



**ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION
Board of Directors Meeting Minutes**

Meeting Date: February 28, 2022

Called to Order: 5:30 pm

Meeting Location: Zoom Teleconference
<https://us02web.zoom.us/j/86089976949?pwd=aWZyazlla3NzdlkvUG15bC8rSjRnZz09>
Meeting ID: 860 8997 6949
Passcode: 569849

Board Members in Attendance: Elizabeth Parker Gregg Ali Spietz
Greg Underwood Sanjay Mahajan
Bryan Shiflett

IHCA Staff Members in Attendance: Debbie Orosco, IHCA Community Manager
Kristyn McKinnon, IHCA Accounting Manager
Blair Kreig, IHCA Community Manager
Sarah Hoey, IHCA Executive Director
Jordan Rousu, IHCA Administrative Assistant

Called to order by Elizabeth Parker Gregg Vice President Quorum achieved

Homeowners in attendance: 1

Consent Items-Reviewed and approved

- IH IHCA Board Meeting Minutes- January 2022
- ARC Minutes -February 2022 Draft
- Finance Committee Feb 8,2022
- Memo –Crofton Springs- 025-005R – Dry Rot repairs

Ali moves, and Sanjay seconds to approve consent items 1- 4. All present voted aye, motion was approved.

Treasurer’s Report Highlights December 2021 financial report

- Variance favorable by \$99K. Variance is due to LEO House base assessments beginning early (\$18K), unfavorable interest income (-\$14K), unfavorable water (-\$47K), favorable Westridge landscaping (\$28), favorable medical/401k expenses, down by one employee and lower costs (\$91K), unfavorable garbage (-\$12K) and favorable miscellaneous (\$35K).
- Accounts Receivable is at \$11K.

- Collections are down to two, totaling \$3K, which is 28% of total A/R. CARC violations have been separated out and currently total \$105K.
- All bank deposits are under the \$250,000 FDIC limit.
- Sanjay reviewed two bank accounts CVG MM and WHP MM, and no discrepancies were noted.

Sanjay recommends approval of the December 2021 Finance reports on behalf of the IHCA Finance Committee.

Executive Director’s Report Highlights

- **City of Issaquah** – City’s crosswalk study is completed. RRFB’s have been ordered and are scheduled for May installation.
- **IHCA Office Reopening**- Monday, February 28th. Staff will be working remotely 2 days per week.
- **Forest Ridge Bond**- Bond release requested by Polygon, the City is conducting a final inspection of critical slope between Forest Ridge and Sunset Walk.
- **Master Insurance Policy**- Renews on June 1, 2022. IHCA is approaching three different brokers for qualified bids.

New Business

1. Memo- 22/23 Master IHCA Budget FINAL. **Ali moves, seconded by Bryan, to approve the 22/23 IHCA Master Budget. All present voted aye, motion was approved.**
2. Memo- 22/23 Master reserve study updates FINAL. **Ali moves, seconded by Sanjay, to approve the 22/23 Master reserve study. All present voted aye, motion was approved.**
3. Memo- 22/23 Neighborhood Budgets DRAFT ONLY. Review and Discussion only.
4. Memo- Use Restriction and Rules and ARC Guidelines amendments. **Ali moves, and seconded by Bryan, to approve the amendments to the Use Restriction and Rules and the ARC Guidelines, with the exception of Exhibit C. Changes to Exhibit C will be reviewed by staff and resubmitted to the Board with additional clarifying language in the future. All present voted aye, motion was approved.**

Adjourned to Executive Session 6:30 pm

Adjourned back to open session 7:12 pm

1. Memo- 042-0029 Payment plan. **Bryan moves, seconded by Ali to approve payment plan for for construction insufficiencies of \$55,017 . All present voted aye, motion approved.**

Meeting adjourned 7:30 pm

Date and Time of Next Meeting: Monday, March 28, 5:30 pm