



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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

Meeting Date: August 28, 2023

Called to Order: 5:30 pm

Meeting Location: Zoom Teleconference:
<https://us02web.zoom.us/j/89186790281?pwd=cjdhR2lXdGpkRE5wK1o4d3RYVExvdz09>

Meeting ID: 891 8679 0281
Passcode: 770875

Board Members in Attendance:

Ali Spietz	Gwyn Drake
Greg Underwood	Minmin Chen- Via Zoom
Sanjay Mahajan- Via zoom	Lynda Tammone
Bertan Aygun	

IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director
Blair Krieg, IHCA Senior Community Manager Via Zoom
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-7/24/2023
2. Finance Committee Meeting Minutes-8/8/23
3. ARC Committee Meeting Minutes-8/1/23
4. Crofton Springs CD purchase
5. Villaggio- Dry rot repairs during repaint project

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

Treasurer's Report Highlights – June 2023 YE Financial Report

- **Favorable** budget variance ends up at **\$239K** (a **\$24K** change from last month) mainly due to **\$17K** unfavorable variance in escrow fees due to lower home sales; **\$15K** favorable variance for Electric-



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Streetlights due to lower rates; **\$146K** 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; **\$22K** favorable variance for legal fees and **\$72K** net favorable variance for accounts under \$10K.

- **AR** increased by **\$1K** to **\$24K**. Total AR is **\$12K** 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.
- **Regular Collections** remains at **8** accounts totaling **\$18K**, which is **93%** of regular **AR**.
- **\$0** was over the FDIC limit.

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

Executive Director's Report Highlights

- **Jordan gave her notice:** Erica Buckley has agreed to come back as the CARC administrator and a CARC committee member. Her role will be remote with onsite meeting as needed
- **High Street Center budget preparations:** have begun for the 2024 calendar year for the Grand Plaza Area to include Westridge, Swedish, Shelter Holdings, Heartwood, Discovery Apartments etc. Draft will be presented to the Finance Committee in September. Billing in December for January 1 billing statement due date
- **Non-approved home-based business reported at 1501 25th Ave:** City notified. Garage Gym 2-6 clients at a time. Owner notified of unapproved activity and asked to cease activity. Owner stated he has found a location off site to teach clients. IHCA and City will follow up accordingly if business is observed to be taking place again.
- **IHCA annual audit completed:** Audit by Newman and Company and will be presented to the Finance Committee in September. Final report will be made to the Board of Directors in September as well.
- **IH Signal Pole repainting:** The City of Issaquah is continuing the signal pole painting project this month on the corners of Discovery Drive and Highlands Drive. This project will span several more years due to the budget constraints.
- **Vantaca Software-** Kick off meeting held, webinars and training in progress. Onboarding of documents begins September 1, 2023.

New Business:

1. Resolution 23-01 Supplemental Committee Standards
Roles and Responsibilities, Standards for Participation
Lynda moved, seconded by Gwyn to approve resolution 23-01, all present voted aye, motion passes.



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2. 2023 IHCA fee rate sheet. Se below

Bertan moves, seconded by Lynda, to approve the rate sheet, all present voted aye, motion approve.

2023 IHCA Service Fees Schedule		All charges require full disclosure at time of services
<u>Department</u>	<u>New Cost per hour</u>	<u>Type of services</u>
IHCA Maintenance	No change \$75	Maintenance services requests above normal IHCA protocol. Replacement of items damaged by owner in common areas, self- help etc.
Self- help	\$350 per hour	Self-help approved by the board to have IHCA or vendor for front yard landscaping or other projects - See CCRs Article VII Residential Association Powers and Responsibilities, 7.4 Self Help
IHCA Landscape	No change \$75	Landscape services requested to be performed by owner above IHCA normal protocol. Disposal of items in open space caused by owner, common area tree and or landscaping, etc.
Porter Services	No Change \$ 35	Porter service requests outside of IHCA protocol - Event clean up, assistance to Highlands Council, etc.
Irrigation services	\$75	Fixed broken irrigation due to damage or request to relocate lines, etc.
Property Manager	\$75	Community manager services required outside of IHCA protocol. Additional onsite meeting, inspection to damage, insurance loss, etc.
IHCA Director	\$100	IHCA Executive Director hourly fee to handle damages caused by owner negligence, or, dispute resolutions, etc.
Custom ARC-Admin	\$100	Professional services on behalf of IHCA outside of CARC fixed fee rate for remaining GRD lots construction oversight. New construction review fee \$7,500, \$700 survey and Deposit \$5,000. See CARC Fee Schedule for fixed rates, Orientation manual.
Builder ARC	\$100	Professional services on behalf of IHCA outside of BARC fixed fee rate Commercial High Street Center- New construction \$5,000 review fee, \$10,00 new



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		construction deposit (refundable) See HIGH STREET PROPERTIES ARCHITECTURAL STANDARDS
ARC General Services	\$65	Professional services - Onsite meetings, outside of normal protocol for ARC process. See architect standards for IHCA
ARC Review fees	\$20	Normal application processing fee - No change See Architectural Standards for IHCA
High Street Center - Grand Ridge Plaza Commercial fees	No change varies	General reviews \$ 110 (Signage) , resubmittals \$175, landscape plans \$225, additional fees may apply depending on scope of work. Builder review fee \$ 5,000 and \$10,000 deposits required for new construction. See HIGH STREET PROPERTIES ARCHITECTURAL STANDARDS
<i>After hours & holidays</i>	\$165	Emergency only. Extreme weather events or major incidents etc.
<i>* Cost for hourly services is charged as needed for items outside of a normal scope of work.</i>		
<i>Parties will be notified in advance if charges apply to situation.</i>		

2. HCA Park Improvement Committee Charter.
3. ***Lynda moves, seconded by Gwyn to approve the parks committee charter, all present voted, aye, motion approved.***
4. 23/24 Goals. **Discussion only**
5. Crofton Springs committee member appointment: Azmeena Hasham.
Lynda moved, seconded by Greg, to approve Azmeena Hasham as a CS committee member, all present voted aye, motion passes.
6. Custom ARC Committee Member appointment: Erica Buckley, Administrative Consultant.
Bertan moves, seconded by Greg, to approve appoint Erica Buckley to the CARC. All present voted aye, motion passes.

Public Open Comment Period No comments received

Adjourned to Executive Session

6:54pm

1. CARC Harrison & GRD Committee Report
2. Legal Matters
3. Fire damage Dahlia park – Information only
4. Goals discussion

Adjourned back to open session

7:30 pm

Meeting adjourned

7:30 Pm

Submitted by SH