

**ISSAQAH HIGHLANDS COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**MAY 19, 2025**

**CALL TO ORDER**

Board President Ali Spietz called the meeting to order at 5:31 pm via Zoom.

**ROLL CALL**

**Board Members:** Ali Spietz, Lynda Tammone, Phil Lindsey (arrived 5:42 pm), 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, Community Manager Laura Carver, and Accounting Manager Kristyn McKinnon were present.

**CONSENT ITEMS**

**1. April 21, 2025 Board of Directors Meeting Minutes**

**Motion:** Approve the April 21, 2025 Board of Directors Meeting Minutes.

**2. May 6, 2025 ARC Meeting Minutes**

**Motion:** Approve the May 6, 2025 ARC Meeting Minutes.

**3. May 13, 2025 Finance Committee Minutes**

**Motion:** Approve the May 13, 2025 Finance Committee Minutes.

**4. Memo – Crofton Springs 2018 - Deck Repair**

**Motion:** Approve the reserve expense of \$1,213.09 for deck column wood located at 2018 17th Ave NE in Crofton Springs.

**5. Memo – Crofton at Village Green 1801, 1805 - Deck Repair**

**Motion:** Approve the reserve expense of \$3,326.78 for deck repairs located at 1801 and 1805 28th Ave NE in Crofton at Village Green 48/52.

**6. Memo – Crofton at Village Green 2603 - Board Replacement**

**Motion:** Approve the reserve expense of \$1,705.05 for barge board replacement at 2603 NE Jared Ct in Crofton at Village Green 48/52.

**7. Memo – Crofton at Village Green 2603 - Siding Replacement**

**Motion:** Approve the reserve expense of \$3,9012.05 plus tax for siding replacement at 2603 NE Jared Ct in Crofton at Village Green 48/52.

**8. Memo – Villaggio 2540 - Dry Rot Repair**

**Motion:** Approve the reserve expense of \$2,669.78 for dry rot repairs at 2540 NE Magnolia in Villagio.

**9. Memo – Concord Commons 2466 - Siding Replacement**

**Motion:** Approved the reserve expense of \$27,935.72 for siding replacement at 2466 NE Julep St in Concord Commons.

**10. Memo – Crofton Springs Div 25 1907 - Deck Surface Replacement**

**Motion:** Approved the reserve expense of \$2,329.35 for deck surface replacement at 1907 18<sup>th</sup> Ave SE in Crofton Springs Div 25.

**11. Memo – Riding Mower Purchase**

**Motion:** Approve the purchase of a riding mower for \$9,704.19.

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

**TREASURER REPORT****March 2025 Financial Report**

Accounting Manager Kristyn McKinnon presented the March 2025 Financial Report:

- Favorable budget variance is \$31K - 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)
  - \$54K net unfavorable variance for accounts under \$10K.
- AR decreased by \$7K to \$49K. Total AR is \$1K higher than the same period last year. All charge types are higher than last year except for neighborhood assessments which are slightly lower than the same period last year. Two CARC building violation accounts for \$39K. AR not in collections is \$7K.
- Collections decreased by 1 to 6 accounts totaling \$42K, which is 85% of regular AR. 1 account for \$5,607 was paid off.
- No accounts are over the FDIC limit.

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

**CD Reinvestments**

Accounting Manager Kristyn McKinnon spoke about the reinvestments and purchases of CDs.

**EXECUTIVE DIRECTOR REPORT**

Executive Director Sarah Hoey presented the May 2025 report:

- WSCAI Annual Conference Recap
- Preparing for the 2025 elections and contract and insurance renewals.
- All supplemental neighborhood budget ratification meetings have been completed.
- Preparations have begun for fiscal year end in June, CPA audit will occur in September.
- Additional meetings were held with committees, community partners, and vendors.

- Upcoming events: July 11 – Movie on the Green (sponsored by IHCA) and August 8 – Grub and Groove
- Reviewed Department reports for April 2025 regarding completed, in progress, and future projects.

## **REGULAR BUSINESS**

### **IHCA 2025-2026 Board Election Candidates**

Executive Director Hoey presented the list of candidates that have been approved by the 2025 Nomination Committee for Districts 1, 3, 5, and At-Large. Following the Board's approval these candidates will be placed on the 2025 election ballot

It was moved by Greg; seconded by Phil to: **Accept the slate of candidates for the 2025 IHCA Board of Directors elections for districts 1 (Thomas Alvarez and Chris Toomey), 3 (Bertan Aygun), 5 (Ali Spietz), and At-Large (Sanjay Mahajan, Jose Portillo, and Renee Petris).** Motion passed unanimously.

### **IHCA Annual Calendar**

Executive Director Hoey presented the 2025-2026 IHCA calendar for the Board's approval

### **WUCIOA – RCW 64.90 Law Update**

Executive Director Hoey presented information about the changes to RCW 64.90 that are coming.

## **OPEN PUBLIC COMMENT PERIOD**

Brian Smith in West Highlands spoke about trash collection around Safeway and the bus station graffiti.

## **EXECUTIVE SESSION**

The Board adjourned into Executive Session at 6:03 pm.

## **REGULAR SESSION**

The Board resumed the Regular Session at 7:02 pm.

It was moved by Ali; seconded by Greg to: **Deny the Appeal of the CARC Denial – Owner-Builder Request for Grand Ridge Lot 35.** Motion passed unanimously.

It was moved by Phil; seconded by Greg to: **Take no action on the complaints received from Luke Humphreys in Crofton Springs.** Motion passed unanimously.

It was moved by Lynda; seconded by Bertan to: **Contribute \$10,325 to the construction defect at 1937 Kenyon Court and require the homeowner to pay \$10,325 to IHCA over 24 months (interest-free).** Motion passed unanimously.

## **ADJOURNMENT**

The meeting adjourned at 7:05 pm.