

Villas of Cattail Creek Volunteer Committees 2024

Committee	Members	Committee Responsibilities
Board of Directors	Vicki Duggan, President John Bagileo, Vice President Joe Long, Secretary Marilyn Hummer, Treasurer Mary Vogt, Member at Large	The Board of Directors, as outlined in Article V of the Association By-Laws, has the power and duties necessary for the administration of the community.
Architectural Review	Christy Long, Chair Bob Braun Ron Burdinski Erik Engling	The VCC Board provides oversight and encourages the maintenance and enhancement of individual properties consistent with the overall appearance and character of the community. To that end, the Architectural Committee, through the Property Manager, review homeowner’s applications for landscaping or property modifications. Post review, the Architectural Committee makes a recommendation to the Board of Directors to approve or deny the homeowner’s architectural modification request. The application requests are included as business items and voted upon at the VCC Board Meetings.
Clubhouse	Tony Vogt, Chair Mary Vogt	The Clubhouse Committee is responsible to: <ol style="list-style-type: none"> 1. Check on the performance of the cleaning service and coordinate with the Property Manager regarding any deficiencies. 2. Monitor the condition of the furniture and fixtures in the club and coordinate with the Board and PM regarding any required repairs. This includes light fixtures and faucets. 3. Keep the basement and storage closet organized. 4. Monitor the condition of the clubhouse after private functions.
Contracts	Mike Lewis, Chair Mike Backof John Bagileo Oral Folks	The Contracts Committee is responsible for identifying prospective bidders for long term contracts, such as the Community Property Manager, Landscaping, Snow Removal, etc., or for short term, high-cost contracts, such as Road Resurfacing, Roof Replacement, etc. The Committee prepares a Request for Proposal (RFP), which is emailed to multiple selected contractors or vendors, and then reviews the submitted responses and cost proposals to create a short list for interview.

Villas of Cattail Creek Volunteer Committees 2024

Committee	Members	Committee Responsibilities
		<p>Representatives from the selected companies are interviewed with the objective of identifying a single preferred proposer. Their package, together with details of the selection process, are forwarded to the Board for their approval. Once approved, the details are forwarded to the Property Manager, who executes the contract in the name of VCC, and then deals with the management of that contract.</p>
<p>Finance</p>	<p>Paul Casner, Chair Karen Engling Dick Fanta Marilyn Hummer Joe Long</p>	<p>The Finance Committee is responsible for advising the VCC Board of Directors on the:</p> <ol style="list-style-type: none"> 1. Formulation of the annual proposed budgets and oversight of the final annual budgets to ensure operations and reserve fund allocations are appropriate. 2. Review the annual reserve studies; recommend project prioritization; oversee reserve expenditures, the reserve funding plan, and the five-year outlook. 3. Review the monthly financial statements and oversee the replacement fund to include investment recommendations (e.g., cash savings and reinvestments, CDs, MMs and Treasury Bills) and ensure maturity dates and annual cost of projects coincide.
<p>Grounds and Landscaping</p>	<p>Jack Burk, Chair Joanne Bryan Betty Charmatz Tony Vogt</p>	<p>The Landscaping Committee works with the property manager and the landscaping contractor to ensure that the common area and limited common area receive the attention and upkeep they need. Each spring the committee walks the neighborhood with the contractor to identify needs for the year before the spring cleanup. Based on our observations, the committee creates a priority list of items that need to be addressed as the budget allows and revises the list as items are addressed. The committee chair sends out an email each spring to remind owners of the responsibilities of both the Association and the owners. Throughout the summer, the</p>

Villas of Cattail Creek Volunteer Committees 2024

Committee	Members	Committee Responsibilities
		committee works to ensure that owners’ concerns are heard and addressed in an equitable way. When necessary, the committee, in conjunction with the VCC Board, may also conduct an annual review with the landscaping contractor.
Insurance	Pete Marcelli, Chair John Bagileo Arnie Popkin	The Insurance Committee will provide guidance to the VCC Board of Directors regarding the Associations’ insurance coverage and policies, including communicating any identified potential insurance risk and opportunities.
Law	John Bagileo, Chair Marc Chamatz Andrea Chamblee Arnie Popkin	The Law Committee reviews and follows matters which may come before the community which have necessitated the retention of outside legal counsel to pursue or defend.
Social	Carol Fanta, Co-Chair Melony Nicoli, Co-Chair Carmen Vaessen	The Social Committee is responsible for organizing monthly socials for the community, including maintaining Clubhouse supplies to support the social activities.
Water System	Dan Duggan, Chair Bob Sweetman Paul Ulrich	<p>The Water System Committee is responsible to advise the VCC Board of Directors on matters concerning the Association’s water supply system and its waster water treatment facility and recommended courses of action, as necessary. Key components of this mission are the following:</p> <ol style="list-style-type: none"> 1. Liaise with Maryland Environmental Service (MES) to identify issues concerning the operations of the systems and possible correction actions. 2. Work with MES and VCC Finance Committee to identify key replacement parts status, and work, as appropriate, to secure quotes and recommend purchase to the Board. 3. Work with MES to identify water quality issues, including PFA ground water pollutants and recommend solutions, if any. 4. Meet with Maryland Rural Water Association (MRWA) to review their initial Source Water Protection Plan, obtain quotes for any

Villas of Cattail Creek Volunteer Committees 2024

Committee	Members	Committee Responsibilities
		<p>recommended solutions, and recommend implementation steps to the Board. If approved, monitor the implementation of these steps. Investigate additional services provide by the MRQA including membership and recommend any possible implementation to the Board.</p>
<p>Welcome</p>	<p>Allison Parsons, Co-Chair Ginny Driscoll, Co-Chair Paula Tilley, Co-Chair</p>	<p>The Welcome Committee greets and orients new residents, reviews a VCC welcome packet and provides a key fob for access to the Clubhouse to the new residents.</p>