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

 **Minutes-**Zoom Meeting

**Meeting Date:** May 20, 2024

**Called to Order:** 5:37 pm

**Meeting Location:** Zoom

<https://us02web.zoom.us/j/89115007561?pwd=b2d5MDEzVnNnU1BEa1R6VEgyVVVnZz09>

Meeting ID: 891 1500 7561

# Board Members in Attendance: via Zoom

Ali Spietz

Bertan Aygun

Lynda Tammone

Greg Underwood

Gwyn Drake

# IHCA Staff Members in Attendance:

Sarah Hoey, IHCA Executive Director,

Blair Krieg, IHCA Senior Community Manager

Susan Carlson, IHCA Community Manager

Kristyn McKinnon, Accounting Manager

**Homeowners in attendance:** 0

**Meeting Called to order** by Ali Spietz

Quorum of the board achieved

 **Consent Agenda**

1. Board Meeting Minutes –4/22/24
2. Draft ARC Committee Meeting Minutes-5/7/24
3. Finance Com Draft Minutes –5/14/24

## Bertan moved, and Greg seconded, to approve consent items 1-3. All present voted aye, motion was approved.

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

**March 2024 Financial Statements**

* **Favorable** budget varianceis **$182K** (**$18K** change from last month) - mainlydue to **$163K** favorable variance in Payroll/Benefits {Internal CARC position eliminated; down 2 landscape employees (not actively hiring for 1); Maintenance was down 1 employee for 8 mos.}, **$29K** favorable variance in Interest Income due to higher interest rates, and **($10K)** net **un**favorable variance for accounts under $10K.
* **AR** decreased by **$5K** to **$43K.** Total AR is **$9K** higher than the same period last year. Neighborhood assessments & Legal fees are higher than last year, while Base assessments & Fines/misc. are lower. Neighborhood assessments are higher mainly due to one Concord Commons account in collections for $17K (includes special assessment), and higher legal fees are due to increased overall collection efforts.
* **Regular Collections** remains at **6** accounts totaling **$37K**, which is **87%** of regular **AR.**
* No accounts are over the FDIC limit.

***March 2024 Financial Reports were approved unanimously by electronic consent by entire finance committee due to no meeting.***

# Executive Director’s Report Highlights

* **King Co Metro Park & Ride:** Case# 00377467, this matter has now been escalated to Stephanie Pure Governmental Relations |King County Metro. They conducted an onsite inspection of the property today May 15 and will report back to me with an action plan.
* **Yardi Upgrades:** Upgrades are in process. We have completed the test data base in a test environment. We are hoping to go live the 1st week of June. The next step will be the owner portal and working with Yardi training team on the advanced compliance inspection portals.
* **Statement of interest’s application were made available May 1- 15th**. Districts 2,4,6 are up this year. No statements of interest have been received.

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* **Elizabeth Gregg, Gwyn Drake and Jennifer Riggs have submitted their resignations for the ARC Elizabeth is the chair.** Gwyn and Jennifer have agreed to stay on until at least one replacement member is found. Gwyn is coming off the board next month. I will actively recruit for ARC committee members over the next few months. Committee reassignments will be handled after the election process in June.
* **Goats** – Our herder Craig with Cloverdale Ranch, Healing Hooves is retiring. Therefore, this will be his last year in the community. He has partnered with another herder this year to service our community, however; service areas will be reduced. We are actively looking for alternate herder services for the coming years.
* **The HS architectural standards draft has been formalized.** The City of Issaquah development director is reviewing to ensure compliance with new title 18 codes.

 **Additional meetings held:**

* CARC owner and committee meeting
* HC monthly meeting and annual Connection and events planning – July 1 – Annual IHCA issue
* Weekly community manager meeting
* Yardi – updated to newest platform
* Monthly staff meeting
* Financial Committee

**New Business:**

1.Memo – Cluster Mailbox Replacements

# *Bertan moves to approve replacements, second by Lynda, all present votes aye.*

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 2. Memo – Poultry Request

 *BOD discussed whether or not chickens should be permitted on a case by case basis. ED to review surrounding HOA communities’ documents in the upcoming months for verbiage and rules pertaining to chickens. Roosters would not be permitted. ARC application would need to be submitted and adequate housing according to COI/King County/IHCA guidelines must be met. No vote was taken. To be discussed in future meeting/s.*

 3. Memo – COI AC Unit and Heat Pump Code Changes

# *New COI changes, Title 18 pertaining to Decibels of ac unit. Prior rule allowed 75, not only 55 is permitted. Discussion on how small new ac units would have to be to meet new guidelines. ED has written to COI and stated no enforcement by IHCA will occur. Meeting has been required with COI and IHCA rep to discuss how to address this moving forward. AC ARC applications were updated with verbiage that homeowners must meet COI guidelines.*

**Public Open Comment Period**

 No comments received during open public comment period.

**6:36 pm - Adjourned to Executive Session**

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

**7:32 pm Adjourned back to open session**

**Meeting adjourned 7:33 pm**

Next Meeting: June 24,2024 via Zoom and in-person, Annual Meeting.

*Submitted by BK*