



ISSAQUAH HIGHLANDS  
**COMMUNITY  
ASSOCIATION**

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

**Meeting Date:** October 23, 2023

**Called to Order:** 5:30 pm

**Meeting Location:** Zoom Teleconference:  
<https://us02web.zoom.us/j/82991986818?pwd=ZTBsbjQ5aGQvZVgwd2lXdEtxVmREdz09>  
Meeting ID: 829 9198 6818

**Board Members in Attendance: via Zoom**

Ali Spietz  
Sanjay Mahajan  
Bertan Aygun  
Gwyn Drake  
Lynda Tammone  
Greg Underwood  
MinMin Chen

**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  
Barbara Hendrikse, IHCA Senior Accountant

**Called to order** by Ali Spietz, President

**Homeowners in attendance: 2**

**Consent Items** - Reviewed and approved

Quorum achieved



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## Consent Agenda

1. Board Meeting Minutes – 9/25/23
2. Draft Finance Committee Meeting Minutes – 10/10/23
3. Draft ARC Committee Meeting Minute s- 10/3/23
4. Crofton Springs 1831 – Dry Rot Repairs
5. View Ridge – Trellis/Bench Staining Work

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

## Treasurer's Report Highlights – July 2023 YE Financial Report

### August 2023 Financial Statements

- Favorable budget variance is at **\$18K** mainly due to **\$32K** favorable variance due to increased interest rates on CD's and a **\$14K unfavorable** variance for Landscape contracts due to having to pay Bear Creek over a 3% increase.
- AR increased by **\$5K** to **\$46K** mainly due to July 2023 semi-annual assessments charges. Total AR is **\$23K** higher than the same period last year. Neighborhood & Base assessments, Legal and Late fees are higher than last year, while Fines/Misc are lower.
- Collections remain at 8 accounts totaling **\$32K**, which is **70%** of AR.
- \$0 was over the FDIC limit.

***Bertan moves to approve the August 2023 Financial Reports, seconded by Gwyn. all present voted aye, motion approved.***

## Executive Director's Report Highlights

- High Street Center budget preparations: Draft completed and included in packet for BOD review.
- Holiday Lighting Project: Holiday lighting prep in progress. Lights should be installed beginning the end of October.
- Playground Improvement Committee: First meeting was held on September 19th, second meeting is scheduled for November 13<sup>th</sup> and will be held onsite at Ashland and Kirk Parks (weather permitting). Lynda and Sarah attended, Bertan to attend next meeting.
- Shelter Holdings Parcels: Lawsuit finalized between COI and Shelter. Shelter Holdings submitted plans for development. ED has met with COI director of development. ED wrote written response to proposal that was submitted for COI and City Council. Plans include 325,000 sq. ft of commercial/retail, up to 1,250 residential units, 200 age restricted or assisted living units, 20% affordable living units, 35,000 sq. ft used for community recreation.



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**New Business:**

1. 22/23 Master Surplus Allocations  
***Lynda moves to approve the Master Surplus Allocation recommendations seconded by Sanjay, I present voted aye, motion passes.***
2. 22/23 Neighborhood Surplus Allocations  
***Bertan moves to approve the Neighborhood Surplus Allocation recommendations seconded by Gwyn, I present voted aye, motion passes.***
3. 22/23 Supplemental Neighborhood Surplus Allocations  
***Discussion, review only as supplementals have no proposed surplus funds for 22/23.***
4. Master Reallocation Requests from Prior Years  
***Ali moves, to approve Master Reallocation from Prior Years, seconded by Sanjay, all present voted aye, motion approved.***
5. Supplemental Contingency Allocations from prior years  
***Lynda moves, to approve Supplemental Contingency Allocations from Prior Years, seconded by Bertan, all present voted aye, motion approved***
6. 2024 High Street Budget draft  
***Bertan moves, to approve 2024 High Street Draft Budget, seconded by Lynda, all present voted aye, motion approved***
7. 2024-2025 Budget Timeline  
***Discussion, review only***
8. AC Rules – Additional Versions  
***Ali moves, to approve revise AC Rules, seconded by Bertan, all present voted aye, motion approved***
9. November Meeting Date – ED request to move to November 20<sup>th</sup>.  
***Sarah ask BOD if any members had a scheduling conflict. All members agreed to move November Meeting to November 20<sup>th</sup>.***

**Public Open Comment Period**

No homeowners spoke during open public comment period.



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Adjourned to Executive Session 6:45 pm

1. CARC Harrison & GRD Committee Report
2. GRD Lot 1 Extension Request Continued
3. Legal Matters and Delinquencies

Adjourned back to open session 6:47 pm

Motions from the Board:

***LOT 1 Che, A motion made by Gwyn to approve new deadline to submit plans to CARC for review and King County is 12/31/23. Monthly progress reports are required to be submitted via email to IHCA/CARC on progress. IHCA will re-evaluate the extension request at a later date. \$200 per day fines will be withheld until the Board can reserve at the 1/22/24 Board Meeting. Seconded by Greg all present voted aye, motion approved.***

***Div 42, lot 32, a motion made by Lynda to approve additional legal action as recommended by attorney. Seconded by Bertan, all present voted aye, motion approved.***

***Div Wes Lot 10, Bertan moves to defer this matter until 1/22/24 Board Meeting. Seconded by Bertan all present voted aye, motion approved.***

Meeting adjourned 7:50 pm

*Submitted by BK*