

Aspen Grove Estates Homeowners Association

BOARD

Meeting Agenda/Minutes

5.19.2025

A. Roll Call:

- a. Board Members in Attendance: (Quorum = 3)
 - i. Susan Sivesind, Susan Rench, Angela Jackson, Kristin Swanson, Aws Al-Atar, Ming Luo, Jodi Pugsley, Mark Miller,
 - ii. Community members: Anoop

B. Proof of Meeting Notice:

- a. Meeting Time and Location- 5.19.2025 6:30pm-8:30PM at 7514 or via Zoom
- b. emailed calendar request w/Zoom link sent on 5.01.2025, multiple f/u reminders sent
- c. Susan S. called meeting to order, 6:33 p.m.

C. Review and approve previous minutes:

- a. Meeting minutes from 4.27.2025.
- b. Angela motion to approve 4/27, Jodi second, unanimous vote approved.

D. Report of officers: Status of Action Items

- a. President- Discussion List review
- b. Vice Pres.
 - i. Website update- Mark, Anoop, Aw working with US Bank. Mark motion to continue to research issue and f/u with Board in 2 weeks. Motion second (Jodi), unanimous vote. Aws and Anoop to take over Webmaster responsibilities from Mark.
- c. Treasurer
 - i. Tax preparation update <https://maustcpa.com/>
 - ii. Quickbooks update, WSCAI.org membership updates
 - iii. Budget Review
 - iv. Reviewed Aspen Grove Demand package. Mark motion to charge \$125 for demand package, Susan second, unanimous vote.
- d. Secretary
- e. Members at Large
- f. Assistant to Secretary, Assistant to Treasurer roles

E. Committees:

- a. WUCIOA (RCW 64.90) "book club" prep committee (June-March)
- b. Webmaster- Anoop and Aws
- c. Volunteers watering entryway
 - i. set up a "how to" meeting and summer schedule w/Eunju, Bryan, Angela

F. Unfinished Business:

- a. Collaborate/solidify "Board Rules of Engagement."
- b. Review, update Board Position Responsibilities
- c. Review/prioritize Ongoing Discussion List
 - i. #1- WUCIOA updates
 - ii. #2- Discussion List topic - Community maintenance updates

- G. **New Business:** No new business
- H. **Next Board Meeting:** June 16, 6:30 - 8pm
- I. **Meeting Adjourned:** Susan ended the meeting, 8:36 p.m.

Respectfully submitted,
Kristin Swanson
Aspen Grove Estates Secretary

2.2.6 Quorum Requirements for Association Meeting. At all meetings of the Association, thirty-four percent (34%) of the Owners, present in person or by proxy, at the beginning of the meeting, shall constitute a quorum, except in connection with amendment or repeal of the Declaration. If the required quorum is not present, another meeting may be called subject to the requirement of written notice sent to all members at least fourteen (14) days in advance of such meeting, and the required quorum at the subsequent meeting shall be one-half (1/2) of the required quorum at the members' meeting, a majority of those present in person or by proxy may adjourn the meeting to another time but may not transact any other business. An adjournment for lack of a quorum shall be to a date not more than thirty (30) days from the original meeting date.

2.2.15 Order of Business. The order of business at all meetings of the Owners shall be as follows:

- A. Roll Call.
- B. Proof of Notice of meeting or waiver of notice.
- C. Reading of Minutes of preceding meeting.
- D. Reports of Officers.
- E. Reports of Committees.
- F. Election of Board Members (annual meeting only).
- G. Unfinished business.
- H. New business.

2.2.16 Parliamentary Authority. In the event of a dispute, the parliamentary authority for the meeting shall be governed by the most current available edition of Robert's Rules of Order, or such other published code of parliamentary procedure as shall be approved by a majority at the meeting.