Issaquah Highlands Community Association
Board of Directors Meeting Minutes

Meeting Date:	October 28, 2015	
Meeting Time:	5:30 pm	
Meeting Location:	IHCA Office	
Board Members in Attendance:	Walt Bailey Ellina Charipova Chris Hawkins Rob Knight	David Ngai Dan Vradenburg Jim Young
IHCA Staff Members in Attendance:	Sarah Hoey Erika North Joon Chang	
Minutes Taken By:	Erika North	

Called to Order: The meeting was called to order by Jim Young, President, at 5:30 pm.

Consent Calendar

1. IHCA Board Minutes – September 23, 2015
2. ARC Minutes – October 6, 2015

A motion was made by David and seconded by Chris to approve the Consent Calendar. **Motion carried.**

Owner Hearing: Dave Wilner, homeowner at 6748 266th Ct. SE, asked the Board to consider giving him some relief on his water bill of September 2014. During the period that the bill covered he was out of town for two weeks and used little water while home. During this time the developer was doing work on the meter lines for the GRD water transition and he thought perhaps some water was lost during that time resulting in an unusually high bill. A motion was made by Ellina and seconded by Chris to compensate Dave with the difference of his bill and the average of his other bills during that summer in the amount of $1,397.90 and to waive all associated late fees. **Motion carried.**

Treasurer's Report

1. **August 2015 Financials**
   a. The forecast analysis is a favorable $40K.
   b. The YTD summary showing an unfavorable $21K that is primarily due to base assessments which will align in the following months.
   c. We are seeing more monthly payments due to more ACH enrollments.
   d. The new Issaquah Highlands Homestreet Bank is offering a promotional deal on money market accounts. A motion was made by Chris and seconded by Ellina to open a $250K money market account with Homestreet Bank. **Motion carried.**
2. **2016-17 Budget Timeline**
   a. The 2016-17 Budget Timeline is the same as last year. The Budget Ratification meeting will start at 6:30pm.

3. **Draft 2014-15 Audit Report**
   a. The auditors gave us a "clean opinion". They praised everyone for a fabulous job and mentioned that our audit was easier than some much smaller complexes due to the staff's excellent organization. Joon is very happy with our auditors.
4. **Pond Filters**
   a. This year was unprecedented with the level of water in the ponds requiring numerous water transfers from one pond to another. Due to this activity the water filters for the ponds needed to be changed as they had never been changed before.
   b. A motion was made by the Finance Committee/David Ngai to approve the reserve expenditure variance, in the amount of $9,166.90, for the purchase of the new pond filters. **Motion carried.**
   c. This component will be added to the reserve study.
5. **Street Tree Replacement**
   a. A motion was made by the Finance Committee/David Ngai to approve the reserve expenditure variance, in the amount of $17,499, for street tree replacements. **Motion carried.**
6. **Crofton Springs Siding Repairs**
   a. A motion was made by the Finance Committee/David Ngai to approve the reserve expenditure variance, in the amount of $35,000, for unexpected siding repairs at Crofton Springs. **Motion carried**.
7. **Late Fee Policy Resolution 12-011**
   a. A motion was made by the Finance Committee/David Ngai to approve the changes to the Late Fee Policy Resolution eliminating the practice of charging late fees on fines and changing the requirement to change a mandatory 18% interest rate on late fees. **Motion carried.**

Executive Director and Committee Reports

1. **Maintenance Facility:** There are no budget figures available yet as Sarah is currently obtaining bids.
2. **Benefits:** Staff health benefits are renewing. The budget estimated a 10% increase and the actual increase is only 2% so we will see a savings in that line item. E.D. has switched 401K companies.
3. **GRD Water System Deposit Refunds:** 19 of 20 refunds have been processed.
4. **New Owner Orientation:** This event was held on October 1st and was a big success with over 70 people in attendance.

New Business

1. **Grand Ridge Drive Water Bill Refund Request:** Owner was requesting relief of his unexpectedly high water bill for the first irrigation period of this year. There were no extenuating circumstances. The city denied any relief. A motion was made by Chris and seconded by Ellina not to mitigate this water bill. **Motion carried.**
2. **Stuart Johnson – Letter of Resignation:** Stuart and Cindy Johnson are moving from the area so Stuart submitted his resignation from the Highlands Council and the Covenant Committee. The Board thanks them both for their years of dedication to the Association.
3. **Board Strategic Planning:** The board will meet after the first of the year to brainstorm strategic planning ideas including a 3 year IHCA budget.
4. **Home Business Application #15-007:** A motion was made by Chris and seconded by Walt to approve the business application for Shanti's Studio. **Motion carried.**

Adjourn Executive Session / Return to Open Session

Meeting Adjourned – 7:42 pm