

**Sudden Valley Community Association
Board of Directors Meeting
Thursday, February 27, 2014
Adult Center
7:00 P.M.**

	Page
I. Call to Order	
II. Roll Call	
III. Adoption of Agenda	
IV. Announcements	
V. Approval Of Minutes	
a. Board of Directors Meeting Minutes, February 13, 2014	1-4
VI. Treasurer's Report and Voting as Necessary	
VII. A. Treasurer's Report	
VIII. Committee Reports and Voting as Necessary	
A. Architectural Control	
1. Committee Minutes, February 6, 2014	5-7
2. Committee Minutes, February 20, 2014	8-9
B. Communications	
1. Committee Minutes, January 6, 2014	10-11
2. Committee Minutes, January 20, 2014	12-13
3. Committee Minutes, February 10, 2014	14-15
4. Communication Policy	16
C. Document Review	
D. Emergency Preparedness	
1. Committee Minutes, February 4, 2014	17-18
E. Nominations and Elections	
1. Committee Minutes, January 24, 2014	19
2. 2014 Proposed Bylaw Changes	20-21
F. Strategic Planning	
IX. General Manager's Report	
A. General Manager's Report Placeholder	22
X. Continuing Business and Voting as Necessary	
XI. New Business and Voting as Necessary	
A. Hazardous Trees	
XII. Property Owner Comments	
XIII. Board Comments	
XIV. Recess To Closed Session Staff and Legal Matters	
XV. Adjournment	

**Sudden Valley Community Association
Board of Directors Meeting
Thursday, February 13, 2014
Adult Center
7:00 P.M.**

In Attendance:

Larry Brown, President
Carol Bauman, Vice President
George Shaffner, Treasurer
David Narsico, Secretary
Tammy Woodin
Carol Houlton
Leslie McRoberts, N&E Chair
Jo Jean Kos, ACC Chair

Staff:

Jeff Schlaack, General Manager
Rachel Bowers, Administrative Specialist

Excused Absences:

Melissa Lange
Tom Doll
Mitch Waterman

Community Members: 19

I. Call to Order

The meeting was called to order at 7:02PM.

II. Roll Call

III. Adoption of Agenda

Movement of Property Owner and Board Comments to before the Closed Session.

Removal of Funding for Spaghetti Dinner.

Additions to New Business: ACC Language related to key joint ownership, Update on Casey Lawsuit, and Quinn Properties Swap.

IV. Announcements

A. President Brown would like the Board to consider scheduling a neighborhood cleanup day to partner with Earth Day in the community.

V. Sound Off: Community Garden- 15 Minute Presentation

Community members have been working to create a Community Garden in Sudden Valley. They have formed a Rules Committee, created a hold harmless agreement, and have been seeking sponsorship. There are currently 38 plots with the possibility of building 3 more. The plots are about 125 feet away from the contaminated Area Z soil. Compost bins as well as a fence will be built if permitted. There was discussion about a timeline being set to complete the project in order to secure grant money from WSU.

MOTION: Moved to approve the Community Garden proposal on the condition that there be a quarterly report on the project progress and that the proceedings are also subject to attorney review.

The motion was seconded for discussion. There may need to be a contract written up and signed in order to proceed. The motion was approved unanimously.

VI. Treasurer's Report and Voting as Necessary

A. Capital and Expense Requests

51 **1. Area Z Soil Remediation**
52 There is a section of contaminated soil in the Area Z lot that currently cannot be
53 built on or moved. A representative from Wilson spoke about the history of the
54 contaminated lot. This proposal is for the testing of the soil by GeoEngineers in
55 order to determine what must be done before we can start the cleanup process.
56 These efforts need to be submitted to the Department of Ecology in order to
57 obtain a “no further action” letter and resolve the liability that this issue has
58 been for over 20 years.

59 **MOTION:** Moved to approve the Area Z Soil Contamination proposal in an amount not to exceed
60 \$11,957 from the UDR Account. The motion was approved unanimously.

61 **2. Wilson Storm Water Phase II**
62 Last year Wilson performed an analysis of our storm water system, which
63 resulted in the discovery that many culverts are in need of repair and
64 replacement. The proposal is for Phase II of the plan, to start the repair of a
65 listed number of culverts. The plan is intended to give us a 10 year road map to
66 complete the repairs. By the end of 2015, if we follow this plan we will have
67 completed the repair of all of the D grade failing culverts in Sudden Valley.

68 **MOTION:** Moved to approve the Storm Water Study Phase II in an amount not to exceed \$128,900
69 to be taken from the Roads reserve fund.

70 The motion was approved unanimously.

71 **B. Treasurer’s Report**
72 Director Shaffner reported that the end of year financials will be completed in
73 March, and that the C3 Accounting Software conversion is currently in process. It
74 was also reported that the Coffee Shop has been temporarily closed for financial
75 analysis, and that a Golf Course Business Plan has been started.

76 **VII. Committee Reports and Voting as Necessary**

77 **A. Architectural Control**

78 **B. Communications**

79 **C. Document Review**

80 There will now be consistent meetings the first Monday of each month beginning in
81 March.

82 **D. Emergency Preparedness**

83 **1. Emergency Information Systems**

84 There was in the past a radio station in Sudden Valley. The equipment is in place
85 and there will be little to no extra cost to run it. The Security department will be
86 in charge of this for emergency broadcasts only, and residents can tune in at
87 1610AM. The EPC will partner with the Communications Committee to promote
88 and inform the community.

89 **MOTION:** Moved that the EPC be granted ability to start this project and turn on the radio without
90 any further permission.

91 The motion was approved unanimously.

92 **E. Nominations and Elections**

93 **1. N&E Bylaw Changes**

94 There are a few proposed changes to the bylaws of the N&E Committee. This will
95 need to go on the ballot for the membership to vote on, and is being presented
96 tonight as an information item only. There was discussion about some basic
97 edits that should be made to the document.

98 **F. Strategic Planning**

99 **VIII. Continuing Business and Voting as Necessary**

100 **A. Speeding**

101 This topic will be postponed until next meeting since the Board member that
102 proposed it is absent. There was discussion about having increased county patrols
103 for speeding in Sudden Valley.

104 **MOTION:** Moved that the President writes a letter to the sheriff to request increased patrols.
105 The motion was approved unanimously.

106 **B. Procedure for Answering Community Emails**

107 There was discussion about improving the email communication system to the
108 Board, and the fact that the new website may improve the issue. President Brown
109 commented that there should be a policy for responding and acknowledging all
110 community emails that the Board of Directors receives.

111 **MOTION:** Moved that every community email is acknowledged and responded to *or* redirected by
112 the President.

113 There was discussion about whether this is the correct path and if the policy will
114 change from year to year.

115 **C. Board Orientation**

116 There was discussion about revising the Board binders and having a Board
117 Orientation meeting for 2014. It was also discussed which professionals and staff
118 should run the orientation. GM Schlaack commented that there has been so many
119 changes in personnel and services in Sudden Valley that there is a lot of new
120 information that needs to go into them. The Board binders will be compiled this next
121 week and available before the next Board meeting.

122 **D. ACC Language Related to Key Joint Ownership**

123 There is a sentence in the ACC Guidelines that was added without approval.

124 **MOTION:** Moved to restore the original language and delete the offending sentence that was
125 written in without approval.

126 There was discussion about conducting formal records searches with the attorney
127 to deal with these issues in the future. The motion was approved with 5 in favor and
128 1 abstention.

129 **E. Casey Case Update**

130 3 plaintiffs in Sudden Valley are suing the Association over the process of approving
131 assessments. This was denied at trial court level, but now there is an oral argument
132 scheduled for April. Once the oral argument is held, it could take up to 6 months
133 before a decision is issued.

134 **F. Quinn Properties Swap**

135 There were two pieces of property that were owned by someone, he sold one of
136 them and kept the other. The purchased property was given back to Sudden Valley
137 years later. Quinn in the meantime had been trying to develop his lot and could not,
138 so he asked the Board years ago to swap lots for another. Now, he wants his original
139 lot back. The question is how much money should be involved in a swap.

140 **MOTION:** Moved that we allow Quinn to do an even swap with no money involved.

141 There was discussion that this issue was not on the posted agenda and should not
142 be voted on tonight. The motion was not seconded and therefore failed. It was
143 agreed we would come back with more information on the financial status of both
144 lots to the next Board meeting.

145 **IX. New Business and Voting as Necessary**

146 **X. Property Owner Comments**

147 A. Member commented that the current bylaws as posted online have not yet been
148 updated with the changes voted on at the 2013 AGM. Member also questioned why
149 there is a semi parked down in Area Z and who gave them permission? Lastly, it was

150 questioned when we are going to get back to more timely financials from the
151 accounting department.
152 B. Member commented that she has been researching the rules and regulations of ACC
153 that can be found online, and that she has found past documents allow for an
154 appeals process for ACC decisions.

155 **XI. Board Comments**

- 156 A. Director Shaffner commented that the C3 conversion is in progress and the
157 financials should be up to date by the end of March.
158 B. GM Schlaack commented that the issue of semi-truck in Area Z is being looked into
159 and more information will come soon.
160 C. Director Shaffner commented that a glaring issue from year to year has always been
161 the state of our records. He recommends we hire an outside document review
162 company to maintain our records for us.

163 The meeting was adjourned to closed session at 9:40PM.

164 **XII. Closed Session- Staff and Legal Matters**

165 **XIII. Adjournment**

166 The meeting was adjourned at 10:34PM.

DRAFT

<h1>Minutes</h1>	<h2>Sudden Valley Community Association Architectural Control Committee</h2>
	February 6, 2014 9:00 AM Community Center Multi-Purpose Room
Type of meeting:	Request and Plan Review
Facilitators:	Bruce Sterling, ACC Co-Chair
Note takers:	Anthony Cavender, CES Manager; Judy DeBay, CES Specialist
Attendees:	Curt Casey, Berry Fox, Kathryn Finn, Sandy Friedman, Jo Jean Kos, Anne Mosness
Observers:	John Parks, Mitch Waterman, Mac Carter
	Agenda Topics

Item No. 1	Approval of January 16, 2014 ACC Meeting Minutes
Item No. 2	Tree Subcommittee Report
Item No. 3	9 Horizon Hill Ln. (32/88) - Deck Addition Request
Item No. 4	70 Marigold Dr. (36/10) - Retaining Wall Request
Item No. 5	68 Marigold Dr. (36/9) - Retaining Wall Request
Item No. 6	8 Morning Beach Dr. (37/8) - Solar Panel Installation Request
Item No. 7	15 Grand View Ln. (7/103) - Roof Extension Request
Item No. 8	14 Tumbling Water Dr. (24/20&21) - Retaining Wall Installation Request
Item No. 9	24 Western Ln. (29/9) - Retaining Wall Installation Request
Item No. 10	15 Holly View Dr. (11/17) - Security Screen Door, Exterior Shades, Plant Protection Fences, Clothesline and Wood Stove Chimney Installation Requests
Item No. 11	11 Lookout Mountain Ln. (2/126) - Ditch Modification Request

Item – 1	Approval of January 16, 2014 ACC Meeting Minutes
Comments: Minutes included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Curt Casey, seconded by Berry Fox.

Item – 2		Tree Subcommittee Report: Bruce Sterling, Anne Mosness
		The tree subcommittee recommends the following:
	A	70 Marigold Dr. (36/10) - Approve removal of one tree as submitted.
	B	68 Marigold Dr. (36/9) - Approve removal of one tree as submitted.
	C	4 Orchid Court (18/2) - Approve removal of trees #1-3 and one big dead fir as submitted.

	D	10 Gooseberry Circle (27/28) - Recommend to CES staff to approve removal of one Douglas fir as submitted.
	E	4 Wisteria Ln. (27/84) - Defer due to lack of flagging.
	F	16 Windward Dr. (32/49) - Defer due to lack of flagging.
	G	35 Longshore Lane (21/18) - Approve removal of dead portion of tree as submitted.
	H	4 Topside Court (12/91) - Approve removal of one tree as submitted. Replanting of one native shrub or tree required in same area as removal.
	I	9 Horizon Hill Ln. (32/88) - Approve removal of four trees as submitted.
Comments: Requests included in packet.		
Discussion: As amended.		
Action: Approved	Moved by Curt Casey, seconded by Anne Mosness.	

Item – 3	9 Horizon Hill Ln. (32/88) - Deck Addition Request
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Curt Casey, seconded by Anne Mosness.

Item – 4	70 Marigold Dr. (36/10) - Retaining Wall Request
Comments: Request included in packet.	
Discussion: As submitted. Applicant must resubmit narrative and site plan, describing in detail the flow path of stormwater from wall drainage to final destination for consideration by committee.	
Action: Deferred	Moved by Curt Casey, seconded by Anne Mosness.

Item – 5	68 Marigold Dr. (36/9) - Retaining Wall Request
Comments: Request included in packet.	
Discussion: As submitted. Applicant must resubmit narrative and site plan, describing in detail the flow path of stormwater from wall drainage to final destination for consideration by committee.	
Action: Deferred	Moved by Curt Casey, seconded by Anne Mosness.

Item – 6	8 Morning Beach Dr. (37/8) - Solar Panel Installation Request
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Curt Casey, seconded by Berry Fox.

Item – 7	15 Grand View Ln. (7/103) - Roof Extension Request
Comments: Request included in packet.	
Discussion: As amended. “Eyebrows” installed over doors on 1st and 2nd floor also included in approval.	
Action: Approved	Moved by Curt Casey, seconded by Anne Mosness.

Item – 8	14 Tumbling Water Dr. (24/20&21) - Retaining Wall Installation Request
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Curt Casey, seconded by Anne Mosness.

Item – 9	24 Western Ln. (29/9) - Retaining Wall Installation Request
Comments: Request included in packet.	
Discussion: As submitted. Recommend applicant contact Whatcom County Planning and Development Services to determine if any environmental regulations apply to project due to its proximity to adjacent wetland.	
Action: Approved	Moved by Anne Mosness, seconded by Curt Casey.

Item – 10	15 Holly View Dr. (11/17) - Security Screen Door, Exterior Shades, Plant Protection Fences, Clothesline and Wood Stove Chimney Installation Request
Comments: Request included in packet.	
Discussion: As submitted. Plant caging [section 14.6.8(c)(6)] and wood stove chimney [section 14.6.3(e)] must meet ACC Guideline requirements.	
Action: Approved	Moved by Curt Casey, seconded by Sandy Friedman.

Item – 11	11 Lookout Mountain Ln. (2/126) - Ditch Modification Request
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Curt Casey, seconded by Berry Fox.

<h1>Minutes</h1>	<h2>Sudden Valley Community Association Architectural Control Committee</h2>
	February 20, 2014 9:00 AM Community Center Multi-Purpose Room
Type of meeting:	Request and Plan Review
Facilitators:	Bruce Sterling, ACC Co-Chair
Note takers:	Anthony Cavender, CES Manager; Judy DeBay, CES Specialist
Attendees:	Bill Amen, Sandy Friedman, Kathryn Finn, Berry Fox, Jo Jean Kos, Anne Mosness, Bill Pfeil
Observers:	Shannon Cahill, Carol Houlton
Agenda Topics	

Item No. 1	Approval of February 6, 2014 ACC Meeting Minutes
Item No. 2	Tree Subcommittee Report
Item No. 3	11 Lookout Mountain Ln. (2/126) - Driveway Width Change Request
Item No. 4	ACC Tree/Vegetation Limbing & Removal Information Trifold and Article
Item No. 5	425 Sudden Valley Dr. (1/49) - New Construction Deadline Extension

Item – 1	Approval of February 6, 2014 ACC Meeting Minutes
Comments: Minutes included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Berry Fox, seconded by Jo Jean Kos.

Item – 2	Tree Subcommittee Report: Anne Mosness, Bruce Sterling, Sandy Friedman, Kathryn Finn, Jo Jean Kos, Bill Pfeil
	The tree subcommittee recommends the following:
	A 4 Wisteria Lane (27/84) - Approve removal of one western hemlock as submitted. Recommend to CES staff to approve removal of one red cedar located in the greenbelt and one alder that may be located in the road right-of-way.
	B 4 Big Leaf Ln. (24/24) - Approve removal of all trees as submitted. Recommend contacting Whatcom County Planning and Development Services to determine if any environmental regulations apply to the project due to proximity to wetland. Recommend replanting with suitable native vegetation.
	C 2 Cedar Place (9/88) - Defer. Recommend resubmission of request with a certified arborist report for recommendations.
D 76 Honeycomb Ln. (3/197) - Approve removal of one alder as submitted. Approve limbing up to 25% of foliage density of seven trees as submitted.	

	E	15 Spring Rd. (19/12) - Approve removal of one alder as submitted.
	F	16 Windward Dr. (32/49) - Approve limbing of one bigleaf maple as submitted.
	G	115 Windward Dr. (23/31) - Approve limbing of three red cedars as submitted.
Comments: Requests included in packet.		
Discussion: As recommended.		
Action: Approved	Moved by Jo Jean Kos, seconded by Anne Mosness.	

Item – 3	11 Lookout Mountain Ln. (2/126) - Driveway Width Change Request	
Comments: Request included in packet.		
Discussion: As submitted.		
Action: Approved	Moved by Bill Pfeil, seconded by Jo Jean Kos.	

Item – 4	ACC Tree/Vegetation Limbing & Removal Information Trifold and Article	
Comments: Request included in packet.		
Discussion: Discussion deferred to next ACC meeting.		
Action: Deferred	Moved by Anne Mosness, seconded by Kathryn Finn.	

Item – 5	425 Sudden Valley Dr. (1/49) - New Construction Deadline Extension	
Comments: Walk-In.		
Discussion: As submitted. New deadline: 8-20-14.		
Action: Approved	Moved by Berry Fox, seconded by Jo Jean Kos.	

Sudden Valley Community Association
Communications Committee
Tuesday, Jan 6th, 2014
6:00 - 7:30 PM at the Creekside Coffee Shop
MINUTES

A. Call to Order 6:03

B. Members:

Chair -	David Narsico	P	
Director:	Leslie McRoberts	P	
Director:	Tom Doll		EA
Members -	Courtney Lange	P	
	Chris Weitzel	P	
	Ginette Lisbonne-Young		EA
	Alice Healy	P	

C. Approval of Agenda - APPROVED

D. Approval of Minutes from Dec 9th, 2013 – APPROVED as amended

E. CONTINUING BUSINESS:

1. Calendar for February Views – Courtney will work with Braulio
2. Insert – Quarterly (Snow / Dues & Assessment) – OK to go
3. Business Directory – Turn over to Admin Staff to update quarterly, as needed
4. Business Networking – Chris will talk to Nancy & Carolyn regarding next event
5. Real Estate Status – Greg Paul will do the next real estate update article for the February Views
Chris & Greg will continue to work together on the Quarterly Real Estate Status Updates with articles regarding Sudden Valley
6. Volunteer Status
 - a. Turn over responsibility to Admin
 - b. Turn over Tammy's list of volunteers to Admin for action
 - c. New members for Women's Club – Should be done by Women's Club, not Communications Committee
7. Volunteer Recognition
Tentative plans to honor Firefighters with a spaghetti dinner in March

8. Communications Tools

- a. Facebook – Leslie to take charge of this
- b. Will be one-way info items to the community
- c. Website – Admin will be responsible for managing this
- d. Leslie will talk to Admin about gate signs and notices
- e. Carol & David to review website with Stacy

F. OLD BUSINESS

1. Code of Conduct-

Members submitted with names both printed and signed

- 2. Annual Plan – Member will review and provide input next meeting
- 3. Neighborhood Watch – Tabled
- 4. New Members for Women’s Club – tabled
- 5. Power Outage – Letter of Apology received from PSE – posted on website & sent for publication in the January Views

G. NEW BUSINESS

- 1. Annual Plan – Addressed in Continuing Business
- 2. Request for New Members for Women’s Club – Addressed above
- 3. Mid-Month Supplement – No interest to do this
- 4. Request for funding for Annual Budget – No action taken
- 5. Invite new residents to Communications Meetings – No action
All meetings are open for residents to attend
- 6. PR Assistance for El Agave
Support with articles, notices, and announcements

H. VIEWS – Deadlines

- 1. Noon, Fri Jan 24th For all display and classified ads
- 2. Noon, Mon Jan 27th For all articles

I. Next Meeting of Communications Committee

Mon Jan 20th, 6:30 – 7:30 PM El Agave (Backroom)

J. Adjourn 7:22 PM

Sudden Valley Community Association
Communications Committee
Tuesday, Jan 20th, 2014
6:30 - 7:30 PM at El Agave (Backroom)
MINUTES

A. Call to Order 6:31

B. Members:

Chair -	David Narsico	P	
Director:	Leslie McRoberts	P	
Director:	Tom Doll		EA
Members -	Courtney Lange	P	
	Chris Weitzel	P	
	Ginette Lisbonne-Young	P	
	Alice Healy	P	(Out till April)
Visitor:	Carol Bauman		

C. Approval of Agenda - APPROVED

D. Approval of Minutes from Jan 6th, 2013 – APPROVED

E. CONTINUING BUSINESS:

1. Calendar for February Views – OK
2. Business Networking – Chris will talk to Nancy & Carolyn regarding next event
3. Real Estate Status – Update by Greg for Feb Views
4. Volunteer Status
 - a. Turn over responsibility to Admin
 - b. Turn over Tammy's list of volunteers to Admin for action
 - c. New members for Women's Club – Should be done by Women's Club, not Communications Committee
5. Volunteer Recognition - To honor Firefighters with a spaghetti dinner
 - a. David to talk to Dave Ralston & invite fire fighters
 - b. Tentative Schedule - March 29th, 4:30 – 7:30 PM at Barn
 - c. To include “kid friendly” events with fire truck
 - d. Contact Women's Club for help – Carol Bauman
 - e. Price: \$10 per family: for spaghetti, drinks, bread, dessert
Free for firefighters and their families

- f. Place notice in March Views, on FB, and Gate Signs – PR person
- g. Recommend Jeff to be MC for the event
- 6. Communications Tools
 - a. Facebook – Leslie will propose policy for submission to BoD; Submit input/suggestions to Leslie
 - i. Who has ownership?
 - ii. Who is change agent?
 - iii. Relationship of Comm. Cmte., EMB Staff, BoD ?
 - iv. Will be one-way communications to community
 - c. Website – Will recommend to BoD that we go with C3 site
 - d. Leslie will talk to Admin about gate signs and notices
- 7. Annual Plan – Will continue next meeting to provide input

F. NEW BUSINESS

- 1. Request for funding for Annual Budget – Tabled till next meeting
- 2. El Agave promotion - PR person as member of Comm. Cmte.
- 3. Gate Signs – Recommend that this be responsibility of PR
- 4. Advertizing Opportunities – For action by PR
- 5. Marina Deadlines – Notice for Feb and March Views - David

G. VIEWS – Deadlines

- 1. Noon, Fri Jan 24th For all display and classified ads
- 2. Noon, Mon Jan 27th For all articles

H. Next Meeting of Communications Committee

Mon Feb 3rd, 6:30 – 7:30 PM Creekside Cafe

I. Adjourn 7:45 PM

Sudden Valley Community Association
Communications Committee
Monday, Feb 10th, 2014
6:30 - 7:30 PM at Creekside Cafe
MINUTES-Amended

- A. Call to Order 6:30
- B. Members:
 - Chair - David Narsico P
 - Director: Leslie McRoberts P
 - Director: Tom Doll EA
 - Members - Courtney Lange P
 - Chris Weitzel P
 - Alice Healy P (Out till April)
 - Visitors: Carol Bauman, Carol Houlton
- C. Approval of Agenda – As Amended
- D. Approval of Minutes from Jan 20th, 2014 – APPROVED
- E. CONTINUING BUSINESS:
 - 1. Calendar for March Views -
 - a. Views – Will be updated monthly by Shawndelle & EMB Staff
 - b. Events Calendar on website – will be updated monthly by EMB Staff
 - 2. Volunteer Recognition of Firefighters – for both Geneva & Sudden Valley
 - a. Spaghetti Dinner - Sat Mar 29th, 4:30 – 7:30 PM – Dance Barn –
 - b. This dinner is FREE to all Firefighters (paid & volunteers) and their families
 - c. Will be “Kid Friendly” with a fire truck on display at Dance Barn
 - d. Dave Ralston has been contacted by David and agrees with the day/date/time
Leslie will follow up with Dave Ralston to determine more info –
 - e. Plans, include the following:
 - i. Women’s Club will make the desserts
 - ii. Dance Barn has been booked for the full day
 - iii. Dinner will consist of spaghetti & meatballs, salads, garlic bread, and non-alcoholic drinks (lemonade, punch, ice tea, etc.)
 - iv. Serving will be café style – food will be served by volunteers
 - v. Table cloths – prefer red & white checkered table cloths for round tables
 - vi. Carol Bauman will be in charge of food & tables
 - vii. Supplies Purchase & pickup – Carol B., Grace, & Carol H.
 - viii. Courtney will call Kiwanis for their support
 - ix. Leslie will ask Friends of the Library to assist
 - x. Gate signs, announcements, articles, and bulletin boards – will be developed, and posted by Shawndelle & David

- xi. Develop budget – dinner, drinks, table cloths, etc. for Finance Committee
- xii. Request \$500 from Finance Committee at their meeting Feb 19th – David
- xiii. David to ask Jeff and/or Larry to MC the event
- xiv. David to invite Board of Directors
- xv. Free for Fire fighters and their families, residents will be asked for a donations – suggested amount \$10 per adult, children?

3. Communications Tools

- a. Communications Policy – Leslie has developed a Communications Policy to present to the BoD for approval.
- b. New website (EMB/C3) – recommended to the BoD and approved by BoD

4. Annual Plan -

TABLED

5. Request for \$\$ for Annual Budget -

TABLED

6. Marina Deadlines for Members – 4:30 PM, March 31st

Re-submit notice for March Views -

David

F. NEW BUSINESS

- 1. Ginette resignation – Ginette will write special articles as she chooses
- 2. Introduce new PR Person – Shawndelle was warmly welcomed
- 3. Advertising Opportunities – Both inside & outside SVCA - Shawndelle
- 4. El Agave PR – Prepare article for \$1.99 Kids Menu for Sat & Sun – David
- 5. Emergency Preparedness Committee (Added)
 - a. Motion proposed by Carol Houlton re: EIS – to be presented at BoD meeting; if approved, EIS will go live
 - b. CC needs to promote EIS – in Views, website, article, notices, etc.
 - c. ONLY emergency info to be broadcast – to be inputted daily at 5:00 AM
 - d. Range is about 2 miles; 1610 AM radio

G. VIEWS

1. Deadlines

- a. For all display and classified ads – Noon, Mon, Feb 24th
- b. For all articles – Noon, Mon, Feb 24th

H. Next Meeting of Communications Committee

Mon Mar 3rd, 6:30 – 7:30 PM Creekside Café

I. Adjourn 7:57 PM

Communication Policy

Purpose: In order to provide timely and accurate information to SV residents especially in the case of emergencies, the Communication Committee is proposing the following policy.

We understand that not everyone gets their news and information in the same way, and that some media is more appropriate for emergency communication whereas other media is better suited to longer messages, reports, and announcements, we therefore propose a suite of tools for the following purposes:

Sudden Valley Views, to provide monthly updates on Board and other Sudden Valley activities as well as announcements of upcoming events and longer articles of general interest. The Views also provides a way for members to communicate through letters to the editor and op-ed pieces. Per the Bylaws: *“The Editor's contract shall provide the Editor with complete control of the written content of the Association's newspaper with the sole exception of any and all materials submitted by the Board of Directors under its signature for inclusion in any edition”*.

The **SVCA Website** has the capability to notify members of emergency situations in a timely manner as well as to publish regular meeting schedules, financial reports, SVCA documents, and a wide variety of other materials. The website itself will be physically maintained by staff and all communication materials will be posted by staff. These materials will be approved by the SVCA Board, the Communication Committee, or the General Manager.

*“Notice of each annual or special meeting shall be posted on the **bulletin board of the Association”*** as well as for all meetings of the SVCA Board of Directors and all Board committees, per our bylaws. This bulletin board will be maintained by staff and the SVCA Board Secretary and Chairs of Board committees will provide meeting information to staff to be posted.

Gate Signs will be used for brief announcements or advisory notices. These notices will be designed such that members can read them easily upon entering or leaving the community without unduly holding up traffic. Staff is responsible to physically maintain these signs and to post and remove them in a timely manner. These materials will be approved by the SVCA Board, the Communication Committee, or the General Manager.

New media methodologies may be developed in the future in order to provide more effective communication with our members. These may include, but not be limited to, **Facebook, Twitter, You Tube, and email**. In all cases, the tools will be physically maintained by staff and all messages will be posted by staff only upon the approval of the SVCA Board, the Communication Committee, or the General Manager. The intended use of these tools is for member information, not to engage in conversation or controversy.

The **EIS – Emergency Information System** – is an AM radio station at 1610 on the dial. The equipment is physically located in the Fire Station. It is being maintained by HAM radio operators, and emergency information and daily weather reports will be posted by Sudden Valley Security. It is being supported by the Emergency Preparedness Committee.

Emergency Preparedness Committee Meeting Minutes Tuesday, February 4, 2014

I. CALL TO ORDER – 8:02 am

ROLL CALL: Present: Carol Houlton, Brenda Sample, Mitch Waterman, Jerry Shearer, Tony Darmanin. Absent were Jo Jean Kos and Art Bullock. Carol Houlton and Mitch Waterman are co-chairmen of the committee. Additional people present: Carol Bauman and Leslie McRoberts.

II. APPROVAL OF MINUTES – We had no record of prior minutes to approve.

III. PROJECT UPDATES AND NEW ASSIGNMENTS

- a. Emergency Information System – Brenda Sample gave an update regarding the radio system. She has spoken to Lenny Angello who initially helped install and start the program, and who will now help maintain the equipment. She feels that to be successful we will need to promote the program with signs at the gates and perhaps at the mailboxes. There was discussion about signage in general and it was agreed that Brenda would work with the Communications Committee to develop a plan and proposal with a due date of May 1. The proposal will then be presented to the Finance Committee and the BOD for approval.

MOTION: Mitch Waterman moved that the Emergency Preparedness Committee request a 90-day interim authority to activate the Emergency Information System. During the next 90 days Brenda Sample will conduct a full scope defining/clarifying Roles & Responsibilities for the radio components and FCC License requirements, annual/replacement budget requirements, communications plan (in conjunction with Leslie McRoberts). Carol Houlton seconded the motion and it was passed unanimously.

Tony Darmanin expressed concern about who holds the FCC license. In order for us to operate it, it will need to be in SVCA's or the Fire Department's name. Tony will check on this.

- b. Neighborhood Watch – The general consensus was that there was an attempt to start this program in the past but there did not seem to be enough involvement to be successful. There are apparently outside resources available for the program once a group is organized. We will seek a member of this committee to lead that project.
- c. Red Cross, State and Local Emergency Management – There was discussion about the Adult Center being a Red Cross disaster station but it is currently unclear who is checking and updating the supplies. A member of our committee will need to manage that process, and to find out under what circumstances it would be activated. It could have been helpful during the recent power outage, but a large deterrent is the lack of a generator. In addition, we need managers in Sudden Valley. Carol Houlton will check with Jo Jean Kos about the status of this program. Mitch Waterman expressed concern about availability of water in an emergency. Leslie McRoberts stated the Water District has large pumps and emergency generators that will ensure an adequate supply of water in the event of an emergency.
- d. Emergency Preparedness Manual Revision – The current manual is out of date and includes the name of individuals who would be responsible for various aspects. It was agreed that we need a more up to date format and names should not be included. Carol Houlton is trying to secure a copy of a manual from FEMA to use as a boilerplate. An individual on the committee will need to be assigned to manage the update process.
- e. Seaplane Rescue Plan (Fly-in) – This event will be held in Renton this year, most likely because we were not able to gather enough support for it to be effective in Sudden Valley. Tony

suggested some of our members attend the event on June 8, 2014. It would be good experience for us and would also show our interest in Emergency Preparedness. We can also promote it here. Sky Terry is the coordinator. There was discussion about the requirement for people who know how to use radios as being critical to the event. Tony suggested that radio operators make the event much better but it can be run without them.

- f. Eligibility for Washington State Emergency Management Division's "Community Point of Distribution" Program – Brenda has taken the training which makes us eligible to begin the process. In an emergency situation we could become a "Community Point of Distribution" which would benefit our community as we would be a focal point for the area rather than hoping for help from another location. To be able to initiate the program we need 40 people who can attend training and then participate in drills twice a year. This is another area that needs committee member leadership. Tony added CERT to our agenda but as time was running short, he just mentioned that CERT would dovetail nicely and be similar to this program. We will discuss CERT in more detail in a future meeting. It would also require 40 to 50 people. Mitch asked if there is a local Boy Scout group here. He will find out the name of the Scout Master and determine if they have any interest in being involved in our committee.

IV. NEW BUSINESS –

- a. Fire and Forest Safety – Mitch led a discussion about fire safety and the health of our forest. He and Carol Houlton have had meetings with a number of people including Dave Ralston, Fire Chief, and with Jeff Schlaack, the GM, as well as several experts in forestry. There is general concern about the risk of fire in our valley. Mitch will lead this project and will be researching how to best evaluate and create a plan for mitigating our risk. Carol Bauman and Jerry Shearer have volunteered to assist Mitch.

V. MEMBER QUESTIONS AND COMMENTS – They were incorporated into the meeting as their input was timely for our discussions.

VI. FUTURE MEETINGS – Meeting days and times were discussed and it was decided that the first Tuesday of each month at 9:00 am will be our standing meeting time. The next meeting will be held March 4, 2014 at 9:00 in the Adult Center. Carol Houlton stated that we will need many more people on our committee as well as a larger supporting group to accomplish that we need to do. She asked that everyone seek additional interested members. She also intends to re-submit the idea of a permanent Emergency Preparedness Committee to the ballot for approval at the AGM in November.

VII. MEETING WAS ADJOURNED AT 9:00 AM

Nominations and Elections Committee
January 24, 2014
Multipurpose Room

MINUTES

Members present:

Leslie McRoberts, Chair
Bob Healy
Marie Falen
Georgia Allen
Rachel Bowers, EMB Staff

Absent:

Naomi Bunis

The meeting was called to order at 10:08 a.m.

1. Code of Conduct forms to the members will be forwarded before our next meeting.
2. Georgia Allen was appointed Secretary
3. Proposed changes to Bylaws centered around clarification of perceived and/or real ambiguity of language. The Committee reviewed each proposed change, corrected a few minor grammatical errors. Suggestions were proposed to further clarify bylaw language that has often been a source of confusion or misinterpretation. Changes and/or corrections, as discussed, will be finalized by the Chair, pending Board approval and scheduling, in advance, for inclusion as a Measure for the 2014 AGM.
4. Copies of N&E Manual will be provided at the next meeting.

The next meeting is to be scheduled for a later date by the Chair. There being no further business, the meeting was adjourned at 10:38 a.m.

Georgia Allen

**ARTICLE III
BOARD OF DIRECTORS: COMPOSITION, MEETINGS, POWERS**

Section 3. Nominations of Directors. Nomination and election of members to the Board shall be governed by the following:

Existing Section A:

Nominations and Elections Committee shall solicit nominations of eligible candidates for the Board at least ninety (90) days prior to the annual meeting and at any other times when a vacancy occurs, at least thirty (30) days prior to appointment by the Board. At least sixty (60) days prior to the annual meeting, any member may present to the Nominations and Elections Committee names of nominees to serve on the Board provided that written consent to serve accompanies each nomination.

Proposed Changes Section A:

The Nominations and Elections Committee shall solicit nominations of eligible candidates for the Board of Directors starting at least ninety (90) days prior to the annual meeting. If an unscheduled vacancy occurs during the year of a Board term, the Nominations and Elections Committee shall solicit a minimum of two (2) eligible candidates for each vacancy no less than thirty (30) days prior to appointment by the Board of Directors.

At least sixty (60) days prior to the annual meeting, any member may submit in writing to the Nominations and Elections Committee the name or names of eligible nominees for the Board of Directors in accordance with the above. A written consent signed by the named nominee must accompany each submittal.

All candidate applications for the annual general election must be received and date stamped at the Administration office by close of business the day after Labor Day.

Reason for Change:

Clarification of the length of time required to solicit candidates for positions on the SVCA Board of Directors. Provide a date certain when Board applications are due for voting at the AGM.

Note: N&E discussed the consequence of only presenting one candidate in the case of a vacancy and allowing the Board to reject that candidate if he or she was unacceptable. This suggestion seemed to potentially open up the timeline for selection of a member in which case N&E would have to find a second candidate anyway who then may not be acceptable either.

Existing Section B:

In order to be eligible for election to the Board of Directors, a candidate must be a member in good standing and remain so and, at least sixty (60) days prior to the annual meeting, must submit to the Nominations and Elections Committee a Disclosure of Interest Statement in the form prescribed by the Committee containing such information as the Committee may request concerning the business and financial interests of the candidate together with an agreement to disclose potential conflicts of interest in any action under consideration by the Association and to abstain from voting on any motion affecting that interest.

Reason for Change:

Clarification of language and new description of conflict of interest which is in line with Robert’s Rules. **Note:** It was suggested that N&E ensure that all continuing members of the Board of Directors remain in good standing.

Existing Section C:

No member shall be eligible for election to the Board for more than two (2) consecutive terms, plus the unexpired portion of a term to which he or she is appointed provided that it does not exceed one (1) year. After the expiration of one (1) year, the member shall again be eligible for election to the Board.

Reason for Change:

Clarification of questions that have occurred related to Board terms of service.

Proposed Change Section B:

In order to be eligible for election to the Board of Directors, a candidate must be a member in good standing and **must remain in good standing for at least sixty (60) days prior to the annual meeting. Candidates must submit a Disclosure of Interest Statement to the Nominations and Elections Committee. The statement shall contain any business and financial interests of the candidate which could possibly lead to a conflict of interest if the candidate were to be elected. Board members shall recuse themselves from discussion and abstain from voting on any motion in which they have a direct personal or pecuniary interest not common to other members of the organization.**

Proposed Change Section C:

No member shall be eligible for election to the Board of Directors for more than two (2) consecutive **three-year terms, plus the unexpired portion of a term to which he or she may have been appointed. In all cases, a Board member may not serve for more than 7 consecutive years including full terms and partial terms. A member shall again be eligible for election or appointment to the Board of Directors no less than one (1) year from the date of his or her last day of service.**

GENERAL MANAGER'S REPORT

Place Holder

[Due to damages sustained from the weekend snowstorm, the entire clubhouse was left without power, telephone lines, computer server services, and internet services. The administration office just received full services back later this morning, Tuesday, February 25, 2014; therefore, the General Manager's report was not ready at the time of posting of this agenda.]