

Cattail Creek Community Association Board Meeting
August 20, 2018
At Your Service HOA Management, Inc
Approved Minutes

Call to Order at 6:06

- 1) Roll Call: Directors present included Sue Greeno, Neil Ramhorst, Jay Blaske, Joe Sands, Randy Sullivan, Katherina Freche, Angela Matsen. Jaymie Larsen represented At Your Service HOA Mgmt, Inc.
- 2) Neil Ramhorst made a motion to approve the minutes for May 24, 2018. Joe 2nd and all were in favor. No one opposed.
- 3) Management reports
 - a. Jaymie Larsen presented the financials reports. Joe Sands motioned to approve financials, Jay Blaske 2nd, all in favor none opposed.
 - b. The Board approved that an accountant make a journal correction regarding a stop payment of a check.
 - c. Board members will visit the alley between Foxtail and Fen Way to further discuss enforcement issues via email.
- 4) Committee progress reports and updates
 - a. Design Review update
 - i. Discussion took place regarding a job description for a design review inspector. Randy will revise the RFP and email to board for comment. Sue moved that the board go forward with hiring of a contractor and posting the finalized RFP. Neil Ramhorst seconded motion.
 - ii. Board discussed the lack of compliance with the design review process and timeline of completion of landscaping with two properties on Sora Way. Correspondence will be sent requesting documentation from both parties and a fine of \$500 will post to each account.
 - b. Park
 - i. Shelter Update – a major break happened in the sprinkler system during construction of the picnic shelter. Carolyn Poissant offered to be present when the sprinklers get blown out to determine if there could be other potential issues.
 - c. Covenants & Bylaw update: Digital copies will post to the website and be advertised in the newsletter. A few meetings will be scheduled for owners to comment in the beginning of 2019. The board will try to have the final vote in April.
 - d. Fine Schedule – The Board discussed a fine schedule which will be published for board approval at the next meeting. The approved fine schedule will be published in the newsletter that will be mailed with the annual meeting notice.
 - e. Sue Greeno volunteered to compose the newsletter.

Next meeting will be Sept 17th

Meeting adjourned 10:20 p.m. Joe Sands motioned to adjourn, Jay Blaske 2nd, Sue Greeno closed the meeting.