



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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

Meeting Date: June 26, 2023

Called to Order: 5:30 pm

Meeting Location: Blakely Hall +
Zoom Teleconference:
<https://us02web.zoom.us/j/84476538134?pwd=b3g3Yzd3UzdUNk5UcFdkWWtaVkhUQT09&from=addon>

Meeting ID: 844 7653 8134
Passcode: 036955

Board Members in Attendance:

Ali Spietz
Ekaterina Zakharova (via Zoom)
Sanjay Mahajan (via Zoom)

Gwyn Drake
Minmin Chen (via Zoom)

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 Ali Spietz, Vice President Quorum achieved

Homeowners in attendance: 5 (2 via Zoom)

Consent Items - Reviewed and approved

1. Board Meeting Minutes-5/26/2023
2. Finance Committee Meeting Minutes-6/13/23
3. ARC Committee Meeting Minutes-6/6/23
4. Memo – Common Area Signs
5. Memo – Dahlia Park Irrigation
6. Memo – Dahlia Park Landscaping Refurbish
7. Memo – Iris/Park Stairway Lights
8. Memo – Sport Court Refurbish

Gwyn moved, and Katia seconded to approve consent items 1-8. All present voted aye, motion was approved.



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Annual Meeting Presentation

- | | |
|---|---------------|
| ▪ Annual Meeting PowerPoint Presentation | Review |
| ▪ Board Election Results | Review |
| ▪ District 3 Candidates Statements of Interest | Review |
| ○ Bertan Aygun, Paul Cox, Chris “Ski” Kacoroski & Michelle Palm | |

Treasurer’s Report Highlights – April 2023 Financial Report

- **Favorable budget variance is \$139K (\$15K change from last month) mainly due to:**
 - **\$17K** unfavorable variance in escrow fees due to lower home sales
 - **\$11K** favorable variance in electric streetlights due to lower billings year to date
 - **\$112K** favorable variance in Payroll/Benefits (down 1 maintenance & 1 landscape employee and lower benefits participation)
 - **\$14K** unfavorable variance for non-contract landscape due to storm cleanup; and
 - **\$47K** net favorable variance for accounts under \$10K.
- **AR** decreased by **\$6K to \$28K**. Total AR is **\$14K** higher than the same period last year. Fines/misc are lower than last year, while all other categories are higher. The 1 “BARC/CARC” violation remains at \$138K.
- **Regular Collections** decreased by 1 payoff to **7** accounts totaling **\$21K**, which is **75%** of regular AR.
- No accounts over the FDIC limit.

Gwyn recommended approval of the April 2023 Financial Reports, seconded by Katia to approve the April 2023 Finance reports on behalf of the IHCA Finance Committee.

Executive Director’s Report Highlights

- **2023 Board of Directors Election Results** – District 1: Lynda Tammone; District 3: Bertan Aygun appointed by Board after vacancy was announced; District 5: Ali Spietz; At-Large: Sanjay Mahajan.
- **IHCA Fiscal Year End June 30, 2023** – Preparation for annual audit and completion of financial reports - the Auditor will be in the office the Week of August 24th. Audit report will be presented at the October finance committee meeting.
- **Stairway Mural Project Update** – IHCA, HC, and Regency Centers met to discuss Regency Centers hiring of a consulting firm to vet mural artists from the region. HC/RC/IHCA chose 3 out of 6 muralists. Contractor will then contact muralist and begin the final proposal process. RC is aiming for late August for completion of project if possible.

New Business:

1. Master Insurance Renewals. **Katia moved, seconded by Gwyn, to approve the master insurance renewal as provided by HUB Insurance. All present voted aye, motion passed.**



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2. Memo – Supplemental Neighborhood: Painting Projects. **Sanjay moved, seconded by Gwyn, to approve the supplemental neighborhood painting project proposals as presented. All present voted aye, motion passed.**
3. COI Title 18 Code Changes. **Review only.**
4. IHCA Landscape Master Plan Updates. **Review only.**

Public Open Comment Period

Adjourned to Executive Session

7:15pm

1. CARC Harrison & GRD Committee report – **Review Only.**
2. GRD- Roupe – **Review Only.**
3. Darbous – Follow up. – **Review Only.**
4. 3171 Harrison-Self-help – **Action made in open session.**
5. Lyle Dickey – **Review Only.**
6. Larry Norton – Resignation from Covenant Committee – **Review Only**
7. HB 1636 Foreclosure letter from Oseran Hahn PS. – **Review Only.**
8. IHCA Executive Director’s Annual Review Process by Ali Spietz – **Review Only.**
9. Statement of Interest Candidates for District 3 – **Review & Motion made in open session.**
10. Board Organization Executive Officer President, VP, Treasurer and Secretary – **Decision made in open session.**

Adjourned back to open session

7:30pm

1. **Gwyn moved, seconded by Katia, to invoke “Self-Help” on 3171 Harrison to mitigate the overgrown landscaping. All present voted aye, motion passed.**
2. **Gwyn moved, seconded by Katia, to approve Bertan Aygun’s application to fill the vacancy for District 3. All present voted aye, motion passed.**
3. **Katia moved, seconded by Minmin, to appoint Ali as Board President, Greg as Board Vice President, Sanjay as Treasurer, and Gwyn as Board Secretary. All present voted aye, motion passed.**

Meeting adjourned

7:30pm

Date and Time of Next Meeting: Monday, July 24th at 5:30pm via Zoom.