



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

Meeting Date: October 24, 2022

Called to Order: 5:30 pm

Meeting Location:

Zoom Teleconference:

<https://us02web.zoom.us/j/85844678985?pwd=TnpVbFpOVFBzalDsdXJLL2o3RzJzQT09>

Meeting ID: 858 4467 8985

Passcode: 640022

Board Members in Attendance:

Ekaterina Zakharova Gwyn Drake
Greg Underwood Minmin Chen
Ali Spietz

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 Ali Spietz, Vice President

Quorum achieved

Homeowners in attendance:

1

Guest(s): Bill Mitzel – Terraces Homeowner

Consent Items-Reviewed and approved

1. IHCA Board Meeting Minutes – September 26, 2022
2. ARC Minutes – October 4, 2022 – Draft
3. Finance Committee Minutes – October 11, 2022 – Draft
4. Memo – Village Green Irrigation
5. Memo – Concord Commons 2417 HO Reimbursement
6. Memo – High St. Townhomes – Deck Boards
7. Memo – WHP Attached 1 – Fence/Railing Staining

Katia moves, and Gwyn seconds to approve consent items 1-7. All present voted aye, motion was approved.

Treasurer's Report Highlights - August 2022 Financial Report

- **Favorable** budget variance is **\$81K** (\$81K change from last month) mainly due to \$51K favorable variance in Payroll/Benefits (down 2 landscape/ maintenance employees and lower benefits participation), \$11K favorable

variance in Landscape contracts (still waiting for some Westridge landscape to be put in); \$11K favorable variance for streetlight electric; and \$8K net favorable variance for accounts under \$10K.

- **AR** decreased to **\$22K**. Total AR is **\$4K** lower than the same period last year. Base assessments, late fees and legal fees are higher than last year, while neighborhood assessments and violations are lower. The 3 “CARC” violations are at \$62K.
- **Regular Collections** remains at **4** accounts for **\$7K**, which is **32%** of regular AR.
- No accounts are over the FDIC limit.

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

Executive Director’s Report Highlights

- **IHCA Holiday Hours** – IHCA office will be closed November 24 – 25, December 26, working from home December 27 – 30, and closed January 2.
- **Taylor Morrison** – Taylor Morrison has begun work on Parcel D, 10 single family homes near College Drive.
- **Daphne Park** – Construction will begin on the new play structure for Daphne Park, and the park will remain closed throughout the duration of the project.

New Business:

1. Memo – 2021-22 Neighborhood Surplus. **Katia moves, seconded by Greg, to reallocate \$275.41 for Manchester Court and \$3,710.89 for Vista Park to the money market accounts for neighborhood projects. All present voted aye, motion passed.**
2. Memo – 2021-22 Supplemental Surplus. **Katia moves, seconded by Gwyn, to approve the one-time transfers of \$194,095 to the respective reserve accounts from their operating accounts. All present voted aye, motion passed.**
3. Memo – 2021-22 Master Surplus. **Katia moves, seconded by Greg, to approve the reallocation of Master Surplus funds. All present voted aye, motion passed.**

Public Open Comment Period

- Mr. Mitzel expressed his concerns related to non-compliant fences in the Terraces neighborhood. The covenant committee is actively working with these homeowners and will be followed up with directly.

Adjourned to Executive Session

6:20pm

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

Adjourned back to open session

6:48pm

Meeting adjourned

6:50pm

Date and Time of Next Meeting: Monday, November 28th via Zoom teleconference.