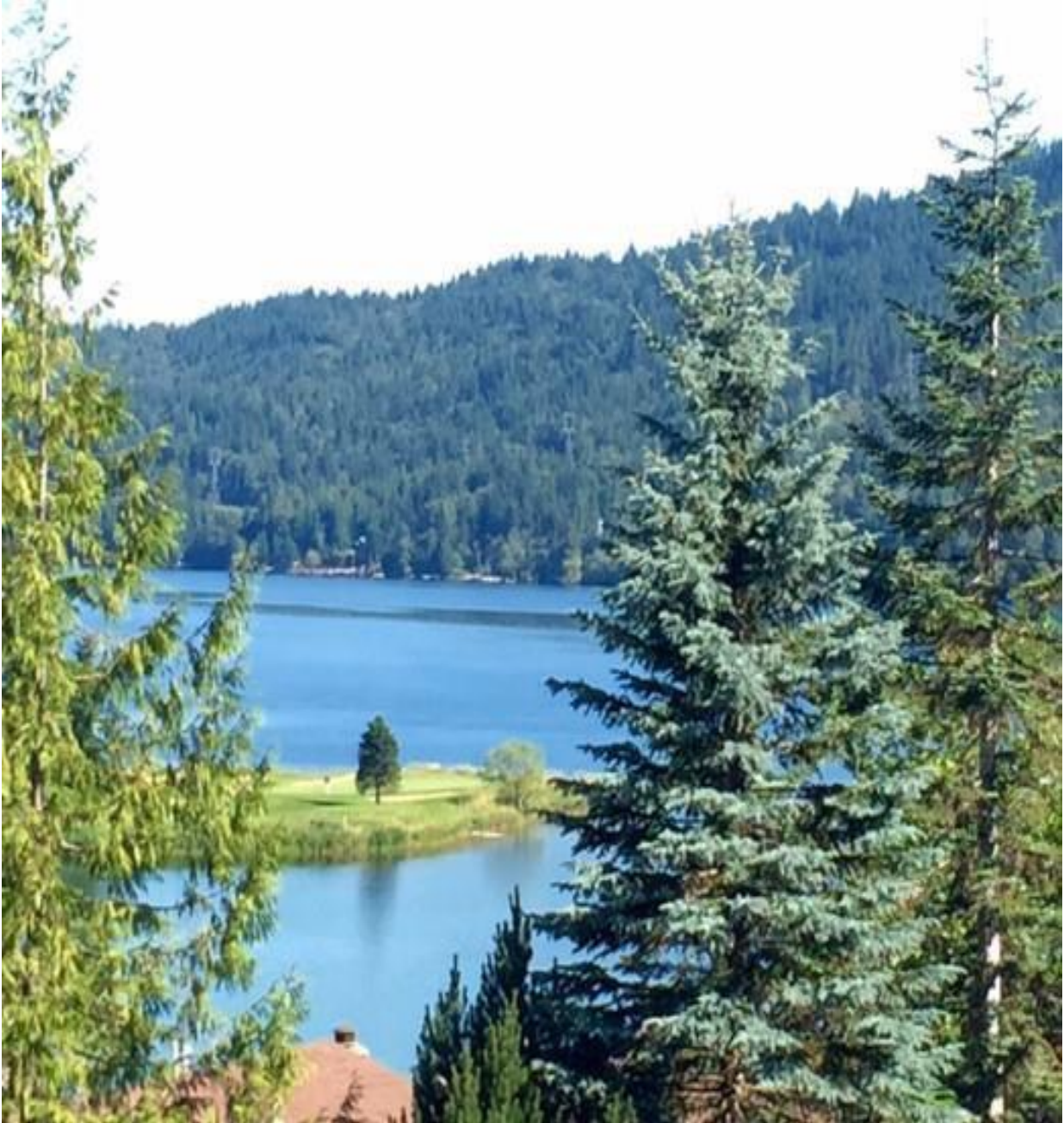


WELCOME TO SUDDEN VALLEY

HANDBOOK

FOR

SUDDEN VALLEY RESIDENTS



August 2015

WELCOME TO SUDDEN VALLEY

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Welcome to your new home in the Sudden Valley Community Association (SVCA). Sudden Valley was built in 1969 and is the largest Home Owners Association in Washington State. There are over 3,000 single-family homes and over 200 condominium units with a total of over 7,000 residents that enjoy views of forests, lakes, and a golf course.

This Handbook is to assist you in being a well-informed member of the community. The best source of information for both activities and governing documents for the Valley will be found at our website: www.suddenvalley.com. Become familiar with it and use it often to take advantage of what the Valley has to offer.

ADMINISTRATION & MANAGEMENT

The Sudden Valley Community Association is governed by a Board of nine voting Directors and two non-voting Directors. These Directors are property owners that are elected by the community membership. Board and Committee members serve as uncompensated volunteers for the benefit of all members. Board Members are elected at the Annual General Meeting (AGM), which is held the first Saturday in November. For a list of the current Board Members go to www.suddenvalley.com

SVCA has a full-time General Manager to administer the day-to-day operation of the Community. The position consists of overall property management overseeing staff to carry out the daily functions of the community, handling all financial aspects for the community, enforcing all rules and regulations, and assisting the Board in resolution of residents' problems. You can contact them at 360-734-6430 or www.suddenvalley.com

COMMITTEES

Several committees have been created by the Board to serve the community's needs. There are two kinds: Standing Committees (per our Bylaws), and Ad Hoc Committee formed for a specific purpose and end each year at the Annual General Meeting. These committees meet throughout the year and are comprised of community volunteers, with a Board member as chair.

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STANDING COMMITTEES:

ACC-Architectural Control Committee

reviews new home construction applications and any major exterior alteration of existing homes or modifications that affects the exterior appearance of your home. This includes getting approval for removal or trimming of trees. For request forms go to www.suddenvalley.com

Finance Committee

oversees current association budgets and expenditures and reviews the annual budget for the upcoming year to be approved by the Board of Directors and voted on by the membership at the Annual General Meeting.

Nomination and Election Committee

is independent of the Board of Directors. Its duties consist of recruitment of Board and Committee members and supervising the elections for the Annual General Meeting

AD HOC COMMITTEES:

Communications Committee

is responsible for communication between all elements of the Association and for maintaining a Calendar of Events as well as disseminating relative information to the community at large via electronic media, signs, postings, web blasts and our website.

Appeals Committee

is composed of three Board Members of the Association, who provide any individual (who has received a notice of violation of the restrictive Covenants, the Bylaws, or the Rules and Regulations of the Association) with an opportunity for an impartial hearing before the Panel, to appeal the penalties and fines levied as a result of a violation.

Document Review Committee

keeps the documents of the Valley up-to-date and organized. The Committee brings changes to these documents to the Board for review and approval and then to the community at large at the Annual General Meeting.

Emergency Preparedness Committee

actively works to keep the community aware of the dangers of living in a forest, near a volcano, and living in the earthquake region known as the Ring of Fire. With plans ready to meet the needs of the community in case of an emergency, the Committee supports and works with the Ham Radio Club, the American Red Cross, and the local CERT (Community Emergency Response Team). A Neighborhood Watch program is being implemented, and volunteers are needed in every neighborhood to insure the success of this program.

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Long Range Planning Committee

works on long range goals and plans for the community.

All of these Committees are comprised of volunteers from the community. If you have an interest in being a volunteer please contact them at www.suddenvalley.com

AMENITIES

CLUB HOUSE

Located inside Gate 2. This is the location of the Administration Office, which is open from 8:00 a.m. until 4:30 p.m. Monday thru Friday. The Club House also has the Golfing facilities. The Golf website can be found at www.suddenvalleygolfcourse.com El Agave Mexican Restaurant is located in the Club House as well as the 19th Hole restaurant. Their website is www.elagaverestaurant.net .



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RECREATION /COMMUNITY CENTER

Located inside Gate 2. The YMCA is located here and offers a Health Club with swimming pool, and exercise classes, along with some daycare. You can get more information at www.suddenvalley.com. The second level is called the Dance Barn. Many programs and meetings take place at the Dance Barn including Bingo and Jazz concerts. The Dance Barn is a spacious facility that can hold 400 people. This space can be rented for a fee. Contact Administration at 360-734-6430. The Creekside Café is a coffee shop located on the main level, where soups, sandwiches, smoothies, coffee, etc. are served.

ADULT CENTER

Located inside Gate 2. It houses The South Whatcom County Library. The Library offers great programs for adults and children. There are several computers available to Library guests. The Library website is www.suddenvalleylibrary.org. An Adult Swimming Pool is located behind the Library. There is a fee to use this pool. Fee schedules and rules can be found at www.suddenvalley.com

RECREATION CORRIDOR, TENNIS AND PLAYGROUND

Located inside Gate 2, these facilities are located adjacent to the Recreation Center and are open for use from dawn to dusk. Please observe all posted rules. For more information, go to www.suddenvalley.com

MARINA TENNIS AND BASKETBALL COURTS

Located inside Gate 1, they are adjacent to the Marina and are open for use from dawn to dusk. Please observe all posted rules.

MARINA BOAT LAUNCH, WET AND DRY SLIPS

Located inside Gate 1. There are two launch sites; one is by the Marina bathroom facilities and the other is by the wet moorage dock. A covered BBQ picnic area is also available. A Use Fee card is required to open the gates. For Use Fee cards and wet and dry slips contact Administration at 360-734-6430. For fee schedules go to www.suddenvalley.com

Additional venues

AM/PM BEACH

Located inside Gate 2. This lovely setting offers over 10 acres of hiking trails, sand beaches, a field for games, a covered picnic pavilion and bathroom facilities. This is a **NO PET** area. The pavilion may be rented for private functions. To rent the facility Contact: Administration at 360-734-6430.

RECREATION CORRIDOR

Located inside Gate 2. Here are soccer and softball fields and a baseball diamond. These facilities are available for family gathering or league competitions. Lots of parking is available. To reserve this site, contact Administration at 360-734-6430.

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MARINA BEACH PARK

Located in Gate 1. Here seven acres of fun. The park includes a covered BBQ Pavilion, a baseball diamond, volleyball and tennis courts, as well as a wading/swimming area marked off with buoys in Lake Whatcom, swing set for the kids, and bathroom facilities. The Pavilion may be rented for private functions. Contact administration at 360-734-6430. The Shaka Shack offers Paddle Board and Kayak rentals, along with drinks and snacks.

SUDDEN VALLEY PARKS

GATE 1

SOFIELD PARK: Nice open beach on Lake Whatcom with picnic tables

NORTH POINT PARK: Large beachfront park, picnic tables, and big field

LAKE TRAIL PARK: Narrow strip of park, stone benches, divided by small stream

MARINA DOG PARK: Open field and beach area for dogs. Owners must keep their dogs on a leash until reaching designated area, and of course owners **MUST PICK UP AFTER** your animals.

GATE 2

RECREATION CORRIDOR: Swing sets, multiple slides and climbing equipment, picnic table and small gazebo.

LAKE LOUISE PARK: Small waterfront Park on Lake Louise Trail



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GATE 3

TREE HOUSE PARK: Nice grass field with a tree house, little or no parking available

MAPLE LEAF PARK: Swing set and slide, stone benches, large open fields

HENDRICK PARK: Open field with lots of natural shade

CASCADE PARK: Swing set in open field, lightly wooded area

LITTLE STRAWBERRY PARK: Small quaint park divided by a little creek, flat field, natural shade

GATE 5

TUMBLING WATER: Swing set and slide

GATE 9

LOST FORK PARK: Narrow strip of a neighborhood park, stone benches, and a circular field

HUCKLEBERRY PARK: Swing set and monkey bars in a gravel pit. Lots of open space with picnic tables and stone benches, hidden fields deeper into the woods



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AREAS OF RESPONSIBILITY

INSURANCE & MAINTENANCE

SVCA is responsible to maintain and insure the common grounds and certain building components. Homeowners have the responsibility to maintain their own properties in accordance with the Bylaws and guidelines established by the Architectural Control Committee. It is necessary for each homeowner to maintain adequate insurance coverage to provide for full replacement value of their dwelling, as well as liability coverage in case of an accident. Condominium owners should consult with their condominium association for additional information not covered here.

FINANCIAL

ANNUAL BUDGET: The Sudden Valley Community Association's annual budget is based on past history of expenses, current inflation, projected increases in contracts and utilities, projected capital improvements and increases in services. The approved budget for the current fiscal year is available at www.suddenvalley.com

ASSOCIATION DUES/FEES: The membership dues are used to pay for common area buildings, grounds maintenance like mowing parks, paving roads, snow plowing including trucks and equipment, maintenance of the pools, dock maintenance and security, utilities, mailboxes, The Views (our monthly newspaper), staff salaries, insurance, capital repairs and replacements.

COLLECTION POLICY: The Association dues are SVCA's main source of income. It is therefore critical that you pay on time. For that reason, SVCA has adopted a strict but reasonable Collection Policy. For information about the payment schedule and collection policy go to www.suddenvalley.com If you have any questions about dues, schedules, or payments please contact the Administration Office at 360-734-6430

GOVERNING DOCUMENTS:

- *Articles of Incorporation
- *Covenants
- *Bylaws
- *Board Resolutions
- *Rules and Regulations

SVCA is also subject to certain conditions of the Fair Housing Act (www.justice.gov/crt/fair-housing-act-2) and Americans with Disabilities Act (www.dol.gov/dol/topic/disability/ada.htm)

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MEETINGS

ANNUAL GENERAL MEETING (AGM)

The Members' AGM is held the first Saturday of November each year. You are encouraged to attend. This is where the new Board of Directors is elected and special issues are voted on by the community. Ballots will be mailed to you by the first week of October.

BOARD OF DIRECTORS' MEETINGS

The Board of Directors' meetings are held twice a month. Homeowners are welcome to attend all board meetings. To contact a member of the Board of Directors, check Sudden Valley's website www.suddenvalley.com. Each Board Meeting's agenda is posted before meetings on this web site and is also available at the Administration Office.

CONSTRUCTION

Owners wishing to construct, remodel, landscape or paint the exterior must submit an **application** for written approval from the Architectural Control Committee (ACC). Email the Committee at accadmin@suddenvalley.com or obtain an application online at www.suddenvalley.com. The ACC will review your request and send written approval or denial within 30 days depending on the complexity of the project.

The ACC typically meets twice a month. The meeting is open for anyone to attend. No work may take place until written approval is granted. All work must comply with the local building codes and guidelines, and the application must include all permits, blueprints, fees and specifications required by law.

SAFETY AND SECURITY

If you have an emergency dial 911! SVCA maintains 24-hour security throughout our community. Security officers are available by cell phone at 360-319-8200. If you have called 911 in an emergency, then call Security. For members in good standing, Security will for a fee check on your home twice a week while you are away. The request form is available online at www.suddenvalley.com.

It is recommended for personal security that the locks are changed when you move into your home. It is also recommended that you install a deadbolt lock and sliding glass door security device where appropriate. Garage doors should be closed when not in use. Contact Security if you have questions or concerns.

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UTILITIES

The Homeowners Association pays for common area water and electricity. You pay all other utilities that serve your home. Here is a partial list of area Utility Companies.

Electric (Puget Sound Electric): 888-225-5773

Water/Sewer (Lake Whatcom Water/Sewer): 360-734-9224

Natural Gas (Cascade Natural Gas): 360-733-5980

Propane (various):

Red Cap Whatcom Farmer's Co-op: 360-354-4595

Green Cap Northwest Propane: 800-254-4471

Blue Cap Propane Gas Inc.: 360-384-4922

Garbage/Recycling (Sanitary Service Company): 360-734-3490

Garbage should be placed only in a covered 32 Gallon roll-cart by the curb of your property on your designated collection day. Please return your roll-cart to your garage or screened area by the end of the day. Recycling containers are available with your garbage service through the Sanitary Service Company.

Satellite dishes are allowed within Sudden Valley; however, their placement is regulated. Satellites cannot be mounted to trees and cannot be placed in right-of-ways or on neighboring properties. Contact the ACC at www.suddenvalley.com for any questions.

GENERAL INFORMATION

Mail: SVCA residents do not have mail delivery to their homes. Delivery is to neighborhood cluster mailboxes. Contact Administration for the location of your mailbox. SVCA does not have keys to any of the boxes. You should receive the mailbox keys at the same time you received your house keys.

Courier Deliveries: All courier services (such as UPS and Fed Ex) deliver packages to your physical address. They will not deliver packages to a post office mailbox.

Storage: Area Z has secured Storage spaces for recreational vehicles and trailers. Contact Administration at 360-734-6430 for space availability and space rental details.

Sudden Valley Views: Is a monthly publication, which outlines all the latest news in the Valley. You can choose to have it mailed to you or to pick one up at several locations throughout the Valley. You can also view it on our website at www.suddenvalley.com. You can place classified ads for the Views at the Administration office. To submit editorials contact The Views Editor. To submit display ads contact the Views at 360-354-4444 or by email at svviews@lyndentrib.com

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Maps: Division/lot and street/address maps are available for purchase at the Administration office. Maps of the area are also available through our website at www.suddenvalley.com

For Sale Signs: Sudden Valley requires all signage to be uniform. Signs can be purchased at the Administration office.

Bus Line: Sudden Valley is serviced by the Whatcom Transportation Authority (WTA). There are schedules available in the bookcase in front of the Administration Office.

Parking: Unattended parking on paved roads or shoulders where any part of the vehicle projects into a traffic lane is prohibited. Parking is allowed only in designated areas. Parking of boats, trailers and like equipment is not allowed on the property unless they are in an enclosure or screened area.

Consult the Rules and Regulation Documents for more information at our website at www.suddenvalley.com

SVCA IMPORTANT DO'S AND DON'T'S

- **DO** contact the ACC at SVCA Administration prior to any home modification.
- **DO** keep your property well maintained at all times to ensure a neat appearance.
- **DO** have your dog on a leash at all times, except where designated.
- **DO** carry a Pooper Scooper for your pet when walking. Clean all litter and maintain control of your animal at all times.
- **DO** Dispose of all waste, rubbish, trash and garbage properly.
- **DON'T** operate yard equipment (lawnmowers, etc.) between 7 p.m and 10 a.m Monday through **Sunday**
- **DON'T** conduct light industrial business out of your home.
- **DON'T** raise/breed animals, livestock, and poultry for commercial purposes. Poultry and other farm animals are not allowed. County rules strictly forbid this.
- **DON'T** engage in any hunting or use of firearms within Sudden Valley:
Firearms include rifles, revolvers, shotguns, air pistols, pellet guns, air guns of all types, bows and arrows, crossbows, traps, snares.
- **DON'T** engage in or allow solicitation of Sudden Valley residents without the approval of the General Manager
- **DON'T** park or store vehicles used for recreation outside of the approved garage or other screened area longer than 72 hours. A permit is required for all such parking from the Administration office or Security.
- **DON'T** undertake any outdoor or residential burning except for recreational fires in designated areas or on private property. **Recreational fires are prohibited during SVCA advertised and County implemented burn bans.**

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CLUBS AND COMMITTEE VOLUNTEER OPPORTUNITIES

There are many opportunities for joining clubs and committees in the community. Check out our website at www.suddenvalley.com to see what interests you. Sudden Valley has a veritable smorgasbord of activities. Everything from cooking, gardening, poker, tennis, bridge, knitting, art, Ham radio, and the list just goes on and on. If you can't find it here then start your own group.

The Standing and Ad Hoc Committees are always looking for volunteers. Come to their meetings and see what interests you. You can find a schedule of their meetings on our website at www.suddenvalley.com

There are also yearly events that need volunteers. Our community hosts a variety of events throughout the year. The Fishing Derby opens up the fishing season for the children in the Valley at Lake Louise. The Firefighter's Appreciation Dinner is Sudden Valley's way to honor our local Firemen and Women. There is a Holiday Craft Fair in November. Spirit Day and our Flea Market are held in the summer. A Safety Fair is held once a year and incorporates safety issues for the Valley. Volunteers are always needed for these events. Contact Administration at 360-734-6430, or go to the website at www.suddenvalley.com for more information.

Welcome to Sudden Valley!

