



ISSAQUAH HIGHLANDS
**COMMUNITY
ASSOCIATION**

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

Meeting Date: February 26, 2024

Called to Order: 5:34 pm

Meeting Location: Zoom Teleconference:

<https://us02web.zoom.us/j/81065504500?pwd=bDcxOFFIM01UK1A1Sk9pMlFmekJhUT09>

Meeting ID: 810 6550 4500

Board Members in Attendance: via Zoom

Ali Spietz (logged in at 6:02pm),
Bertan Aygun, Gwyn Drake
Lynda Tammone
Greg Underwood
MinMin Chen

IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director,
Blair Krieg, IHCA Senior Community Manager
Kristyn McKinnon, IHCA Accounting Manager
Susan Carlson, IHCA Community Manager

Homeowners in attendance: 0

Called to order by Greg Underwood,
Quorum of the board achieved



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Consent Agenda

1. Board Meeting Minutes –1/22/24
2. Draft ARC Committee Meeting Minutes-2/6/24
3. Finance Com Draft Minutes –2/13/24
4. Playground Com Minutes- 2/13/24
5. High Street Townhomes 970/998 - Leak Investigation & Repair
6. High Street Townhomes 982 Leak Investigation & repair
7. Wisteria Park Playground Upgrades
8. zHome - Deck Repairs
9. Dry Rot Repairs
10. Crofton Springs 1807 – Trellis Replacement

Lynda moved, and Minmin seconded, to approve consent items 1-10. All present voted aye, motion was approved.

Treasurer’s Report Highlights – December 2023 Financial Reports

December 2023 Financial Statements

- **Favorable** budget variance is **\$69K** (**\$19K** change from last month) mainly due to **\$78K** favorable variance in Payroll/Benefits (down 1 landscape/ 1 maintenance employee and no CARC assistant), **\$29K** favorable variance in Interest Income due to higher interest rates, **\$14K** unfavorable variance in Landscape Contracts due to paying over 3% increase to Bear Creek; **\$13K** unfavorable variance in insurance; and **\$11K** net unfavorable variance for accounts under \$10K.
- **AR** increased by **\$3K** to **\$34K**. Total AR is **\$13K** higher than the same period last year. Neighborhood & Base assessments, Legal fees & Late fees are higher than last year, while Fines/misc. are lower. Neighborhood assessments are mainly for Concord Commons account in collections for \$8K, and legal fees are due to increased collection efforts.
- **Regular Collections** remains at **8** accounts totaling **\$31K**, which is **91%** of regular **AR**.
- No accounts are over the FDIC limit.

Greg moves to approve the December 2023 Financial Reports, seconded by Bertan. all present voted aye, motion approved. Kristyn also discussed audit letter.

Executive Director’s Report Highlights

- **New IHCA Employees:** IHCA has filled the vacant positions for landscaping and maintenance. Israel Galvez Espindola (maintenance) and Kevin Tavera Badillo (landscaping). Both were referrals from the landscaping team members. They started this month.



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Budget and Reserves work for Master and Supplemental neighborhoods:

- Master budget draft is completed
- 5-year forecast analysis completed.
- Master Reserve fund updated
- Supplemental reserve fund updates are due Monday 1/15th
- Supplemental budget preparation has started
- Some CD renewals are coming up in March and we are preparing a report to outline supplemental 24/25 projects fund needs.
- 2024 summer project preparations in progress. Three supplementals still have painting to finish, then all supplemental neighborhoods will have all major dry rot work and painting done. Rainier -Asphalt repairs and punch lists in progress by CM's.

New Business:

1. Final 24/25 Draft Master Budget
Sarah reviewed the 24/25 budget. Lynda moves to approve budget, second by Bertan, all present votes aye. Budget is approved.
2. Memo - 2024/25 IHCA Master Reserve Study Summary
The board reviewed the 24/25 Reserve Study.
3. Memo - 2024/25 Neighborhood Budgets (Draft)
Greg moves to approve 24/25 neighborhood budgets; All present votes aye. Neighborhood budget drafts are approved.
4. Approve Board of Directors election time line
Minmin and Greg to re-run as their terms are up. Board discussed nomination committee which consists of Chelsea, Jeremy, Bertan and Ben. Ali moves to approve BOD election time line, second by Lynda, all present votes aye.

Public Open Comment Period

No comments received during open public comment period.

Adjourned to Executive Session

6:11 pm

1. CARC Harrison & GRD Committee Report – Review Only
2. Legal Matters and Delinquencies

Adjourned back to open session

7:12 pm



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Motions from the Board from executive session discussions:

1) Appeal Request Lot 74.1

Greg, moved to decline the appeal submitted by Harrison 74.1 requesting the ability to bring roof ballast to top of roof vent penetration. The request is denied as this proposal does not meet UPC 906.1 states: "Each vent pipe or stack shall extend through its flashing and shall terminate vertically not less than 6 inches above the roof...". The ballast is part of the roof assembly, so the vents shall extend 6 inches minimum above the ballast. Which in this case, would not visually hide the vents as the Harrison Architectural Standard intended. If they are cut flush with the ballast there could be a case where ballast rock shifts and blocks the vents or snow accumulation on ballast can cover vents. Vents would be allowed to remain if hidden from other roof apparatuses, such as solar panels. Dark Bronze TPO walkways are acceptable. Seconded by Lynda, all present votes aye, motion approved. The IHCA CARC and the Board of Directors retains the right to review design detail on a case-by-case basis.

2) Yardi Upgrades

Ali moves, to move forward with the Yardi upgrades, second by Greg. All present voted aye, motion passes.

Meeting adjourned

7:22 pm

Next Meeting: March 25,2024 via Zoom.

Submitted by BK