ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION
Board of Directors Meeting Minutes

Meeting Date: **September 25,2023**

Called to Order: 5:30 pm

Meeting Location: Zoom Teleconference:

https://us02web.zoom.us/j/85864563099?pwd=OUtLRjN6Yk56OTA0Vj
R0Y1B3akJ0QT09
Meeting ID: 858 6456 3099

Board Members in Attendance: via Zoom
Ali Spietz
Sanjay Mahajan-
Bertan Aygun
Gwyn Drake
Lynda Tammone

IHCA Staff Members in Attendance:
Sarah Hoey, IHCA Executive Director
Blair Krieg, IHCA Senior Community Manager
Kristyn McKinnon, IHCA Accounting Manager
Susan Carlson, IHCA Community Manager

Called to order by Ali Spietz, President

Homeowners in attendance: 3

Consent Items - Reviewed and approved

Quorum achieved

Consent Agenda

1. Board Meeting Minutes - 8/ 28/2023
2. Draft Finance Committee Meeting Minutes - 9/12/23
3. Draft ARC Committee Meeting Minute s- 9/5/23
4. CVG 20,30,40 Dry Rot Repairs
5. HS Townhomes Dry Rot Repairs
6. zHome Siding Repairs

Gwyn moved, and Sanjay seconded to approve consent items 1-6. All present voted aye, motion was approved.

Treasurer's Report Highlights – July 2023 YE Financial Report

July 2023 Financial Statements

- Favorable budget variance at $32K mainly due to $32K favorable variance due to increased interest rates on CD's.
- AR increased by $26K to $51K mainly due to July 2023 semi-annual assessments charges. Total AR is $5K higher than the same period last year. Neighborhood assessments, Legal and Late fees are higher than last year, while Base assessments and Fines/Misc are lower.
- Collections remain at 8 accounts totaling $30K, which is 59% of AR.
- $0 was over the FDIC limit.

Sanjay moves to approve the July 2023 Financial Reports, seconded by Bertan. all present voted aye, motion approved.

Executive Director's Report Highlights

- <u>Vantaca software conversation</u> in progress. Main priority through November.

- <u>High Street Center budget preparations:</u> 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 October. Billing in Decembre for January 1 billing statement due date.

- <u>Holiday Lighting Project:</u> Holiday lighting prep in progress. Tree trimming and outlet work is in progress this week. Light will be lit right before Thanksgiving break and will come down by mid- February.

New Business:

1. *Policy A Delinquencies Policy- final approval*
   Sanjay moves to approve the Policy A delinquency policy, change to 30, 60 , 90 days , seconded by Bertan , l present voted aye, motion passes.

2. *CARC Construction Extension Requests – Item moved to executive session.*

3. Playground improvement committee members application for approval
   Sanjay moves to accept Kate Wilhite Brickell, Ben Armlin, and Jessie Kosai as new PIC committee members and appoints Board member, Lynda Tammone as the Board liaison for this committee, seconded by Gwyn, all present vote aye, motion approved.

4. Resolution 23-02 Check signing authority-
   Sanjay moves, to approve resolution 23-02 on check signing authority, seconded by Lynda, all present voted aye, motion approved.

Public Open Comment Period

Resident Michelle Whitehouse addresses the board regarding evacuation routes for emergencies.

IHCA response the City of Issaquah, CERT, IPD, and the ESFR are the entities to handle the messaging and education.   IHCA and HC will continue to partner with them to provide ongoing resident resources and education.

Adjourned to Executive Session   6:10 pm
1. CARC Harrison & GRD Committee Report
2. Legal Matters

Adjourned back to open session   6:48 pm

Motions from the Board:

LOT 1 Che, A motion made by Bertan to defer this matter to the October executive session pending additional information from the owner, seconded by Lynda all present voted aye, motion to defer approved.

Lot 35, Lynda moves, grant a 90-day extension to have owner establish a new construction team, seconded by Bertan all present voted aye, motion approved.

Meeting adjourned   6:49 pm

Submitted by SH