**ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION** Board of Directors/Budget Ratification Meeting **Minutes-**Zoom Meeting Hybrid

**Meeting Date: April 22, 2024**

**Called to Order:** 5:32 pm / 5:39 pm regular Board meeting

**Meeting Location:** In person/Zoom

https://us02web.zoom.us/j/85498825454?pwd=aXpOc215dlMzK3JFK1dpNlNsMEY4QT09

Meeting ID: 854 9882 5454

# Board Members in Attendance: via Zoom

Ali Spietz

Bertan Aygun-via zoom

Sanjay Mahajan -via zoom

Lynda Tammone

Greg Underwood

Gwyn Drake-via zoom

# IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director,

Blair Krieg, IHCA Senior Community Manager

Susan Carlson, IHCA Community Manager

**Homeowners in attendance:** 0

**Meeting Called to order** by Ali Spietz

Quorum of the board achieved

**Consent Agenda**

1. Board Meeting Minutes –3/25/24
2. Draft ARC Committee Meeting Minutes-4/2/24
3. Finance Com Draft Minutes –4/9/24
4. Playground Com Minutes- 4/9/24
5. High Street TH-Leak Investigation

## Bertan moved, and Sanjay seconded, to approve consent items 1-5. All present voted aye, motion was approved.

**Treasurer’s Report Highlights – February 2024** Financial Reports

**February 2024 Financial Statements**

* **Favorable** budget varianceis **$164K** (**$53K** change from last month) - mainlydue to **$143K** favorable variance in Payroll/Benefits {down 1 landscape (not actively hiring for) & no CARC assistant}, **$29K** favorable variance in Interest Income due to higher interest rates, and **($8K)** net **un**favorable variance for accounts under $10K.
* **AR** decreased by **$27K** to **$48K.** Total AR is **$9K** 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 higher mainly due to one Concord Commons account in collections for $17.8K (includes special assessment), and higher legal fees are due to increased collection efforts.
* **Regular Collections** remains at **6** accounts totaling **$36K**, which is **74%** of regular **AR.** 
  + The CC account in collections has filed for bankruptcy owing $17.8K (including special assessment). Attorneys are filing a notice of appearance on behalf of the IHCA. We will update if the chapter 13 gets accepted or dismissed.
* No accounts are over the FDIC limit.

***Sanjay moves to approve the February 2024 Financial Reports, seconded by Greg. all present voted aye, motion approved.***

# Executive Director’s Report Highlights

**Annual IHCA/ HC/ HFN survey in process**. This year we stuck with the routine questions. The Board and E.D. can discuss earlier next year in the beginning of 2025 to customize the questions. This year the survey is being offered in 5 languages, English, Spanish, Koren, Mandarin, and Russian.

**Previous complaint for the past three years Case# 00377467** -Issaquah Highlands Park and Ride: E.D. wrote another complaint letter to City of Issaquah, King Co metro Director, and King co Sarah Perry regarding the absolute lack of basic maintenance for Issaquah Highlands Park and Park. I am happy to report that immediate action has begun (finally) to service this campus.

**Owner meeting-** IHC staff has been meeting with the Dahlia Park committee and other owners where we maintain the front yard landscaping to ensure plant replacements and upgrades, general maintenance and routine maintenance are meeting the needs of the owners. This has resulted in positive outcomes and increased visibility on expectations and services. The team will revisit this summer’s activities and owner feedback this fall to see if the process has improved communications with owners.

**Board of Director selections-** Statement of interest’s applications go live on May 1- 15th. Districts 2,4,6 are up this year. We need to recruit for interested volunteers. Gwyn is not re-running, Greg Tbd.

**Supplemental project preparations-**The Community managers main focus this month is preparing for the remainder of the supplemental projects including building painting, street sweeping, power washing and landscape upgrades. Contracts are signed for all major work so we are ensured early scheduling.

**Additional meetings held:**

* WSCAI Annual Conference Committee Meeting 4/15/2024- ED will be attending the Conference 4/19-4/20
* CARC owner and committee meeting
* Crofton Springs wall engineering meeting – Construction Completed
* Monthly Playground improvement committee meeting
* HC monthly meeting and annual Connection and events planning – July 1 – Annual IHCA issue
* Eastside Directors meeting 4/10
* Taylor Morrison Inspection Parcel D – The Reserve at Forest Ridge. Final inspections
* Weekly community manager meeting
* Yardi – updated to newest platform
* Monthly staff meeting – Team building: Office staff luncheon held April 6th
* Financial Committee
* Grand Ridge Plaza – Regency Centers meeting held monthly

**New Business:**

1.Memo - 24/25 Supplemental neighborhood budget Final

# *Bertan moves to approve budget, second by Lynda, all present votes aye. Budget is approved.*

2. Owner Edison lights on home and porches –ARC feedback

*BOD decided more discussion needed to be had. Sarah to obtain verbiage from surrounding master planned communities regarding their approved lighting.*

3. S. Pandey, Finance Committee member application

# *Sanjay moves to approve the appointment of Sushma Pandey to the finance committee, second by Bertan. All present votes aye.*

**Public Open Comment Period**

No comments received during open public comment period.

**6:10 pm - Adjourned to Executive Session**

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

**7:31 pm Adjourned back to open session**

**Meeting adjourned 7:32 pm**

Next Meeting: May 20,2024 via Zoom.

*Submitted by BK*