



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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

Meeting Date: July 24, 2023

Called to Order: 5:30 pm

Meeting Location: Zoom Teleconference:
<https://us02web.zoom.us/j/83106760101?pwd=L3dTWUhuOTcvU29UeVllyVBTeTlCdz09&from=addon>

Meeting ID: 831 0676 0101
Passcode: 966657

Board Members in Attendance:

Ali Spietz	Gwyn Drake
Greg Underwood	Minmin Chen
Sanjay Mahajan	Lynda Tammone

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, President Quorum achieved

Homeowners in attendance: 1

Consent Items - Reviewed and approved

1. Board Meeting Minutes-6/26/2023
2. Finance Committee Meeting Minutes-7/11/23
3. ARC Committee Meeting Minutes-7/5/23
4. Memo –2447 Park Drive – deck repair
5. Memo –GRD electrical cabinet

Gwyn moved, and Greg seconded to approve consent items 1-5. All present voted aye, motion was approved

Treasurer's Report Highlights – May 2023 Financial Report

- **Favorable** budget variance is **\$215K** (a **\$75K** change from last month) mainly due to **\$17K** unfavorable variance in escrow fees due to lower home sales; **\$15K** favorable variance for Electric-Streetlights due to lower rates;



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\$137K favorable variance in Payroll/Benefits (down 1 maintenance & 1 Landscape employee; lower benefits participation); **\$15K** favorable variance for Landscape contracts, waiting for some Westridge contracts this summer; **\$14K** unfavorable variance for non-contract Landscape due to storm cleanup; and **\$79K** net favorable variance for accounts under \$10K.

- **AR** decreased by **\$5K** to **\$23K**. Total AR is **\$11K** higher than the same period last year. Base & Neighborhood assessments and Legal are higher than last year, while Late Fees and Fines/Misc are lower. One **BARC** violation account at **\$50K**.
- **Regular Collections** increased by 2 (4 new and 2 payoffs) to 9 accounts totaling **\$21K**, which is **93%** of regular **AR**.
- **\$0** was over the FDIC limit.

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

Executive Director's Report Highlights

- **The goats are back!** – Healing Hooves LLC is once again back in Issaquah Highlands and the goats are at their second location, South Pond, after finishing up at Magnolia open space.
- **IHCA Fiscal Year End June 30, 2023** – Auditor has been in IHCA office conducting annual audit.
- **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. One muralist has been chosen. Final proposal process is in the works. RC is aiming for late August for completion of project if possible.
- **IHCA New Software Update** - Kick off meeting held with Sarah and Barb and the Vantaca implementation team. Onboarding has begun, scheduled launch date: November 1, 2023.

New Business:

1. COI Title changes. **Review & discussion only.**
2. Paul Cox – Finance Committee application. **Gwyn moved, seconded by Ali, to approve Paul Cox's application to join the Finance Committee.**
3. Letter to the Board – Mr. Balkman. **Review & discussion only.**
4. Memo with Policy A – Assessments and Collection – revision. **Lynda moved, seconded by Greg, to approve the revision to the delinquency collection policy A.**
5. Resolution 23-01 Supplemental Committee Standards and Management Rules. **Action deferred to August BOD meeting to review reorganized memo.**

Public Open Comment Period

Adjourned to Executive Session

6:20pm

1. CARC Harrison & GRD Committee Report. **Review only.**
2. Legal Matters – Collections. **Action made in open session.**
3. Begin 23/24 Goals Discussions. **Review only.**



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Adjourned back to open session

6:45pm

1. **Gwyn moves to approve filing suite against WES-1047 as recommended by the collection attorney, seconded by Lynda, all present voted aye, motion passes.**

Meeting adjourned

6:50pm

Date and Time of Next Meeting: Monday, August 28th at 5:30pm via Zoom.