

MINUTES of Heleena Hills

Meeting date: 1/27/14

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 January 27, 2014. The meeting convened at 7:15 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: 12/30/13 Monthly Board of Directors Meeting was approved.

Officers' reports:

President- Stephen Ewing has informed the Board of Directors that Teri Johnson from Assurance Property Management is retrieving bids for the cleanup of the Vault Systems. Stephen and Teri are also working on a maintenance schedule (through the City of Lake Stevens). Stephen is also waiting for the City of Lake Stevens to give the Board of Directors the final cost of the roundabout installation.

Vice president- Richard Schoentrup is still working on creating a scope of work for the website. He is also reviewing the landscaping bids and easements that effects the common area.

Secretary/Treasurer- Steven Apodaca has been monitoring the financial progress of the Assurance Property Management and is satisfied with the quality of the reports at this time. Accounts receivable has dropped a thousands of dollars since the transition to Assurance Management. He and Teri Johnson from Assurance Property Management has worked together in creating the new monthly financial report. Once that financials and all the reports are acceptable, Steve will work on a plan to lower accounts receivables.

Board and committee reports:

Unfinished business:

New Website Scope of Work- Richard Schoentrup in the progress in creating a Scope of work.

Rental Policy- This has been tabled for future discussion.

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.

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

approved 2/24/14

Scheduling the Annual Meeting- The Meeting has been scheduled for April 21st. Notifications and proxies will go out after the February Board of Directors Meeting.

New business:

Lot #57 Tree Trimming- Board Elected to have Teri notify Lot #57 to trim the trees on the West side of their property or the board will take action.

Notify Homeowners of a Probable Assessment for Roundabout- Teri Johnson from Assurance Management will send out a notification to homeowners concerning an special assessment for the Roundabout installation.

Announcements:

The Next Scheduled Board of Directors Meeting will be February 24, 2014, at 7:00 PM, at Assurance Property Managment via John L Scott Office, 8933 Market Place #H, Lake Stevens, Washington.

Adjournment:The meeting was adjourned at 8:21 PM.

Steven Apodaca
Heleena Hills Secretary