



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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

Meeting Date: April 24, 2023

Called to Order: 5:30 pm

Meeting Location:

Zoom Teleconference:

<https://us02web.zoom.us/j/84080454716?pwd=RTZrVWh6S2RKZGFUbzZrbVJxYkkvZz09>

Meeting ID: 840 8045 4716

Passcode: 734252

Board Members in Attendance:

Ekaterina Zakharova

Gwyn Drake

Sanjay Mahajan

Ali Spietz

Greg Underwood

Rossie Cruz

IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director

Blair Krieg, IHCA Senior Community Manager

Jordan Rousu, IHCA Executive Assistant

Kristyn McKinnon, IHCA Accounting Manager

Susan Carlson, IHCA Community Manager

Called to order by Rossie Cruz, President

Quorum achieved

Homeowners in attendance:

4

Guest(s): N/A

Consent Items - Reviewed and approved

1. Board minutes- 3/27/23
2. Finance Committee meeting minutes-4/11/23
3. ARC committee meeting Minutes-4/4/23
4. Memo– CVG 2336 - Stairs Repair
5. Memo – Gravel Trail Rehab
6. Memo – Landscape Replacement – The Terraces
7. Memo – Valais Hudson Park Refurbish
8. Memo – Landscape Replacement – Varenna

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



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Treasurer's Report Highlights – February 2023 Financial Report

- **Favorable** budget variance is **\$112K** (a **-\$15K** change from last month) mainly due to **\$71K** favorable variance in Payroll/Benefits (down 1 maintenance & 1 Landscape employee; lower benefits participation), **\$5K** unfavorable variance in interest income due to new CD's with higher interest rates, **\$12K** unfavorable variance for non-contract Landscape due to storm cleanup; **\$11K** favorable variance in Landscape contracts while we await some Westridge contracts due sometime this summer, **\$11K** favorable variance for Electric-Streetlights due to lower rates, and **\$36K** net favorable variance for accounts under \$10K. **Last month increased interest projection included Reserve CDs in error, which have now been taken out of the forecast.**
- **AR** decreased by **\$500** to **\$39K**. Total AR is **\$6K** higher than the same period last year. **\$1,114 is owed for the CC special assessment.** Neighborhood assessments, Legal and late fees are higher than last year, while Base assessments and Fines/Misc. are lower. One **BARC** violation account at **\$88K**.
- **Regular Collections** increased by 3 to 8 accounts totaling **\$22K**, which is **57%** of regular **AR**.
- **\$0K** is over the FDIC limit.

Sanjay recommends approval of the February 2023 Financial Reports, seconded by Ali to approve the February 2023 Finance reports on behalf of the IHCA Finance Committee.

Executive Director's Report Highlights

- **2023 Board of Directors Upcoming Election** – Statement of interest forms going out to community beginning 5/1/23. Collected through 5/15/23. 2023 Election is for Districts 1, 3, 5, & At-Large
- **Daphne Park** – Construction of new play structure has completed.
- **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 approved by Board at April 2023 meeting.
- **IHCA Staffing Updates** - New landscape crew member hire, Harrison Castillo and re-hire of Esteban Jimenez. Susan Carlson has been brought on to fill the Community Manger position.
- **IHCA Terminates Mobile App** – The app developer used to create the IHCA's mobile app was sold to a larger company, and the cost to re-develop the app with the new company and upkeep was more than was budgeted. IHCA made the hard decision to terminate the mobile app, effective April 21, 2023.

New Business:

1. Memo – Supplemental 23/24 Budgets (Final). **Greg moves, seconded by Ali, to approve the Supplemental 23/24 final budgets. All present voted aye, motion passes.**
2. Memo - GRD Weather Camera. **Ali moves, seconded by Katia, to approve the Grand Ridge Drive Neighborhood Committee's request to add a weather camera to GRD. Greg, Gwyn, and Sanjay abstained from vote. Motion passes.**



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3. Memo- Nomination Committee appointment. **Ali moves, seconded by Katia, to approve the appointment of Greg Underwood, Chelsea Musick, Jeremy Fallt, and Larry Norton to the 2023 IHCA Nomination Committee. All present voted aye, motion passes.**
4. Fire pit information/ resources. **Review & discussion only.**
5. Memo Felix and Fido Veterinary request. **Sanjay moves, seconded by Katia, to approve Felix&Fido to utilize the Bark Park as a one time use to hold a promotion event for their new veterinary clinic. All present voted aye, motion passes.**

Public Open Comment Period

Homeowners in attendance addressed the IHCA Board of Directors about safety concerns.

Adjourned to Executive Session

7:00pm

1. Custom ARC monthly report – **review and discussion only.**
2. IHCA/CARC- Legal follow up – **Review and discussion only.**

Adjourned back to open session

7:30pm

Meeting adjourned

7:37pm

Date and Time of Next Meeting: Monday, May 22nd via Zoom teleconference.