

MINUTES of Heleena Hills
Board of directors Meeting date: December 30, 2013

Call to order: A Board of Directors meeting of the Heleena Hills Homeowners Association was held Haggan Market Street Cafe, 8519 Market Place NE, Lake Stevens, WA on December 30, 2013. The meeting convened at 7:24 PM, President Stephen Ewing presiding, and Steven Apodaca, secretary.

Members in attendance:
Stephen Ewing, President
Richard Schoentrup, Vice President
Steven Apodaca, Secretary/Treasurer

Approval of minutes: The meeting minutes of **Board of directors Meeting date:** November 18, 2013 and the **Budget Ratification Meeting date:** November 18, 2013 were approved.

Officers' reports:

President-Stephen Ewing reported that the City of lake Stevens has approved the roundabout installation on Roundabout at the corner of 10th Street NE and 84th Drive NE. The City of Lake Stevens has also replaced or repaired 2 street signs in our neighborhood. There have been inquiries of the removal of the original Fire Access gate due to the danger of pedestrian ingress and egress. Stephen would like clarification on the maintenance of the retention ponds.

Vice president-Richard Schoentrup has discussed with the property manager Steve Apodaca's growing concern with the dog waste in the common areas at the Pro Builders Division of the neighborhood. He has reviewed all the easements to help clarify the bid specification process for the Landscape bids.

Secretary/Treasure-Steven Apodaca reported that Assurance Property Management's financial data inputting is on schedule and will be ready for 2014 assessments.

Board and committee reports:

None

Unfinished business:

New Landscaping Scope of Work- Richard Schoentrup has Created a Scope.

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- Richard Schoentrup motioned to approve to amend the by-laws 3.1, 4.1 and 4.2 with the below language. Steven Ewing Seconded. Motion approved.

3.1 **Number: Election.** After its initial stage, the affairs of the Association shall be governed by the "Board of Directors" of no less than three (3) directors, and no more than five (5) directors.

4.1 **Designation.** The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. In the case there are only 3 Board of Directors elected, there will be three (3)

approved

designations: the President, Vice-President, and Secretary/Treasure. All of the Officers shall be elected by the Board of Directors.

4.2 **Election of Officers.** The officers of the Association shall be elected each year at the annual meeting of the Board of Directors and shall hold office at the pleasure of the Board. During a regular meeting, the Board of Directors will have the authority to elect Interim officers whose term will be concluded by the next Annual meeting.

Rental Policy- The rental policy has been suspended until more information can be analysed.

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.

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.

New business:

Review Retention Ponds- Teri of Assurance will review and analyze maintaining the retention ponds for long term costs.

Scheduling the Annual Meeting- The board will schedule the Annual meeting during the next board meeting.

Announcements:

Adjournment:The meeting was adjourned at 8:58pm.

Steven Apodaca
Secretary
Heleena Hills Homeowners Association

approved