



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

Meeting Date: March 28, 2022

Called to Order: 5:40 pm

Meeting Location: Blakely Hall
2550 NE Park Drive Issaquah, WA 98029

Board Members in Attendance: Elizabeth Parker Gregg Ali Spietz
Greg Underwood Katia Zakharova
Bryan Shiflett Rossie Cruz
Sanjay Mahajan (via telecom)

IHCA Staff Members in Attendance: Blair Kreig, IHCA Community Manager
Madison Ramirez, 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: 0

Consent Items-Reviewed and approved

- IHCA Board Meeting Minutes – February 28, 2022
- ARC Minutes - March 2022 – Draft
- Finance Committee Minutes – March 2022 – Draft
- Memo – Crofton Springs – Dry rot repairs
- Memo – CVG – Dry rot repairs
- Villaggio – Change order dry rot repairs

Ali moves, and Bryan seconds to approve consent items 1-6. All present voted aye, motion was approved.

Treasurer’s Report Highlights January 2022 financial report

- **Favorable** budget variance is **\$106K** (**\$7K** change from last month) mainly due to a **\$18K** favorable variance in base assessments for Westridge Block 4/Afford/LEO early billing; **\$14K** unfavorable variance in Interest Income (lower rates); **\$12K** unfavorable variance for Garbage since more pickups and rentals due to no dump truck; **\$91K** favorable variance in Payroll/Benefits (down 1 landscape employee/1 maintenance employee and lower benefits participation), **\$47K** unfavorable variance for Irrigation Water (extremely hot summer), **\$28K** favorable variance in Landscape contracts (waiting for some Westridge landscape to be put in this Spring); and **\$42K** net favorable variance for accounts under \$10K.

- **AR** increased by **\$27K** to **\$38K**. Total AR is **\$3K** lower than the same period last year. Legal fees and fines/misc. are higher than last year, while all other types are lower than the same period last year. The **3** “barc/carc” violations increased to **\$135K**.
- **Regular Collections** remain at **2** accounts totaling **\$3K**, which is **9%** of regular **AR**.
- No accounts are over the FDIC limit.

Sanjau recommends approval of the January 2022 Finance reports on behalf of the IHCA Finance Committee.

Executive Director’s Report Highlights

- **New Hires** – IHCA has added one new landscaping member and one new community manager to the team.
- **New Development** – Taylor Morrison has announced that Parcel D is slated to begin construction this summer of 10 single family homes located (by Wynhaven Apartments) on 15th and College Drive.
- **Commercial Real Estate** – signage for new businesses in Regency Centers have been approved. Shelter Holdings Developer is submitting conceptual plans for large senior living building site on Block A-E.
- **City of Issaquah** – RRFB’s have been ordered and should be installed in Spring. Crosswalk restriping ongoing. Light poles in GRP to be repainted (City owned). City approved the light pole at Discovery and Highlands Drive to be repainted in 2022.

New Business

1. Memo – 22/23 Neighborhood Budgets – Final. **Elizabeth moves, seconded by Katia, to approve the 22/23 Neighborhood Budgets – Final. All present voted aye, motion was approved.**
2. Memo – 22/23 Supplemental Budgets – Draft only. **Ali moves, seconded by Bryan, to approve the 22/23 Master reserve study. All present voted aye, motion was approved.**
3. Memo – GRD L27 Request for Variance. **Ali moves, seconded by Bryan, to approve the variance request for GRD L27. All present voted aye, motion was approved.**
4. Memo – GRD L21 Request for variance and extension. **Ali moves, seconded by Bryan, to deny the extension request for GRD L21, grant a variance on the retroactive fines from February 19, 2021 and only collect fines beginning March 1, 2022 and continuing until completion of the project. All present voted aye, motion was approved.**
5. Memo – Proposed New IHCA Vacation Time Policy. **Not approved.**
6. Memo – Park Drive only – Super Graphics Utility Wraps. **Not approved.**
7. Memo – Public Art Project – Village Green Art Gallery. **Ali moves, seconded by Bryan to approve the installation of a Little Free Art Gallery near Village Green Park/Blakely Hall. All present voted aye, motion was approved.**

Adjourned to Executive Session 7:00 pm

Adjourned back to open session 7:30 pm

Meeting adjourned 7:30 pm

Date and Time of Next Meeting: Monday, April 25, 5:30 pm