

1 SUDDEN VALLEY COMMUNITY ASSOCIATION  
2 BOARD OF DIRECTORS MEETING MINUTES  
3 THURSDAY, JULY 14, 2015  
4 SWFA TRAINING ROOM  
5 6:00 PM

6 In Attendance:

7 Leslie McRoberts, President  
8 Carol Bauman, Vice President  
9 Grace Shaffner, Secretary  
10 Carol Houlton, Treasurer  
11 Samantha Rorabaugh  
12 David Narsico  
13 Mike D'Angelo  
14 Gail Chiarello  
15 Mike Ashby  
16 Linda Bradley, N&E Chair  
17 Rich Bailey, ACC Chair- EXCUSED ABSENCE  
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21 Community Members: 23  
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23 Sudden Valley Staff: Mitch Waterman, Managing Director  
24 Lisa Letchworth- ASM  
25 Jessica Bazett- ACC Coordinator  
26 Joel Heverling- Interim Accounting Manager  
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29 I. CALL TO ORDER

- 30 a. The meeting was called to order at 6:01 PM.

31 II. ROLL CALL

- 32 a. All were present with the exception of Richard Bailey, ACC Chair, who had an  
33 excused absence.

34 III. ADOPTION OF AGENDA

35 IV. CLOSED SESSION- PERSONNEL

36 V. VOTING AS NECESSARY

37 VI. ANNOUNCEMENTS

- 38 a. Director Rorabaugh stated that LRPC has three open positions.  
39 b. McRoberts stated that the BOD agreed to continue the closed session at the next  
40 meeting.

41 VII. PROPERTY OWNER COMMENTS

- 42 a. A member announced that Whatcom County Council will be instituting a new fee  
43 for home owners in the Lake Whatcom watershed. At the last Lake Whatcom  
44 Policy Group meeting, Council Member Carl Weimer voiced his intent to  
45 schedule a County Council Natural Resources Committee work session as a first  
46 step in creating a new County stormwater fee for a new utility district. The

47 County could then charge each watershed homeowner a fee. The fee would  
48 sponsor a Homeowner Incentive Program.

- 49 b. A member said that she held a petition with 15 signatures requesting a small dog  
50 park be placed into Gate 2 by the YMCA. She expressed the convenience for  
51 members to be able to bring their small dogs and children to a safe location to  
52 play. That location needs to be established. General discussion was held  
53 regarding the requirements for a small dog area, including any necessary  
54 licensing, vaccinations, and the ability to dismiss any aggressive dogs from the  
55 area. President McRoberts stated that she was aware of the requests and that the  
56 topic would be on the next BOD agenda.
- 57 c. A member gave an updated report on efforts being made to market the SVCA golf  
58 course. Because of the marketing that is being done, the recent kids' tournament  
59 was very successful. A third press release is scheduled to go out in 3 weeks  
60 marketing the Men's Invitational Meet in August. The possibility of hosting a  
61 Chamber of Commerce Tournament has been discussed. Brian Kruhlak is  
62 looking to invite Chamber members to see what the Sudden Valley course has to  
63 offer. Brian Kruhlak will use media contacts in the winter months to pursue new  
64 member signups for the golf league. Estimates are being assembled for a proposal  
65 to install five RV parking pads in the lower golf parking lot. With electrical setup,  
66 SVCA could charge up to \$40-50 per night (not for camping) for people to visit  
67 the golf course. The media contact list is now up to 35 news outlets and a mailing  
68 will be sent to all contacts inviting them to a free round of golf. The desire is to  
69 create a relationship so that more Sudden Valley articles get published. Lastly, the  
70 idea of allowing members to walk/jog on the trails after hours has been discussed  
71 many times over the years. While a concern of liability exists, the concept of  
72 establishing a set of rules is under consideration; feedback from the community is  
73 appreciated.
- 74 d. Another member commented on how well the RFP for management company  
75 document was put together. Questions were raised as to the motivation for the  
76 RFP.
- 77 e. A member gave a prepared presentation about charging nonresidents for the use  
78 of Sudden Valley amenities. He suggested that Sudden Valley consider providing  
79 fee-based parking passes to the general public to use our amenities. The goal is to  
80 achieve equity from all the people that come to enjoy Sudden Valley, not limiting  
81 it to residents.

#### 82 VIII. BOARD COMMENTS

- 83 a. President McRoberts said that she had suggested the RFP because the Board has  
84 been looking at the GM options going forward. She desires to look at all  
85 possibilities. The RFP gives a full description of what the Board is looking for in  
86 managing this organization, whether it be through a managing company or  
87 another General Manager.
- 88 b. Mc Roberts mentioned the Ladies Golf Invitational on Tuesday and Wednesday  
89 starting at 8:30 am. About 144 women are coming out to play golf. It's going to  
90 be a huge event. A member noted that there will be a volunteer photographer  
91 coming out to document the event.

- 92 c. Director Ashby reminded everyone that there are three available positions on the  
93 LRPC.  
94 d. Director Ashby asked a member if he had anything to do with the coupon that was  
95 placed in the Views for a free game of 9 holes of golf after 5:00 pm. Mr.  
96 Gustafson stated that he had, and is planning on doing the same thing for the City  
97 of Bellingham.  
98 e. Director D'Angelo thanked everyone for keeping the 4<sup>th</sup> of July safe. About 600  
99 people showed up and it was very successful. President McRoberts pointed out  
100 that there were no major incidents for the second year in a row.

101 IX. MEMBER PRESENTATION

- 102 a. Rich Bauman gave a presentation on the importance of trees as they relate to  
103 drinking water, and what occurs when trees are removed. Mr. Bauman reminded  
104 all that at the last BOD meeting there was a FireWise presentation which  
105 suggested residents be able to remove any and all vegetation within 10' of their  
106 home without prior ACC approval. He was concerned about this concept, which  
107 motivated him to make his presentation. He spoke about the pros and cons of  
108 removing trees and what the negative effects would be on stormwater runoff and  
109 energy conservation. He also said that it is very important to have a balance  
110 between saving trees and removing them so that too much phosphorus doesn't end  
111 up in Lake Whatcom. Director Houlton asked if the ACC is requiring replanting  
112 after tree removal, to which Bauman commented that he heard the ACC is looking  
113 at putting replanting after tree removal back into the guidelines. He also described  
114 the difference between a deciduous tree and a deciduous bush. Bauman stated that  
115 trees (especially Douglas Firs) grab the most moisture, shrubs retain less.

116 X. CONTINUING BUSINESS AND VOTING AS NECESSARY

117 a. BUDGET REVIEW

- 118 i. President McRoberts noted that this budget is a working draft, the completed  
119 budget is still in progress. A member asked if it was the same draft that was  
120 given out at the last Finance meeting. Director Houlton stated that it was an  
121 updated draft.  
122 ii. MD Waterman reviewed the 2017 Budget Factors which were created by  
123 input from membership, the Finance Committee and Board members.  
124 iii. Keeping bathrooms open year-round was discussed. President McRoberts  
125 asked if Sudden Valley was prepared for the commitments that come  
126 with year-round bathrooms. MD Waterman said that \$1,000 per year will  
127 cover unlocking and locking facilities, toiletries, and cleaning. Maintenance is  
128 prepared to make staff available for this purpose seven days a week. President  
129 McRoberts asked if this would be a possible security issue. MD Waterman  
130 believed that it would be manageable. The MD proposed having additional  
131 cameras placed outside of the main Marina building due to the recent  
132 bathroom vandalism. Increasing surveillance will help deter potential security  
133 issues. Director Rorabaugh asked what the hours of operation would be for the  
134 bathrooms. MD Waterman answered, saying the bathrooms would be open  
135 from dawn until dusk.  
136 iv. Director Chiarello asked Director Houlton and MD Waterman about the  
137 process of the operating budget; what percent is allocated to Operations and to

138 Capital, and asked when the Board would see the Capital budget. Director  
139 Houlton responded that the Finance Committee Capital Managers will bring  
140 the Capital plan to the BOD shortly. The Finance Committee is seeking to  
141 bring in a 2017 budget that does not request a dues increase, and has a  
142 balanced plan for addressing both operational requirements and capital  
143 expenditures.

144 v. Director Ashby asked if the \$18,000 from storm response for tree removal and  
145 \$18,000 for hazardous trees was sufficient. MD Waterman stated that at this  
146 time the trees are being ranked on a priority basis and only trees within the  
147 10.5-12 rating are being removed. Waterman also stated that over the last  
148 couple of years, \$18,000 has shown to be more than adequate for storm  
149 response and hazardous tree removal. President McRoberts clarified that the  
150 \$18,000 for storm response in UDR is for emergency response and the other  
151 \$18,000 is for when Sudden Valley voluntarily takes out hazardous (dead,  
152 diseased, etc.) trees. Director Bradley noted that in the 2016 SGM member-  
153 approved Measure 3, \$20,000 was allocated for hazardous trees. MD  
154 Waterman verified this to be true, thanked Director Bradley, and said that he  
155 would update the budget to reflect the correction.

156 vi. Director Bauman mentioned that she didn't feel that cutting back security was  
157 a wise move and felt that there should be at least 2-3 people per shift.  
158 President McRoberts noted that there is a constant reevaluation of this. MD  
159 Waterman stated that he received a quote from the County Sheriff for a full-  
160 time Deputy Sheriff for the community. He is also talking to another security  
161 service provider and is continuing to look at different options.

162 vii. Director Bradley asked the MD which department contained the temporary  
163 worker being converted to FTE. He answered, saying the employee is in the  
164 ACC/Security department.

165 viii. Director D'Angelo asked for clarification on the 10% insurance premium  
166 increase. The MD explained that the insurance gets paid from June to May, so  
167 when the premium goes up it will be in June, not at the start of the year. That  
168 is why insurance does not show as a 10% increase for 2017.

169 ix. Director Rorabaugh asked if there was a written contract for the employees  
170 that are using company-funded cell phones. ASM Letchworth stated that an  
171 official policy will be made.

172 b. EXECUTIVE COMMITTEE MEETINGS

173 i. Director Rorabaugh asked if agendas need to be posted for the Executive  
174 Committee before their meetings, per Bylaw 5.1. President McRoberts read  
175 the attorney's opinion on the matter, which stated that the Executive  
176 Committee is not required to meet in open session.

177 c. REVIEW OF SOLICITATION

178 i. President McRoberts gave the opinion of the SVCA attorney, which states that  
179 prohibiting solicitation on Sudden Valley property is not advisable. She  
180 requested that the BOD change Rules and Regulations 1.8 to state: "Direct  
181 charitable, political or religious solicitation of Sudden Valley residents on  
182 their private property is prohibited. No unsolicited brochures or other

183 materials may be left on Sudden Valley property. Sudden Valley residents  
184 who are under the age of 18, may raise funds for school or club activities.”

185 **MOTION:** Director Houlton moved that the updated language be adopted as read.

186 Director D’Angelo seconded the motion.

187 **AMENDED MOTION:** Director Rorabaugh moved to amend the motion by changing

188 “their property” to “private residence property”. Director Ashby seconded the

189 amendment.

190 ii. MD Waterman commented that the community does not want solicitation at  
191 their homes. He suggested referring the question to legal counsel, seeking  
192 their draft and bringing it back to the BOD for approval.

193 **MOTION WITHDRAWN:** Director Houlton withdrew her motion.

194 **MOTION WITHDRAWN:** Director Rorabaugh withdrew her motion.

195 d. DISCUSSION OF TRANSFER FEE

196 i. Director Bradley stated that the attorney’s response indicated there is nothing  
197 in the Bylaws that restricts the use of fees. Director Bradley stated an  
198 opposing point of view based on her read of SVCA Bylaws. President  
199 McRoberts restated that the SVCA counsel has reviewed and commented  
200 twice, both times affirming the legal opinion to allow charging a fee. The  
201 matter was closed.

## 202 XI. NEW BUSINESS

### 203 a. DISCUSS RFP

204 i. Director Rorabaugh stated her worry that maintenance falls short in staff  
205 numbers and wanted to know the allocations per department. MD Waterman  
206 will present an org chart at the next meeting. Director Rorabaugh wanted to  
207 make sure that the community’s needs are being addressed.

208 ii. Director Bradley asked which staff member was responsible for facility  
209 rentals. ASM Letchworth stated that it is a team effort and that everyone in  
210 Administration is cross-trained.

211 iii. Director McRoberts felt that the idea of a management company was worth  
212 considering. Director Chiarello felt the move was premature, believing that  
213 exploring options in the future was best. She also wanted to know the names  
214 of the five companies to whom the RFP will be directed. Director Bauman has  
215 found that over the past three years of going over documents that management  
216 continuity is disrupted every time there is a BOD or Management changeover.  
217 Everything gets thrown in the air and reshuffled. She felt that getting a  
218 management company would give Sudden Valley some stability. Director  
219 Ashby agreed with the need for consistency as well as examining five  
220 companies. He inquired if there would be applications sent out for five GM  
221 candidates as well. Director Houlton pointed out that a management company  
222 won’t resolve all problems, but that the odds must be weighed. President  
223 McRoberts stated that there is no intent to send out applications for a GM  
224 position at this time. MD Waterman pointed out that there should be a metric-  
225 based performance chart in the new contract which was missing in the last  
226 process.

227 iv. Director Bauman said that the Board is elected to make decisions for the  
228 community and felt that that is what the Board should do.

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- b. DISCUSS REQUIREMENTS FOR ELECTED CANDIDATES
  - i. This item was moved to the 7/21/16 meeting.
  
- c. DISCUSSION OF BUILDING DEMOLITION BY BURNING
  - i. This item was moved to the 7/21/16 meeting.

XII. PROPERTY OWNER COMMENTS- None

XIII. ADJOURNMENT- 10:07 PM

Minutes Approved By:

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Grace Shaffner, Board of Directors Secretary