



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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

Meeting Date: January 22, 2024

Called to Order: 5:32 pm

Meeting Location: Zoom Teleconference:

<https://us02web.zoom.us/j/81603407027?pwd=NnhzYmxHc2xzRElwdDNqSUdkbnJmQT09>

Meeting ID: 816 0340 7027

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

Called to order by Ali Spietz, President

Homeowners in attendance: 0

Consent Items - Reviewed and approved

Quorum achieved



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Consent Agenda

1. Board Meeting Minutes –11/20/23
2. Draft Finance Committee Meeting Minutes – 1/9/24
3. Draft ARC Committee Meeting Minute s- 1/2/24
4. Playground Comm. Minutes- 11/20/23 & 1/9/24
5. Concord Commons – Dry Rot

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

Treasurer's Report Highlights – October 2023 & November 2023 Financial Reports

October 2023 Financial Statements

- **Favorable** budget variance is **\$50K** (**\$33K** change from last month) mainly due to **\$40K** favorable variance in Payroll/Benefits (down 1 landscape/ 1 maintenance employee and no CARC assistant), **\$29K** favorable variance in Interest Income due to higher interest rates, **\$14K** unfavorable variance in Landscape Contracts due to paying over 3% increase to Bear Creek; and **\$5K** net unfavorable variance for accounts under \$10K.
- **AR** decreased by **\$7K** to **\$31K**. Total AR is **\$12K** higher than the same period last year. Neighborhood assessments and Legal fees & Late fees are higher than last year, while Base assessments and Fines/misc are lower.
- **Regular Collections** remains at **8** accounts totaling **\$26K**, which is **85%** of regular **AR**.
- No accounts are over the FDIC limit.

November 2023 Financial Statements

- **Favorable** budget variance is **\$50K** (**\$0K** change from last month) mainly due to **\$40K** favorable variance in Payroll/Benefits (down 1 landscape/ 1 maintenance employee and no CARC assistant), **\$29K** favorable variance in Interest Income due to higher interest rates, **\$14K** unfavorable variance in Landscape Contracts due to paying over 3% increase to Bear Creek; and **\$5K** net unfavorable variance for accounts under \$10K.
- **AR** increased by **\$300** to **\$31K**. Total AR is **\$13K** higher than the same period last year. Base & Neighborhood assessments and Legal & Late fees are higher than last year, while Fines/misc are lower.
- **Regular Collections** remains at **8** accounts totaling **\$28K**, which is **89%** of regular **AR**.
- No accounts are over the FDIC limit.

Gwyn moves to approve the October and November 2023 Financial Reports, seconded by Greg. all present voted aye, motion approved.

Executive Director's Report Highlights



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- Blakely Hall Closure due to flood: Blakely Hall had a pipe burst on 1/14/24. Extensive flood damage to the hall has occurred which has forced the temporary closure of Blakely Hall until further notice. E.D. has offered the IHCA conference room for HFN/ HC business as needed.
- New Issaquah Highlands Committees; administered by Lindsey at Highlands Council. IHCA ED will join meetings as requested.
- Meeting held with Wally Bobkiewicz, COI City Manager: Discussions regarding IHCA and COI senior level staff communications. Major concerns focused on traffic, tree care, community complaints regarding Recology, Metro flex, Issaquah Highlands Park and Ride condition, Permitting and final inspection process and new Shelter Holdings development.
- Community Garden Program: Met with the garden ambassadors and we are working on revamping application, and making improvements to community garden area for the upcoming year.
- Meeting scheduled for January 24th with Shelter Holding's representatives: This is in regards to their upcoming development to set expectations for the architectural compliance, construction over sight processes, site management and programming. This will be a joint meeting with HC/IHCA/& HFN.
- High Street Center Standards and Architectural Guidelines updates: Currently reviewing the standards and removing references to Port Blakely and updating to new logo. In addition, we are updating the maps and the High Street district maps to include the new Shelter holdings parcels. Once in-house review is done E.D., we will send to legal for final review and then disburse to the city and Shelter Holdings.
- Wisteria Park new play equipment: The new play equipment has been ordered. Estimated delivery is March and demo will begin in February, weather dependent.
- Budget and Reserves work for Master and Supplemental neighborhoods
 - Master budget draft is completed
 - 5-year forecast analysis completed.
 - Master Reserve fund updated
 - Supplemental reserve fund updates are due Monday 1/15th
 - Supplemental budget preparation has started
 - Some CD renewals are coming up in March and we are preparing a report to outline supplemental 24/25 projects fund needs.
 - 2024 summer project preparations in preparations. Three supplementals still have painting to finish, then all supplemental neighborhoods will have all major dry rot work and painting done. Rainier -Asphalt repairs and punch lists in progress by CM's.



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New Business:

1. 24/25 Draft Master Budget and memo
The board reviewed the draft.
2. 5-Year Long Term Planning Analysis
The board reviewed the 5-year analysis

Public Open Comment Period

No comments received during open public comment period.

Adjourned to Executive Session

6:01 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:

1) Foreclosure 387 NE Eaton

Lynda moves to proceed with foreclosure, second by Gwyn, all present votes aye. Motion passes,

2) CARC Report – Review by board

3) GRD Lot 36: additional Extension Request

Sanjay moves to note timeline and approve the extension request under the follow conditions; Seconded by Lynda, all present voted aye, motion passes.

Lot purchased 2/2/18

- Original commencement to start construction 2/1/21
- 8/2/23 original completion deadlines
- 5/27/20 – Board granted extension
- New commencement deadline 2/1/22 new completion deadline 8/2/23
- Owner failed to meet 8/2/23 deadlines
- 1/22/24 – Board reviewed additional extension request and but received King County permitting in November 2023.
- April 15th commencement of construction must be in action. The Board will review in April and \$200 per day fines may be applied retroactively to 8/2/23 if new commencement deadline is missed. Completion not later than 18 months from the date of commencement to be September 30,2026.
- Owner(s) must update the CARC of their progress monthly.

4) 4.GRD Lot 34 Subash

Sanjay moves to note timeline, and approve the extension under the following conditions;



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- 11/30/20 Lot purchased
- 11/30/23 original commencement date
- 5/30/25 original completion date
- 2/15/22 CARC granted architectural landscape approval
- 6/20/23 King Co. permit in process
- 11/14/23 – King Co permit received but owner is redesigning – requesting a two- year extension
- Owner(s) is given 1 year to apply to King County with redesign November 31,2024.
- IHCA,CARC is to review and approve the new plans prior to resubmittal to King Co.
- Must commence construction by Spring April 2025, 18 months to complete.
- If owners fail to have redesign approved by CARC and submitted to King co by November 31,2024 the daily fine of \$200 per day will be applied retroactively to the originally commencement date of 11/30/23
- Owner(s) must update the CARC of their redesign progress monthly.

Seconded by Lynda, all present voted aye, motion passes.

- 5) 5. High Street TH – legal – Board reviewed
6. GRD Lot 1 – Board noted daily fines
7. GRD lot 35 Board noted daily fines
8. Dacoda Homes Vs. Darbous – IHCA dismissed from case
9. Executive Goals review – Board reviewed.

Meeting adjourned

7:17 pm

Submitted by BK