

**ISSAQAH HIGHLANDS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
DECEMBER 15, 2025**

<https://us02web.zoom.us/j/81962271346?pwd=bmLKsPouapDRAa1uf3wLbZZWQlxRf.1&from=addon>  
Meeting ID: 819 6227 1346

**CALL TO ORDER**

Board President Ali Spietz called the meeting to order at 5:30 pm via Zoom.

**ROLL CALL**

**Board Members:** Ali Spietz, Greg Underwood, Tom Pucci, Phil Lindsey, Bertan Aygun, and Renee Petris, were present. Chris Toomey was absent.

**IHCA Staff Members:** Executive Director Sarah Hoey, Accounting Manager Kristyn McKinnon, Senior Accountant/HR Manager Barbara Hendrikse, and Community Manager Laura Carver were present.

**OPEN PUBLIC COMMENT PERIOD**

There were no comments.

**CONSENT ITEMS**

**1. November 25, 2025 Board of Directors Meeting Minutes**

**Motion:** Approve the November 25, 2025 Board of Directors Meeting Minutes.

**2. December 2, 2025 ARC Meeting Minutes**

**Motion:** Approve the December 2, 2025 ARC Meeting Minutes.

**3. December 9, 2025 Finance Committee Meeting Minutes**

**Motion:** Approve the December 9, 2025 Finance Committee Meeting Minutes.

It was moved by Bertan; seconded by Tom to: **Approve the motions for the Consent Items.** Motion passed unanimously.

**TREASURER REPORT**

**October 2025 Financial Report**

Treasurer Phil Lindsay presented the October 2025 Financial Report:

- Budget variance currently is \$104K Favorable - due to \$238K Favorable variance in Payroll/Benefits, mainly for the restructuring the Landscape team; \$139K unfavorable variance in Irrigation Water, as it was turned on earlier this year among other things; \$39K Favorable variance in Federal taxes for lower Interest revenue; \$31K unfavorable variance in Owner base assessments for not being able to bill for 30 units of Shelter Holdings new townhomes we were expecting; and \$3K net unfavorable variance for accounts under \$10K.
- AR decreased by \$3K to \$50K. Total AR is \$2K higher than the same period last year. Neigh/Base assessments & Legal fees are higher than last year, while Late fees and Fines/misc. are lower. 3 CARC building violation accounts for \$51K. AR not in collections is \$7K.

- Collections remains at 5 accounts totaling \$43K, which is 85% of regular AR.
- No accounts are over the FDIC limit.

It was moved by Tom; seconded by Bertan to: **Approve the October 2025 Financial Report.** Motion passed unanimously.

#### **Draft 2026-2027 IHCA Master Budget Review**

Executive Director Sarah Hoey presented the draft IHCA Master Budget for the Board's review.

#### **EXECUTIVE DIRECTOR REPORT**

Executive Director Sarah Hoey noted that her main focus in December has been responding to the storms and drafting the IHCA Master Budget and Reserve Study for next year. She also reviewed Department reports for October 2025 regarding completed, in progress, and future projects.

#### **REGULAR BUSINESS**

##### **1. Revised Resolution 25-2 Re: Conduct and Confidentiality Policies**

It was moved by Renee; seconded by Greg to: **Table Resolution 25-2 to the January Board Meeting.** Motion passed unanimously.

##### **2. Fire House Park Equipment Replacement**

It was moved by Phil seconded by Tom to: **Approve the reserve expense of \$12,899 to replace the small fire truck play feature at Fire House Park (Component #421).** Motion passed unanimously.

#### **EXECUTIVE SESSION**

The Board adjourned into an Executive Session at 5:57 pm to discuss:

1. CARC Report – Review Only
2. Legal Matters: Second Appeal for GRD Lot 35
3. Personnel Matters

The Executive Session started at 5:58 pm.

#### **REGULAR SESSION**

The Board resumed the Regular Session at 6:23 pm.

It was moved by Phil; seconded by Tom to: **Deny GRD Lot 35's appeal of the CARC denial.** Motion passed 5-1 (Renee dissented).

It was moved by Renee; seconded by Tom to: **Provide a 3% bonus for staff in 2025 and add a December staff bonus to future Master Budgets.** Motion passed unanimously.

#### **ADJOURNMENT**

The meeting adjourned at 6:25 pm.