



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

**Meeting Date:** September 26, 2022

**Called to Order:** 5:30 pm

**Meeting Location:**

Zoom Teleconference:

<https://us02web.zoom.us/j/87063641037?pwd=bnFBdW5rQ2pqWjJaaigwM2tlUkg5Zz09>

Meeting ID: 870 6364 1037

Passcode: 827027

**Board Members in Attendance:**

Ekaterina Zakharova      Gwyn Drake  
Greg Underwood          Minmin Chen

**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 Ekaterina Zakharova, Member      Quorum achieved

**Homeowners in attendance:** 0

**Guest(s):** N/A

**Consent Items-**Reviewed and approved

1. IHCA Board Meeting Minutes- August 22,2022
2. ARC Minutes -September 6,2022 -Draft
3. Finance Minutes- September 13 ,2022 Draft
4. Memo –WHP -Fencing painting

***Katia moves, and Greg seconds to approve consent items 1-4. All present voted aye, motion was approved.***

**Treasurer's Report Highlights - July 2022** Financial Report

- **Favorable** budget variance is **\$0K** at this beginning of the year.
- **AR** increased by \$34K to **\$46K** due to the semiannual assessments charged on 7/1/22. Total AR is **\$1.5K** higher than the same period last year. Fines/misc are higher than last year, while all other types are lower.
- **Regular Collections** increased by **1 to 4** accounts, totaling **\$7K**, which is **15%** of regular AR. The **3** "barc/carc" violations are now at **\$55K**.
- No accounts are over the FDIC limit.

***Board accepts the July 2022 Finance reports on behalf of the IHCA Finance Committee.***

### **Executive Director's Report Highlights**

- **Rebranding** – IHCA is working with Highlands Council on upgrading to the new community brand that HC revealed in January 2022. Exterior office signage has been ordered.
- **Holiday lighting** – Holiday lights will be up from October 24 through the end of February 2023 this year.
- **Park & Ride** – IHCA is working closely with the Mayor's office and King County Park & Ride in efforts to improve maintenance.

### **New Business:**

1. Memo – Fin Com committee member. **Katia moves to approve Josianne Caceres as a new member of the Finance Committee. Seconded by Greg. All present voted aye, motion was approved.**
2. Memo – Grand Ridge Drive Committee Member. **Katia moves to approve Faisal Masud to the Grand Ridge Drive Neighborhood Committee as a new member. G Seconded by Greg. All present voted aye, motion was approved.**
3. High Street 2023 Budget. **Katia moves to approve the drafted High Street budget letter to be sent to all High Street residents. Seconded by Greg. All present voted aye, motion was approved.**
4. Year-end surplus expense- Electrical Cart Maintenance staff. **Katia moves to approve the purchase of an electric utility cart for the IHCA teams out of the 21/22 year-end surplus. Seconded by Greg. All present voted aye, motion was approved.**

### **Public Open Comment Period**

**Adjourned to Executive Session**

6:05pm

- Custom ARC monthly report – **review and discussion only.**
- Legal Updates – **review and discussion only.**

**Adjourned back to open session**

0:00pm

1. Concord Commons special assessment letter to owners, budget timeline approved. Discussed in executive session. **Katia moves to approve the special assessment package for Concord Commons, seconded by Greg, all present voted aye motion approved.**
2. Self Help – 1183 Westridge way. Discussed in executive session. **Katia moves to approve the self-help action to restore 1183 Westridge way front yard landscaping. Seconded by Greg, all other vote aye, motion passes**

Meeting adjourned

0:00pm

Date and Time of Next Meeting: Monday, October 24<sup>th</sup> via Zoom teleconference.