



ISSAQAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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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=a_ddon

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 28-31st.

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



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5. Additional meetings held:

- CARC owner and committee meeting
- HC monthly meeting and Community Connect magazine 1st 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