mary Vogt

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

Residents Present: Casey Backof, Mike Backof, Estelene Boratenski, Fred Bomse, Bob Braun, Helene Braun, Jack Burk, Paul Casner, Rocky Casner, Marc Charmatz, Rich Dixon, Dan Duggan, Knut Ellenes, Karen Engling, Howard Feldman, Oral Folks, Mike Hogue, Christy Long, Joe Long, Jane Ross, Robert Ross, Paul Ulrich, and Martin Vaessen.

The meeting was called to order by President Bob Sweetman at 7:00 p.m. John Bagileo moved to approve the October 2023 meeting minutes; Marilyn Hummer seconded. Unanimous approval.

Old Business Requiring Board Action

- None

New Business Requiring Board Action

- **Presentation and Approval of 2024 Budget Proposal**, see attached comments from the Treasurer in explanation of the budget. Marilyn Hummer moved to approve; John Bagileo seconded. Unanimous approval. The 2024 budget is adopted.
- **21st Century Landscaping Contract**, John Bagileo moved to approve; Marilyn Hummer seconded. Unanimous approval. Contract approved in the amount of \$75,150.
- **Clubhouse HVAC Service Contract**, John Bagileo moved to approve; Marilyn Hummer seconded. Unanimous approval. Contract approved in the amount of \$798.00.
- **Architectural Approvals**
 - 15142 Players Way - Tree removal and replacement. Marilyn Hummer moved to approve; John Bagileo seconded. Unanimous approval.

- 15143 Players Way - Bathroom Vent addition (back of unit). John Bagileo moved to approve; Marilyn Hummer seconded. Unanimous approval.
- 15124 Players Way - Patio improvements and plantings. John Bagileo moved to approve; Marilyn Hummer seconded. Unanimous approval.

Reports from Board Members

- **President's Report—Bob Sweetman**
 - Repairs to the manholes and debris clean out of the sewer lines are complete. The sewer lines are free of obstructions and should be trouble-free for a number of years.
 - The replacement of the influent sump rails and seals have been completed. We successfully conducted a test and performance review of the sewer influent pumping system. Dan Duggan will provide more information on this in the Water Committee report.
 - Columbia Roofing has begun repair of the first 16 Severn dormers on the prioritized repair list.
 - Jack Burk, the Chair of the Landscaping Committee, and I met with Sean Brew, the owner of 21st Century Landscaping, to review their performance over the past mowing season and to share the results of the unit owner survey. Based on Sean's positive reaction and collaborative effort to create a list of expectations, the Board has decided to renew 21st Century's contract for 2024.
- **Treasurer's Report—Marilyn Hummer**
 - I am pleased to tell you that this is a recap of only one financial statement, and many of the glitches created by the transfer of our financials from UPM to UTZ have been resolved.
 - This October Financial Report, which is based on year-to-date results, only had two of the six expense categories over budget and both were expected.
 - The first was in the Administrative & Management category, which was over budget by \$2,204 due to the increased management fees as I explained during the budget review.
 - Secondly, and as anticipated, the Utilities category was over budget by \$25,342 in water, sewer, and MES charges.
 - The remaining expense categories were under budget and there were no variances that could not be justified. However, as I explained earlier, general maintenance and

snow removal are considerably under budget, and hopefully snow removal will remain that way through the end of the year.

- As of the end of October, total expenses for the Operating Fund were under budget by \$25,046.
- On the balance sheet, our current assets were \$1,228,139, and that is after \$100,755 was transferred from the Reserve Fund to the Operating Fund to pay for reserve-related expenses. Lastly, our Reserve Fund continues to be fully funded.
- Property Manager's Report—Presented Theresa Baumgardner, Property Management
 - If you have HOA payments set up on the UTZ portal, you will have to go into portal and change the assessment amount for January to account for the increased HOA monthly fee. This must not be done before the December 2023 payment is made and can only be done by the homeowner. The payment increases to \$580 in January 2024.
 - There are six outstanding workorders and all but one is assigned to contractors to complete the work. This is noteworthy progress by UTZ to address the outstanding list of workorders.

Committee Reports

- Water Committee—Dan Duggan
 - Well head protection pipes were installed this spring. This will allow full protection from grass cutting in the field behind the club house.
 - Partial clean out of the main sewer lines in the lower portion of Callaway Court was completed in early August to address an immediate issue with flooding of the 15274 Callaway Court residence on July 30th. This was the second occurrence of flooding with the first occurring on May 22nd.
 - Our contractor completed clean out of the remaining main lines in late August and repaired several manhole covers that could not be opened. The contractor also located and repaired a critical manhole that was covered near the Waste Water Treatment Plant (WWTP).
 - On October 24th, MES completed a major replacement of the rails that hold our influent pumps in place. The seals were also replaced, and the rail lines upgraded. This was necessary because the pumps were not sealing properly which created insufficient operation of the pumps.

- MES completed a thorough test of the WWTP pumps and control systems on November 2nd and adjustments were made to the floats that control the operations and alarms.
- Multiple meetings have occurred with MES, and we have also met with the Maryland Rural Water Association to discuss recommendations and care for our water sources.
- Drain field repairs are scheduled for December to upgrade the observation/test pipes, repair any broken parts, add gravel around the sites to avoid future sink holes and replace the ugly tall white stakes.
- We will recommend to the Board that we add an additional cellular based high water alarm system to a critical manhole as a last resort failsafe.
- There has been a lot of activity with our water systems at VCC. Most of the activity (if not all) was necessary due to the age of our systems. Like any mechanical process, regular maintenance is required. This includes cleaning out the main sewer lines, replacement of broken parts and having an inventory of replacement parts for immediate replacement. VCC has on hand several critical replacement parts and has a plan in place for future parts obsolescence. We are very fortunate to have solid financial discipline in place to absorb all the work completed using our reserve funds.
- With all the repairs and adjustments completed in 2023, the committee is confident that VCC's future water systems are in very good working order for many years to come.

The Board Meeting was adjourned at 7:45 pm.

Respectfully submitted,
Vicki Duggan, Secretary

PLEASE NOTE

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.

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/>