

MINUTES of Heleena Hills

Meeting date: 2/24/14

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 February 24, 2014. The meeting convened at 7:08 PM, President Stephen Ewing presiding, and Steven Apodaca, secretary.

Members in attendance:

- Stephen Ewing, President
- Richard Schoentrup, Vice President
- Steven Apodaca, Secretary/Treasurer
- Chuck Notestone, Homeowner

Approval of minutes: Stephen Ewing Motioned to approved the 1/27/14 minutes. Richard Schoentrup Seconded the motion. The 1/27/14 minutes were approved.

Officers' reports:

President- Stephen Ewing notified the Board that Mick from the City of Lake Stevens is negotiating costs of the installation of the Roundabout. The earliest possible roundabout installation will be in April. He also commented that not all the vault system bids have come in yet. Stephen also noticed a positive response to the monthly inspections and that the community overall appearance is getting better.

Vice president- Richard has been working with Teri from Assurance Property Management to review the landscape proposals. He will also spend more time working on the Website proposal.

Secretary/Treasurer- Steven has reviewed the financials. The overall presentation of the monthly package is acceptable. The accounts receivables is slowing decreasing.

Board and committee reports:

Unfinished business:

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

Parking Signage- The Board motioned and approved to have Teri from Assurance Property Management to send notifications to the owners of 12th street NE a reminder that common areas nearby do not allow car parking.

Rewrite Violation Notices- Teri Johnson presented new violation notices to the Board of Directors to review.

Review Retention Ponds- Teri of Assurance will be retrieving more information for review of long retention pond maintenance.

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.

approved

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.

New business:

Unit #134 Maintaining of Electrical Box Area- Board has instructed Teri Johnson from Assurance management to notify homeowner to remove debris around their electrical box area and repair their fence.

Unit#130 Plastic Sheathing on roof Deck- Homeowner requests Board to review and notify homeowner to remove or repair plastic sheathing being used as roofing above their deck.

Announcements:

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

The **Next Scheduled Board of Directors Meeting** will be March 32, 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 8:31 PM on February 24, 2013.

Steven Apodaca
Heleena Hills Secretary