



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

Meeting Date: November 20, 2019

Called to Order: 5:30 pm

Meeting Location: IHCA Office

Board Members in Attendance: Jim Young Bryan Shiflett
Quorum confirmed. Rossie Cruz Dan Vradenburg
 Ben Rush Greg Underwood
 B.T. Shivakumar

IHCA Staff Members in Attendance: Sarah Hoey, IHCA Executive Director
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

Consent Items-Reviewed and approved

1. IHCA Board Meeting Minutes – October 23, 2019
2. ARC Committee Meeting Minutes – November 5, 2019
3. Draft Finance Committee Meeting Minutes- November 12, 2019
4. Memo-WHP Concrete Repair
5. Memo-CVG Dry Rot/Pest Repair

Motion was made by Dan and seconded by Bryan to approve consent items 1-5. All present voted aye, motion was approved.

1. Treasurer's Report Highlights September 2019 Financial report

- **Favorable** forecast variance is still **\$148K**, due to **\$67K** for unbudgeted base assessments for Westridge-Single-Family North; **\$42K** in rent; **\$34k** in Payroll/Benefits and **\$5K** for interest.
- **AR** decreased by **\$4K** to **\$51K** mainly due to "CARC" violations (**\$13K**) and collections; AR is still **\$13K** higher than the same period last year. All categories are lower than same time last year except for Legal fees and Fines/Misc.
- **Collections** decreased by 1 to 6 accounts totaling **\$30K**, which is **57%** of total **AR**.
- **No** accounts over \$250K.

Jim requested ED reach out to surrounding Master Associations regarding how many months funded their contingency fund is.

BT Shivakumar recommends approval of the September 2019 Finance report on behalf of the IHCA finance committee.

Executive Director's Report Highlights

1. **Bellevue College Lot:** No current plans or discussion on future development.
2. **Starpoint Office Space:** Waiting on COI to approve demo permit.
3. **Park Use Agreement:** ED is meeting with Highlands Council on December 20th.
4. **Large Scale Surveys:** Reviewed. ED continues to obtain additional information as far as percentage funded, assessment totals, etc.

New Business

1. **Memo:** Landscaping Master Plan- 2019 Landscaping street space projects. ED requests permission for \$65,000 for sod, tree maintenance, and groundcover. Funds have already been allocated on reserve study.

Motion was made by Dan and seconded by Ben to approve \$65,00 in funds. All present voted aye, motion was approved.

2. **Memo:** Port Blakey— Assignments of Declarant rights for easements/CARC. E.D. has distributed legal notices to BOD and sent to IHCA legal counsel for review. BOD would like to know more about the agreement including the benefits to IHCA before agreeing to assignments. E.D. will follow up with board in the coming months.
3. **Memo:** 2018/2019 Fiscal year-end surplus reallocation recommendation.
ED recommends **\$55k** for Custom ARC admin and legal set up and review, **\$3k** for new office stationary, paper stock, etc. due to office move and address changing, **\$50k** for additional reserve contributions for park and playground equipment upgrades, **\$25k** for pea patch garden upgrades, **\$3k** for 15 year dog park anniversary celebration, **\$10k** for IHCA sponsored community events such as movies in the park. **\$3k** for two electrical walk-behind mowers, **\$10k** for new neighborhood identification signage and supplemental neighborhood emergency expenses for **\$16k**.

BOD approved all proposed expenses **EXCEPT** blade signs, Custom ARC legal setup, pea patch garden upgrades and community activities. **Motion was made by Dan and seconded by Ben to approve \$75,00 in funds as allocated below. All present voted aye, motion was approved.**

- \$3,000 for new office stationery, mailing labels, business cards etc.
- \$50,000 for additional contribution to Master reserve account for increased park/ play equipment upgrades.
- \$3,000 for Dog Park 15-year anniversary celebration
- \$3,000 for 2 walk behind electric mowers
- \$16,000 for backup contingency funds for supplemental neighborhoods that are risk for special assessments. Crofton Springs: \$5,333 Crofton at Village Green 29,30,49: \$5,333 & Crofton at Village Green 48, 52: \$5,333.

Adjourned

6:35pm

Date and Time of Next Meeting: *Wednesday, January, 22, 2020 5:30 pm*