



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

Meeting Date: August 22, 2022

Called to Order: 5:30 pm

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

Board Members in Attendance:

Rossie Cruz	Gwyn Drake
Ali Spietz	Katia Zakharova
Sanjay Mahajan	

IHCA Staff Members in Attendance: Sarah Hoey, IHCA Executive Director
Blair Krieg, IHCA SeniorCommunity Manager
Kristyn McKinnon, IHCA Accounting Manager

Called to order by Rossie Cruz, President Quorum achieved

Homeowners in attendance: 6

Guest(s): Lindsey Pinkston – Highlands Executive Director
Kim Graziado – Crofton at Village Green 48/52 Homeowner
Kim and Sean Breen – Crofton at Village Green 48/52 Homeowners
Brady Peoples- Daphne Drive homeowner

- Consent Items**-Reviewed and approved
1. IHCA Board Meeting Minutes- July 27 ,2022
 2. ARC Minutes -August 9,2022 -Draft
 3. Finance Minutes- August 9 2022- Draft
 4. Memo-Crofton Springs Dry Rot Repairs
 5. Memo- Daphne Park playground upgrades

Katia moves, and Sanjay seconds to approve consent items 1-5. All present voted aye, motion was approved.

Treasurer’s Report Highlights June 2022 Financial Report

- Favorable budget variance is \$277K (\$8K change from last month) due to \$18K favorable variance in base assessments for Westridge Block 4/Afford/LEO early billing; \$19K unfavorable variance in Interest Income (lower rates), \$103K favorable variance in Payroll/Benefits (down 1 landscape employee and lower benefits participation), \$51K unfavorable variance for Irrigation Water (extremely hot summer), \$20K favorable variance in Landscape contracts (waiting for some Westridge landscape), \$16K for electric (streetlights), \$21K favorable variance for training, \$20K for computer/professional services, \$25K for contingency and \$124K net favorable variance for accounts under \$10K.
- AR remains at \$12K. Total AR is \$4K lower than the same period last year. Late fees are higher than last year, while all other types are lower. The 3 “CARC” violations are now at \$54K.

- Regular Collections increased by 1 to 3 accounts, totaling \$3K, which is 26% of regular AR.
- No accounts are over the FDIC limit.

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

Executive Director's Report Highlights

- **Staff Appreciation Event-** The office was closed on August 10th for staff appreciation day. Employees attended a Mariners VS Yankees game.
- **21/22 Audit-** Newman and Co. CPA completed their in-office visit. The draft audit will be presented at the September Finance meeting and will be provided at the September Board meeting as well for review.
- **Meeting held with Mayor** – ED met with the mayor on August 3rd to discuss the City's and IHCA partnerships. What is working, and what is not in our master planned community. Discussions included trees, sidewalks, water and the recent projects they have just compacted for us this summer. COI is severely understaffed in all departments, but is making strides in filling positions.
- **City of Issaquah** – Ongoing meetings with the IPD to address crime, traffic, and speeding in the community. Crosswalk painting still ongoing.

New Business:

1. Memo-73.15 Thangamani Construction Extension Request. ***Sanjay moves, and Katia seconds to approve extension through September 30, 2022. All present voted aye, motion was approved.***
2. Memo- URR's Window AC units. Katia discussed the need for larger AC unit as their condo's buildings get very hot, and they are unable to install central heat/air. BOD voted to approve a variance for window ac units to be allowed during certain times of the year. Once variance is drafted, it will be posted in Connections Newspaper for a 30-day comment period from homeowners. If no feedback is received, variance is approved. Details TBD. No ARC application will be needed to install. Linda Timon (a resident of Ashford Condominums) requested permanent window ac units. ***Katia moves, and Gwyn seconds to approve moving forward with drafting a window ac unit variance. All present voted aye, motion was approved.***

Public Open Comment Period

1. Crofton at Village Green 48/52 residents Kim Breen, Sean Breen, and Kim Graziado attended to address the Board about concerns regarding assessments and building repairs.
2. Daphne resident Brady Peoples attended to address the Board about cocerns there is a large tree in the IHCA open space blocking his view.

Adjourned to Executive Session

6:23pm

- Blair Krieg and Kristyn McKinnon attended to discuss CVG issues.

Adjourned back to open session 6:52pm

Breens Board Ruling:

Katia moves to decline requests to change the breakdown of percentage billing to CVG based on the fact that the governing documents dictates the billing process that is being applied. In order for the board to consider any changes to the billing process one would have to amend the governing documents for the association. Amendments are a lengthy, legal, costly matter which IHCA is not willing to undertake on behalf for the CVG Supplemental neighborhood. IHCA staff will respond to the twelve-questions submitted. **Seconded by Ali, all other board members in attendance or via teleconference present voted aye, motion approved.**

Kim Graziado Board Ruling:

Katia moves to decline requests to change the breakdown of percentage billing to CVG based on the fact that the governing documents dictates the billing process that is being applied. In order for the board to consider any changes to the billing process one would have to amend the governing documents for the association. Amendments are a lengthy, legal, costly matter which IHCA is not willing to undertake on behalf for the CVG Supplemental neighborhood. IHCA staff will respond to the twelve-questions submitted. **Seconded by Ali, all other board members in attendance or via teleconference present voted aye, motion approved.**

Brady Peoples Board Ruling:

Katia moves to decline requests to change the breakdown of percentage billing to CVG based on the fact that the governing documents dictates the billing process that is being applied. In order for the board to consider any changes to the billing process one would have to amend the governing documents for the association. Amendments are a lengthy, legal and costly matter which IHCA is not willing to undertake on behalf for the CVG Supplemental neighborhood. IHCA staff will respond to the twelve-questions submitted. **Seconded by Ali, all other board members in attendance or via teleconference present voted aye, motion approved.**

Meeting adjourned

7:05 pm

Date and Time of Next Meeting: Monday, September 26, 5:30 pm via Zoom.