

**Minutes of the Board of Directors Meeting**  
**Villas of Cattail Creek Condominium Association**  
VCC Clubhouse  
June 20, 2023

**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: Mary Vogt, Member at Large

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

Residents Present: Ginny Driscoll, Knut Ellenes, Sharon Flavin, Oral Folks, Christy Long, Joe Long, and Bill Rados.

The meeting was called to order by President Bob Sweetman at 7:02 p.m. The minutes for the April 18, 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 Well Head Protection Proposal. This is in response to a recommendation of Maryland Environmental Services and a cost of \$3,850. John Baglio moved; Marilyn Hummer seconded. The Board unanimously approved.
- Architectural Approvals
  - 15143 Players Way – Patio. John Baglio moved; Marilyn Hummer seconded. The Board unanimously approved.
  - 15284 Callaway Court – Awning. Marilyn Hummer moved; John Baglio seconded. The Board unanimously approved.

## Reports from Board Members

- President's Report—Bob Sweetman
  - We happily note that a number of work orders are being completed. Some of these are almost two years old. This is due to the hard work and attention to detail of Theresa and the UTZ Management team in working through a large backlog. Thank you, Theresa.
  - As you know, driveway sealing is beginning. Thanks to everyone who signed up. My opinion as well as feedback from unit owners who have had their driveways sealed is that the work is very well done.
  - Dan Duggan and the Water Committee have been hard at work getting things organized with our water supply and sewer system. See the Water System Committee report on page 5 for more details. Thanks to Dan, Erik Engling, and Paul Ulrich for all their efforts.
  - We have received some questions from residents concerning parking on the pads. Please be advised that parking on the pads is for visitors only. The policy of the Board is to act on complaints from residents and not to actively police parking on the pads.
  
- Treasurer's Report—Marilyn Hummer
  - This month's Treasurer's Report will be different from the past ... the Unlimited Property Management transfer to UTZ on March 1<sup>st</sup> is still a work in progress, especially in the financial area which has so many moving parts. As soon as the reports are satisfactory, we'll start distributing the monthly Income Statements to the community. Based on the May Income Statement for our Operating Funds, the following are highlights, some adjustments yet to be made and what should be the actual Year to Date bottom line.
  - Regarding Water and Sewer, the Maryland Environmental Services (MES) invoices were coded to three different accounts, so UTZ must consolidate all of them into Water and Sewer. The auditor has yet to move the \$21,520 processed by Unlimited Property Management (UPM) earlier this year back into 2022, so that amount was deducted from the bottom line. Also, we're waiting for MES to give us a payment status for the pumps and parts we ordered for our water system, most of which will be allocated to our Reserve Fund.
  - Insurance had a double payment, so \$6,685 was deducted from the Operations bottom line to produce actual numbers.
  - \$1,789 for the partial replacement of Clubhouse furniture was miscoded, so UTZ will transfer that cost to the Reserve Fund.

- The Trash Removal category still has a 2022 payment for \$1,320 that the auditor has not adjusted yet.
- March, April, and May did not list the Reserve Transfers, which added \$14,310 per month to the bottom line, for a total of \$42,930 for all three months. At the end of this year, these monthly allocations will total the full Reserve Fund amount of \$171,671. We don't have any Reserve Fund reports yet – when UTZ starts producing that important monthly report it'll give us the running total expenditure for each account (such as roof, clubhouse, driveways, and water system pumps), list the monies transferred from Reserves back into Operations to cover specific account repairs and issues, and it'll give us the Reserve Fund's bottom line.
- As a double check, a full review of our Gas and Electric category indicated through May that expenses were \$164 less than 2022.
- Based on two new vendor contracts, our property management fee increased, and landscaping decreased since the 2023 budget was established. Since neither is a significant amount, they will remain as is.
- Regarding General Maintenance, the May Income Statement shows expenditures of \$14,996 YTD, which exceeded the budget by \$2,079. Since the documents provided to us only total \$11,777, UTZ will provide the remainder and we'll double check this category.
- Based on the adjusted May 2023 Financial Statement:
  - The bottom line indicates we are \$11,956 under budget.
  - Our Cash Reserves, which is our Morgan Stanley account and investments, is \$1,139,987.
  - The \$41,875 Allowance for Doubtful Accounts, which was the foreclosure that occurred on Players Way years ago and was written off, finally no longer appears on our Balance Sheet.
  - And our Reserve Fund continues to be fully funded.
- As it relates to our Balance Sheet, we're working with UTZ on the following issues:
  - To re-add an automatic download of the monthly Morgan Stanley Client Statement into the comprehensive version of our monthly Financial Reports, and that will enable us to evaluate those assets monthly.
  - And the cash in our Operating Fund cannot be verified until UPM releases the Truist funds to UTZ, so we're following up to ensure that loose end occurs (this is similar to the Alliance account that UTZ just received from UPM; and then all of those funds will be deposited in our Cash – Operating account.
  - Lastly, Paul Casner and I will be meeting with Lisa Pham (from Reserve Advisors, who inspected our development and prepared the 2022 Reserve Study) to update our

Reserves Expenditures chart and related documents after they receive an executed contract at a cost of \$850. We will proceed after the contract is approved and check is issued.

- Property Manager's Report—Presented Theresa Baumgardner, UTZ Property Management
  - UTZ is working on the completing outstanding work orders that were in place at the time VCC transitioned to property management by UTZ. At this time, there are six remaining open work orders. Progress will continue until all work orders are closed.
  - Updated directories of VCC residents are available on the VCC website.
  - UTZ continues to work on financial accounting matters in the transition from the previous property manager. Work will progress until all matters are resolved.
  - The front door sign at the VCC Clubhouse should be installed soon. The sign will indicate a contact in case of emergencies in the Clubhouse.
  - Residents with outstanding homeowners' monthly fees have been notified. **Homeowners need to make sure payments are going to the UTZ PO Box, not the UTZ office street address. The PO Box address is:**  
**P.O. Box 2056, Secaucus, NJ 07096**

### Committee Reports

- Grounds and Landscape Committee—Bill Rados
  - Flowers in front of the clubhouse have been planted and are being watered and maintained by members of the Grounds and Landscape Committee.
  - Bartlett Tree Company was asked to look at VCC maple trees on the property due to a concern about the trees' health. Bartlett noted the maple trees have gloomy scale, an insect infestation which discourages tree growth. A single treatment to address the issue at a cost of \$4,550 is recommended by Bartlett.
  - 21<sup>st</sup> Century reviewed the existing drainage problems in some units. A solution suggested by 21<sup>st</sup> Century was quoted at \$42,515 to address the problem of the remaining affected driveways. Bill Rados is looking for guidance from the Board going forward and recommends soliciting other quotes if we want to proceed with the work.
  - A diseased tree exists behind 15234 Callaway Court (Englings house). Bartlett Tree Company is recommending tree removal as the appropriate action and provided a quote of \$1,373 to remove the tree.

- There is sparse turf behind the villas starting at 15141 Players Way (Backof house) and the remaining villas on the same side of the street. Pests are not the source of the problem and the solution recommended is aeration and overseeding this fall season. A proposal for the work to be done is forthcoming to address the problem.
- 21<sup>st</sup> Century Landscaping services are in the first year their contract at VCC. The work done is improving after noted problems were brought to their attention. Bill Rados is satisfied with the work and their responsiveness to noted concerns. Also noted was the first year of the landscaping contract requires some time and patience for the contractor to adjust to the property.
- Water System Committee—Dan Duggan (Read by Bob Sweetman)
  - We received a bid for the well head protection project from J&D Industrial Services for \$3,850. MES has worked with J&D in the past and recommends their work. MES also suggested J&D's price was competitive.
  - *Action Requested:* The Water Systems Committee recommends the Board approve this expenditure so we can commence work as soon as possible.
  - Dan Duggan sent an email on May 5th to the VCC community regarding proper disposal of products into the wastewater system and sink disposal.
  - A review is under way with MES to ensure all pump parts that have been ordered have been delivered, invoiced, and accounted for in the VCC financials.
  - Dan Duggan held a meeting with Sarah Frymark with Maryland Rural Water Association on May 31st to review the VCC Source Water Protection Plan. Sarah's main recommendation was to protect the well heads from landscaping accidents. She also made it a point to provide evidence that VCC has an abundance of water supply, but we need to be vigilant not to dispose pollutants into our storm water drains (which feed into our well water supplies).
  - Two sink holes have been identified in our waste fields between our neighborhood and the golf course. One has been repaired and the other one is still in the process of being addressed by MES, who assures us these problems happen over time and it does not indicate a problem with the structure of our systems.
- Architectural Committee – Christy Long
  - Christy Long is looking for new members for the Architectural (ARCH) Committee. Some members of the committee have stepped down and new

members are needed. The amount of time needed to serve is not significant and most can be done remotely. Interested residents should contact Christy Long at [pendletoncep@aol.com](mailto:pendletoncep@aol.com) . We would like to thank Carl Buhlman and Bobbie Bomse for their years serving on the ARCH committee.

- For residents, submitting Applications for Architectural Modifications, please make sure your submission is complete by filling in all fields and following instructions on the form by submitting all required supporting documentation. Refer to Approved Guidelines (updated 3/24/2015), this will facilitate the processing of the request and make responses quicker.
- All documents including Plats can be found at <https://villasatcattailcreek.com/> and requests can easily be uploaded to our property company at <https://utz.cincwebaxis.com/>

The Board Meeting was adjourned at 7:25 p.m.

Respectfully submitted,  
Vicki Duggan, Secretary

#### Please Note

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

On-street parking is not allowed. Parking on pads is for guests only.

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 at: <https://utz.cincwebaxis.com/>