

1 SUDDEN VALLEY COMMUNITY ASSOCIATION
2 BOARD OF DIRECTORS MEETING MINUTES
3 SEPTEMBER 17, 2015
4 SWFA Training Room
5 6:00 PM

6 In Attendance:

7 Larry Brown, President
8 Carol Bauman, Vice President
9 Leslie McRoberts, Secretary
10 Carol Houlton, Treasurer
11 Samantha Rorabaugh
12 Nick Flacco
13 Grace Shaffner
14 David Narsico
15 Mike D'Angelo
16 Georgia Allen, Acting N&E Chair
17 Curt Casey, Interim ACC Chair
18
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20 Community Members: 8
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22 Sudden Valley Staff: Mitch Waterman, Managing Director
23 Sarah Pratt, Administrative Specialist
24 Jennifer Spidle, Accounting Manager
25 Norm Smith, Security/Compliance
26 Seth Woolsen, Attorney
27
28

29 I. CALL TO ORDER

30 A. The meeting was called to order at 6:07PM PM.

31 II. ROLL CALL

32 III. FULL BOARD APPEAL

33 a. The Appellant waived his appeal by not appearing and the original find stands.

34 The Board recessed until 7:00PM when the regular meeting was called to order.

35 IV. ADOPTION OF AGENDA

36 a. Delete item #3.

37 b. Director D'Angelo requested the addition of a discussion item at X (C) under
38 New Business regarding the cost of appeals and whether the cost is recoverable.

39 c. The agenda was adopted as amended by acclamation.

40 V. MEETINGS OF THE EXECUTIVE COMMITTEE

41 a. No report.

42 VI. ANNOUNCEMENTS

43 a. Director Rorabaugh announced a continued need for community members to join
44 the LRPC subcommittees.

- 45 b. Managing Director Mitch Waterman announced the Town Hall meeting on
46 October 4th. Various activities will be available for kids and adults, along with
47 free food and beverages. Located at the Dance Barn from 1:30 p.m. to 4 p.m.
48 c. Director Houlton announced a second Town Hall
49 d. Director D'Angelo announced the annual Safety Fair occurring on October 17th.
50 It will be taking place at the Dance Barn from 10 a.m. to 3 p.m. Various vendors
51 will be present and light refreshments available.
52 e. Mitch Waterman announced that a videographer has been lined up to tape the
53 Town Halls and Candidate Forums. These recordings will be posted on the
54 webpage.
55 f. Director Narsico announced the jazz concert occurring Saturday, September 26th
56 at 3:00 p.m. in the Dance Barn.
57 g. Director Narsico also announced a Town Hall event for Whatcom County
58 candidates on Friday, October 9 from 7-9 p.m. at the Dance Barn.
59 h. Director McRoberts noted that several candidates were present in the audience
60 and recognized them for their attendance.
61 i. Mitch Waterman announced communication from Liberty Insurance related to the
62 Library claim. They have been given until October 4 to reply to complaints of
63 nonperformance.

64 VII. PROPERTY OWNER COMMENTS

- 65 a. No comments.

66 VIII. BOARD COMMENTS

- 67 a. No comments.

68 IX. CONTINUING BUSINESS AND VOTING AS NECESSARY

- 69 a. ACC Conveyances - Discussion

- 70 i. Director Casey proposed that a carport, by definition, is "open" and
71 doesn't fully comply with the requirement to have conveyances screened
72 from view. Board members noted that there is no language specifying
73 what is an appropriate covering. The President instructed Director Casey
74 to include permissible covers in his new definition. Director D'Angelo felt
75 that any change must allow a substantial amount of time for existing
76 offenders to come into compliance.

77 **ACTION ITEM:** Director Casey will return with an expanded definition
78 of "screened" based on this conversation.

79 **MOTION:** Interim ACC Director Casey moved that the Board approve Richard
80 Bailey and Jeff Sina to the ACC. The motion was seconded by Director Bauman
81 and passed unanimously.

- 82 b. Body Cameras

- 83 i. Managing Director Mitch Waterman reviewed current interest in obtaining
84 body cameras for security officers. The purpose is to eliminate "he said,
85 she said" situations between security and those they encounter. He sought
86 the Board's opinion on this matter.

- 87 1. Director Brown stated that privacy was paramount, and the
88 recording should only be available to the individual upon appeal
89 request.

- 90 2. Director Houlton noted that the Finance Committee felt lukewarm
91 on the topic only due to lack of information. Would like to see
92 more “fleshed-out” procedures and understanding prior to
93 purchase.
94 3. Director Casey felt that a cost-benefit analysis would be wise and
95 that appeals could be settled more expeditiously with the use of
96 body cameras.
97 4. Director Rorabaugh stated that the Finance Committee agreed to
98 wait at least until AGM’s have passed before purchasing.
99 5. Such a purchase, if approved, must comply with Washington State
100 law for corporations and be used for appeals only.

101 c. 2015 Financial Measures for AGM

- 102 i. The measures as included in the Board packet were updated per
103 recommended changes by the Finance Committee. Updated measures
104 were handed out.
105 ii. Measure 1: The reserve study may have been appropriate last year but
106 not so this year. Director Houlton stated the necessity of being as clear as
107 possible to the community where SVCA sits from a financial perspective.
108 Top statement on Measure 1 shows the reserve study’s recommendation
109 for SV, bottom statement shows downward trend in funding as the true
110 reality of the financial situation. We cannot continue to fund maintenance
111 and other operations in this way.

112 **MOTION:** Director Houlton moved to accept the Summary explanation of
113 Measure 1 with the minor corrections proposed by the Finance Committee. The motion
114 was seconded by Director D’Angelo.

115 **FRIENDLY AMENDMENT:** Director Brown moved to delete sentence on page
116 1 and replace it by moving the bolded text on page 4. This was seconded by
117 Director Narsico, but failed with all against the motion.

118 **AMENDED MOTION:** Director Shaffner moved to remove the sentence on
119 page 1 entirely. The motion was seconded by Director Bauman.

- 120 1. Point of information from Jennifer Spidle proved that the text was
121 required. Director Shaffner subsequently **WITHDREW** the
122 motion.
123 2. Director Rorabaugh felt that not all members approved the budget,
124 therefore “all members strongly endorse” is not accurate.
125 President Brown pointed out that it does not read “unanimous”;
126 therefore a strong passing vote makes the wording permissible.

127 The original motion to accept the Summary explanation of Measure 1 as a whole
128 passed unanimously.

129 iii. Measure 2:

130 **MOTION:** Director Houlton moved the Board accept Measure #2 in its entirety.
131 Director Shaffner seconded and the motion passed unanimously.

132 iv. Measure 3

133 **MOTION:** Director Houlton moved the Board accept Measure #3. The motion
134 was seconded by Director Bauman.

135 **FRIENDLY AMENDMENT:** Director Rorabaugh moved to accept the
136 document, with the exception of changing .24 cents to 2.4 cents. The motion was
137 seconded by Director Houlton.

138 **AMENDED MOTION:** Director Brown moved to insert “roads and other
139 infrastructure...”.The motion was seconded by Director Narsico and passed
140 unanimously.

141 The original motion passed unanimously as amended.

142 v. Measure 4

143 **MOTION:** Director Houlton moved the Board approve Measure #4 as presented,
144 excepting the typographical correction of .19 cents to 19cents. The motion was
145 seconded by Director Rorabaugh and passed unanimously.

146 vi. Measure 5

147 **MOTION:** Director Houlton moved the Board approve Measure #5 as amended
148 by changing .06 cents to 6 cents. The motion was seconded by Director
149 D’Angelo and passed unanimously.

150 vii. An addendum for the end of Measure 5 was discussed.

151 **MOTION:** Director Houlton moved to add the dues summary at the end of
152 Measure #5. The motion was seconded by Director Rorabaugh and passed
153 unanimously.

154

155 The President called for a break at 8:35 p.m. The meeting resumed at 8:45 pm.

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157 d. Progress on Completion of AGM Booklet

158 i. Director Allen requested the President’s letter, the AGM agenda, all
159 measures, and a watermarked ballot to send to the printer.

160 e. Auditor’s Representation Letter

161 i. Prior to releasing information to the SVCA, the auditors requested that the
162 Board (President) sign a representation letter that says we are accepting
163 the financial statements. The Audit report will then be presented at the
164 September 24 Board meeting.

165 ii. **ACTION ITEM:** Add this item to the next Board agenda.

166 X. NEW BUSINESS AND VOTING AS NECESSARY

167 a. 2016 Proposed Fines & Fees Schedule

168 i. Jennifer presented the proposed update to the fines and fees schedule for
169 2016. Brian felt, after analysis, that golf membership fees are too low and
170 suggested an increase. Jennifer supported this decision, citing Brian’s
171 knowledge of the golf market in this area.

172 ii. A “new home construction fee”, in the amount of \$3500.00 was also
173 requested. This is a fee charged to homeowners for new construction. It
174 pays for a coordinator to coordinate the permitting process, ensuring
175 compliance to SVCA regulations. This is a reinstatement of a prior fee.
176 There is an estimated 22-28 hours of work that this amount pays for.

177 iii. Jennifer noted that fines and fees relating to the ACC need to be updated.

178 **MOTION:** Director Rorabaugh moved to approve the fee schedule as amended.
179 Director Houlton seconded, and the motion passed unanimously.

- 180 iv. Director Bauman described Norm Smith’s efforts to redo the ACC fines
181 section. She will have this document ready for the next meeting.
182 b. Capital Request - IT Manager
183 i. Mitch Waterman reviewed how SVCA had hired a project manager to
184 coordinate IT efforts. Upon completion of the project, it came in 4% over
185 budget. However, underruns and contingency cover this. He requested
186 the Board authorize closure of the project and return \$964 in remaining
187 funds to the CRRRF account.

188 **MOTION:** Director Rorabaugh moved to approve closure of the project and the
189 return of funds to CRRRF account. Director Bauman seconded the motion and it
190 passed unanimously.

191 c. Appeals Cost Recovery - Discussion

- 192 i. Director D’Angelo presented some concerns regarding recovery of
193 extensive appeals costs. Should we recover and how?
194 ii. Director Rorabaugh felt people would shy away from full appeals if they
195 feared greater cost and that appeals costs should not be recovered.
196 iii. Director McRoberts commented that there should be some level of cost
197 recovery if there is a no-show on an adequately notified hearing.
198 iv. Director D’Angelo noted the cost of staff effort behind appeals
199 coordination.
200 v. The Board’s general consensus was that unless an appellant neglects to
201 appear at a hearing, we should not attempt recovery of money spent.
202 vi. Director Shaffner suggested “if you do not show up, you are liable...” on
203 the appeals notification letter.

204 **XI. CLOSED SESSION TO DISCUSS LEGAL OR PERSONNEL ISSUES**

- 205 a. Director Bauman moved that the Board go into closed session at 9:21 p.m. The
206 motion was seconded by Director Houlton and passed by acclamation.

207 **XII. VOTING IF NECESSARY**

208 The Board returned from closed session at 9:49PM.

209 **XIII. ADJOURNMENT**

210 The meeting was adjourned at 9:49 PM.