

**Brownstone at Issaquah Highlands HOA**  
**Board of Directors Meeting**  
**Monday December 19th, 2022**  
**Online Meeting**

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**Board Members in Attendance:** Ray Sich, Vice President; Secretary Alexis Manning; Marni Kilzi; Mark Bennett; Yit Tisoni, Treasurer

**Others in attendance:** Rich Sand, Morris Management, Residents

**Absent:** Brian Neville, President

**Homeowners in Attendance:** Barb 1392 Brooklyn, Derek H., Brooklyn Walk

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**Homeowner Forum**

- Roof leak dripping through their light posted on facebook and resident wanted to know what to do; Solution: Call Morris Management (Rich) and if after hours, call Morris Management, builder is still responsible for these repairs, tolling agreement with builder goes through June 2023
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**Call to Order**

- The meeting was called to order at 7:15PM
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**Approval of Minutes**

- Not currently part of the process, will resume when Secretary position is filled
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**Prior Business**

- Past Due HOA Dues – All resolved one which is on a payment plan.
  - Budget: Look at estimated vs actual in 2022
  - Discussed items most significantly over estimated budget for 2022, 50300 Repair & Maintenance, 50630 Roof Repairs (will get reimbursed because of Tolling agreement) and 50710 Irrigation Repairs (breaks primarily due to people driving over irrigation system accidentally by their drive ways), 55330 Legal Fees (related to contacting delinquent neighbors, HOA will be reimbursed
  - Rich will invite Premier (irrigation system company) to troubleshoot how to avoid breakage of sprinklers.
  - Primer: Needs to empty common bins during the winter full of doggie poop, only come once a month during the winter; Rich will follow up
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**Budget**

- We discussed items for estimated cost vs actual cost in 2022
  - Discussed items most significantly over estimated budget for 2022, 50300 Repair & Maintenance, 50630 Roof Repairs (will get reimbursed because of Tolling agreement) and 50710 Irrigation Repairs (breaks primarily due to people driving over irrigation system accidentally by their drive ways), 55330 Legal Fees (related to contacting delinquent neighbors, HOA will be reimbursed
  - Rich will invite Premier (irrigation system company) to troubleshoot how to avoid breakage of sprinklers which is a large avoidable expense.
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**Changing of Outdoor Light on Garage and/or Video Cameras:**

- Technically this is exterior modification which requires AAC request.
  - We could create an approved option for residents to get so they could get light/camera without going through the AAC request.
  - Action: Develop policy on ring cameras/lighting for driveway for homeowners (ground rules, ie color, where to place, what to do when move).
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**Projects for 2023:**

- Moss on roof
  - Broken capstone on end of Brooklyn Walk; Rich is searching for contractor to fix this.
  - We considered contracting project manager for certain types of project that require expertise.
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**Next Board Meeting & Action Items:**

- Next regular HOA board meeting will be scheduled for Monday, January 23rd @ 7PM.
- **Action Items by next meeting:**
  - All: Consider what board roles we will take on for 2023; Rich to send out role descriptions.
  - Rich to contact Premier (landscaping company) to discuss ways to avoid drip line breakage and winter trash removal.
  - Rich to follow up on broken capstone repair and contractor selection.
  - All: Review ongoing project tracker and consider priority projects for 2023

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**Tentative Board Meeting Agenda for January 23<sup>rd</sup>**

- **Decide on board roles**
- **Align on how to use the tracker**
- **Review 2023 budget**
- **Discuss priority projects for 2023**
- **Follow up with Rich about broken capstone**
- **Follow up with Rich about Premier regarding irrigation system breaks and winter trash removal**
- **Decide if garage ring cameras as an outdoor modification is a priority project and delegate this project to a board member.**
- **Decide on how to proceed with parking project.**

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**Adjournment:**

- Meeting adjourned at 8:20 PM

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**Minutes submitted by** Alexis Manning, Secretary, Brownstone at Issaquah Highlands Condominium Association