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

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| **Meeting Date:** | **March 27, 2019** |
| **Meeting Time:** | 5:30 pm |
| **Meeting Location:** | IHCA Office |
| **Board Members in Attendance:** | Jim Young, Dan Vradenburg, Rossi Cruz, Rob Knight, Greg Underwood |
| **IHCA Staff Members in Attendance:** | Sarah Hoey, IHCA Executive Director<br>Kristyn McKinnon, IHCA Accounting Manager |

**Called to order by** Jim Young, BOD President, at 5:30 pm Quorum achieved

Consent Items:

1. IHCA Board Minutes-February 27, 2019
2. Finance Committee Minutes- February 12, 2019
3. Draft Finance committee meeting minutes- March 12,2019

**Motion was made by Rossie seconded by Rob, to approve the consent items. All present voted aye, Motion was approved.**

Treasurer's Report

- **<u>January Financials:</u>** Overall Favorable forecast variance remains at $208K; no overall change from last month. Miscellaneous increases and decreases throughout the month net to a zero change in variance. Notable changes from last month were an $8,600 increase in "BARC" violations, $6,800 increase in Landscape wages (due to salary survey), $5,300 increase in contingency funds (OT wages for snow removal) and $3,500 decrease in medical insurance.
    a. AR increased by $28K to $68K; which is $9K lower than same period last year. AR includes Jan 2019 assessments, $15.8K in "BARC" building violations, and $14K for Lauren Heights shared costs. All categories are lower than same time last year except for Legal fees and Fines/Misc.
    b. Collections decreased by 2 to 10 accounts (3 payoffs; 1 new) totaling $33K, which is 49% of total AR.
    c. No accounts over $250K.
    **d.** Budget comps and 12-month statement includes $13.5K for HSC assessments from Westridge homeowners. IHCA income is overstated, and High Street's is understated by this amount. These funds will be transferred from IHCA books to HS books in February. We have informed the auditors of this. IHCA Accounting staff will set up duplicate owner accounts in High Street's records to properly bill for these next year.

**Dan recommends approval of January 2019 financials, so moved.**

1. Revised 2017/2018 Vista Park neighborhood surplus to correct Vista Park's portion. Motion to approve correction of Vista Park's 2017/18 surplus from -$844.83 to $455.17 by adding an additional $1,300 that was previously excluded in the calculation.

   **A motion was made by Dan and seconded by Greg to approve the surplus allocation as requested. All present voted aye motion passed**.

2. 2017/2018 Supplemental neighborhood surplus Motion to approve the following transfers to Reserves of overages in the following Supplemental's operating accounts.
   - Crofton Springs $15,000
   - Concord Commons $20,000
   - Villaggio $10,000
   - ZHomes $5,000
   - Sunset Walk $25,000
   - High St. Townhomes $5,000
   - View Ridge $10,000

   **A motion was made by Dan, and seconded by Greg, to approve the allocation as requested. All present voted aye, motion passed.**

3. Crofton Village Green 48/52 Full paint - 3 bids were presented.

   **A motion was made by Dan seconded by Rossie to approve La Familia Paining LLC for $ 86,625.**
   **If vendor cannot get IHCA on scheduled IHCA has permission top sue next bid with 365 Painters.**

4. 2019/20 Supplemental neighborhood budgets (Excluding WHP, CS and CVG H
   All budgets reviewed by finance committee and board.
   A motion was made by **Dan and seconded by Greg to accepted the budgets as represented. All present voted aye motion passed.**

   Public budget ratification meetings for the neighborhood and supplemental budgets are scheduled for May as required per the governing documents.

Executive Director Report; **March:**

- Shop: PSE poser line has been installed. The Fire marshal is requesting several more times be installed. Shop should have certificate of occupancy in April.
- Legal matters disclosed to the board. 2070noble, self help Jonquil, owner dispute Harrison street.
- 2019/2020 budgets is process – The remainder of the supplementals will be presented in April.
- IHCA will be using VOTHOANOW>COM for the 2019 bod election process.
- E.D. is renewing the 2019 insurance policies for all liability coverage, D&O, auto, crime , cyber, supplemental and umbrella.
- E.D. created a natural disaster committee with Regency Centers and will be submitting a memo to the fiancé committee and board din April for additional equipment and supplies.
- The old f350 truck (which was stolen but recovered this past summer was sold to a private party for $10 k, funds will be used to purchase a small truck with board permission.
- The City and IHCA have partnered to upgrade the telemetry system for the retention ponds which will help IHCA keep a close eye on water use for the IHCA owned irrigation systems.

**New Business:**

1. **<u>Drone use request:</u>** The governing documents state that drone use is prohibited unless written permission form the board is obtained. An owner has requested approval for personal drone photography during Issaquah Highlands and other IH related community events. In February the board requested E.D. to draft a drone use policy and application. these documents where reviewed.

   **The board requested this matter be tabled until the May board meeting**.

2. **<u>Snow removal service request for Contingency funds:</u>** Due to the large amount of snow received in February the Master, and supplemental budgets exceeded their annual budget amount for snow removal services. In addition, the IHCA administration housed IHCA staff in local hotel to better service the community during these events. The Ed. Requests $ 41,836 to be paid out of the contingency fund to cover the unbudgeted amount of the snow removal expenses.

   **A motion was made by Greg, and seconded by Rob, to approve $ 41,836 to be paid out of the contingency fund. All present voted aye, motion passed.**

3. **<u>Appoint a nominating committee</u>**: *The Board nominates Ben Rush, Larry Norton and Greg Underwood*
4. *(board liaison) to the nominating committee.* E.D. was instructed to contact Larry and Ben to accept nomination. Candidates must be owners in the Issaquah Highlands. Final nomination committee member roster will be reflected in the April board meeting minutes.

   **The Board nominates Ben Rush, Larry Norton and Greg Underwood (Board liaison) to the nominating committee. No further action is required at this time.**

5. **<u>Villaggio wood rot repairs</u>**: A bid was presented for wood rot repairs at 2684 Magnolia for $2,095.50 form RW Anderson.
   **A motion was made by Rob and seconded by Dan to approve the RW Anderson bid for $ 2,095.50, all present stated aye, motion approved.**

6. **Board District amendment- A**s declarant for the High Street sector IHCA E.D. has request that Grand Glacier LLC amend the IHCA Bylaws to encompasses all new homes with in the new Westridge Development. Sections added are: Westridge South single family, Westridge Townhomes South / North, Westridge North single family and the affordable homes Block 4 (including LEO house) will be included in District 1. Parcel D off Falls Dr. and 15th with 10 single family homes will be added to District 2. The Board acknowledges these changes.

   *No motion is required by the board to approve since this a declarant matter.*

7. **<u>Community amenities:</u>**
   **Jim Young, President, motions to table this matter until May 2019 when all board member are present.**
   **All present voted aye, motion passed.**

Executive Session not held

The meeting was adjourned at 6:45pm

R*espectfully submitted – Sarah Hoey IHCA Executive Director.*