



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

Meeting Date: June 27, 2022

Called to Order: 5:30 pm

Meeting Location: Blakely Hall, 2550 NE Park Drive
Zoom Teleconference offered:

<https://us02web.zoom.us/j/82726648399?pwd=bU9uaGNvdDZGcUQxOE8yRTNxeU5nQT09>

Meeting ID: 827 2664 8399

Passcode: 906625

Board Members in Attendance:

Rossie Cruz Elizabeth Parker Gregg
Ali Spietz Katia Zakharova
Bryan Shiflett

IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director
Blair Krieg, IHCA Community Manager
Madison Ramirez, IHCA Community Manager
Jordan Rousu, IHCA Administrative Assistant
Kristyn McKinnon, IHCA Accounting Manager

Called to order by Rossie Cruz, President Quorum achieved

Rossie requested an amendment to the agenda to include the IHCA master policy insurance renewals under new business. All board members in attendance voted aye. Agenda item will be added.

Homeowners in attendance: 2

Guest(s): Lindsey Pinkston – Highlands Council Acting Director
Bill Mitzel – The Terraces Homeowner

Consent Items-Reviewed and approved

1. IHCA Board Meeting Minutes- May 25,2022
2. ARC Minutes -June 7,2022 -Draft
3. Finance Minutes- June14, 2022- Draft
4. Concord Commons Deck Soffit
5. Villaggio trim repairs
6. Villaggio dry rot repairs
7. Crofton Springs gazebo repairs and painting
8. CVG 29/30/40 multiple repairs
9. CVG 48/52 stairs repair
10. Trail/ park pole light maintenance and replacements
11. WHP trail asphalt reseal / repairs

Ali moves, and Elizabeth seconds to approve consent items 1-11. All present voted aye, motion was approved.

Treasurer's Report Highlights April 2022 Financial Report

- **Favorable** budget variance is **\$183K (\$41K** change from last month) mainly due to the same previous items but increase in misc items < \$10k. (**\$18K** favorable variance in base assessments for Westridge Block 4/Afford/LEO early billing; **\$16K** unfavorable variance in Interest Income (lower rates); **\$12K** unfavorable variance for Garbage since more pickups and rentals due to no dump truck; **\$113K** favorable variance in Payroll/Benefits (down 1 maintenance employee and lower benefits participation), **\$48K** unfavorable variance for Irrigation Water (extremely hot summer), **\$20K** favorable variance in Landscape contracts (waiting for some Westridge landscape to be put in this Spring); **\$19K** favorable variance for training, and **\$89K** net favorable variance for accounts under \$10K.
- **AR** remains at **\$14K**. Total AR is **\$6K** lower than the same period last year. Late fees and legal fees are higher than last year, while all other types are lower. The 4 "barc/carc" violations remains at **\$156K**.
- **Regular Collections** remain at 2 accounts of **\$4K**, which is **26%** of regular **AR**.
- No accounts are over the FDIC limit.

Rossie, on behalf of Sanjay recommends approval of the April 2022 Finance reports on behalf of the IHCA Finance Committee.

Executive Director's Report Highlights

- **Rectangular Rapid Flashing Beacon (RRFB's)** have completed installation by the City of Issaquah at the Vista trail crossing and the firehouse trail crossing, both along Park Drive.
- **Regency Centers** – Highlands Poke opened in Regency Centers early June. Crumbl Cookie and additional businesses forthcoming, signage packages have been approved by IHCA.
- **City of Issaquah** – Ongoing meetings with the Mayor and IPD to address crime, traffic, and speeding in the community. Crosswalk painting still ongoing.

New Business:

1. Memo – Minmin Chen Board District #2 Statement of Interest. **Ali moves, seconded by Katia, to appoint Minmin Chen as the director for Issaquah Highlands Board district #2. All present voted aye, motion was approved.**
2. Memo – 2022/23 Insurance Policy Renewals. **Ali moves, seconded by Elizabeth, to accept the insurance policy renewals as presented. All present voted aye, motion was approved.**

Public Open Comment Period

1. Terraces resident Bill Mitzel attended to address the Board about fencing and other ARC guideline concerns in his neighborhood.

Adjourned to Executive Session

6:18pm

- **Lindsey Pinkston, Highlands Council acting director, attends to discuss the rebranding process only.**

Adjourned back to open session 7:25

Bryan moves to instruct the IHCA director to meet with Lindsey to move forward with the IHCA rebranding project, discuss logistics, and begin working on a reasonable timeline for implementation. Seconded by Katia, all present voted aye, motion was approved.

- Custom ARC monthly report – review and discussion only.
- Executive Director review – review and discussion only.
- Executive seats and committee organization - the Board tabled the executive seats and committee organization until the next board meeting to be held on July 25th, 2022.

The Board terms for both Gwyn Drake, District 4, and Chen Minmin , District 2 begin as of the annual meeting date June 27, 2022 per the governing documents, Bylaws Article V, Officers.

Our sincere thanks to both Elizabeth Parker-Gregg, Board vice president, and Bryan Shifflett, Board member, for their terms of service.

Meeting adjourned

7:45 pm

Date and Time of Next Meeting: Monday, July 25, 5:30 pm at Blakely Hall, 2550 NE Park Drive.