

**ISSAQAH HIGHLANDS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS ANNUAL MEETING MINUTES
AUGUST 25, 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, Greg Underwood, Bertan Aygun, Tom Pucci, Phil Lindsey, Renee Petris, and Chris Toomey were present.

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

OPEN PUBLIC COMMENT PERIOD

There were no comments.

CONSENT ITEMS

Board Member Renee Petris asked about the timing of some of the work versus when the memo comes to the Finance Committee and Board for approval. Executive Director Hoey explained that she has authority to spend up to \$10,000. Petris recommended that the motions reflect what is being asked of the Board to approve. Petris asked about bidding – Hoey responded that there is a board resolution on contract management policy.

1. July 28, 2025 Board of Directors Meeting Minutes

Motion: Approve the July 28, 2025 Board of Directors Meeting Minutes.

2. August 6, 2025 ARC Meeting Minutes

Motion: Approve the August 6, 2025 ARC Meeting Minutes.

3. August 13, 2025 Finance Committee Meeting Minutes

Motion: Approve the August 13, 2025 Finance Committee Meeting Minutes.

4. August 7, 2025 Playground Improvement Committee Meeting Minutes

Motion: Approve the August 7, 2025 Playground Improvement Committee Meeting Minutes.

5. Memo – Village Greem Park – Tree Work

Motion: Approve the reserve expense of \$1,103 (plus tax) for tree services at Village Green Park.

6. Memo – High Street Townhomes – Roof Cleaning

Motion: Approve the reserve expense of \$5,200 (plus tax) for roof cleaning and inspection at High Street Townhomes.

7. Memo – View Ridge – Roof Cleaning

Motion: Approve the reserve expense of \$10,500 (plus tax) for roof cleaning and inspection at View Ridge.

8. Memo – zHomes – Roof Cleaning

Motion: Approve the reserve expense of \$5,200 (plus tax) for roof cleaning and inspection at zHomes.

9. Memo – Crofton Springs – Kiosk Signs

Motion: Approve the reserve expense of \$1,465.38 kiosk/wayfaring signs in Crofton Springs.

10. Memo – Crofton Springs – Railing Patching

Motion: Approve the reserve expense of \$5,961.16 for the painting project for metal railings in Crofton Springs.

11. Memo – Rainier Asphalt Work

Motion: Approve the reserve expense of \$8,303.65 of asphalt/concrete repairs at Grand Ridge Drive and Villaggio.

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

TREASURER REPORT

June 2025 and Year-End Financial Report

Treasurer Phil Lindsay presented the June 2025 and Year-End Financial Report:

- Favorable budget variance is \$146K - mainly due to:
 - \$61K favorable variance in Payroll/Benefits (Position of Maintenance Supervisor was budgeted for but not filled)
 - \$10K favorable variance in Pedestrian Safety (Didn't get to project this year - need new crosswalk flags)
 - \$17K favorable variance in Maintenance & Repair (Need was lower than expected)
 - \$10K favorable variance in Legal Services (Need was lower than expected)
 - \$10K favorable variance in Public Relations (Need was lower than expected)
 - \$14K favorable variance in D&O/GL/Auto insurance - Master only (Premium lower than expected)
- AR increased by \$2K to \$48K. Total AR is \$14K higher than the same period last year. All charge types are higher than last year except for Late Fees which are slightly lower than the same period last year. Two CARC building violation accounts for \$45K. AR not in collections is \$4K.
- Collections remains at 7 accounts totaling \$44K, which is 92% of regular AR.
- No accounts are over the FDIC limit.

It was moved by Tom; seconded by Bertan to: **Approve the June 2025 & Year-End Financial Report.** Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Executive Director Sarah Hoey presented the August 2025 report:

- Held orientation meetings with new board and committee members.
- The theme for the 4th quarter Community Connect magazine will be Safety, Disaster, & Preparedness.

- High Street Center's budget preparation is in progress.
- 2026-2027 Master, Supplemental, and Neighborhood budgets and reserve study updates and preparations are in progress.
- Annual insurance inspections will take place in the first week of September.
- Parks update:
 - Ashland Playground construction is in progress.
 - Magnolia Park replacement parts have been installed.
 - Firehouse Park is next, and the Playground Committee met on August 7 to review an action plan.
 - Firehouse Basketball hoops and stands will be replaced. Obtaining bid for new court surfaces.
- The goats left the community on August 15.
- Meeting held with PSE on upcoming new substation. PSE currently anticipates beginning construction in August 2025, with the project scheduled to continue through October 31, 2027. There will be many construction impacts and early community engagement was requested.
- The Board of Directors retreat will be on September 13 at Blakely Hall.
- Additional meetings were held with committees, community partners, and vendors.
- Reviewed Department reports for August 2025 regarding completed, in progress, and future projects.

REGULAR BUSINESS

Cost Comparison of Goat Program for Open Space

Executive Director Hoey presented a cost comparison of using goat grazing services versus IHCA manual labor for maintaining open spaces.

Request for Facilities Administrative Coordinator Position

Executive Director Hoey presented a proposal to hire a Facilities Administrative Coordinator to centralize oversight, ensure timely maintenance, vendor accountability, ordering and purchasing, safety compliance, and budget control for the maintenance and landscaping team.

The Board discussed the position and the process for filling the position.

Board of Directors REVISED Conflict of Interest Policy

Executive Director Hoey presented a revised Conflict of Interest Policy for the Board's consideration.

It was moved by Greg; seconded by Chris to: **Approve the revised IHCA Board of Directors Conflict of Interest Policy.** Motion passed unanimously.

Board of Directors NEW Confidentiality and Conduct Policy

Executive Director Hoey presented a new Confidentiality and Conduct Policy for the Board's consideration.

It was moved by Chris; seconded by Phil to: **Approve the new IHCA Board of Directors Confidentiality and Conduct Policy.**

It was moved by Renee; seconded by Bertan to: **Amend the previous motion to remove the last sentence of section 2.3 of the Confidentiality and Conduct Policy.** Motion to amend failed 3-4 (Greg, Phil, Ali, and Chris dissented).

Main motion passed 6-1 (Renee dissented).

Finance Committee Member Appointment – Damian Hoffman

Executive Director Hoey presented Damian's application and resume for consideration for appointment to the Finance Committee.

It was moved by Phil; seconded by Chris to: **Appoint Damian Hoffman to the Finance Committee.** Motion passed unanimously.

EXECUTIVE SESSION

The Board adjourned into an Executive Session at 7:03 pm to discuss legal, Custom ARC, and staffing matters. The Executive Session started at 7:08 pm.

Ali left the meeting at 8:01 pm.

REGULAR SESSION

The Board resumed the Regular Session at 8:04 pm.

It was moved by Phil; seconded by Tom to: **Hire a facilities administrative coordinator as an unbudgeted contracted person from September 2025 to June of 2026, with benefits** Motion passed unanimously.

The Board agreed to filing D&O insurance claim on GRD Lot 35 vs. IHCA litigation. IHCA's litigation defense assigned

It was moved by Bertan; seconded by Renee to: **Uphold the board's original ruling to not grant additional extensions for completion of construction and charge the \$200 per day fine for the GRD ARC process for GRD Lot 13.** Motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 8:06 pm.