ISSAQUAH HIGHLANDS COMMUNITY ASSOCIATION
Board of Directors Meeting Minutes

Meeting Date:	**September 29, 2021**
Called to Order:	5:30 pm
Meeting Location:	Zoom Teleconference

https://us02web.zoom.us/j/87006824873?pwd=MDNVN1l1M1dkSHRESExqVVpJMThmZz09&from=addon

Meeting ID: 870 0682 4873

Board Members in Attendance:	Rossie Cruz	Sanjay Mahajan
	Greg Underwood	Katia Zakharova

IHCA Staff Members in Attendance:
Jordan Rousu, IHCA Administrative Assistant
Blair Krieg, IHCA Community Manager
Debbie Orosco, IHCA Community Manager
Kristyn McKinnon, IHCA Accounting Manager
Sarah Hoey, IHCA Executive Director

Called to order by Rossie Cruz, BOD President — Quorum achieved

Homeowners in attendance: 1

Guest John Kappler – Kappler Homes, Architect for Lot 74.1 3425 Harrison Street

Consent Items-Reviewed and approved

- IHCA Board Meeting Minutes – August 30, 2021
- ARC Committee Meeting Minutes – September 7, 2021
- Draft Finance Committee Meeting Minutes- September 14, 2021
- CARC Harrison & GRD Committee report
- Memo – Crofton Springs Townhome – Painting
- Memo – CVG 48/52 2587 – Deck Coating
- Memo – Villaggio 2426 – Plumbing
- Memo - High St Townhomes – Decks
- Memo- zHome – Neighborhood Signs

Motion was made by Sanjay and seconded by Katia to approve consent items 1- 9. All present voted aye, motion was approved.

Treasurer's Report Highlights **July** financial report

- Variance favorable by $19K. Variance is due to favorable payroll/benefits of $23K as we are down one landscape employee, and net unfavorable variance for accounts under $10K ($4K)

- Accounts Receivable has increased $32K to $156K. Part of this is for semi-annual billings in July, and 71% of the balance is for "barc/carc" violations of $111K. A/R is $86K higher than the same period last year. Base and neighborhood assessments and violations are higher than last year, while legal fees and late fees are lower than the same period last year.
- Collections increased by 2 accounts to 7, totaling $103K, which is 66% of total A/R. Three accounts were paid off and 5 are new, including 4 CARC violation accounts.
- All bank deposits are under the $250,000 FDIC limit.

Fiscal year 20/21 audit report – created by Newman & Co. CPA

Sanjay recommends approval of the July 2021 Finance reports and the 2020-21 fiscal year audit as reported on behalf of the IHCA Finance Committee.

Executive Director's Report Highlights

- **WSDOT – I-90 off Ramp Trash Clean Up** IHCA ED reached out to the mayor for additional assistance. IH has partnered with Trash Mob https://trashmob.eco/
- **UR&R's & Architectural Design Standards-** Documents are under review by Staff and committees for any annual updates.
- **Wyhaven Apartments issued notice of non-compliance** -Repeated rental unit trash recitals left on street past pick up days.
- **Holiday Preparations- IHCA** has committed to Halloween decoration contest, letters to Santa's, and the snow man building contest again this year. Tree lights will go on the day after thanksgiving and will come down the 2-3 week of January.

New Business

1. Memo- Dump truck replacement. **Motion was made by Sanjay and seconded by Katia to approve Reserve Expense of $21,910 to purchase a new dump truck. Motion was approved.**

Adjourned to Executive Session 6:25 pm

Open session: 6:53 pm

- Harrison St Lot 74.1 3425- **Motion was made by Katia and seconded by Sanjay to approve the proposal home orientation of the lot as submitted. Variances is granted. All present vote aye, motion approved.**
- **Concord Commons**- **Motion was made by a Katia and seconded by Sanjay to approve up to $120,000 from 20/21-year end Master surplus to perform the emergency work needed for units 2447 & 2417. All present vote aye, motion approved.**
- Rebranding- **Motion was made by Katia and seconded by Greg to deny HC request to rebrand. All present voted Aye, motion approved.**
  Note: The board members not in attendance (Bryan, Elizabeth and Ali) also submitted their votes via email against rebranding for this vote prior to the meeting.

Meeting adjourned 7:00 pm

Date and Time of Next Meeting: Monday, October 25, 2021, 5:30 pm