

**MINUTES**  
**EXECUTIVE COMMITTEE**  
**SUDDEN VALLEY COMMUNITY ASSOCIATION**  
Basement Conference Room Clubhouse  
Friday, December 16, 2016  
1:00 PM

PRESENT: President Larry W. Brown, Vice President Leslie McRoberts, Treasurer Carol Houlton, Secretary Gail Chiarello, Managing Director (MD) Mitch Waterman. Audience: N&E Chair Linda Bradley.

President Brown called the meeting to order at 1:06PM and noted those present. Adoption of the Agenda included the addition of two items—Bylaws, and BoD 12-19-2016 Agenda.

At about 1:15PM the Executive Committee went into Closed Session to discuss legal matters. The Executive Committee returned from Closed Session at about 2:00PM.

General Manager's Report: (1)The GM has ordered additional security for three weeks to follow UPS, FedEx and other delivery trucks, since there have been incidents of package theft from members' front porches. (2) Mailbox issue. The Board has received complaints about inadequate number of over-sized parcel boxes, especially during the holiday season. A number of unused small mailboxes exist because of lot consolidation. Lighting at the mailbox clusters is also inadequate. Any solution will have to involve coordination with USPS. The GM requested that a volunteer committee be appointed to assist staff in coming up with an optimal solution.

Approval of Minutes. The November 14, 2016 Minutes were approved as submitted. Future Executive Committee Minutes will be submitted in the form of a Consent Agenda.

Filling Board Vacancies: N&E Chair Linda Bradley noted that the closing date for applications to the Board is Sunday December 18th and the Board will vote the following evening. It was agreed that voting would be handled the same way it is handled for the AGM; ballots will be printed with the names of all candidates, and the current Board members will vote for two individuals, since there are two Board openings. In the event of a tie, the Board will vote until the tie is broken.

Scheduling of Executive Committee Meetings. Discussion: It was desirable to hold a standing meeting following the monthly Finance Committee meeting which occurs on the third Wednesday of the month.

Gail Chiarello moved and Leslie McRoberts seconded that the Executive Committee schedule one standing meeting per month, to be held the third Thursday of each month at 1PM, location TBD. Motion passed unanimously.

Board and Committee Member Orientation: The GM presented a draft agenda for orientation which would include Insurance, Legal, Realty, Accounting, Administration, Operations,

Parliamentary Procedure. The date will be either Thursday January 5th or Friday January 6th depending on the availability of the speakers.

Roads Final Report. Discussion of how the pending possible Revitalization work would impact the timing and expense of the necessary Roads work. The Finance Committee's Roads person (Pug Edmonds) will be exploring this with Wilson Engineering, the author of the Roads study. The Reserve Study is already posted to the SVCA website under Resident Resources/ Documents. Although the Reserve Study includes an analysis of the roads, the Wilson Engineering Roads Report is a different report from the Reserve Study.

ACTION ITEM: The GM will provide a confidential copy of Wilson's Executive Summary of their Roads Report to members of the Executive Committee.

Firewise/DNR Grant Discussion. At this time the DNR grant to the Hillside Community of Sudden Valley is a grant directly to a group of individual homeowners and there is no formal SVCA activity involvement.

Bylaws: President Larry Brown has reviewed the Bylaws and found a few typos which will be corrected before the Bylaws are presented at the 12-19-2016 Board meeting for approval. Two other Bylaws changes approved at the 2016 AGM contain ambiguous or inaccurate language; these will be submitted for member vote at the next AGM.

BoD Agenda: The agenda should be modified to reflect Board approval of the first level of Bylaws changes.

**SUMMARY OF ACTION ITEMS:**

- Add Bylaws item to Monday night's agenda.
- Explore possible future coordination of Firewise activities with SVCA activities.
- GM to e-mail Executive Committee members the Wilson Roads Report Executive Summary.
- GM will request Administration to post Executive Committee monthly standing meeting to the Events Calendar.
- GM will ask Ashley to call out a separate section under Committee Minutes named Executive Committee Minutes, rather than including them with the Board Minutes as they are now.

Meeting was adjourned at about 2:30PM.

Respectfully submitted,

Gail Chiarello  
Secretary

Minutes Approved By:

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Gail Chiarello, Board of Directors Secretary