



ISSAQUAH HIGHLANDS  
**COMMUNITY  
ASSOCIATION**

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

**Meeting Date:** February 27, 2023

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

**Meeting Location:**

Zoom Teleconference:

<https://us02web.zoom.us/j/84135953003?pwd=eGNZK0gwYVZlV0x3ckRGcW5HeWFIZz09>

Meeting ID: 841 3595 3003

Passcode: 479613

**Board Members in Attendance:**

Ekaterina Zakharova

Ali Spietz

Gwyn Drake

Minmin Chen

**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 Ali Spietz, Vice President

Quorum achieved

**Homeowners in attendance:**

0

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

**Consent Items**-Reviewed and approved

1. Board minutes- 1/23/23
2. Finance Committee meeting minutes 2/15/2023
3. ARC committee meeting Minutes 2/7/23
4. Covenant Committee meeting minutes – N/A
5. Memo – Crofton Springs 1831 Dry Rot Repairs

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

**Treasurer's Report Highlights – December 2022** Financial Report

- **Favorable** budget variance is **\$92K (\$6K** change from last month) mainly due to **\$66K** favorable variance in Payroll/Benefits (down 1 maintenance & 1 CM employee and lower benefits)



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participation; we hired 1 landscape emp), **\$11K** unfavorable variance for non-contract Landscape due to storm cleanup; and **\$37K** net favorable variance for accounts under \$10K.

- **AR** increased by **\$3K** to **\$22K**. Total AR is **\$11K** higher than the same period last year. Fines/misc are lower than last year, while all other categories are higher. The 2 “barc/carc” violations remain at **\$56K**.
- **Regular Collections** remains at 5 accounts totaling **\$15K**, which is **72%** of regular **AR**.
- IHCA main operating account and Supplemental operating accounts are over the FDIC limit by \$1M due to bank error. To be corrected in January 2023.

***Gwyn moves, seconded by Katia to approve the December 2022 Finance reports on behalf of the IHCA Finance Committee.***

#### **Executive Director’s Report Highlights**

- **Westridge Construction Updates** – Meeting was held onsite with City official Jason Bond, Taylor Morrison reps, IHCA Builder ARC team and Lyle Dickey. Changes to landscaping in the High Street landscaping plan were reviewed. Construction on westridge community garden is almost complete. E.D, Jordan, Lindsey and Cece form HC met onsite to discuss plot designs, punch list for initial supplies in shed, landscaping needs, water service and over all set up.
- **Daphne Park** – Construction of new play structure still ongoing. Old structure has been removed, new structure is being put together and installed shortly. Daphne Park is currently roped off from the public.
- **Holiday Tree Lighting Removal** – Dasher Lights is working throughout community to remove the tree lighting.
- **Budget & Reserve Study Update** – Master reserve study with site visit has been completed, 23/24 Master budget draft has been completed, 23/24 neighborhood budgets & 23/24 supplemental budgets currently in progress.
- **IHCA Staffing Updates** - New landscape crew member hire, Harrison Castillo and re-hire of Esteban Jimenez. Positions to still fill Community manager and maintenance tech.

#### **New Business:**

1. Memo- 23/24 Master Budget (Final) **Katia moves, seconded by Ali, to adopt the 23/24 Master Budget. All present voted aye, motion passes.**
2. Memo 23/24 Neighborhood Budgets (Draft) **Katia moves, seconded by Ali, to approve the drafted 23/24 neighborhood budget assessment increases for Manchester Court, Vista Park, and Dahlia Park. All present voted aye, motion passes. FC to review and finalize in March before coming back to BOD for final approval.**
3. Memo 23/24 Master Reserve Study Summary. **Katia moves, seconded by Gwyn, to approve the 23/24 master reserve study summary. All present voted aye, motion passes.**
4. Memo\_ Proposed Rules changes – Clotheslines, AC units, signage. **Katia moves, seconded by Ali, to allow no more than two-yard signs relating to academics and scholastics sports to be displayed in windows and yards for no more than a period of 45 days. All present voted aye, motion passes. Katia moves, seconded by Gwyn to approve clotheslines or**



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- drying racks with restrictions. All present voted aye, motion passes. Katia moves, seconded by Gwyn, to approve allowing temporary AC units during the summer months with restrictions, without needing ARC approval. All present voted aye, motion passes.**
5. Letter to the Board- Orca Bin Wash. **Board unanimously agrees to not change the URRs rule that trash cans need to be brought inside no later than 12 hours after trash pick-up.**
  6. 2023 Board Election Timeline. **Katia moves, seconded by Ali, to approve the 2023 Board election timeline. All present voted aye, motion passes.**

**Public Open Comment Period**

**Adjourned to Executive Session** 6:30pm

1. Custom ARC monthly report – **review and discussion only.**
2. MOU HC/HFN/IHCA. **Decision made in open session.**
3. Mr. Darbous vs. IHCA GRD/ CARC- Legal follow up. **Review and discussion only.**

**Adjourned back to open session** 6:55pm

**Ali moves, seconded by Katia, to approve the official partnership offer with Trash Mob in conjunction with HFN and HC.**

Meeting adjourned 7:00pm

Date and Time of Next Meeting: Monday, March 27<sup>th</sup> via Zoom teleconference.