



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

Meeting Date: May 16, 2017

Meeting Time: 5:30 p.m.

Meeting Location: IHCA Office

Board Members in Attendance: Walt Bailey
Rossi Cruz Dan Vradenburg
Rob Knight Jim Young

Board member not in attendance: Jim Noel

IHCA Staff Members in Attendance: Sarah Hoey, IHCA Executive Director (ED)
Quorum Confirmed. Joon Chang, IHCA Accounting Director

Minutes taken by: Sarah Hoey

Call to Order: The meeting was called to order by Jim Young, President, at 5:30 p.m.

Guest: David Meade, Architect – IHCA Shop update – David and Sarah discussed the on-going setbacks in getting the shop permitted through the City of Issaquah. After 5 submittals to the permitting department and multiple meetings with the City; the city will not approve the design as submitted which has forced the E.D. to totally redesign the project. The new design will be of stick construction and she is using local engineers and architects to redesign.

Consent Calendar

1. **IHCA Board Minutes** – April 26, 2017
2. **ARC Meeting Minutes** – May 2, 2017
3. **Finance Committee Meeting Minutes** – April 17, 2017

Motion was made by Dan Vradenburg and seconded to accept the consent calendar. **Motion carried.**

Treasurer's Report Highlights

1. **March 2017 Financial Statements**
 - Currently have favorable forecast of revenue over expenses of \$324K.
 - The BOD reviewed the A/R collections / bad debt allowance schedule.
 - The projected variance at the end of the fiscal year, June 30th, is approximately \$264K.
2. **PBA trail reserve expense acceleration repair and seal coat –**
 - BPA trail asphalt repairs are needed – Staff recommends \$13,417 to be accelerated for immediate repairs. Reserves funds of \$ 25,000 are scheduled for 2017-2018.
 - A **Motion** was made by Dan on behalf of the Finance Committee to accelerate \$13,417 for repairs to the BPA trail. **Motion carried.**
3. **Crofton Springs – Reserve Expense – Wood implements/ wood railings**
 - CS would like to accelerate \$3,733 from the reserve budgeted \$2,983 for 2021-22 to do some repairs to the gazebo enclosures.
 - CS Village Green would like to accelerate \$4,239 from the budgeted \$3,489 for 2021-22 to do some repairs to the wood railings
 - A **Motion** was made by Dan on behalf of the Finance Committee to accelerate \$7,972 for repair of gazebo enclosures and wood railings. **Motion carried.**

Executive Director's Report Highlights

1. **2017 Election process** – Ballots mailed, return date May 24, 2017
2. **IHCA Land Maintenance Shop**
 - Redesign in progress.

3. Toll Brothers - Pinecrest Issues

- Rebidding damaged tree removal

4. IHCA Land on Park Drive

- Bidding out architect and engineering firms

5. Playground Inspection

- Completed; playgrounds are in excellent shape.

6. New Employee Hire

- A new landscape crew member was hired.

7. Budget Preparation – Supplemental budgets have been ratified.

8. Website Updates – IHCA & HC are working together to resign and update the website.

9. Annual employee Reviews- Reviews are in progress with the E.D.

New Business

1. No new business

Executive Session

Return to Open Session

Adjournment: The meeting adjourned at approximately 6: 40 p.m.