



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION
Annual Board of Directors Meeting Minutes

Meeting Date: June 24, 2024

Called to Order: 5:34 pm

Meeting Location: Blakely Hall & Zoom hybrid

Join Zoom Meeting

<https://us02web.zoom.us/j/82054894697?pwd=OVdyS1A4NXFH0tvQkRvMk5QVE9SQT09&from=addon>

Meeting ID: 820 5489 4697

Board Members in Attendance:

Ali Spietz

Lynda Tammone

Greg Underwood

Gwyn Drake

Sanjay Mahajan- zoom

Minmin Chen-zoom

IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director,

Blair Krieg, IHCA Senior Community Manager

Susan Carlson, IHCA Community Manager

Kristyn McKinnon, Accounting Manager

Homeowners in attendance: 1

Meeting Called to order by Ali Spietz

Quorum of the Board achieved

Annual meeting power point presentation provided by Sarah Hoey

Certified Election Results: 216 votes cast out of 1574 for districts 2/4/6

- Greg Underwood re-elected for District 6- 72 votes
- District 4 – No candidate – Vacancy
- District 2- No Candidate – Vacancy
- IRS revenue ruling- 200 to approve 15 reject- passes
- The Board of Directors declares a formal vacancy for District 2 & 4 since no candidate came forward during the 2024 election process.



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Recap of Accounting, Landscaping, Maintenance and Community Manager Department accomplishments and planning. Review of Capital Projects report as well as the 2024 community survey results and Custom ARC and general ARC, compliance statics.

Consent Agenda

1. Board Meeting Minutes – 5/20/24
2. Draft ARC Committee Meeting Minutes – 6/4/24
3. Draft Finance Committee Minutes – 6/11/24
4. Playground Improvement Committee Minutes- 6/11/24

Greg moved, and Gwyn seconded, to approve consent items 1-4. All present voted aye, motion was approved.

Treasurer’s Report Highlights – April 2024 Financial Reports presented by the Board Treasurer, Sanjay Mahajan.

Lynda moved, and Greg seconded to accept the April financials. All present voted aye, motion approved.

Fiscal year is June 2024, auditor in office in August, In September the CPA will make a presentation to the Finance Committee and the Board will be provided a copy of the report that month as well.

April 2024 Financial Statements

- **Favorable** budget variance is **\$182K (\$18K** change from last month) - mainly due to **\$163K** favorable variance in Payroll/Benefits {Internal CARC position eliminated; down 2 landscape employees (not actively hiring for 1); Maintenance was down 1 employee for 8 mos.}, **\$29K** favorable variance in Interest Income due to higher interest rates, and **(\$10K)** net **unfavorable** variance for accounts under \$10K.
- **AR** decreased by **\$5K** to **\$43K**. Total AR is **\$9K** higher than the same period last year. Neighborhood assessments & Legal fees are higher than last year, while Base assessments & Fines/misc. are lower. Neighborhood assessments are higher mainly due to one Concord Commons account in collections for \$17K (includes special assessment), and higher legal fees are due to increased overall collection efforts.
- **Regular Collections** remains at **6** accounts totaling **\$37K**, which is **87%** of regular **AR**.
- No accounts are over the FDIC limit.

Executive Director’s Report Highlights

- King Co Metro Park & Ride: Report on complaints field with King Co. City Council and Metro. The Park and Ride has been brought into compliance.
- Yardi Upgrades: Upgrades are in process. We have gone live with the new upgrades without incident.



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- Insurance policies renew on July 1, 2024 – all policies for the Master and Supplemental neighborhoods (including General Liability, Directors and Officers (D&O), Crime, Cyber, Umbrella and Property) are being renewed through our broker HUB. All policies are held with Philadelphia, Coalition, and Continental Causality companies.
- Wisteria Park playground is officially re-opened
- The HS architectural standards updates have been finalized. The City of Issaquah development director is reviewing to ensure compliance with new title 18 codes.
- Semi-annual IHCA billing completed
- IHCA annual issue in Connections is coming out July 1st 2024

New Business:

1. Memo – Front desk reception desk and office security. Request for new front reception space, new auto locks for office suite front door, and security measures in office suite to protect staff.

Lynda moves to approve this expense, second by Gwyn, all present voted aye, motion passes

2. Memo- IHCA Annual Calander for 24/25 was presented by Sarah, Review only
3. Memo –Ashland Park Play equipment, professional services and ear marked funds re-allocation.

- Approve the new playground equipment for Ashland Park: Kompan play structure \$60,312.04.
- Approve Darwin Webb, Landscape architect to work with the committee on conceptual ideas and renderings for the plaza area of Ashland Park up to \$5,000 for schematic design phase.
- Reallocate the \$100,000 that was earmarked for the possible pickle ball court at Firehouse Park and move funds to the master reserve fund for parks for Ashland Plaza, which is a large project. This would be a total of \$217,630 for renovations.

Lynda moves to approve the Kompan play structure for \$60,312.04, approve Darwin Webb. Landscape architect for Ashland Park Plaza redesign, and reallocating ear marked fund of \$100,00 to the Ashland Park reserve fund, seconded by Greg, all present vote aye, motion passes.

Public Open Comment Period



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4. Memo-District 2 Board of Directors application – Tom Pucci

Ali moves to accept Tom Pucci for District 2 to the IHCA board of Directors term July 2024-June 2026. Seconded by Lynda, all present vote aye, motion approved.

5. Memo- Year end reserve fund expenses audit

1. Aerator purchased on 2/20/2024 for \$4,689.14 from Issaquah Honda Kubota. Master reserve study component number #710 for \$2,810.

2. New basketball hoop and stands for Fire House Park Basketball court was purchased on February 29,2024 from Mega Slam for \$5,833. Master Reserve study component number # 412 for \$38,000 (general park refurbishments).

3. Master – Street tree work, year to date expenses - \$84,187.82 Master reserves component- # 103 budgeted for \$103,000,

Lynda moves to approve aerator purchase for \$4,689, new basketball hoops and stand for firehouse park for \$5,833 and \$54,187.82 for Master Street tree work. Seconded by Ali, all present votes aye, motion approved.

6. Memo- Sunset Walk dry rot repairs for 11 units during the repainting project for \$6,677.88

Ali moves to approve the Sunset Walk dry rot repairs, seconded by Greg, all present voted aye, motion approved.

7. Continued Discussion on Chicken Coops –

Gwyn moves to table this discussion, seconded by Ali, all present voted aye, motion passed.

Public Comment period: One owner in attendance – Brian Smith, West Highlands Parks owner, discussed some concerns for the neighborhood.

- Ongoing issues with illegal dumping, improper recycling, missed pick-ups from Recology and need signage installed.
- The need for more exterior lighting in the common areas
- Budget questions and concerns

6:30 pm - Adjourned to Executive Session

1. CARC Harrison & GRD Committee Report – Review Only
2. Legal Matters and Delinquencies – Review Only



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7:49 pm- Adjourned back to open session

Motions on executive session topics:

1. GRD- Lot 13 extension requests

Ali, moves to approve lot 13 extension to complete construction for 1 year or new deadline of July 31, 2025. Failure to meet new deadline will result in forfeiture of \$5,000 construction deposit and the board retains the right to apply daily fines of \$200 per day if required. Seconded by Lynda, all present voted aye, motion approved.

2. Self-help- Landscaping non- compliance (multiple addresses)

Greg, moves to approve self-help in accordance to the IHCA violation policy, at a rate of \$350 per hour for failure to complete general property landscaping. Seconded by Gwyn, all present voted aye, motion approved.

3171 Harrison – Non-compliance

Ali, moves to approve taking legal action in accordance with the IHCA violation policy, for failure to complete general property landscaping and general home maintenance at 3171 Harrison. Seconded by Greg, all present voted aye, motion approved.

1213 Park Drive – Window blind damage, owner seeking damages – The board requests the executive director seek a legal opinion on this matter and report back to the board.
Action deferred at this time.

8. Executive seats and committee assignments

- *Secretary: Tom Pucci*
- *ARC Committee –Greg Underwood*
- *Covenant Committee- Ali Spietz*

Meeting adjourned

7:50 pm

Next Meeting: July 22, 2024 via Zoom

Submitted by SH