



**ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION
Board of Directors Meeting Minutes**

Meeting Date: July 25, 2022

Called to Order: 5:30 pm

Meeting Location:

Zoom Teleconference:

<https://us02web.zoom.us/j/84533067162?pwd=Wkk3anUvYTcwQzNwZjZSWFhHSmFpdz09&from=addon>

Meeting ID: 845 3306 7162

Passcode: 734455

Board Members in Attendance:

Rossie Cruz Gwyn Drake
Ali Spietz Minmin Chen
Sanjay Manhajan

IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director
Blair Krieg, IHCA Community Manager
Madison Ramirez, IHCA Community Manager
Jordan Rousu, IHCA Administrative Assistant
Kristyn McKinnon, IHCA Accounting Manager

Called to order by Rossie Cruz, President

Quorum achieved

Homeowners in attendance:

0

Guest(s): N/A

Consent Items-Reviewed and approved

1. IHCA Board Meeting Minutes- June 27,2022
2. ARC Minutes -July 5,2022 -Draft
3. Finance Minutes- July 12, 2022- Draft
4. Memo – Crofton Springs – Concrete Repair
5. Memo – Crofton Springs – Curb Repairs
6. Memo – Crofton Springs – Parking Lot Re-striping

Ali moves, and Sanjay seconds to approve consent items 1-6. All present voted aye, motion was approved.

Treasurer’s Report Highlights May 2022 Financial Report

- **Favorable** budget variance is **\$269K** (**\$85K** change from last month) mainly due to the same previous items but increase in misc items < \$10k. (**\$18K** favorable variance in base assessments for Westridge Block 4/Afford/LEO early billing; **\$19K** unfavorable variance in Interest Income (lower rates); **\$10K** unfavorable variance for Garbage since more pickups and rentals due to no dump truck; **\$108K** favorable variance in Payroll/Benefits (down 1 maintenance employee and lower benefits participation), **\$51K** unfavorable variance for Irrigation Water (extremely hot summer), **\$20K** favorable variance

in Landscape contracts (waiting for some Westridge landscape to be put in this Spring); **\$21K** favorable variance for training, and **\$182K** net favorable variance for accounts under \$10K.

- **AR** decreased to **\$12K**. Total AR is **\$2K** lower than the same period last year. Late fees and legal fees are higher than last year, while all other types are lower. One CARC account was paid/written off. The **3** remaining “barc/carc” violations are now at **\$47K**.
- **Regular Collections** remain at **2** accounts at **\$2.5K**, which is **22%** of regular **AR**.
- No accounts are over the FDIC limit.

Sanjay recommends approval of the May 2022 Finance reports on behalf of the IHCA Finance Committee.

Executive Director’s Report Highlights

- **City of Issaquah Projects Ongoing** – Multiple projects either in progress or completed with the City. RRFB’s, crosswalk restriping, streetlight painting, Highlands Dr repaving.
- **IHCA volunteer & employment opportunities** – IHCA is looking for 1 ARC committee volunteer and 1 finance committee volunteer. Actively hiring for 1 landscaping position.
- **Upcoming Community Events** – Back to school event with Regency Centers 8/19/22, Global Grub & Groove 8/12/22, City of Issaquah timecapsule!

New Business:

1. Memo – Board executive seats and committee organization. **Rossie moves to appoint Ali Spietz as IHCA Board Vice President, seconded by Gwyn. All present voted aye, motion was approved.**
2. Memo – Logan Park Gazebo Request. **Review & discussion only.**
3. Memo - Request to Reconsider Clothesline Ban. **Review & discussion only. IHCA will seek additional information to present to Board before decision is made.**
4. Memo – GRD L1 Extension Request. **Ali moves, seconded by Gwyn, to approve the proposed construction commencement deadline for GRD L1, owner Jiachen Che, to October 25 2023 from October 25, 2022. All present voted aye, motion was approved.**

Public Open Comment Period

Adjourned to Executive Session 6:36pm

- Custom ARC monthly report – **review and discussion only.**
- Legal Updates – **review and discussion only.**

Adjourned back to open session 6:46pm

Meeting adjourned 6:47 pm

Date and Time of Next Meeting: Monday, August 22, 5:30 pm at Blakely Hall, 2550 NE Park Drive.