

**ISSAQAH HIGHLANDS COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**APRIL 21, 2025**

**CALL TO ORDER**

Board President Ali Spietz called the meeting to order at 5:32 pm via Zoom.

**ROLL CALL**

**Board Members:** Ali Spietz, Lynda Tammone, Phil Lindsey, Bertan Aygun, and Greg Underwood were present. Tom Pucci and Sanjay Mahajan were absent.

**IHCA Staff Members:** Executive Director Sarah Hoey, Community Manager Susan Carlson, and Accounting Manager Kristyn McKinnon were present.

**IHCA MASTER BUDGET RATIFICATION**

Executive Director Sarah Hoey presented the 2025-2026 IHCA Master Budget to the Board for ratification. She noted the following changes for the upcoming budget:

- **Annual Base Assessments:** \$36 annual increase to \$1,044. Overall increase in assessment income of \$162K (4.4%). Based on 3,648 units.
- **Reserves:** Are currently funded at 103%; this means that special assessment risk is very low.
- **IHCA Payroll & Benefits:** \$71K increase (3.9%) for annual wage increases, increase in benefits participation and increase in medical benefit costs.
- **Pedestrian Safety Equipment:** Decrease of \$7K (-65%) previously budgeted for initial installation of equipment. Line item reduced to maintenance and supplies only
- **Pet Waste Service:** Increase of \$12K (20%) Pet waste station services and supplies
- **Landscape Contracts:** \$19K increase (3%) for vendor increases, tree work, and storm cleanup.
- **Office Rent:** Increase of \$9K (10%) 5-year contract renewed with utilities.
- **Maintenance & Repair:** \$8K decrease (-18%) based on actuals from previous years.
- **Federal Income Tax:** Increase of \$40K (100%) for increased CD interest revenue.

It was moved by Bertan; seconded by Phil to: **Ratify the 2025-2026 IHCA Master Budget as presented.** Motion passed unanimously.

**CONSENT ITEMS**

**1. Draft March 24, 2025 Board of Directors Minutes**

**Motion:** Approve the March 24, 2025 Board of Directors Meeting Minutes

**2. Draft April 1, 2025 ARC Minutes**

**Motion:** Approve the March 4, 2025 ARC Meeting Minutes

**3. Draft April 8, 2025 Finance Committee Minutes**

**Motion:** Approve the March 11, 2025 Finance Committee Meeting Minutes

**4. Draft March 27, 2025 High Street Committee Minutes**

**Motion:** Approve the March 27, 2025 High Street Committee Meeting Minutes

**5. Draft April 9, 2025 Crofton Springs Neighborhood Committee Minutes**

**Motion:** Approve the April 9, 2025 Crofton Springs Neighborhood Committee Meeting Minutes

It was moved by Lynda; seconded by Bertan to: **Approve motions for the Consent Items.** Motion passed unanimously.

## TREASURER REPORT

### February 2025 Financial Report

Treasurer Sanjay Mahajan presented the February 2025 Financial Report:

- Favorable budget variance is \$24K - mainly due to:
  - \$36K favorable variance in Payroll/Benefits (changes in Employees/Benefits coverages)
  - \$40K unfavorable variance in Landscape contracts, due to one vendor billing us for an extra month to catch us up to match our billing cycle
  - \$40K favorable variance in Irrigation-Water, based on actuals
  - \$20K favorable variance in Maintenance & Repair as need is lower than expected
  - \$15K favorable variance in Software Licensing as need is lower than expected
  - \$14K favorable variance in D&O/GL/Auto insurance (Master only)
  - \$61K net unfavorable variance for accounts under \$10K
- AR decreased by \$30K to \$57K. Total AR is \$9K higher than the same period last year. Assessments and legal fees are higher than last year, while late fees and fines/misc. are slightly lower than in the same period last year. Two CARC building violation accounts for \$39K. AR not in collections is \$12K.
- Collections remains at seven accounts totaling \$45K, which is 79% of regular AR.
- No accounts are over the FDIC limit.

It was moved by Bertan; seconded by Phil to: **Approve the February 2025 Financial Report.** Motion passed unanimously.

## EXECUTIVE DIRECTOR REPORT

Executive Director Sarah Hoey presented the April 2025 report:

- New Hire: Community Manager Laura Carver starts May 1, 2025.
- Preparing for the 2025 elections and insurance renewals.
- Preparing for all supplemental neighborhood budget ratification meetings notices to be mailed out.
- Additional meetings were held with committees, community partners, and vendors.
- Reviewed Department reports for March 2025 regarding completed, in progress, and future projects.

## REGULAR BUSINESS

### Final 2025-2026 Supplemental Neighborhood Budgets

Executive Director Hoey presented the final 2025-2026 Supplemental Neighborhood Budgets for High Street Townhomes, zHome, Grand Ridge Drive, Division 28, View Ridge, Sunset Walk, Villagio, Concord Commons, West Highlands Park, Crofton Springs, and Crofton at Village Green. She noted that three of the supplemental neighborhoods have an added level of complexity due to having more than one-unit type, necessitating expenses for each type to be separated out from the overall neighborhood expenses. Detached units contribute to the common neighborhood expenses, and attached units contribute to common neighborhood expenses as well as attached unit expenses.

It was moved by Lynda; seconded by Bertan to: **Approve the eleven Supplemental Neighborhood Budgets for 2025-2026 as presented.** Motion passed unanimously.

#### **Appointment of Nomination Committee Members**

Executive Director Hoey presented member names for the 2025 IHCA Board of Directors Election Nomination Committee for Board approval.

It was moved by Lynda; seconded by Ali to: **Appoint Greg Underwood (Chair), Chelsea Musick, Jeremy Fallt, and Lisa Soboslai to the 2025 IHCA Board of Directors Election Nomination Committee.** Motion passed 4-0-1 (Greg abstained).

#### **OPEN PUBLIC COMMENT PERIOD**

Brian Smith – asked about the possibility of adding a garbage can at the corner of Discovery and 6<sup>th</sup> at Westridge. He also asked about the fines for Grand Ridge Drive homes.

#### **EXECUTIVE SESSION**

The Board adjourned into Executive Session at 6:05 pm.

#### **REGULAR SESSION**

The Board resumed the Regular Session at 6:59 pm.

#### **OTHER BUSINESS**

Lynda asked about home-based business application that was denied. She also asked about the Edison bulb string lighting guidelines. She noted that around her neighborhood there are many string lights.

Phil spoke about home that is being repainted in an unapproved color.

#### **ADJOURNMENT**

The meeting adjourned at 7:11 pm.