ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION
Board of Directors Meeting Minutes

Meeting Date:	**January 22, 2020**
Called to Order:	5:30 pm
Meeting Location:	IHCA Office
Board Members in Attendance: Quorum confirmed.	Jim Young B.T. Shivakumar Dan Vradenburg Ben Rush- via teleconference Bryan Shiflett- via teleconference
IHCA Staff Members in Attendance:	Barbara Uribe, IHCA Senior Accountant, HR Manager Kristyn McKinnon, IHCA Accounting Manager Blair Krieg, IHCA Community Manager Debbie Orosco, IHCA Community Manager

Called to order by Jim Young, BOD President Quorum achieved

Homeowners in attendance: Elizabeth Kasprzak. Discussed concerns with home business.

On behalf of the Board, Jim acknowledged and thanked the IHCA Landscape & Maintenance departments for their hard work during the January snow storm. He went on to say that their preparation and continuous efforts during the storm were unsurpassed resulting in an overwhelming amount of positive feedback from homeowners.

Consent Items-Reviewed and approved

1. IHCA Board Meeting Minutes – November 20, 2019. *No meeting held December 2019.*
2. ARC Committee Meeting Minutes – December 3, 2019
3. Draft Finance Committee Meeting Minutes- January 20, 2019
4. Memo- Crofton Springs – 1873 Kenyon – Change order
5. Memo-CVG Dry Rot/Pest Repair- CVG 2319 Park Drive – Trellis repair
6. Memo-Concord Commons – 1723 – Dry rot repairs

Motion was made by Ben and seconded by Dan to approve consent items 1-6. All present voted aye, motion was approved.

Treasurer's Report Highlights **November** 2019 Financial report

1. Favorable forecast variance is $152 K, a $4K increase from last month, due to $66K for unbudgeted base assessments for Westridge Single-Family North, $38K in rent, $33K in payroll/benefits, $30K in contingency and an unfavorable variance in landscape contracts of ($15K).
2. AR decreased by $17K to $34K. The majority of the balance is due to "barc" violations and collections, AR is $13K lower than the same period last year. All categories are lower than same time last year except for legal fees.
3. Collections decreased by 1 to 5 accounts totaling $22K, which is 63% of total AR.

4. Dan reviewed 2 bank statements: CVG Checking/MM account and ZHome Checking account.
5. No accounts over FDIC $250,000 limit.

Dan recommends approval of the November 2019 Finance report on behalf of the IHCA finance committee.

Executive Director's Report Highlights

1. **Starpoint Office Space:** Permit issued. On track for mid-February move in.
2. **New Year's Eve Cyber Attack**- IHCA IT provider received a ransomware attack over New Year's Eve. No IHCA data was compromised. IHCA server is backed up nightly. IHCA was fully restored within 12 hours.

New Business

1. **Memo** –2020 community survey preparation and demographic statistic. The IHCA survey will be published in May. ED requests board members review previous survey questions and responses to help draft 2020 community survey with questions that will help IHCA better serve the community.
2. **Memo:** URR's and ARC guideline updates. Proposed changes to the Use Restriction and Rules (URRs) and ARC Guidelines were approved for public comment at the October 23, 2019 Board meeting. The proposed changes were published for public comment during the month of December 2019. IHCA did not receive any comments regarding the changes from homeowners.
   Motion was made by Brian and seconded by Dan to approve changes to URRs and ARC Guidelines effective March 1, 2020. All present voted aye, motion was approved.
3. **Memo:** New Business application – Lash Factory. This Home Business Application was initially submitted and approved for this unit located at 1371 Huckleberry Circle NE. in January 2017. However, ownership of the unit has since changed, the owner of the unit is not the owner of the business and does not reside on site, there is an additional residential tenant not related to the business and the business has begun to receive complaints regarding a high volume of clients visiting the unit at one time.
   Motion was made by Dan and seconded by Ben to disapprove the Lash Factory home business application. All present voted aye, motion was approved.
4. **Memo:** 2020/2021 Annual Calendar. Review only. No action was needed.
5. **Memo:** 2020 Board Election timeline. Per the governing documents Bylaws Articles IV: Board of Directors: Number, Powers and Meeting. Section A. Composition and Selection #4. The board shall approve the budget timeline to include the nominating committee dates, mailing and closing date of ballot and set the annual meeting date.
   Motion was made by BT Shivakumar and seconded by Dan to approve the 2020 Board of Directors election timeline for Districts 2,4, & 6. All present voted aye, motion was approved.

Adjourn to executive session 6:20 pm
Return to general session 6:30pm

Motion was made by Ben and seconded by Brian to approve the Park Use Agreement. All present voted aye, motion was approved.

Adjourned **6:40pm**

Date and Time of Next Meeting: *Wednesday, February 19, 2020 5*:30 pm