



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

## **Board of Directors Regular Meeting**

January 9, 2025, 6:00 PM, MULTIPURPOSE ROOM A

---

Call to Order

Land Acknowledgement & Anti-Racism Statement Roll Call

Item 1) Adoption of Agenda – Page 1

Item 2) Announcements

Item 3) Property Owner Comments – 15 Minutes Total

*Please note that comments are limited to 3 minutes per person.*

Item 4) Board Orientation

4a. 6:20 pm – Legal – Page 3

Richard Davis: CSD Law

4b. 7:45 pm – Insurance – Page 64

Andrew Rutherford: Hub Int.

4c. 8:15 pm – Parliamentarian

Paul McClintock – Page 69

Item 5) Consent Agenda

4a. 12/12/2024 Draft Board Meeting Minutes – Page 72

Item 6) Reports

5a. GM December Report - Page 76

5b. Storm Recovery Update – GM

Item 7) New Business

7a. Finance Committee – Member Appointments

7b. Safety Committee – Member Appointments

7c. Long Range Planning Committee Update

7d. Reinstate annual wet moorage only – Page 83

Licensing contract / moorage storage agreement

7e. Capital Request - Golf Maintenance Equip. – Page 88

Wiedenmann TerraSpike XF6: \$57,495.36

7f. Appeals Committee – Member Appointments

Adjournment

---

# Board of Directors and Architectural Control Committee Training

Sudden Valley Community Association

---

# LEGAL CONCEPTS

# What is **Sudden Valley Community Association?**



- ▶ **Homeowners Association**
  - ▷ HOA Act (RCW 64.38)
- ▶ **Nonprofit Corporation**
  - ▷ Non-profit Corporation Act (RCW 24.03A)

# Source of Authority

- ▶ Statutes
  - ▷ HOA Act (RCW 64.38)
  - ▷ Non-profit Corporation Act (RCW 24.03A)
  - ▷ WUCIOA, RCW 64.90 (budget and assessments)
- ▶ Common law (i.e., court decisions)
- ▶ Governing documents
- ▶ Conflicts - What controls?



# Governing Documents: The Legal Hierarchy

PLAT MAP

RECORDED DECLARATION (CC&RS)

ARTICLES OF INCORPORATION

BYLAWS

- ▷ Generally, this document provides for the regulation and management of the affairs of the corporation; not inconsistent with laws or the Articles.

RULES AND REGULATIONS

POLICIES

---

# COMMITTEES

# “Standing” Committees

- ▶ Standing Committees are described in the Bylaws:
  - ▷ Architectural Control
  - ▷ Nominations and Elections
  - ▷ Finance
  - ▷ Executive
  - ▷ Appeals
  - ▷ Document Review





# Standing Committees - Purposes

- ▶ Perform tasks otherwise reserved to the full Board (e.g., Appeals).
- ▶ Report to the Board and make recommendations (e.g., Doc. Review).
- ▶ The Board is ultimately responsible for the work of the Committees and exercises oversight.
- ▶ Rules can be adopted for each, subject to approval of the Board. Bylaws, Art. V, Section 1.

# Ad Hoc Committees

- ▶ Can be created by the Board through a “Charter” to perform a specific function, e.g., making recommendations on a discrete issue.
- ▶ If the Committee’s work is ongoing, it’s not really “ad hoc.” In that case, the members should vote to approve an amendment to the bylaws to create a new “Standing Committee.”
- ▶ **Recommendations for Creating Ad Hoc Committees:**
  - ▷ Clearly define the scope, duration, procedural rules and deliverables.
  - ▷ Reserve the right to disband the Committee if not functioning as intended.
  - ▷ Seek committee members who are interested and open minded about the issue.

---

# BOARD OF DIRECTORS

# Role of a Director



- ▶ Directors: Members Who Choose to be Leaders – important role!
- ▶ Volunteer gig – all the work, none of the glory
- ▶ Directors focus on governance, not management
- ▶ Overall Goal: Establish a Culture of Trust, Respect, and Dignity

# Director's Legal Standard of Care

- ▶ Must exercise the degree of care and loyalty required of an officer or director of a non-profit corporation – RCW 64.38.025
  - ▶ This means you have a “fiduciary duty”, i.e., must act:
    - (a) *In good faith;*
    - (b) *With the care an ordinarily prudent person in a like position would exercise under similar circumstances; and*
    - (c) *In a manner the director reasonably believes to be in the best interests of the nonprofit corporation.*
- RCW 24.03A.495
- ▶ **Key Point:** Directors represent the *entire* community and do not have a constituency.

# Director's Duty of Disclosure

- ▶ Duty of Disclosure:

*“a director shall disclose, or cause to be disclosed, to the other board or committee members information not already known by them but known by the director to be material to the discharge of their decision-making or oversight functions, except that disclosure is not required to the extent that the director reasonably believes that doing so would violate a duty imposed by law, a legally enforceable obligation of confidentiality, or a professional ethics rule.”*

*RCW 24.03A.495*

- ▶ Examples:

- ▶ You identify an area of potential liability to SVCA. You have an affirmative obligation to disclose to the Board.

# Director's Ability to Rely on Others

- ▶ **Reliance on Experts:** Directors are entitled to rely upon experts in the field to make decisions. Examples:
  - ▷ Attorneys
  - ▷ Accountants
  - ▷ Contractors
  - ▷ Engineers

# Director's Legal Standard of Care... in Plain English

## ACT

Act with same care as a reasonably prudent person in a like position would use under similar circumstances.

## RETAIN

Retain outside expertise when necessary.

## DISCLOSE

Disclose to the Board information relevant to the Board's role.

## UNDERSTAND

Completely understand the issues and risks of action(s) (or inaction) before moving to a vote.



# Board Meetings are for Corporate Business

## MINIMUM REQUIREMENTS

- ▶ Must have Quorum which is defined as a majority of the Directors (at the beginning of the meeting).
- ▶ No action may be taken unless approved by majority of those present.
- ▶ Must comply with scheduled meeting notice requirements.
- ▶ Prepare Minutes.

## WHEN FORMAL ACTION(S) ARE TAKEN

- ▶ Motions
- ▶ Resolutions
  - ▷ Record names that votes affirmative/ negative.
  - ▷ Brevity is best: minutes need not include details on discussion.

## ROBERTS RULES ENSURE COMPLIANCE TO CORPORATE LEGAL REQUIREMENTS

- ▶ Although following parliamentary procedure is not required, it makes Board meetings more efficient and reduces the chances of Board actions being declared illegal or challenged for procedural deficiencies.

# Remote / In Person Meetings

- ▶ **RCW 24.03A.550.** Unless otherwise provided in articles or bylaws, the meeting may be conducted—or directors may be allowed to participate—by any remote communication means where all directors can simultaneously participate with each other during the meeting.
- ▶ **Bylaw Article III, Section 12.** Remote meetings allowed in exceptional circumstances, e.g., inability to achieve a quorum.



# Open Sessions

- ▶ **ALL Board meetings** must be open for observation by owners and their agents unless Closed Session Requirements are met.
- ▶ **ALL ACC meetings** are open (Bylaw, Art. 13.8.)
  - ▷ Could have closed work sessions if Policies are revised and approved by Board.
- ▶ Minutes must be kept.
- ▶ Discourage “off-line” meetings.



# Closed Sessions

## ► Requirements:

- ▷ Affirmative vote in open meeting
- ▷ Motion must include an “authorized purpose”

## ► Best Practices:

- ▷ Do not discuss other matters that should be in open session
- ▷ No motions or action other than direction to staff or consultant



# Authorized Purposes for Closed Session

- ▶ Personnel matters
- ▶ Consult with legal counsel
- ▶ Discuss communications with legal counsel
- ▶ Litigation – whether potential or pending
- ▶ Possible violations of governing documents of the Association
- ▶ Possible Association liability to an owner

# Closed Session FAQ's



- ▶ **Are minutes to be prepared?**
  - ▷ No
- ▶ **Can Board members participate by telephone?**
  - ▷ Yes, but the Board is unable to verify confidentiality
- ▶ **Who else may be present at a closed session?**
  - ▷ General Manager, Staff and/or consultants as necessary to provide information to the Board
- ▶ **Can a Board member disclose information discussed in Closed Session to a third party?**
  - ▷ No

# Closed Sessions are Confidential

- ▶ Don't be tempted to leak confidential communications in Closed Session.
  - ▷ Undermines the Board
  - ▷ Undermines the purpose of having a closed session
  - ▷ Stifles candid discussion
  - ▷ Does not allow Board the opportunity to present a clear, unified message to the members
  - ▷ Suggests to the membership that the Board is dysfunctional

# Appeal Hearings – Use of Closed Session

- ▶ Use Closed Session for purpose of deliberations.
- ▶ Like other Closed Sessions, Board may invite staff and legal counsel.
  - ▷ Staff may offer factual information, and legal counsel may offer legal analysis relevant to appeal.
  - ▷ These additional participants do not vote and may be excluded from closed session during actual vote.



---

# Self-Reflections on Being a Director For Sudden Valley

# Questions for Directors

1. Why did you become a director?

Answers: \_\_\_\_\_

2. What gives you the most satisfaction as a Board member?

Answers: \_\_\_\_\_

3. What would you like to see changed or improved?

Answers: \_\_\_\_\_

4. What Role Does Social Media Play in a Director's role as a Director?

Answers: \_\_\_\_\_

---

# Governance v. Management – Best Practices

# Why Focus on Governance?

- Focusing on Governance makes the Board more effective.
- SVCA Members expect the Board to tackle the policy issues.
- Preserve the Board's "political bank account"

# A Director's Time – A Precious Resource

- ▶ Directors are Members of SVCA Who Choose to Be Leaders.
  - ▷ It's hard work, there's no compensation, and there are many other demands on a Director's time.
- ▶ Directors' limited time is a valuable resource of SVCA.
- ▶ The Director role should be focused on governance, not management.



# The Do's

Be the kind  
of leader  
that you  
would  
follow.



- ▶ Recognize your very important “leadership” role.
  - ▷ A leader is neither a spectator nor a critic.
  - ▷ Do no harm.
  - ▷ Do not spread rumors.
  - ▷ Don't report to social media before informing the Board.
- ▶ Be informed – read the materials provided by staff.
- ▶ Being uninformed is disrespectful to other Board members and wastes the Board's time.
- ▶ Be accurate in disseminating information.

## The Do's (cont'd)



- ▶ Leave things in better shape than when you arrived.
- ▶ Govern before you manage a problem.
- ▶ Govern slowly and deliberately – almost nothing is that urgent.
- ▶ Watch what you say – the Members are listening.
- ▶ Set philosophy, policy, and culture.
  - ▷ Culture is the more important than you think.





# Avoid Undermining the Board / Committee

- ▶ Avoid social media end-runs around the Board.
- ▶ Bring issues/concerns directly to the attention of the Board.
- ▶ Once a decision is made, that is the decision of the Board / Committee
  - ▷ The decision is, by default, correct
  - ▷ Respect the Board's decision



# The Role of a Director During Board Meetings

- ▶ State your views – diplomatically – but state your views
  - ▷ **Look** for decisions that are important to you – they all can't be important
- ▶ Let people know when you compromise or “trust their judgment”
  - ▷ **Reciprocate**
- ▶ Respect and support the decisions of the Board of Directors
  - ▷ **Suggestion:** Once the debate is done, it is a Board decision, and it deserves your support and that of the lawyer and GM.
- ▶ Recognize that no decision (or, at least, very rarely) is so important that you would allow it to fracture the Board

# The Role of the President at Board Meetings

- ▶ The President governs meetings of the Board.
  - ▷ Promotes open and free discussion
  - ▷ Draws out opinions
  - ▷ Seeks consensus
  - ▷ The umpire has a hard job, particularly when he/she wants to bat.
- ▶ Conflict happens.
  - ▷ Conflicting opinions are good – personal conflict is not.



---

# BOARD INTERACTIONS WITH STAFF

# The Individual Director's Authority

- ▶ None, nada, nothing
- ▶ Must act together as a unit to govern the affairs of the Association
  - ▷ No authority to act alone *unless* the authority is delegated by the Board



# Chain of Command



- ▶ The Board employs and evaluates the General Manager.
  - ▷ The GM must be allowed to manage their employees.
  - ▷ Circumvention of chain of command hampers GM's ability to manage and is confusing to staff.
- ▶ Requests for information from individual directors should be made to the Chair, not the GM.
  - ▷ The Chair decides if the request is necessary for board members to fulfill their responsibility before assigning to GM.

# The Role of the President Outside of Board Meetings

- ▶ The principal contact between management and the Board
  - ▷ Regular meetings with the General Manager
  - ▷ Helps set the meeting agenda
    - Is there really a decision to be made?
- ▶ Principal spokesperson for the Board regarding decisions reached by the Board

---

# THE MANAGER



# The Manager's Role



- ▶ The Manager is a paid employee.
  - ▷ Manages all other employees
  - ▷ Primary interface with outside consultants
- ▶ Primary Information Source for the Board
  - ▷ An honest broker of information
  - ▷ Manager must “march off smartly” after he has a full and fair opportunity for input

# The Manager's Role (cont'd)



- ▶ Supports the Board's decisions
- ▶ Supports the culture of the Board
- ▶ Implements the budget
- ▶ Interfaces with members
  - ▷ Does not speak out of school

---

# DISTINGUISHING GOVERNANCE FROM MANAGEMENT

# The Governor vs. The Manager

The Governor/Director...	The Manager...
...thinks primarily about the larger long-term issues	...thinks primarily about the day-to-day operations
...wants to provide the overall direction	...wants overall direction and feedback
...since they deal with the “big picture,” they act slowly and deliberately and avoid quick decisions whenever possible	...sometimes needs to act quickly and decisively

# Governance Strategies

- ▶ The Board articulates a vision of where you want SVCA to be, a year from now and in five years, ten years, and twenty years.
  - ▷ Suggestion: Each year at the first meeting, make a list of five to ten items that, if accomplished, would make a successful year.
- ▶ Approve and govern through the budget
  - ▷ Suggestion: This is governance/management - Focus your management attention here.

# The Importance of Budget Based Governance



- ▶ One of the most important things the Board does
- ▶ Only opportunity to make decisions in perspective
- ▶ Board sets broad priorities to be implemented by the Manager

# The Importance of Budget Based Governance (cont'd)



- ▶ Preserves the asset of Director time
- ▶ No second bites at the apple when a decision comes forward
  - ▷ In budget – presumed valid
  - ▷ Out of budget – Board needs a solid explanation

# Political Capital

- ▶ Every HOA Board has a bank of “political capital” which is the positive trust and confidence of the members (the “benefit of the doubt”).
- ▶ Deposits
  - ▷ Good governance
  - ▷ Well run meetings
  - ▷ No scandals
  - ▷ Appropriate culture
  - ▷ Association outreach by Directors





# Political Capital (cont'd)

- ▶ Forfeitures from the Political Bank Account
  - ▷ Dumb decisions...not the same thing as “unpopular”
  - ▷ Poorly run meetings
  - ▷ Lack of transparency/abuse of closed sessions
  - ▷ Freelancing on social media and elsewhere
  - ▷ Confidentiality leaks
- ▶ Withdrawals
  - ▷ Member Trust with dues and assessments
  - ▷ Membership support



---

# HARASSMENT

# Discrimination

- ▶ Harassment based on a protected class is a type of illegal discrimination under both Federal Law and the Washington Law Against Discrimination (WLAD).
- ▶ Liability
  - ▷ The harasser can be personally liable
  - ▷ Employer can be vicariously liable



# Victims of Harassment

- ▶ Victims can be employees, volunteers, board members, committee members
- ▶ Remedies
  - ▷ Report to EEOC or Human Rights Commission
  - ▷ Civil Lawsuit

# What is Harassment in General?

- ▶ It is unlawful to harass a person (an applicant or employee) because of that person's protected class.
- ▶ Harassment is often thought to be—but is not required to be—sexual in nature, e.g., offensive remarks about women can constitute sexual harassment.
- ▶ The law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious. But it becomes illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

# Types of Sexual Harassment

1. **“Quid Pro Quo,”** aka “economic harassment;” →



2. **Hostile Working Environment;** →



*...or*

3. **Retaliation** for complaining about it →



# Hostile Work Environment – Elements

1. Conduct directed at **protected class** status
  2. Conduct is **unwelcome** to plaintiff (subjective standard)
  3. Sufficiently **pervasive** to alter plaintiff's working conditions
- ▶ **No requirement** that the conduct be intended to cause emotional harm or damage
  - ▶ **Note:** Plaintiff not required to be in the same protected class as those to whom the comments and jokes were directed

# Protected Classes Covered Under State & Federal Law



- ▶ Race and Color
- ▶ Disability (including HIV / AIDS or Hepatitis C status)
- ▶ Creed / Religion
- ▶ Sexual Orientation and Gender Identity
- ▶ National Origin
- ▶ Honorably Discharged Veteran or Military Status
- ▶ Sex
- ▶ Pregnancy and Maternity
- ▶ Age (over 40)
- ▶ Use of Guide Dog or other Service Animal
- ▶ Marital Status
- ▶ Victim of Domestic Violence



# Off-Duty Conduct Can be Evidence of Hostile Work Environment

- ▶ **Off-duty conduct, including use of social media, can create a hostile work environment.**
  - ▷ **Examples:**
    - Approaching coworkers about a romantic or dating relationship, and not backing off after hearing no or a lack of interest
    - Harassing/discriminatory conduct or statements that occur while socializing with coworkers outside of work hours
    - Postings or communications on social media that are accessible by coworkers

# What Conduct Is Not Harassment?

- ▶ Impatient or generally impolite behavior
- ▶ Supervisors addressing legitimate work performance issues or inappropriate behavior
- ▶ Supervisors giving direction, counseling, discipline



---

# PREVENTION OF HARASSMENT

# Prevention Steps

- ▶ Clear policy which promises no threat of retaliation for reporting or cooperating
- ▶ **Education/Training with Annual Refreshers**
  - ▷ Ensure procedures in place for newly hired staff receives training
  - ▷ Maintain records



---

# COMPLAINTS AND INVESTIGATIONS

# What Happens When a Complaint is Made?





# QUESTIONS?



A photograph of a man in a beige trench coat, white shirt, and striped tie, looking down at his smartphone while walking on a city street. The background is a blurred city scene with other pedestrians and buildings.

2024 – 2025 Executive Overview

## Sudden Valley Community Association

Prepared By

**Andrew Rutherford**

January 2, 2025

Hub International Northwest LLC

110 Unity Street

Bellingham, WA 98225

(360) 647-9000

[www.hubinternational.com](http://www.hubinternational.com)



# Coverage Overview

## Property

Blanket Building/Personal Property	Limit	\$13,034,042
Replacement Cost		
Business Income/Extra Expense		\$1,182,261
Building Ordinance, Demolition & Increased Cost of Construction		\$500,000

*Major Exclusions: Earthquake & Flood*

## Inland Marine

Marina Bulkhead & Docks		\$1,500,000
Actual Cash Value		
Wind & Wave Action Excluded		
Golf Course – Greens Coverage		\$200,000
Actual Cash Value		

## Crime

Employee Dishonesty		\$500,000
Forgery & Alteration		\$50,000

## General Liability

Occurrence Limit		\$1,000,000
Aggregate Limit		\$2,000,000
Employer Liability		\$1,000,000
Employee Benefit Liability		\$1,000,000



### DISCLAIMER

This form is for illustration purposes only. Please read your policy for specific details.

## Commercial Auto

Bodily Injury/Property Damage	\$1,000,000
Medical Payments	\$5,000
Under Insured Motorist	\$1,000,000
Hired Auto Liability	\$1,000,000
Non-Owned Auto Liability	\$1,000,000

## Commercial Umbrella

Occurrence Limit	\$15,000,000
Aggregate Limit	\$15,000,000
Underlying Coverages	Commercial General Liability: \$1,000,000 / \$2,000,000 Automobile Liability: \$1,000,000 Stop Gap Employer's Liability: \$1,000,000 / \$1,000,000 / \$1,000,000 Directors & Officers Liability: \$1,000,000 / \$1,000,000

## Pollution Liability - Coverage applies to golf course only

Limit	\$1,000,000
-------	-------------

## Directors & Officers/Employment Practices

Policy Aggregate Limit	\$1,000,000
Defense Cost Inside	
Directors & Officers Liability	Included
Employment Practices with 3 <sup>rd</sup> Party	Included
Additional Defense	\$1,000,000
Fiduciary	Included



### DISCLAIMER

This form is for illustration purposes only. Please read your policy for specific details.



## Directors & Officers Overview

### Injury Agreement/Coverage:

Wrongful Acts – Errors, Misstatements, Omission, Breach of Duty, Employment

### Who is covered?

Entity, Insured Persons

### What may be paid?

Damages, Settlements, Judgments, Defense Costs

### What may not be covered?

Salaries, Overhead, Punitive Damages, Taxes, Criminal Acts, Penalties, Circumstances known prior to initial date of coverage



## Claims Definition

Written demand for monetary damages or non-monetary relief; civil or criminal proceedings; administrative proceedings such as EEOC

## Type of Policy

Claims made – potential claims must be reported during the policy period

## Examples of Policy Exclusions

Bodily Injury; Property Damage; Fraudulent, Dishonest or Criminal Acts; Breach of Contract

## Examples of Common Claims

Failure to adhere to CC&R's; Challenge to board authority, architectural review or assessments; Defamation; Discrimination, Breach of Contract

# Sudden Valley Community Association Board Training 2025 Parliamentarian

Paul McClintock  
Professional Registered Parliamentarian  
Certified Parliamentarian - Teacher  
Bothell, WA

1

1. Annual Meeting Parliamentarian
2. Board Meeting Best Practices
3. Questions and Answers

2

## Annual Meeting Parliamentarian

- ▶ Sudden Valley Community Association - BYLAWS
- ▶ ARTICLE II - ASSOCIATION: MEETINGS, QUORUM, VOTING
- ▶ Section 8. Conduct of Meetings.  
The President, or his/her designee, shall preside over all meetings of the Association.  
  
The Secretary shall keep minutes of the meeting and record in the Minute Book all resolutions adopted at the meeting as well as a record of all transactions occurring during the meeting.  
  
The Association shall have a **parliamentarian**, who is not a member of the Association, present at any meetings of the Association where a vote of the membership may be taken.  
  
The latest edition of the *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order or resolutions the Association may adopt.

3

## Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN

47:46 **Parliamentarian.** The parliamentarian is a consultant, commonly a professional, who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one—since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

4

## Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN

47:47 A small local organization should rarely require the services of a parliamentarian, unless it undertakes a general revision of its bylaws; but for large assemblies and conventions or organizations where the transaction of business is apt to be complex, it is advisable to engage one. Some state or national organizations find it advisable to employ a parliamentarian throughout the year to assist with any questions that may arise in interpreting bylaws and rules, or in connection with the work of the board and of officers or committees. In such a case, the parliamentarian's duties extend beyond giving opinions to the presiding officer during meetings, and may include assisting in the planning and steering of business to be introduced.

5

## Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN - Appointment

47:48 **Appointment of the parliamentarian.** If a parliamentarian is needed by an organization, the president should be free to appoint one in whom he has confidence. The board or society must approve any fee that will be required, however. If needed for only one meeting, a parliamentarian should be appointed as far as possible in advance of the meeting at which he is to serve, since his main work should be done outside the meeting.

6

### Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN - Duties

47:49 **Duties of the parliamentarian.** The president, knowing in advance the business to come before the assembly, should confer with the parliamentarian before the meetings open, and during recesses, in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during the meetings. There is no set rule for the number of additional functions a parliamentarian may be asked to perform as a permanent appointee, such as teaching classes, holding office hours during conventions, and the like.

7

### Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN - Duties

47:50 During a meeting the work of the parliamentarian should be limited to **giving advice to the chair** and, when requested, to any other member. It is also the duty of the parliamentarian—as inconspicuously as possible—to **call the attention of the chair to any error** in the proceedings that may affect the substantive rights of any member or may otherwise do harm.

8

### Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN - Duties

47:51 There should be an understanding between the parliamentarian and the presiding officer that there will probably be occasions when it may be essential for the chair to listen to suggestions being made by the parliamentarian, even if it means momentarily not giving full attention to others or asking the assembly to **stand at ease** during the consultation. This practice will enable the chair to be in a position to act promptly at the correct time and be fully informed. **In advising the chair, the parliamentarian should not wait until asked for advice**—that may be too late. An experienced parliamentarian will often see a problem developing and be able to head it off with a few words to the chair.

9

### Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN - Duties

47:52 **Only on the most involved matters** should the parliamentarian actually be **called upon to speak to the assembly**; and the practice should be avoided if at all possible.

47:53 The parliamentarian should be assigned a **seat next to the chair**, so as to be convenient for consultation in a low voice, but the chair should try to **avoid checking with the parliamentarian too frequently or too obviously**.

47:54 After the parliamentarian has expressed an opinion on a point, the chair has the duty to **make the final ruling** and, in doing so, has the right to **follow the advice of the parliamentarian or to disregard it**. But if the parliamentarian's advice on important procedural issues is habitually disregarded, he may find it necessary, at the end of the present engagement or session, to resign.

10

### Robert's Rules of Order Newly Revised (12<sup>th</sup> ed.) PARLIAMENTARIAN - Duties

47:55 A **member** of an assembly who acts as its **parliamentarian**....

47:56 Regarding the duties of the parliamentarian in connection with a **convention**....

An "annual meeting" - all members get to attend and vote.

A "convention" of delegates - constituent sub-groups select a portion of their members and delegate to them the power to represent their sub-group at the convention.

11

### Sudden Valley Community Association PARLIAMENTARIAN - Duties

The SVCA parliamentarian serves as the meeting parliamentarian at the AGM in November. [Bylaw 2.8]

This includes reviewing governing documents and meeting documents and advising SVCA before, during and after the AGM.

It should include consulting in advance of sending the meeting notice to ensure that proper notice is given.

The Nominations and Elections Committee Manual (2022) 4.6 says: Staff will contact a Parliamentarian to schedule their attendance at any election, per the Bylaws. This should be coordinated with the Board Secretary.

12

## Board Meeting Best Practices

### Know your governing documents:

- > Federal law (e.g., Fair Housing Act; ADA)
- > State law
- > Association-amendable documents:
  - > Articles of Incorporation
  - > Covenants
  - > Bylaws
  - > Board Resolutions
  - > Rules and Regulations
  - > Policies (SVCA Policies; ACC; Nominations and Elections)
- > *Robert's Rules of Order Newly Revised*, latest edition (12<sup>th</sup>) (RONR)

13

## Board Meeting Best Practices

### Annual planning:

- > Annual general meeting - 1<sup>st</sup> Sat. of Nov. [Bylaw 2.2]
  - Board sets AGM location and agenda [2.3]
  - Secretary sends AGM notice with agenda [2.3]
- > Organizational board meeting - within 10 days of AGM [3.7]
- > Regular board meetings - at least quarterly [3.8]
- > Budget calendar
  - Board adopts budget [2.3]
  - Within 30 days thereafter, 14- to 50-day notice is given for membership meeting to ratify budget
  - Membership meeting votes to ratify budget
- > Nomination and Election calendar

14

## Board Meeting Best Practices

### Board Agenda - "MRS SUN" Order of Business [RONR 41.5-6]:

- 1) Reading and Approval of **M**inutes
- 2) **R**eports of Officers and Standing Committees
- 3) Reports of **S**pecial Committees
- 4) **S**pecial Orders
- 5) **U**nfinished Business and General Orders
- 6) **N**ew Business

15

## Board Meeting Best Practices

### Sample Presiding Script for Regular Board Meeting:

The meeting will come to order.

The minutes of the previous meeting have been distributed. Are there any corrections to the minutes? ...

If there are no [further] corrections, the minutes are approved as distributed [corrected].

May we have the Treasurer's report.

The chair recognizes the chairman of the ACC for a report.

Under unfinished business, the first item of business is the motion relating to..., which was postponed to this meeting. The question is on the adoption of the motion ....

The next item of business is....

Is there any new business?

Adapted from *Robert's Rules of Order Newly Revised In Brief*, 3<sup>rd</sup> Edition, Table C.

16

## Board Meeting Best Practices

### Motions:

All motions should be written down before it is put to a vote, and generally before it is debated. If a motion is offered verbally, the chair can either require the maker of the motion to put it in writing, or the secretary to read the motion as the secretary wrote it down for the minutes. If amended, the wording for final vote should be repeated before the vote, either by the chair or by the secretary.

There are usually six steps to processing a motion:

1. A member makes a motion
2. Another member seconds it
3. The chair states the motion
4. Members debate the motion
5. The chair puts it to a vote
6. The chair announces result

17

## Questions and Answers

18



**REGULAR SESSION OF THE BOARD OF DIRECTORS**

Thursday, December 12, 2024

Minutes

**DATE AND LOCATION:** MULTIPURPOSE ROOM A

**CALLED TO ORDER AT:** 7:02 PM

**AUDIENCE MEMBERS:** Not Recorded

**BOARD MEMBERS PRESENT:**

1. Keith McLean	4. Laurie Robinson-Excused	7. AJ Tischleder-Absent	10. Robb Gibbs
2. Taimi Van de Polder	5. Tom Henning	8. Rick Asai	11. Daniel Rodriguez
3. Linda Bradley	6. Ray Meador	9. Stu Mitchell-Excused	

**ATTENDING:**

**Staff Members:** Jo Anne Jensen, General Manager. Joel Heverling, Director of Finance, Spencer Huston, IT.

**Presenters:** Barn 8 Structural Report-Bernt Johnson, Quinn Hanks and Tyler Andrews

**Call to Order**

President McLean called the meeting to order at 7:02 PM.

Land Acknowledgement and Anti-Racism Statement.

**1. President called for motion to adopt the agenda.**

**Motion:** Move to adopt the agenda.

<b>Motion By:</b> Director Bradley		<b>Seconded By:</b> Director Van De Polder	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained</b>	

**Motion:** Move to amend the agenda.

Director Bradley requested the Board amend the agenda to add item 8e. Credit Card Users Approval, and Item 8f. LWMP SVCA representative.

Director Asai requested new members approval to the Safety Committee. Item 8i.

Director Rodriguez requested a new member approved to the ACC Committee. Item 8h.

<b>Motion By:</b> Director Bradley		<b>Seconded By:</b> Director Van De Polder	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained</b>	

**2. Announcements.**

SVCA has hired a Compliance Manager.

Director Asai presented an LRPC December Meeting Report

Breakfast With Santa

SVCA Tree Lighting

This meeting will be Jo Anne Jensen’s last Board meeting before retirement.



**3. Property owner comments.**

- A member trainer suggested new fitness center classes for members in 2025.
- A member is interested in developing a bicycle skills to the Rec Corridor area for the Valley.
- A member requested staff listing be added to the website and commented on the HR consultant request in the agenda.

**4. Barn B Structural Evaluation Presentation**

**8:35 PM Board took a five minute recess before continuing with the agenda. 8:40 PM Board resumed meeting.**

**5. Consent Agenda**

**Motion:** Have the minutes of November 2, 2024, AGM Minutes, November 2, Board Org minutes and November 14, 2024, minutes approved as submitted.

<b>Motion By:</b> Director Bradley		<b>Seconded By:</b> Director Gibbs	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

Motion: All in favor of approving the consent. Agenda. Consent. Option 6. 6. with the recommended correction. (Misspelled name.)

<b>Motion By:</b> Director Van De Polder		<b>Seconded By:</b> Director McLean	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**6. Financial Reports**

**October Financial Reports -Joel Heverling**

**7. GM November Report**

**8. New Business**

**8a. Ratification of Executive Action: Storm Clean Up**

Motion: Move that the executive team approve \$95,000 from the UDR to cover the costs associated with removing trees and debris from the roadside throughout the Association and authorize the GM to execute a contract with Rawls tree service for this work.

<b>Motion By:</b> Director Bradley		<b>Seconded By:</b> Director Gibbs	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**8b. Capital Request– Storm Response Funding**

**Motion 1:** Move that the Board approve \$228,131 from the Roads Fund to cover the costs associated with removing trees and debris from the roadside throughout the association caused by the November storm event.

<b>Motion By:</b> Director McLean		<b>Seconded By:</b> Director Bradley	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>

<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	
-------------------------------	-----------------	-------------------	--

**8b. cont. Capital Request– Storm Response Funding**

**Motion 2:** Move that the Board approve \$251,424 from CRRRF to cover the costs associated with hazardous tree removal throughout the Association caused by the November storm event.

<b>Motion By:</b> Director McLean		<b>Seconded By</b> Director Bradley	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**Motion 3:** Move that the Board de-obligate 95,000 of funding from UDR to cover the costs associated with removing the trees and debris from the roadside throughout the Association related to the November storm event and change this funding source for these approved cleanup activities to be utilized from the \$228,131 Roads fund, storm event, cleanup project stated above.

<b>Motion By:</b> Director McLean		<b>Seconded By</b> Director Bradley	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**8c. Approval Request-HR Consultant Services**

**Motion:** Move that the board of directors authorize the GM. To execute a contract with Resourceful, a OneDigital company for a 6 month retainer contract, including 30 hours of consulting per month to be paid for out of the 2025 operations fund.

<b>Motion By:</b> Director McLean		<b>Seconded By</b> Director Gibbs	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 6	<b>Against:</b> 1	<b>Abstained:</b>	

**8d. 2025 AGM Vendor Contracts Discussion-UniLect**

**Motion:** The Sudden Valley Board of Directors direct the General Manager, working in partnership with the N&E Chair, to obtain a contract from UniLect for the 2025 AGM.

<b>Motion By:</b> Director Gibbs		<b>Seconded By</b> Director Van De Polder	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**8e. Credit Card Users Approval**

**Motion:** Approve the credit card borrowing resolution as presented. Add Greg Wadden and Michael Bennett to the credit card list and supersede any prior credit card users resolution.

<b>Motion By:</b> Director McLean		<b>Seconded By</b> Director Bradley	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**8f. LWMP-SVCA Representative**

Lake Whatcom Policy Group is represented by LWWSD, City of Bellingham, Whatcom County and SVCA. Normally a Board member is appointed each year to serve on the committee. SVCA received notice late for the upcoming meeting. In order for a director to attend the Board needs to appoint

a director. Director McLean has volunteered to attend this meeting. There being no objections Director McLean will attend this meeting, and the Board will appoint a director at a later meeting who attend the rest of the quarterly meetings in 2025.

**8g. Safety Committee-Committee Volunteer Member Approvals**

Approve Colleen Mitchell, Judy White, and Edward Wang for the 2025 Safety Committee. There were no objections from the Board to these members.

**8h. ACC Committee-New Committee Volunteer Member Approval**

Approve Linda Tessier for the 2025 ACC Committee. There were no objections from the Board to this member.

**Adjourned 9:57 PM.**

Approved by: \_\_\_\_\_

Linda Bradley, Board of Directors Secretary

DRAFT

# General Manager Report – December 2025

## Windstorm Damage Update

The November 19<sup>th</sup> windstorm caused extensive damage across the Association.

Clearing the roads, removing hazardous trees, and cleaning up debris has been very costly. Because work is ongoing, we do not have a final number, but our estimate is that the total cost of windstorm response will be between \$400,000 and \$500,000.

## Hazard Tree data as of 12-31-2024

	2022*	2023	2024 YTD				
Tree Requests Identified/Received	113	118	241				
Tree Requests Resolved by SVCA Team	76	74	149				
Hazard Trees Evaluated by Certified Arborist			6				
Hazard Trees Removed by Outside Contractor	33	39	74				
Pending High Risk Trees	0	0	4				
Pending Medium Risk Trees			3				
Pending Low Risk Trees	4	5	5				
Cost for Contractor Hazard Tree Removal	\$133,291.47	\$133,578	\$257,147.04				

### **Notes:**

\*2022 data (with exception of cost) started 4/22.

Requests are by site, some sites have multiple trees.

Not all tree requests are hazard trees.

Tree Request List is a living document and updated as SVCA identifies or is notified of potential hazard trees.

SVCA staff identifies if trees are on private property or SVCA property. If it is inconclusive the property owner may need to obtain a survey.

An outside opinion is sought regarding trees that are not easily identified as high risk. Starting in 2024 a certified arborist has been consulted as

The 2022 & 2023 contractor cost is from GL 6165.

The 2024 contractor cost is from my work plan spreadsheet, and does not include roadside clearing.

## County Outreach and Assistance

Following the November 20<sup>th</sup>, outreach to the Whatcom County Executive Office to ask for assistance with storm response. This resulted in a meeting on Friday, November 22<sup>nd</sup>, with representatives from the Whatcom County Division of Emergency Management (DEM), Whatcom County Public Works, the South Whatcom Fire Authority, and the County Executive’s office.

SVCA shared estimated costs for road clearing, tree removal, and clean-up with the DEM. Based on this documentation, The Whatcom County Executive Office signed an emergency proclamation and Team Rubicon, a national disaster aid organization, came on-site to help homeowners with clean up.

The emergency proclamation is not likely to result in SVCA receiving any compensation for the cost of storm response, but it may make it possible for homeowners to apply for low-cost loans to assist with damage repair. No decision has been made about whether we qualify for this program or not, but SVCA will continue to work with DEM to hopefully get this benefit for our members.

# Capital Projects Update

## Active Projects

### Turf care equipment replacement

Aerator unit purchase approval is on the Board agenda for January 9. Additional requests pending for February - March

### Turf Care Building Design & Permitting

The design is complete, and we are waiting for a permit to be issued by Whatcom County.

### Adult Center HVAC & Tankless Hot Water Heater Replacement

The HVAC system was installed, and we are waiting for final inspections to be completed. Replacement of the water heaters has not yet been scheduled; we are waiting for the permit to be issued.

### Clubhouse HVAC Design & Permitting

Design is complete and the permit application was submitted as planned in October. We are now waiting for the permit to be issued.

### Bridge Design & Permitting

Design is underway and we expect to submit for the permit in December.

### Turf Care fencing repair

Storm damage from a large tree fell across Lake Whatcom Blvd.

## Projects On Hold

### Barn 8 Siding

This project is on hold until a structural report is completed. A presentation of the results of the structural evaluation was provided in December.

## Completed Projects

### Turf Care Cart Paths

This is a three-year project. All the construction planned for 2024 year is complete.

### Fence Replacement: RV Storage, Adult Center, Turf Care Building

Work is complete.

### 2024 Road & Drainage Project

Work is complete.

### Cold Spring Drainage Repairs

Work is complete.

# Administration

## Activity Summary

- Transition orientation and training between outgoing GM and new GM was accomplished December 10 through December 20.
- GM, Mike Brock, and Tyler Andrews, with PNW Civil met to plan 2025 Capital Project timing, for board review, discussion, approval and bidders' reviews.
- Continuing to support a very high volume of new construction and exterior alteration projects.

## Successes

- Diane B. promoted to office manager position in the Administration Office.

### Planned Work

- Support upcoming events.
- Plan and implement Board Orientation on January 9, 2025.
- 2025 Marina Fees, assessments and other fee receipts begin in January.
- Continue 2025 website updates.

## **Accounting**

### Activity Summary

- Completed routine work to maintain monthly financial schedule; October financials completed.
- Performed the initial stages of year-end closing procedures.
- Reconfigured the accounting system for 2025 periods and all new charge codes.
- Began procedures for preparing prior year accounting records for the annual audit.

### Successes

- SVCA's collection rate continues to meet or exceed last year's performance.

### Planned Work

- Begin to close out 2024 and set up for 2025.

## **Maintenance**

### Activity Summary

- Repaired boat launch gate at the Marina
- Repaired stormwater line and sink hole on Oval Ct.
- Installed sander and plow on OP-20
- Installed plow and sander on UTV
- Cleared catch basin and culverts during heavy rain event
- Transported debris accumulated during street sweeping
- Replaced stop sign on Marigold Drive
- Set up the Christmas tree and lights at the Rec Center
- Assisted Team Rubicon with volunteer efforts
- Repaired road shoulder on Southern Court
- Repaired road shoulder at entrance to Gate 5
- Serviced OP-27
- Replaced rear brakes on SP-5
- Replaced headlights on SP-5
- Replaced high beams on SP-6
- Serviced SP-6
- Repaired re-set switch on wood-chipper
- Installed conduit for gate card reader at tennis court and backfilled electrical connection trench
- From 11/18 to date Maintenance has primarily been focused on storm damage cleanup from severe wind event
- Continued storm cleanup efforts, roadside clearing is nearly complete
- Replaced brakes on OP-20
- Repaired tailgate on OP-26
- Repaired storm water catch basin on Spring Road
- Repaired electrical outlet cover and performed sheetrock repairs at Adult Center
- Cleared blockage in storm line on Rocky Ridge Drive

- Cleared blockage in storm line on Acorn Place
- Replaced street sign on Polo Park
- Installed new signage on Southern Court
- Removed tree from over the roadway on Sigma Circle
- Removed tree from over the roadway on Wisteria Lane
- Removed tree from over the roadway on Grandview Lane
- Adjusted HVAC system at Adult Center
- Gutters were cleaned on all SVCA facilities
- Removed broken limb from large tree on Par Lane
- Removed fallen tree in Strawberry Park
- Removed tree from over roadway on Mountain Ash Court
- Serviced HVAC at the Clubhouse
- Replaced low water sensor on Vac-Trailer

#### Successes

- The timely response to windstorm event was appreciated by outside agencies and residents
- Fall street sweeping has been completed
- Cameras and gate card readers are operational at tennis courts
- Roadside branch clearing is nearly complete
- Site evaluations for hazard tree requests are up to date

#### Planned Work

- Continue storm cleanup efforts
- First aid & CPR Training
- Snowplow training
- Install brine tank on tractor
- Continue trash can container project
- Painting at the Rec Center
- Install dumpster at Rec Center parking lot for winter season
- Repair tailgate on OP-26
- Continue storm cleanup efforts
- Repair fence at Turfcare
- Remove fence at Welcome Center
- First aid & CPR Training
- Snowplow training
- Install brine tank on tractor
- Repair water heater at Dance Barn
- Remove Christmas tree and lights at Rec Center
- Continue trash can container project
- Painting at the Rec Center
- Install dumpster at Rec Center parking lot for winter season

## **Recreation**

#### Activity Summary

- Collaborating with members to renew rental agreements for RV Storage.
- Updating Community Center handbook.

- Creating new materials to support facility rentals.
- Created an ad and wrote an article for the Views.
- Cleaning up BRIVO accounts.

#### Successes

- The change to four-hour shifts for PT employees is working very well.
- Daily cleaning lists are working well to keep the Community Center clean.
- Completed hire of internal candidate for the new Rec Assistant Manager (Nakell ).

#### Planned Work

- Develop content for the Views.
- Complete interviews and hiring for seasonal recreation staff.

## **Golf**

#### Activity Summary

- Finalized Golf Club Tournament Schedule. Booked member events on tee sheet and event calendar.
- Promoted and prepared for our fifth winter series event, the “How Low Can You Go” Scramble – January 4th.
- Prepare year-end reports for accounting.
- Reviewed membership records for accuracy for start of 2025.
- Daily meeting with Greg on course conditions, preparation for events and future projects.

#### Successes

- Early payment for membership is slightly ahead of 2024

#### Planned Work

- Continue to contact 2024 outside events and rebook for 2025.
- Inactivate handicap service to members that haven’t renewed membership by December 31st.
- Run a successful How Low Can You go event.
- Return pre-paid membership sales from October through December 2024 and re-ring January 1st into 2025 membership revenue.
- Meet with Greg to discuss Capital requests for 2025.
- Coordinate annual golf cart maintenance with Greg and Bill.

## **Turf Care**

#### Activity Summary

- Continue to work on equipment repair & maintenance.
- General irrigation system maintenance is ongoing.
- Work on #11 fairway to improve drainage.

#### Successes

- The course is in good relative condition despite multiple storms and excessive rainfall.
- Second windstorm cleanup branches/trees/debris substantially complete from last event.
- Meeting daily with Kevin updating course conditions and long-term strategies for the golf course.
- Drain line installed on #11 fairway completed.
- Fairway turf aerating/slicing continues.



- Bridge maintenance recommendations substantially complete. Bridge #2 scour hole to be filled and #3
- bridge loose deck board to be replaced. All other recommended maintenance is complete.
- #13-14-15 greens repairs completed.
- Removed large cottonwood tree felled by a Beaver in Austin Creek.
- Significant repairs were completed on bridge at #10 hole including two additional steel beams installed.
- Annual soil testing completed on all putting greens for next season nutritional/fertilizer needs.
- Removed fallen Willow tree on #15 hole.

Challenges:

- Getting sidetracked with weather related events.
- Working around 5.4 feet of rainfall this season!! See annual accumulation below.

Planned Work

- Turf equipment preventive maintenance is ongoing.
- Wrap up bridge work. This will complete all Engineer maintenance recommendations this go round.
- Planning sod nursery and chipping green rebuild for 2025 budget year.
- #9 Green repairs ready to start.
- Begin our annual sprinkler head clearing throughout the golf course.
- Drainage work started on #12 hole at green approach.
- Start large garden cleanup around clubhouse/ 10 tee.
- Addressed two residential tree removal requests for golf course trees with approvals pending.
- Preparing temporary greens in anticipation of cooler frost delay starts on the course.
- Clearing permanent yardage markers throughout the course.
- Extensive pruning project on Willow trees throughout the course.

Weather updates and historical:

January 1 to December 31, 2023:	44.19" rainfall
January 1 to December 31, 2024:	<b>64.84" rainfall</b>

**SVCA Hazard Tree Data as of 12/30/2024**

	<b>2022*</b>	<b>2023</b>	<b>2024 YTD</b>
<b>Tree Requests Identified/Received</b>	<b>113</b>	<b>118</b>	<b>241</b>
<b>Tree Requests Resolved by SVCA Team</b>	<b>76</b>	<b>74</b>	<b>149</b>
<b>Hazard Trees Evaluated by Certified Arborist</b>			<b>6</b>
<b>Hazard Trees Removed by Outside Contractor</b>	<b>33</b>	<b>39</b>	<b>74</b>
<b>Pending High Risk Trees</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Pending Medium Risk Trees</b>			<b>3</b>
<b>Pending Low Risk Trees</b>	<b>4</b>	<b>5</b>	<b>5</b>
<b>Cost for Contractor Hazard Tree Removal</b>	<b>\$133,291.47</b>	<b>\$133,578</b>	<b>\$257,147.04</b>

**Notes:**

2022 data (with exception of cost) started 4/22.

Requests are by site, some sites have multiple trees.

Not all tree requests are hazard trees.

Tree Request List is a living document and updated as SVCA identifies or is notified of potential hazard trees.

SVCA staff identifies if trees are on private property or SVCA property. If it is inconclusive the property owner may need to obtain a survey.

An outside opinion is sought regarding trees that are not easily identified as high risk.

Starting in 2024 a certified arborist has been consulted as needed.

The 2022 & 2023 contractor cost is from GL 6165.

The 2024 contractor cost is from my work plan spreadsheet, and does not include roadside clearing.



# Sudden Valley Community Association

4 Clubhouse Circle, Bellingham, WA 98229  
360-734-6430 | [www.suddenvalley.com](http://www.suddenvalley.com)

January 2, 2025

Dear Marina Moorage/Storage Customers,

The 2025 boating season is rapidly approaching, and it is time to renew your moorage contract for the year.

#### Key dates to remember:

- January 15th - SVCA sends out license renewals
- February 28th – Last day to renew your rental agreement for wet moorage or dry storage
- March 1 – Wet and dry slips that were not renewed will be offered to customers on the waiting list

#### How to renew

- Complete the 2025 Marina Moorage Agreement (a copy is included in this letter)
- Provide a copy of your current boat & trailer registration
- Provide proof of your current boat & trailer insurance
- Provide a clear photo of your boat & trailer
- Include payment
- Return all materials to:
  - In Person  
SVCA Welcome Center  
1850 Lake Whatcom Blvd  
Bellingham, WA 98229
  - Via Mail  
SVCA  
4 Clubhouse Cir  
Bellingham, WA 98229

Please note: Your renewal is not complete until all of the required materials and payment have been received. If renewal is not complete by February 28, 2025, you will forfeit your slip/rack occupancy.

#### Questions?

- Call SVCA Member Services at 360-734-6430

#### Not Renewing?

- Complete the Termination of Moorage form and remove your boat & trailer by January 31, 2025

Regards,

Michael Bennett, General Manager  
360-734-6430, x 321  
[mbennett@suddenvalley.com](mailto:mbennett@suddenvalley.com)

## 2025 Marina Fees

2025 Marina Fees		
	Member	Non-Member
<b>Annual Wet Moorage Only</b>		
Select Slip	\$ 1,952.00	n/a
Premium Slip	\$ 1,769.00	n/a
Standard Slip	\$ 1,630.00	n/a
<b>Annual Wet/Dry Moorage</b>		
Select Slip	\$ 2,155.00	n/a
Premium Slip	\$ 1,971.00	n/a
Standard Slip	\$ 1,832.00	n/a
<b>Other Fees</b>		
Annual Dry Marina Storage (includes launch)	\$ 600.00	n/a
Kayak Rack Storage	\$ 138.00	n/a
<b>Launch Pricing (Registered Watercraft)</b>		
Season Pass (1 card)	\$ 100.00	\$ 400.00
Season Pass (2 card)	\$ n/a	n/a
Season Pass (3 card)	\$ n/a	n/a
Daily Pass	\$ 25.00	\$ 50.00
<b>Wait List Fee (One time)</b>		
Wet Slip – applied to payment when contract is signed; forfeit if member declines the slip when offered	\$ 100.00	
Dry Slip – applied to payment when contract is signed; forfeit if member declines the slip when offered	\$ 100.00	



SUDDEN VALLEY 2025 MARINA  
MOORAGE/STORAGE LICENSE AGREEMENT

Wet Slip: \_\_\_\_\_ Dry Slip: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Wet Slip Type: \_\_\_\_\_ Payment Method: \_\_\_\_\_  
Decal Code: \_\_\_\_\_ Activation/card#: \_\_\_\_\_  
Decal: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

**Boat Owner Information** ("Customer")

Name: \_\_\_\_\_  
Physical SVCA Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Vessel information**\* (\*Copies of CURRENT registration and insurance on the boat and trailer and a photograph MUST be submitted with your annual payment prior to access being approved.)

Year/Length/Type/Make of \_\_\_\_\_  
Boat: Boat DOL Registration No: \_\_\_\_\_ Expires: \_\_\_\_\_  
Type/Make of Trailer: \_\_\_\_\_  
Trailer License Plate No: \_\_\_\_\_ Expires: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy Expires: \_\_\_\_\_

**LICENSE Terms and Conditions:**

Subject to the terms and conditions set forth herein, the Sudden Valley Community Association ("Association") hereby grants an annual license to the Customer for use of an assigned slip. This License is granted subject to the terms and conditions of this License and any Marina Rules and Regulations as they now exist or are from time to time amended.

Failure to comply with all terms and conditions of this License and/or the Marina rules and regulations may result in termination of this License upon two days' notice and opportunity to cure.

1. Annual notice of License renewal will be sent by January 15th, 2025. The annual fee for marina moorage/storage must be paid by February 28th. If payment has not been received by the Association on that date, this License will be terminated.
2. This License is granted for the term of one calendar year, commencing on January 1st and ending on December 31st. Customers granted a License at any time during the calendar year will be required to pay the full annual fee.

3. Moorage/Storage fees are reviewed annually by the Board of Directors and are subject to change, effective as of the renewal date, if applicable, of this Agreement. The annual cost will not increase once the license is signed.
4. Lost Marina boat launch key cards can be replaced by paying a \$15.00 replacement card fee at the Recreation Department.
5. Marina Rules and Regulations are incorporated into this Agreement by reference, as though fully set forth herein. The Customer shall be responsible for the expense of any maintenance, repair, or replacement necessary to the Association's property as a result of the activities resulting from the use, storage, or maintenance of the vessel and/or vehicle on Association property.
6. Customer further agrees and covenants that upon Customer's noncompliance with the terms of this Moorage/Storage Agreement, including violation of the Marina Rules and Regulations, the vessel and/or vehicle may be removed forthwith and all costs incurred including, but not limited to, additional handling, impound, collection costs, attorney fees, and all court costs connected with the collection of the amount due shall be borne by the Customer, in the manner provided by law, and charged as a fee to the Customer's Lot(s) in Sudden Valley.
7. The Customer acknowledges that information provided by the Customer is true, accurate and complete. Customer shall notify the Association of any change in the information, including but not limited to, contact information such as address, phone number, email, etc. Customer agrees to contact the Association in writing when permanently removing the vessel and/or vehicle. No refunds will be given after May 1st.
8. Owner shall not sub-lease or share the slip or storage space.
9. Vessels moored in the Marina must be completely without hazardous conditions as determined solely by the Association, and ready for cruising in local waters. The Association may require that the Customer provide, at no cost to the Association, additional information (such as a marine survey) to establish seaworthiness.
10. Any fuel or oil that is spilled into the Marina must be reported immediately to the Recreation Center and/or Administration.
11. Only vessel and vessel trailers will be allowed to park in designated dry storage areas. Flatbed, utility, and other types of trailers are not permitted in the Marina.
12. Customer shall submit UP TO DATE registration and insurance once the documents on file expire. If this is not completed the access card will be turned off until current documentation is turned in to the Recreation Center. This can be done by email, fax, or in person.
13. Customer shall park only in the designated spot. Should the boat be found anywhere other than Customer's assigned spot Security/Recreation Department will attempt to notify you. If the boat is not moved within 3 days, then Security may tow it and/or remove it from the water and place it in storage at the Customer's sole cost and expense, which amounts may be charged as a fee against Customer's Lot(s) in Sudden Valley.
14. The Customer acknowledges that the Association shall not be liable or responsible in any manner for the safekeeping of the vessel it's tackle, gear, apparel, equipment and/or furnishings. In part consideration for the granting of the License herein, the Customer does hereby forever, release and discharge the Association, it's Board, Employees and Agents from any and all claims, demands, or damages for property damage or personal injury arising from or related to the presence of the Customer's Vehicle, or vessel

within the Marina except to the extent and in proportion that such property damage or personal injury is caused by the gross negligence of the Association, it's Board, or Employees. This waiver and release shall be binding upon the heirs, executors and assigns of the Customer. This release is a negotiated term of the economics of the License.

15. In part consideration for the granting of the License herein, the Customer shall save, defend and hold harmless the association, its Board, Employees and Agents from any and all claims, demands or damages for property damage or personal injury arising from or related to the presence of the Customer, the Vehicle or the Vessel within the Marina except to the extent and in proportion that such property damage or personal injury is caused by the gross negligence of the Association, it's Board or Employees. This indemnification and hold harmless is a negotiated term of the economics of the License.
16. This License Agreement shall be governed by Washington law. Exclusive jurisdiction and venue for any dispute arising under this License shall be the Whatcom County Superior Court. Without limiting the foregoing, the Customer specifically waives any jurisdiction of the federal district court or the right to seek removal to the federal district court. The substantially prevailing party in any action to enforce the terms of this License Agreement shall be entitled to an award of its attorneys' fees and costs.
17. The waiver or failure of the Association to enforce any term or condition of this License Agreement shall not be a waiver of any right to enforce this License Agreement.
18. In the event vessels or trailers need to be relocated due to Marina repairs, improvements or work within the Marina, Customer shall be given as much notice as reasonably possible. In the event Customer does not move the vessel within the given timeframe, the Association shall have the vessel/trailer relocated at the owner's expense and costs added to the Customer's account associated with the property listed on the Agreement. In the case of an immediate emergency where immediate relocation is necessary, should the Customer not be able to relocate the vessel/trailer, the Association will have the vessel relocated and will notify the Customer.
19. Each vessel and trailer using wet moorage and dry storage must have a current SVCA decal attached for identification purposes.

RELEASE:

By signing the Sudden Valley Marina Moorage Agreement, you agree that you have read and will abide by this agreement and the Marina Rules and Regulations (attached).

---

Signature

Date

*Payments for marina moorage/storage, may be made in person at the Sudden Valley Welcome Center or over the phone by calling 360-734-6430. Payments may also be mailed to:*

***SVCA, 4 Clubhouse Circle, Bellingham, WA 98229***

**Make sure to pick up your tags for the 2025 season**

# CAPITAL REQUEST MEMO

**To: Sudden Valley Community Association (SVCA) Board of Directors (BOD)**

**From: Greg Wadden, Turfcare Superintendent**

**Date: January 1, 2025**

**Subject: Capital Request – Replacement of Asset #1030 Ryan renovaire Fairway Aerator**

## Purpose

Replacement of Ryan renovaire Fairway Aerator. Asset ID# 1030

## Background

The Ryan aerator was purchased in the 1980’s and has come to the end of its useful working life. The Ryan aerator is scheduled to be replaced in 2025, with \$60,000 allocated in CRRRF. This piece of equipment is a key part of our maintenance fleet that is used throughout the season ensuring our fairways are maintained to a firm draining surface throughout the year. Proper draining fairways through deep tine aerating, plays a key role in our shoulder seasons (spring/fall and winter). Many golf clubs are judged, reviewed or commented on social media on how well they play, firm and dry or wet and soggy, which leads to either an increase or a decrease in revenues. The continued practice of deep tine aerating will continue to improve playing conditions at Sudden Valley, thus improving profitability long term.

## Analysis

This unit is scheduled for replacement in 2025. Of the three manufacturers asked for quotes to replace it the recommended equipment and prices are summarized on the table below.

	Model comparisons by Manufacturer.		
Manufacturer	Toro	Weidenmann	Verti-drain
Model	SR 70	Terraspike XF6	7626
Operating speed	1.5 mph	1.99mph	1.79mph
Working depth	1-16"	1-10"	1-9"
Operating width	72"	62"	60"
Productivity	38,000 sqft/hr	27,000sqft/hr	30,096sqft/hr
availability	2026-27	now available	2026-27
Compatible with our existing implements	yes	yes	yes
Total including tax	\$39,822.79	\$57,495.36	\$68,433.11.

After reviewing the quotes, equipment knowledge, reliability, and speaking with colleagues currently using various models, we recommend the Wiedenmann Terra spike XF6 model. Parts



replacement, our various soil conditions throughout the golf course, serviceability and user ability on our property were key factors leading to the decision of this model.

**Request**

Request that the Board of Directors approve the purchase of a new Wiedenmann Terra spike XF6 aerator and allocate \$57,495.36 from CRRRF.

**Motion**

Move that the Board of Directors approve the purchase of a new Wiedenmann Terra spike XF6 aerator and allocate \$57,495.36 from CRRRF.

**Approvals**

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ SVCA Finance Committee

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Board of Directors

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Keith McLean, SVCA Board President

# Purchase Agreement

#10575643 Revision #Original Jul 29, 2024  
Quote ID: 31267255



<b>Customer Information</b> SUDDEN VALLEY COMMUNITY ASSN  4 CLUBHOUSE CIR BELLINGHAM, WA 98229 MAINTENANCE@SUDDENVALLEY.COM 360-734-6430	<b>Customer Account #</b> ---  <b>Customer Sales Tax Exempt #</b> ---  <b>Use County/State</b> WHATCOM,WA  <b>Purchaser Type</b> 1 Commercial	<b>Rewards #</b> 993599517  <b>Transaction Type</b> Cash Sale  <b>Market Use</b> Golf Courses 94	<b>Seller Information</b> Pacific Golf & Turf 1818 Bickford Avenue Snohomish, WA 98290 360-568-7798 Dealer Account #: 074143
--	---	--	---

I (We), the undersigned, hereby order from Dealer the Equipment described below, to be delivered as shown below. This order is subject to Dealer's ability to obtain such Equipment from the manufacturer and Dealer shall be under no liability if delivery of the Equipment is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond Dealer's control. The price shown below is subject to Dealer's receipt of the Equipment prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Equipment after the date of this order.

## Equipment

QTY	New	Used	Equipment & Value Added Services	Meter	Product ID #	Price
1	x		WIEDENMANN TERRASPIKEXF6	0	1040860XF02241020	\$ 52,845.00

**Comments:**

## Summary

Selling Price of Purchases	\$ 52,845.00
Total Trade-In Allowance	\$ 0.00
Total Trade-In Pay-Off	\$ 0.00
Balance	\$ 52,845.00
SALES TAX - (8.80%)	\$ 4,650.36
Est. Service Agreement Taxes	\$ 0.00
<b>Sub-Total</b>	<b>\$ 57,495.36</b>
Cash With Order	\$ 0.00
Rental Applied	\$ 0.00
<b>Balance Due</b>	<b>\$ 57,495.36</b>

**Customer Signature** \_\_\_\_\_

**Customer Signature** \_\_\_\_\_

**Accepted By** \_\_\_\_\_

**Date Accepted** \_\_\_\_\_

**Salesperson** MICHEL,RICK

**Delivered On** \_\_\_\_\_ **Warranty Begins** \_\_\_\_\_

**Delivery Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**IMPORTANT WARRANTY NOTICE:** The John Deere warranty applicable to new John Deere Equipment is printed and included with this document. There is no warranty on used equipment. The new equipment warranty is part of this contract. Please read it carefully. **YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THE WARRANTY AND THIS CONTRACT. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE JOHN DEERE WARRANTY.**

**Telematics:** Orders of telematic devices include only the hardware. Where available, telematics software, including JDLINK™ connectivity service, may be enabled from your local John Deere Operations Center or JDLINK website. Please see your authorized John Deere dealer for assistance

**DISCLOSURE OF REGULATION APPLICABILITY:** When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board. In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants.

**ACKNOWLEDGEMENTS-** I (We) promise to pay the Balance Due shown above in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement, for the purchase price of the Equipment, plus additional charges shown thereon or execute a Lease Agreement, on or before delivery of the Equipment ordered herein. Despite physical delivery of the Equipment, title shall remain in the seller until one of the foregoing is accomplished.

**USE OF INFORMATION/PRIVACY NOTICE** I understand that Deere & Company and its affiliates ("John Deere") and Dealer collect information, including my personal information and machine data to provide warranty, customer service, product and customer support, marketing and promotional information about Dealer, John Deere and their equipment, products and services and to support other business processes and purposes. See the John Deere Privacy Statement (<https://www.deere.com/en/privacy-and-data/>) for additional information on the types of personal information and machine data John Deere collects, how it is collected, used and disclosed. See Dealer directly for information about its privacy policy.

The Purchaser(s) and the Dealer acknowledge that while this document is defined herein as a "Purchase Agreement", it serves as both a purchase agreement for the Equipment and/or a commitment to lease the Equipment. In addition, the defined term "Purchaser" extends to and includes both a purchaser of the Equipment and/or a lessee of the Equipment. Furthermore, this Purchase Agreement is deemed to constitute a "Purchase Order" or a "Customer Purchase Order for John Deere Products" for the purposes of any other John Deere documents, including, without limitation, any dealer terms schedules



# Quotation for Sudden Valley Community Assoc

Quote No: Q005451

<b>Prepared For:</b>	Greg Wadden	<b>Quote No:</b>	Q005451
	Sudden Valley Community Assoc 4 Clubhouse Circle Bellingham WA 98229 United States of America	<b>Sales Person:</b>	Shawn Frisbee Shawn.Frisbee@turfstar.com

## Summary

Configuration Name	Qty	Unit Price	Sub Total	Sales Tax	Total
09931: ProCore SR54	1	\$29,838.47	\$29,838.47	\$2,625.79	\$32,464.26
09933: ProCore SR70	1	\$36,601.83	\$36,601.83	\$3,220.96	\$39,822.79

<b>Totals</b>			66,440.30	5,846.75	72,287.05
---------------	--	--	-----------	----------	-----------



**Quotation for Sudden Valley Community Assoc**

Quote No: Q005451

**Configuration Product Details  
09931: ProCore SR54**

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
09931	ProCore SR54	1	\$27,835.90	\$27,835.90	\$2,449.56	\$30,285.46
09952	Rear Roller Kit ProCoreSR 54/SR54-S	1	\$1,160.26	\$1,160.26	\$102.10	\$1,262.36
SGS0850CTINE-SOLID 12MM X 8.00"		18	\$6.13	\$110.31	\$9.71	\$120.02
FSD1	ProCore SR 54 Setup	1	\$582.00	\$582.00	\$51.22	\$633.22
FSD2	ProCore SR 54 Delivery	1	\$150.00	\$150.00	\$13.20	\$163.20
<b>Totals:</b>						<b>\$32,464.26</b>



**Quotation for Sudden Valley Community Assoc**

Quote No: Q005451

**Configuration Product Details  
09933: ProCore SR70**

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
09933	ProCore SR70	1	\$34,361.54	\$34,361.54	\$3,023.82	\$37,385.36
09953	Rear Roller KitProCore SR70/SR70-S	1	\$1,228.21	\$1,228.21	\$108.08	\$1,336.29
SGS0850CTINE-SOLID 12MM X 8.00"		24	\$6.13	\$147.08	\$12.94	\$160.02
FSD1	ProCore SR 70 Setup	1	\$715.00	\$715.00	\$62.92	\$777.92
FSD2	ProCore SR 70 Delivery	1	\$150.00	\$150.00	\$13.20	\$163.20
<b>Totals:</b>						<b>\$39,822.79</b>



## Quotation for Sudden Valley Community Assoc

Quote No: Q005451

### Standard Terms and Conditions:

Prices including all finance options are subject to change based on Turf Star Western's receipt of product and estimated shipments. Currently, product availability is a minimum of 6-18 months. Your Final Price will be determined at the time of shipment. Delivery is FOB point of origina unless otherwise stated.

### Office Locations:

#### Northern California:

3928 N. Blattela Lane  
Fresno, CA 93727

11373 Sunrise Gold Circle  
Rancho Cordova, CA 95742

#### Southern California:

79-893 Country Club Drive  
Bermuda Dunes, CA 92203

955 Beacon Street  
Brea, CA 92821

2255 Meyers Avenue  
Escondido, CA 92029

#### Pacific Northwest:

1750 Industrial Dr. NE  
Salem, OR 97301

5869 South 194th  
Kent, WA 98032

2824 East Garland  
Spokane, WA 99207

**(800) 585-8001**



### **WARNING:**

Cancer and Reproductive Harm - <http://www.P65Warnings.ca.gov>  
For more information, please visit <https://www.tcoCAProp65.com>

#### **CALIFORNIA SPARK ARRESTER WARNING:**

Operation of this equipment in the State of California may create sparks that can start fires around dry vegetation  
A spark arrestor may be required.  
The operator should contact local fire agencies for laws or regulations relating to fire prevention requirements

**Quote Summary**

**Prepared For:**  
 SUDDEN VALLEY GOLF & COUNTRY CLUB  
 4 CLUBHOUSE CIR  
 BELLINGHAM, WA 98229  
 Business: 360-734-6435

**Prepared By:**  
 Miller Phillip  
 Stotz Equipment  
 11111 West Mcdowell Road  
 Avondale, AZ 85392  
 Phone: 623-936-7131  
 Mobile: 801-850-2166  
 phillmiller@stotzeq.com

Price is FOB:  
 Stotz Equipment  
 2670 Kimberly RD E  
 Twin Falls, ID 83301

**Quote Id:** 32019828  
**Created On:** 22 November 2024  
**Last Modified On:** 22 November 2024  
**Expiration Date:** 22 December 2024

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
REDEXIM Verti-Drain 7626	\$ 60,587.00 X	1 =	\$ 60,587.00
<b>Equipment Total</b>			<b>\$ 60,587.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 60,587.00
SubTotal	\$ 60,587.00
Total	\$ 60,587.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 60,587.00</b>

Quote Id: 32019828

Customer: SUDDEN VALLEY GOLF & COUNTRY CLUB

## REDEXIM Verti-Drain 7626

Hours: 0

Stock Number:

Code	Description	Qty
7626	Verti-Drain 7626 - 2.6 meter wide heavy duty deep tine aerator with 1" solid tines	1

### Other Charges

Freight	1
Setup	1