



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

Meeting Date: November 28, 2022

Called to Order: 5:30 pm

Meeting Location:

Zoom Teleconference:

<https://us02web.zoom.us/j/87305919598?pwd=NGpBWEV2JpYis5UUVwVG5xUFJ5Zz09>

Meeting ID: 873 0591 9598

Passcode: 269078

Board Members in Attendance:

| | |
|---------------------|----------------|
| Ekaterina Zakharova | Gwyn Drake |
| Greg Underwood | Sanjay Mahajan |
| Ali Spietz | Rossie Cruz |

IHCA Staff Members in Attendance:

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

Called to order by Rossie Cruz, President

Quorum achieved

Homeowners in attendance:

0

Guest(s): N/A

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- Crofton Springs - Dumpster Enclosure
- 5) Memo – Crofton @ VG 2501 – Concrete Repair
- 6) Memo – Crofton @ VG 2699 – Deck Repairs
- 7) Memo – Crofton Springs 1851 – Patio Repairs
- 8) Memo – Villaggio 2328 – Dry Rot Repairs

Ali moves, and Katia seconds to approve consent items 1-8. All present voted aye, motion was approved.

Treasurer's Report Highlights – September 2022 Financial Report

- **Favorable** budget variance is **\$90K** (\$9K change from last month) mainly due to **\$59K** favorable variance in Payroll/Benefits (down 2 landscape/ maintenance & 1 CM employee and lower benefits participation), **\$11K** favorable variance for streetlight electric; and **\$20K** net favorable variance for accounts under \$10K.

- **AR** decreased by **\$2K** to **\$20K**. Total AR is **\$1K** higher than the same period last year. Base and neighborhood assessments are higher than last year, while legal/late fees and violations are lower. The **2** “barc/carc” violations are **\$55K**.
- **Regular Collections** remains at **4** accounts for **\$7K**, which is **34%** of regular **AR**.
- No accounts are over the FDIC limit.

Sanjay recommends approval of the September 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.
- **Daphne Park** – Construction has begun on Daphe Park, where a new play structure is being installed.
- **Dump Truck Update** – IHCA crews have received the replacement dump truck to further assist with leaf clean up.

New Business:

1. Memo- Storm damage, roof repair- contingency funds **Ali moves, seconded by Katia to approve the use of \$3,950 out of the contincency fund to repair the roof. All present voted aye, motion passes.**
2. Finance committee application for member- Ryan Hamilton. **Ali moves, seconded by Sanjay, to approve Ryan Hamilton’s application to join the IHCA Finance Committee. All present voted aye, motion passes.**
3. Memo- Vault farm fencing project. **Ali moves, seconded by Gwyn, to approve the the Issaquah Highlands Reserves Expense for \$10,850.00 for the vault farm fence. All present voted aye, motion passes.**
4. Memo-Grand Ridge Drive mailbox replacement. **Katia moves, seconded by Greg, to approve the reserve expense for \$2,557.05 for replacement of the mailbox on Grand Ridge Drive. All present voted aye, motion passes.**

Public Open Comment Period

Adjourned to Executive Session

6:00pm

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

Adjourned back to open session

6:15pm

Meeting adjourned

6:15pm

Date and Time of Next Meeting: Monday, January 23rd via Zoom teleconference.