

1 SUDDEN VALLEY COMMUNITY ASSOCIATION  
2 BOARD OF DIRECTORS MEETING MINUTES  
3 Thursday, January 29, 2015  
4 DANCE BARN  
5 7:00 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 David Narsico  
13 Mike D'Angelo  
14 Georgia Allen, Acting N&E Chair  
15 Jo Jean Kos, ACC Chair  
16

17  
18 Community Members: 16  
19

20 Sudden Valley Staff: Mitch Waterman, Interim Managing Director  
21 Sharon Fagan, Administrative Services Manager  
22 Carroll Ballard, Administrative Specialist  
23  
24

25 I. CALL TO ORDER

26 A. The meeting was called to order at 7:00 PM.

27 II. ROLL CALL

28 III. ADOPTION OF AGENDA

29 The amended agenda was adopted by acclamation.

30 IV. REPORT MEETINGS OF THE EXECUTIVE COMMITTEE

31 A. Board of Directors Executive Session, January 24, 2015

32 B. Executive Committee met to discuss a letter from a service provider. No actions were  
33 taken and there was no vote. The matter will be taken up in the Closed Session  
34 tonight.

35 C. Without exception and with acclamation that report is entered into the minutes

36 V. ANNOUNCEMENTS

37 A. There will be a Meet the Sheriff event on February 25<sup>th</sup> from 6:00 to 8:00 in the  
38 Multi-Purpose Room.

39 B. Firemen Appreciation Dinner on March 28<sup>th</sup> starting at 4:30 in the Dance Barn.

40 VI. PROPERTY OWNER COMMENTS

41 A. Several members expressed concerns about alleged staff incidents during the  
42 transition from EMB.

43 B. Several members had concerns about members not being told that overnight security  
44 would be armed.

- 45 C. Two members thanked the Board for volunteering and suggested that bylaws be  
46 changed to allow Board members to be able to have some benefits like attending an  
47 honorary dinner to encourage Board recruitment.
- 48 D. One member stated that the current approved CRRRF budget doesn't include  
49 purchases for Capital Requests for reader boards at mailboxes.
- 50 E. One member requested improving the website so that it is easier to find documents,  
51 particularly Board minutes.
- 52 F. A former staff member expressed concern about issues in the SVCA office.
- 53 G. One member cited a WAC that says specifically that alcohol is not allowed in the  
54 workplace.

#### 55 VII. BOARD COMMENTS

- 56 A. Director Larry Brown stated that all employees of EMB were given an opportunity to  
57 apply to be hired by SVCA. Most of those who applied were accepted.
- 58 B. Director McRoberts. There is a full article about training at Pacific Security in the  
59 upcoming issue of *Views*.
- 60 C. Director Rorabaugh. Discussed with Lead Security Officer, Randy Cuellar, community  
61 concerns about Pacific Security. She was assured that the concerns are taken seriously  
62 and was satisfied that Pacific Security is performing in the best interest of SVCA.
- 63 D. Director Houlton. Addressed a member's concerns about Wilson Engineering and forest  
64 management by saying that Wilson is the project manager for American Forest  
65 Management and is not directly responsible for forest management.
- 66 E. Director Bauman. Spearheading a new web design for SVCA. Working with 2 web  
67 designers in Bellingham.
- 68 F. Director Narsico. As a Member of the Board he apologized for not speaking out against  
69 negative comments made at the 1.15.15 Board Meeting. He thanked Melissa Lange for  
70 her service to SVCA as a former Board member. He also thanked former SVCA  
71 administrative staff for their work. He expressed sincere gratitude to former Treasurer,  
72 George Shaffner. Submitted for the record.

#### 73 VIII. APPROVAL OF MINUTES AND VOTING AS NECESSARY

- 74 A. Board of Directors Special Meeting, December 3, 2014  
75 B. Board of Directors Meeting, December 11, 2014  
76 C. Board of Directors Special Meeting, January 8, 2015  
77 D. Board of Directors Meeting, January 15, 2015

78 **MOTION:** Director Bauman moved to approve all four sets of minutes as amended. Director  
79 Houlton seconded. The motion was approved by acclamation.

#### 80 IX. IMD REPORT

81 As submitted. No questions.

#### 82 X. TREASURER'S REPORT AND VOTING AS NECESSARY

83 There wasn't a quorum at the last Finance Committee Meeting, 1.21.15. Therefore, the  
84 committee couldn't officially recommend or approve specific funding to the Board.  
85 Director Houlton requested that Samantha Rorabaugh be approved as a member of the  
86 Finance Committee.

87 **MOTION:** The motion was moved and seconded.

#### 88 XI. COMMITTEE REPORTS AND VOTING AS NECESSARY

- 89 A. Architectural Control Committee  
90 1. Minutes 1-5-2015

91 2. Minutes 1-15-2015

92 As submitted.

93 B. Communication Committee

94 1. Minutes 12-8-2014

95 The Communication Committee is attempting to expand communication tools  
96 through the new website, and the use of email blasts. Sudden Valley residents are  
97 asked to please submit email addresses to the receptionist if you haven't already  
98 done so.

99 C. Document Review Committee

100 No report.

101 D. Emergency Preparedness Committee

102 1. Minutes 1-13-2015

103 The EPC discussed Safety Fair October 17<sup>th</sup> at the Dance Barn. The annual Fly In  
104 will be July 18<sup>th</sup> at Marina. The Ham Radio Operators Club meets the 1<sup>st</sup> Tuesday of  
105 the month at 6:30 pm in the SV Fire Station. There will be CERT Classes in March,  
106 5 Mondays from 6:00 – 9:00 at the Fire Station. Pacific Security would like to put on  
107 a bicycle safety event during the Safety Fair. They would also like to get some  
108 feedback on Child IDs.

109 EPC meetings are the second Tuesday of the month at 8:30 at the back of El Agave.

110 E. Nominations & Elections Committee

111 No Board applications have been submitted to date. The period for submitting  
112 applications has been extended to the 16<sup>th</sup> of February at 4:30PM.

113 XII. CONTINUING BUSINESS AND VOTING AS NECESSARY

114 No items on the agenda.

115 XII. NEW BUSINESS AND VOTING AS NECESSARY

116 A. Approve Fines and Fees (MW)

117 Appendix K, the Security Fines Schedule and Appendix L, the Architectural Control  
118 Guidelines and Miscellaneous Fines Schedule have been removed from the ACC  
119 documents and consolidated with Fees so they can be updated annually. No change in  
120 ACC fines or Security fines is being proposed. Adult pool fees have been adjusted to  
121 allow for proration based on residence during the season. There were no changes for  
122 the golf department. Brian has been given the go ahead to offer competitive fees in  
123 order to compete with other golf courses. Special rates will need to be brought up to  
124 the Finance Committee for discussion.

125 **MOTION:** It was moved and seconded to approve the Fines and Fees Schedule. Discussion:  
126 Citations will not be issued until procedures are in place. The motion passed with Director  
127 Narsico abstaining.

128 B. Mailbox Signs (LM)

129 Discussion of this item will be tabled until February 26, 2015 for Communications  
130 Committee to work out more details about how this will be implemented. Next  
131 Communications meeting is February 9<sup>th</sup> at 5:30.

132 **MOTION** It was moved and seconded to table this item until the second meeting in February.  
133 The motion passed by acclamation.

134 C. Capital Request for Project Management Services

135 Wilson Engineering will have a project manager oversee SVCA's projects: roads,  
136 drains, and buildings. This will be a three month effort at 10 hours a week. Wilson  
137 will release construction management to J2.

138 **MOTION:** Director Houlton moved that the Board of Directors approve an amount of \$17,500  
139 split 50/50 between CRRRF and Roads funding. It was seconded and approved with Director  
140 Narsico abstaining.

141 D. Capital Request for Stormwater Management and Phosphorus Plan

142 This is a request for \$80,000 from the Roads fund for Wilson Engineering to lead a  
143 program to obtain an exemption to the Lake Whatcom Overlay District Stormwater  
144 requirements that currently impact construction in Sudden Valley.

145 **MOTION:** Director D'Angelo moved approval of this request. It was seconded and approved  
146 with Directors Narsico and McRoberts abstaining.

147 E. Capital Request for Replacement of Association Computer System

148 This is a request for replacement of all standalone computer systems at \$55,000 to be  
149 funded from CRRRF. Finance Chair Houlton recommended that the board approve  
150 this request.

151 **MOTION:** Director Houlton moved approval of this request. The motion was seconded and  
152 approved unanimously.

153 **MOTION:** It was moved and seconded to move into closed session. The motion was accepted  
154 by acclamation.

155 XIII. CLOSED SESSION TO DISCUSS LEGAL AND PERSONNEL ISSUES

156 XIV. VOTING IF NECESSARY

157 XII. ANNOUNCEMENTS

158 XIII. ADJOURNMENT

159 The meeting was adjourned at 10:04PM.