



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

**Meeting Date:** November 18, 2024

**Called to Order:** 5:31 pm

**Meeting Location:** Zoom

**Zoom:**

<https://us02web.zoom.us/j/85255962361?pwd=AH65I4ekP2bXq48NNHKs6TiqffG9zq.1&from=addon>

**Meeting ID:** 852 5596 2361

**Board Members in Attendance:**

Ali Spietz  
Bertan Aygun  
Lynda Tammone  
Tom Pucci  
Greg Underwood  
Sanjay Mahajan  
Phil Lindsey (*newly  
appointed BOD Member*)

**IHCA Staff Members in Attendance:**

Sarah Hoey, IHCA Executive Director,  
Blair Krieg, IHCA Senior Community Manager  
Susan Carlson, IHCA Community Manager  
Kristyn McKinnon, IHCA Accounting Manager

**Homeowners in attendance:** None

**Meeting Called to order** by Ali Spietz  
Quorum of the Board achieved



## Consent Agenda

1. Draft October 28, 2024 Board Meeting Minutes
2. Draft November 5, 2024 ARC Meeting Minutes

*Tom moved, and Lynda seconded, to approve consent items 1-2. All present voted aye, motion was approved.*

## Treasurer's Report Highlights – September 2024 Financial Reports

### September 2024 Financial Statements

- **Unfavorable** budget variance is **\$26K** - mainly due to **\$31K** unfavorable variance in Federal Taxes; **\$14K** favorable variance in D&O/GL/Auto insurance; **\$4K** unfavorable in PR/Medical benefits, and **\$5K** net unfavorable variance for accounts under \$10K.
- **AR** increased by **\$2K** to **\$52K**. Total AR is **\$14K** higher than the same period last year. All charge types are higher than last year. **AR not in collections** is **\$15K**.
- **Collections** remains at **6** accounts totaling **\$36K**, which is **70%** of regular **AR**.
- No accounts are over the FDIC limit.

*Ali moves to approve the September 2024 Financial Reports, seconded by Tom. All present voted aye, motion approved.*

## Executive Director's Report Highlights- Sarah Hoey presented

1. **25/26 Master and Supplemental Budget:** preparations with updated reserve study and 5-year forecast analysis. Master IHCA reserve study completed. Kick off meeting for master budgets with department heads completed.
2. **IHCA Staff Training:**  
**October-** We completed an all-staff CPR and AED / first aid training course and received our certification.  
**November-** We will have a snow/ ice/ inclement weather training and plow truck safety meeting. Cai webinar attending regarding "Making Effective Rules" and attended WSCAI annual conference committee as committee's secretary.  
**January** -We will have fire extinguisher and fire safety training class for all staff. Director will be attending CAI Law Seminar in San Antonio, Texas January 28-31<sup>st</sup>.
3. **New 72-unit townhomes** (Phase 2) to break ground after the holidays.
4. **Village Green Tree-** Christmas lights will be installed by end of November



### **5. Additional meetings held:**

- CARC owner and committee meeting
- HC monthly meeting and Community Connect magazine 1<sup>st</sup> issue January 2025
- Weekly community manager meeting
- Monthly staff meeting
- Financial Committee
- Builder ARC – Meeting with Shelter Holdings – new townhome construction project phase 2

### **New Business:**

1. Memo: Bark Park project  
*Lynda moves to approve Memo, second by Tom, all present votes aye.*
2. Ratification of Appointment of Phil Lindsey to District 2  
*Ali moves to appoint Phil, second by Lynda, all present votes aye*
3. Policy draft – Records Retention and Inspections  
*Lynda moves to approve policy, second by Tom, all present votes aye*

### **Public Open Comment Period-**

*No homeowners spoke during open comment period.*

### **6:17pm - Adjourned to Executive Session**

- |   |        |
|---|--------|
| 1. GRD Committee Report                             | Review |
| 2. Legal Lot 35- CARC, Owner: Watson                | Review |
| 3. Legal – CS – Sewer line                          | Action |
| 4. Collection- Legal action required acct # 0006593 | Action |

### **6:50 Adjourned back to open session**

### ***Motions on Executive Session Topics:***

- 1)** Legal- Crofton Springs- Sewer Line
- 2)** Collection- Legal action act# 0006593

***Tom moves to approval additional legal action on collections enforcement, seconded by Lynda, all present voted aye motion approved.***

**Meeting adjourned**

**6:50 pm**

Next Meeting: No December meeting. Next meeting January 2025

*Submitted by BK*