



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

Meeting Date: January 24, 2022

Called to Order: 5:30 pm

Meeting Location: Zoom Teleconference
<https://us02web.zoom.us/j/83847605539?pwd=MXhCY3RXZlI5eG5yOWQxa2tZbHJ2Zz09>
Meeting ID: 838 4760 5539
Passcode: 096828

Board Members in Attendance:

Rossie Cruz	Elizabeth Parker Gregg
Ali Spietz	Sanjay Mahajan
Bryan Shiflett	Greg Underwood
Katia Zakharova	

IHCA Staff Members in Attendance:

Debbie Orosco, IHCA Community Manager
Kristyn McKinnon, IHCA Accounting Manager
Barbara Hendrikse, Sr. Accountant/HR Manager
Sarah Hoey, IHCA Executive Director

Called to order by Rossie Cruz, BOD President Quorum achieved

Homeowners in attendance: 2

Guest: Mr. Meas, GRD_0036 Appeal

Consent Items-Reviewed and approved

- IHCA Board Meeting Minutes –November 22, 2021
- ARC Committee Meeting Minutes – December 7, 2021
- Finance Committee Meeting Minutes- January 11, 2022
- Covenant Committee Meeting Minutes- December 21, 2021
- CARC Harrison & GRD Committee report
- Memo – Pedestrian Safety Flag Upgrade
- Memo – Snow Crew Expenses
- Memo – Concord Commons 2426 NE Julep – Window leak
- Memo – CVG 2368 NE Park Dr – Deck Repairs

Motion was made by Ali and seconded by Elizabeth approve consent items 1- 9. All present voted aye, motion was approved.

Treasurer's Report Highlights October financial report

- Favorable budget variance is \$34K mainly due to a \$33K favorable variance in Payroll/Benefits since we are currently down one landscape employee, and \$1K net unfavorable variance for accounts under \$10K. (pg.12)
- AR increased by \$1K to \$156K. Assessments decreased by \$14K and "CARC" increased by \$14K. 83% of the balance is for violations of \$130K. AR is \$93K higher than the same period last year. Violations are higher than last year, while all other types are lower than the same period last year. (pg.18)
- Collections decreased by 1 account to 6, totaling \$108K, which is 70% of total AR.
- No accounts are over the FDIC limit.
- Bank accounts reviewed by Treasurer presented accurate: Grand Ridge Drive Reserve MM
CVG Operating MM

November financial report

- Favorable budget variance is \$57K (\$23K increase from last month) mainly due to a \$49K favorable variance in Payroll/Benefits since we are currently down one landscape employee and benefits have been lower, and an \$8K net unfavorable variance for accounts under \$10K.
- AR decreased by \$10K to \$146K. Assessments decreased by \$8K and "CARC" decreased by \$2K. 87% of the balance is for violations of \$127K. AR is \$92K higher than the same period last year. Violations are higher than last year, while all other types are lower than the same period last year.
- Collections stayed the same at 6 accounts totaling \$106K, which is 73% of total AR. 1 new account & 1 payoff
- No accounts over FDIC \$250,000 limit
- Memo- 5-year analysis

Sanjay recommends approval of the October and November 2021 Finance reports on behalf of the IHCA Finance Committee.

Executive Director's Report Highlights

- **City of Issaquah** -Rectangular Rapid Flashing Beacons (RRFB) were ordered in September 2021 but have not yet arrived. Multiple crosswalks were repainted. The city is reviewing others to determine qualification for restriping.
- **2022-23 Budget**- staff is preparing draft budgets
- **Inclement weather**- Maintenance and Landscape crews successfully plowed during December snow storm. Recognized by the City of Issaquah for their help to secure the roads and sidewalks.
- **2022 Community Survey**- IHCA is partnering with HC and HFN for the community-wide annual survey

New Business

1. Memo- Booster club signage variance. **Motion was made by Elizabeth, and seconded by Ali, to extend the booster club signage variance for 2022. All present voted aye, motion was approved.**
2. Memo- Kubota Plow Attachment Replacement. **Motion was made by Ali, and seconded by Sanjay, to approve purchase of a replacement snowplow totaling \$5,500. All present voted aye, motion was approved.**
3. 2022-23 Master Budget draft. Discussion only.

4. Memo- Home Based Business Application – Concord Commons-Day Care. **Motion was made by Katia, and seconded by Elizabeth, to approve changes to the daycare schedule and enrollment per the updated application. Katia, Ali, Elizabeth, Greg, Rossie and Sanjay voted aye. Bryan abstained. Motion passes 6 to 1.**
5. 2022 IHCA Board of Directors Election Timeline Districts 2, 4, & 6. **Motion was made by Ali, and seconded by Sanjay, to approve the 2022 Board of Directors Election Timeline. All present voted aye, motion was approved.**

Adjourned to Executive Session

6:45 pm

Adjourned back to open session

1. GRD Lot 37-
 - Board action was voted upon in lieu of a meeting via election unanimous consent was obtained on December 22, 2021 for approval to send correspondence lot 37 regarding further correspondence by our legal team.
 - **Motion was made by Sanjay, and seconded by Katia, to stop the daily \$200 per day non-compliance fines as of January 31, 2022. The Board will make a one-time offer to close out CARC process, if owner will pay \$50,000 of the current outstanding fine amount of \$95,951.50 (January charges not yet applied of \$6,000). Board wishes to reclaim legal fees. All present voted aye, motion was approved.**
2. GRD lot 36- **Motion was made by Elizabeth, and seconded by Katia, to charge 10% penalty of non-compliance fines and waive the remaining balance for failure to start construction of \$49,500. With the stipulation that the owner has 90 days to give the CARC and the Board a new deadline to commence and complete construction. The new deadlines will then be voted on and approved and documented by the Board. If the owners fail to meet the new deadlines the waived fines for failure to commence construction of \$49,5000 will be retroactively applied in one lump sum and the \$200 per day in fines will also be upheld. Bryan, Rossie, Ali, Katia and Elizabeth voted Aye. Opposed Greg and Sanjay. Motion passes 5 to 2.**
3. Memo- Lot 74.3 Harrison- **Motion was made by Katia, and seconded by Sanjay, to waive fines if the March 31, 2022 deadline is met. Otherwise, fines will be retroactive from January 15, 2022 through the date of completion. All present voted aye motion approved.**

Meeting adjourned

7:22 pm

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