



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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

Meeting Date: May 22, 2023

Called to Order: 5:30 pm

Meeting Location:

Zoom Teleconference:

<https://us02web.zoom.us/j/82758645719?pwd=VGxxZGtEbTdweDdYaEIVSGhNV3cxZz09>

Meeting ID: 827 5864 5719

Passcode: 940746

Board Members in Attendance:

Ekaterina Zakharova

Gwyn Drake

Sanjay Mahajan

Ali Spietz

Greg Underwood

IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director

Barbara Hendrikse, Senior Accountant/HR Manager

Blair Krieg, IHCA Senior Community Manager

Jordan Rousu, IHCA Executive Assistant

Kristyn McKinnon, IHCA Accounting Manager

Susan Carlson, IHCA Community Manager

Called to order by Ali Spietz, Vice President Quorum achieved

Homeowners in attendance: 2

Consent Items - Reviewed and approved

1. Board minutes- 4/24/2023
2. Finance Committee meeting minutes-5/9/23
3. ARC committee meeting Minutes-5/2/23
4. Memo - CC 1771 – Deck Repairs
5. Memo – CS 1831 – Dry Rot Change Order

Katia moves, and Sanjay seconds to approve consent items 1-5. All present voted aye, motion was approved.

Treasurer's Report Highlights – March 2023 Financial Report

- **Favorable** budget variance is **\$124K** (\$12K change from last month) mainly due to:



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- **\$5K** unfavorable variance in Interest Income (new purchases at higher rates)
- **\$94K** favorable variance in Payroll/Benefits (down 1 maintenance & 1 landscape employee and lower benefits participation)
- **\$12K** unfavorable variance for non-contract Landscape due to storm cleanup; and
- **\$36K** net favorable variance for accounts under \$10K.
- **AR** decreased by **\$5K** to **\$35K**. Total AR is **\$20K** higher than the same period last year. Fines/misc are lower than last year, while all other categories are higher. The 1 “BARC/CARC” violation remains at **\$138K**.
- **Regular Collections** remains at 8 accounts totaling **\$23K**, which is **68%** of regular **AR**.
- No accounts over the FDIC limit.

Katia recommends approval of the April 2023 Financial Reports, seconded by Greg to approve the April 2023 Finance reports on behalf of the IHCA Finance Committee.

Executive Director’s Report Highlights

- **2023 Board of Directors Upcoming Election** –Election is for Districts 1, 3, 5, & At-Large. Ballot is approved and everything is ready for June 1 launch.
- **Daphne Park** – Construction of new play structure has completed. Photo opportunity for Connections cover scheduled.
- **Budget & Reserve Study Update** – Master reserve study with site visit has been completed, 23/24 Master budget draft has been completed, 23/24 neighborhood budgets & 23/24 supplemental budgets approved by Board at April 2023 meeting. Neighborhood budget ratification meetings ongoing.

New Business:

1. Audit Proposal Newman & Co. CPA. **Gwyn moved, seconded by Katia, to approve Newman & Co. for the 2022/2023 audit. All present voted aye, motion passed.**
2. Memo – URR’S changes – clothes lines, AC, signage. **Katia moved, seconded by Sanjay, to approve the proposed 2023 Use Rules & Restriction changes. All present voted aye, motion passed.**
3. Memo -23/24 Statement of interest forms, approve Slate of candidates for ballot. **Greg moved, seconded by Gwyn, to approve the slate of candidates for the 2023 IHCA Board of Directors elections for districts 1, 3, 5, & At-Large. All present voted aye, motion passed.**
4. Memo-Vantaca Software. **Board votes to delay approval of Vantaca for additional information.**
5. Draft Annual calendar for fiscal year 23/24. **Review only.**
6. Update on new Washington State HOA laws. **Review only.**
7. 2023 community survey. **Review only.**

Public Open Comment Period

Adjourned to Executive Session

6:19pm



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1. Custom ARC monthly report – **review and discussion only.**
2. GRD L18 Legal Settlement – **Decision made in open session.**
3. High Street Townhomes Letter to the Board. – **Decision made in open session.**
4. IHCA Directors Annual Review Process– Ali Spietz. **Delayed until June Board meeting executive session.**

Adjourned back to open session

7:10pm

1. **Gwyn moved to accept the legal settlement offer from GRD L18 owner and council, seconded by Greg. All present voted aye, motion passed.**
2. **Greg moved, seconded by Sanjay, to deny the High Street Townhomes supplemental owners' request for reimbursement of services. All present voted aye, motion approved.**

Meeting adjourned

7:19pm

Date and Time of Next Meeting: Monday, June 26th at Blakely Hall.