



**Issaquah Highlands Community Association
Board of Directors Meeting Minutes**

Meeting Date: April 29, 2015

Meeting Time: 5:30 pm

Meeting Location: IHCA Office

Board Members in Attendance: Walt Bailey Dan Vradenburg
Linda Liaw Jim Young
David Nagi

IHCA Staff Members in Attendance: Russ Ayers Sarah Hoey
Joon Chang Erika North

Minutes Taken By: Erika North

Called to Order: The meeting was called to order by Jim Young, President, at 5:33 pm.

Approval of Minutes: Motion: Walt: Accept the March 25th, 2015 minutes. **2nd:** Dan V. **Motion carried.**

Treasurer's Report

1. February 2015 Financials

It is too early to forecast the 2014-15 budget surplus but the BOD would like the Finance Committee to give recommendations of how the funds should be handled.

Port Blakely/Regency refunded \$36k of overcharged rent.

Receivables are holding at approximately \$18k. Account 074-0014 (HS "hotel") is \$16,409 passed due; the majority of which will have to be written off. Joon pointed out that bad debt accounts are reviewed for action on an individual basis. The board asked that the base assessment debt be extrapolated for the next meeting.

2. Finance Committee Minutes March 10, 2015

Executive Director and Committee Reports

Reports were provided to BOD for review.

Discussion:

1. One-on-One Interviews: Sarah has been conducting one-on-one interviews with all staff members including the landscape maintenance staff. An interrupter was brought in to help facilitate these meetings. The feedback implied this was well received by staff.

2. Offer Letters:

Three offer letters were extended to and accepted by new staff members: Katy Olsen, Accounts Receivable Specialist, Melissa Schneider, Community/Project Manager, and Chelsea Johnson, Administrative Assistant. Collene Cordova will be moving from the Accounts Receivable position to the Operations Team as the Owner's Services Coordinator.

3. Yardi:

Staff is doing preliminary research on migrating from Yardi to Tops for our Community Management Software. It is designed specifically for community management and has better modules for the operations side of the business as well as providing a stable accounting module.

New Business

1. 2015-16 IHCA Neighborhood Budget Approval

Motion: David: The Finance Committee recommends that the BOD approve the Neighborhood Budgets as presented. **Motion carried.**

2. 2015-16 IHCA Supplemental Budget Approval

zHomes has the most significant change due to the re-distribution of maintenance responsibilities. An amendment to the Declaration will give responsibility of non-essential system maintenance items to the homeowners. This will result in a decrease of approximately 11% in neighborhood assessments.

Motion: David: The finance Committee recommends that the BOD approve the Supplemental Budget as presented. **Motion carried.**

3. 2015 Election Timeline

To be in compliance with the governing documents, the IHCA is required to have a Nomination Committee and follow a strict timeline for notices and the election (time-line attached). The only requirement for those wishing to run is they must be a resident of IH for at least 12 months. Terms expiring are: District 1, Dan Eyman; District 3, Linda Liaw; District 5, Jim Young; and At-Large, Jitendra Vats.

David Nagi, Dan Vradenburg, and Walt Bailey agreed to serve as the Nominations Committee.

4. Irrigation Maintenance Operating Budget Variance

A \$23k operating budget variance was requested by staff for repairs to the systems to improve water efficiency. \$13k has already been recovered in rebates and another \$10k in rebates is expected that will make this variance a virtual wash.

Motion: David: The Finance Committee recommends approval of the Irrigation Maintenance Budget Variance of \$23k. **Motion carried.**

5. Irrigation Controller – Reserve Expenditure

Motion: David: The Finance Committee and Staff recommends the BOD approve the Reserve Fund Expenditure for replacement of four (4) irrigation controllers at the estimated cost of \$20k.

This request accelerates the controller replacements with a total of 64 controllers scheduled over the next fourteen years at current costs of \$243k. These controllers will maximize irrigation water savings and increase staff efficiency.

Executive Session

Adjourn Executive Session / Return to Open Session

1. Pay Increases

The Board approved pay increases for the Landscape Crew as well as the Senior Community Manager.

Meeting Adjourned – 6:45 pm

IHCA 2015 Election Timeline

- 4/29/15 Board appoints nominating committee chair vote for opening and closing dates for election NOE
- 5/1/2015 Mail Notice of election – Call for candidates statements of interest
- 5/19/15 thru 5/26/15 Nominating committee reviews returned statements of interest
- Conducts interviews as necessary with candidates
- 05/27/15 at board meeting Nomination committee presents slate of candidates for approval.
- 6/5/15 Mail ballots to a board Districts 1,3,5,and at large
- 7/1/15-7/15/15 election with 7/15 as close date.
- 7/29/15 Annual meeting election results presented to the public