

MINUTES of Heleena Hills
Board of directors Meeting date: November 18, 2013

Call to order: A Board of Directors meeting of the Heleena Hills Homeowners Association was held in Assurance Property Management via John L Scott Office, 8933 Market Place #H, Lake Stevens, Washington on November 18, 2013. The meeting convened at 7:21 PM, President Stephen Ewing presiding, and Steven Apodaca, secretary.

Members in attendance:

- Stephen Ewing, President
- Richard Schoentrup, Vice President
- Steven Apodaca, Secretary/Treasurer
- Christina & Francis Moreno, Homeowner
- Jake Deyo, Homeowner
- Teri Johnson, Property Manager

Members not in attendance: None

Approval of minutes: No Minutes to Approve

Officers' reports:

President- Stephen Ewing reported that Homeowner Rules and Regulation Violations are decreasing. He also reported that the City of Lake Stevens will be voting on the roundabout on the possible installation of the roundabout at the corner of 10th Street NE and 84th Drive NE on the 25th of November.

Vice president- Richard Schoentrup has been Approached by a homeowner to have their company bid on the Heleena Hills website.

SecretaryTreasurer- Steven Apodaca has been working closely with Teri Johnson to setup bank accounts and assist in the implementation of the transfer from Windemere. Based upon the last financial packet from Windemere, Heleena Hills has an accounts receivable of an estimated \$36,000. Steve Apodaca and Teri Johnson will be reviewing each account that has a receivable to confirm what is owed to Heleena Hills.

Board and committee reports: None at this time

Unfinished business:

New Landscaping Scope of Work- Richard Schoentrup will Create a Scope of to present to the Board for approval.

New Website Scope of Work- Richard Schoentrup will Create a Scope of Work to present to the Board for approval.

Addendum to the By-Laws- Steve Apodaca will Create the Addendum to present to the Board for approval.

Rental Policy- Steve Apodaca will Create the rental policy to present to the Board for approval.

Parking Signage- The Board will table this for the following month.

Rewrite Violation Notices- Teri Johnson will write new violation notices and present them to the Board for approval.

New business:

Implementation of Neighborhood Watch- Jake Deyo- Jake Deyo will be approaching the City of Lake Stevens concerning a neighborhood watch. Board Discussion will be tabled for the next board meeting.

Announcements: None

Adjournment: The meeting was adjourned at 7:24 PM on November 18, 2013.

Steven Apodaca, Secretary
Heleena Hills

approved