



*Highlands Council fosters a vibrant and caring community  
committed to service, diversity, stewardship, and well-being.*

## Board of Trustees Meeting Minutes

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**Meeting Date:** August 2, 2022

**Meeting Time:** 12:00 – 1:00 PM

**Meeting Location:** Homestreet Bank

**Board Members in Attendance:**

Kimberly Kapustein, President, Homeowner  
David Ngai, Treasurer, Homeowner  
Anna Preyapongpisan, Secretary, Multi-family  
Phil Nored, Multi-family  
Lisa Soboslai, Resident  
Zach Hall, Resident

**HC Staff Members in Attendance:**

Lindsey Pinkston, Executive Director  
Maddie Coats, Media Editor

**Guests in Attendance:**

Sarah Hoey, IHCA Executive Director  
Ben Armlin  
Kashif Zahoor

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**Meeting Minutes Taken By:** Anna Preyapongpisan

**Call to Order:**

Who: Kimberly Kapustein  
Time: 12:05 pm

**Approval of Consent Agenda:**

- Meeting Minutes
- Financials

Motion to approve – Zach Hall 2<sup>nd</sup> – Lisa Soboslai

**Trustee Appointment:**

Board Development Committee recommends Ben Armlin join as trustee at large. See consent calendar below.

**Committee Reports:**

- **Finance** – David shared that there were no updates at this time.

- **Board Development** – Zach and Lindsey shared that the committee met to develop list of potential trustees – still need one or two commercial stakeholders. Lindsey will email out trustee demographic survey again. Public call went out to community – next step is planning board onboarding in fall for all board members
  - Youth representative – discussed if board would be open to having more evening meeting options to include a representative from Highlands Youth.

**Open Business:**

- **Branding MOU Update** – Lindsey shared that she and Sarah met to go over MOU – discussed updating kiosks, ICHA sign and door, moving forward to ICHA board for final review then legal.

**New Business:**

- **Wells Fargo Resolution** – Lindsey and Michele added to executive check signing, remove Tad and Christy. See consent calendar below.
- **Discussion of capital expenditures for Blakely Hall**
  - **A/C -**
    - **A/C - \$200,000 BID**
    - **HVAC system needs to be replaced**
    - **Heat Pump – still collecting bids**
    - **Too big for residential, too small for commercial**
  - **Patio cover - multiple options to consider**
  - **Back up generator**
- **Community Fund** - in process of looking for new board president, working on establishing mission and values statement.
- **Staff Appreciation** – discussed gifting people who have been involved in the branding process

**Stakeholder Updates:**

- **Multi-Family** - Anna shared that Family Village Issaquah will have a tech lab opening for residents due to a generous donation from Grand Ridge Plaza.
- **City of Issaquah** – Zach shared that the City is heading into budget season and police department nearly fully staffed.

**Consent Calendar:**

1. **Resolution: Elect Ben Armlin as trustee at large on the Highlands Council Board of.** Motion to approve: David Ngai. 2<sup>nd</sup>: Anna preyapongpisan. Motion carried.
2. **Resolution: Add Michele and Lindsey to executive check signing for Wells Fargo account and remove Tad and Christy.** Motion to approve: David Ngai. 2<sup>nd</sup>: Phil Nored. Motion carried.

Board meeting adjourned at: 1:22 PM

Respectfully Submitted:                      Date: September 22, 2022  
Anna Preyapongpisan  
Secretary – Highlands Council Board of Trustees