

Cattail Creek Community Association board Meeting  
Thursday, November 15, 2018  
6 p.m. Office of At Your Service  
Approved Minutes

Call to Order: Meeting started at 6:30 p.m.

Roll Call: Board members present were - Randy Sullivan, Angie Matsen, Sue Greeno, Neil Ramhorst, Katharina Freche. Jaymie Larsen represented At Your Service HOA Management, Inc. Joe Sand's letter of resignation was received and accepted.

- 1) Minutes from Previous Meetings (September, October AOM, October ABM)- tabled
- 2) Financial reports were presented. Randy Sullivan motioned to accept the financial reports. Sue Greeno seconded. Motion passed.
  - a. The board asked that Intrinsic itemize the General Administrative line item category and input addresses associated with their time. If Intrinsic could put the addresses in, Jaymie could track time spent more efficiently. Angie Matsen Motioned - that Jaymie ask Intrinsic for itemized categorical list of what goes into the general fund to be reviewed by the board in January. Neil Ramhorst seconded. Motion passed.
- 3) Enforcement –
  - a. An owner on Foxtail has a growing number of boats and such in their back area that are in open view. AI - The board requested that Jaymie mail a letter addressing the number of boats and trailers stored in his backyard and on the driveway. A means of removing the items from open view needs to be devised. He can be invited to a board meeting to discuss.
  - b. A property on Foxtail – AI – mail a letter requesting follow-up with DR inspection deficiencies and how they will be resolved along with verbiage concerning the tires and other stored items in the alley area needs to be addressed.
  - c. A complaint was submitted to the city regarding the rental of both the main dwelling and ADU on Sora Way. AI – A follow up with Mark Carpenter or the chief of police is warranted.
  - d. There are mattresses and tables on Fen Way. Jaymie was asked to give notice to the HOA and then follow fining procedure.
  - e. An HOA on Fen Way will receive a fine for lack of weed control.
  - f. Cattail had weeds trimmed on an undeveloped lot on Sora Way after giving ten day notice to the owner. The owner has contested the bill and said it was never done. A photo log is kept.
  - g. The contractors building on Warbler Way have driven heavy equipment through the trail and damaged it and the park. AI – Jaymie will confirm that they have a permit to use this area. Otherwise, the owner will need to stop using this area to drive on and reclaim the damaged area.
  - h. An owner on Sora Way has built a shed without waiting for the DR committee to approve the project. Their fence was also not built as approved or according to the City regulations regarding height and vision triangle. AI – Intrinsic is being asked to address these issues. The amount of time that Intrinsic has billed for this project exceeds the form fee. AI –

Jaymie needs to inform the owner that any additional time requirements for this home will be billed for on an hourly basis.

- 4) Committee progress reports and updates
  - a. Design Review
    - i. The Board rejects “conditionally approved” verbiage. It causes too much confusion and there is no follow through. Future letters need to itemize needed requirements to be submitted before an approval is granted.
    - ii. A shed is being requested on Sora Way with a form C. Landscaping and paving are to be completed this spring.
    - iii. Another owner on Sora Way will need to complete their landscaping project this spring.
    - iv. Angie gave a report on the meeting the DRC had with Intrinsic and the procedure they would like to see adopted.
      1. Upload documents to Google Drive for easy access. Jaymie will get with Ryley to show her Google Doc file.
      2. A spreadsheet needs to be composed to track all design reviews so everyone knows each review’s status.
      3. AI – Catron - Multifamily project – concern on landscaping plan and drainage. Also check on parking lot configuration and placement. Ask City about street parking and pushing the yellow lines back for easier passage through round-a-bout.
      4. AI – Jaymie to compose a letter to Taylor Properties answering their request for waiver of design review.
  - 5) Park
    - a. Water rights – AI – Jaymie to discuss how Cattail can get the rights from Sandan LLC.
  - 6) Board member application
    - a. Invite Carolyn Calvin to January meeting for board interview.
    - b. Dory Muttney needs to submit an application and can come to the January meeting as well.
  - 7) Discussion of January and March Covenant and Bylaw revision meetings – solidify dates
    - a. AI – Jaymie will look for a place to hold the meetings. Springhill Suites, Holiday Inn Express and Hilton were suggested.
    - b. January 10<sup>th</sup> 2019 at 6:30 (Bylaws, to be voted on if not revised) and March 28<sup>th</sup> 2019 at 6:30 (Covenant)
  - i. Discussion took place as to the presentation of the documents and the voting ballots and procedure.

8) Newsletter assignment

a. Sue will write newsletter, include meeting dates for January and March.

Motion to adjourn at 10:14 by Neil Ramhorst, Randy Sullivan seconded. Motion passed. Next meeting to be held 17 January 2019 – Sue will get dinner