

MINUTES of Heleena Hills

Meeting date: 3/31/14

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 7:17 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: Steven Ewing Motioned to approved the 2/24/14 minutes. Richard Schoentrup Seconded the motion. The 2/24/14 minutes were approved.

Officers' reports:

President- Stephen informed the Board that the City of Lake Stevens is still working on the Roundabout installation. It is anticipated that the roundabout installation will commence sometime in May. Stephen sent out a spreadsheet to the maintenance schedule he received by Mick from the City of Lake Stevens. The first part of the retention pond cleanup is done and the second part will start sometime in the week. Stephen recommends the Board to create sign notifying the homeowners concerning keeping the retention ponds free of debris.

Vice president- Richard states that is at our financial interest to keep the same landscape company. The scope of work for our Website is on halted at the moment. He received a homeowner's complaint that they do not want commercial vehicles parked in the common areas.

Secretary/Treasurer- We should present a 2014 financial presentation to inform the homeowners that do to the unexpected cost of the vault and retention pond cleanup, we will be increasing the assessments next year. Steve will expect to report to the homeowners at the annual meeting the financial improvements of 2013.

Board and committee reports:

Unfinished business:

New Website Scope of Work- The Scope of work has been halted at the moment.

Parking Signage- Notifications to the owners of 12th street NE a reminder that common areas nearby do not allow car parking has been completed.

Review Retention Ponds- The retention ponds are in the process of being cleaned.

Lot #57 Tree Trimming- Teri from Assurance Property Management is hiring someone to do the work and billing Lot #57.

Unit #134 Maintaining of Electrical Box Area- A notice has gone out and the homeowner is now maintaining the area.

approved

Unit#130 Plastic Sheathing on roof Deck- Upon review, the homeowner has take care of this issue a year or so ago. The Board received wrongful information from a homeowner concerning this issue.

New business:

none

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 April 28, 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 on March 31, 2014.

Steven Apodaca
Heleena Hills Secretary

approved