



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

June 12, 2025, 7:00 PM, 8 Barn View Ct. MULTIPURPOSE ROOM A

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

- 1) Adoption of Agenda – Page 1
- 2) Announcements
- 3) Property Owner Comments – 15 Minutes
Total *Please note that comments are limited to 3 minutes per person.*
- 4) Approval of Minutes
 - a) 05/22/2025 Draft Board Meeting Minutes – Page 2
- 5) Reports
 - a) GM Report April (Distributed 05.22.2025)- Page 7
 - b) Committee and Task Force Updates
- 6) Continuing Business
 - a) Request to rescind ACC Board policies replaced by the 2025 ACC Manual–Page 10
- 7) New Business
 - a) Ratify previous approval of 2025-2026 Insurance Package Renewal – Page 23
 - b) Capital Request - Lake Louise Dam spillway gate repair – Page 25
 - c) Capital Request - Additional Hazard Tree Removal Funding for 2025 – Page 28
 - d) Approval Request Marigold Drive at Lake Louise Trail Crosswalk – Page 31
- 8) Closed Executive Session
 - a) Legal – Delinquent Assessment Payment Plan

Adjournment



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, May 22, 2025 Minutes

DATE AND LOCATION: MULTIPURPOSE ROOM A

CALLED TO ORDER AT: 7:01 PM

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Keith McLean	4. Laurie Robinson-Excused	7. AJ Tischleider	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-via Zoom	

ATTENDING:

Staff Members: Michael Bennet General Manager, Spencer Huston, IT

Call to Order

President McLean called the meeting to order at 7:01 PM.

Land Acknowledgement and Anti-Racism Statement.

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

Motion: Move to amend the agenda for three items.

1. Add Facilities Tour Discussion-7i-Director Bradley
2. Approve Appeals Committee members-7j-Director Van de Polder
3. Remove Item 7c. Employee Handbook Update

Motion: Move to approve the amended agenda.

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

2. Announcements.

- Blood Drive June 6th at the Welcome Center 10am-4pm.
- Community Garage Sale-May 31-see information to sign up online.
- Go Bag Information-June 23-Dance Barn
- Walking Group-first day Wednesday May 28th -10:00am meet at Welcome Center.
- Lily Pad Extraction Group-Sundays at 4:00pm
- The N & E Committee has a vacancy for a volunteer member.
- The Finance Committee has a vacancy for a volunteer member.
- The short-term rental taskforce will be meeting for our first time, which is coming. Wednesday at 5 o'clock upstairs from this room in the Dance Barn.

3. Property owner comments.

A group of Webelos Scouts came to visit with the Board to earn their community badges. Tyler Byrd, SVCA's County Council member, came and addressed the Board.

4. Approval of Minutes

Motion: Submit both sets of these minutes as submitted with the correction to the April 24th minutes regarding funding for Barn 6.

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

5. Reports

5a. GM April Report (Pages 10-12)

5b. February Financial Report-Joel Heverling, Financer Director (Pages 13-21)

5c. Committee Updates

- i) Architectural Control**-no big updates business, as usual. I did want to clarify the construction hours because there was some confusion on the e-blast. With the 2025 revisions to our A/C policies. Construction hours are Monday through Friday 8 AM till 6 PM. It had previously been, I think, 7 pm.
- ii) Document Review**-Had technical difficulties with our first meeting so will be rescheduled for June 25th.
- iii) Finance Committee**-Committee was able to meet regularly. As we were sharing earlier, we have concerns about enhancing our previous budget, we're also going be taking a review of contracts along with the board that are in process of being listed and kind of get an idea of to expect that we're spending and we're getting ready to prepare a lot of work for the budget. We do have an opening on the Finance Committee.
- iv) Long-Range Planning**-We've been meeting regularly on Thursdays, the 1st of the month. We have had good attendance all the way around. We were pleased to see that we have the feasibility study contracted with Carletti. We have been communicating with them. They are active and working on the first floor with multipurpose as much as possible on the first floor. with an option of some roll up doors all the way all the way around on 2 sides, just to kind of like an open feeling type, and with an option for a medley on the second floor to get an adult center and some more meeting rooms, and it doesn't take the whole square footage, but just a small portion. They are putting that all together after working on the numbers. It looks like a barn aesthetic-wise. They should have something for us by the end of June, something that we could bring to the board hopefully in July. One vacancy on the LRPC.
- v) N&E Committee**-So one of the things we did was we listed out all our roles and responsibilities for the election. Primarily the tier one level of the manual that we made. Who is responsible? Who is going be the coin person? Discussing hybrid voting test later in the meeting. The committee has a vacancy.
- vi) Safety Committee**-The committee has been meeting regularly, and we have a very ambitious group on our committee that really want to do a lot of stuff. The Wildfire Prevention Workshop went well. It was great. Fifty people there, many great questions, many new owners, and new members of the community. It was recorded so members can watch it any time they want. Advocating water safety and life jackets the committee reached out to the scouts, and sure enough, there is somebody who wants to do an eagle project and build a loaner rack for life jackets. We have some money to purchase the materials. Scouts will do the work they have met with. Mike Brock selected a site down near the Marina, near the kayak racks, and we hope to have that completed in June. More discussions on evacuation routes and working with County to develop. Speeding and traffic control is also being discussed.

6. Continuing Business

6a. Hybrid Voting Update-UniLect will be setting up a test online voting ballot for directors and

the N&E Committee to see how it works. Finalizing soon when the test will occur. Emails will go out with information on the voting and then UniLect will send individual emails to each person with the test balloting.

7. New Business

7a. Contract Approvals-Consent Agenda

i) 2025 CESCO Pool Service & Equipment Lease-approved by consensus.

Motion: Move to approve the continued service with Cesco Pool Service.

Motion By: Director McLean	Seconded By: Director Gibbs		
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

ii. ACC Inspector Engagement Agreement

Motion: Move to authorize the General Manager to execute the agreement for consulting services for Architectural Control Inspections as presented.

Motion By: Director McLean	Seconded By: Director Gibbs		
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 6	Against: 2	Abstained:	

iii. CTK Lease Renewal 2026-2027

Motion: Move that the Board of Directors accept the extension of the CTK Christ, the King Community Church for a period of 2 years, beginning January 2026, and ending in December 2027.

Motion By: Director Bradley	Seconded By: Director Gibbs		
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 5	Against: 2	Abstained: 1	

iv. One Digital HR Consultant Renewal Agreement

Motion: Move that the Board of Directors authorizes the General Manager to execute a six-month retainer contract with Resourceful, a OneDigital Company, for 15 hours of HR consulting at \$3,000 monthly to be paid out of the 2025 Operational Fund.

Motion By: Director McLean	Seconded By: Director Bradley		
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 7	Against:	Abstained: 1	

7b. Approval Request 2025 Nominations & Elections Manual

Motion: Whereas it is in the interest of the Association and the membership to ensure properly conducted elections overseen by a neutral entity committee. Therefore, it is now resolved that the Board adopt this Elections Manual revision, April 2025 as the official rules and procedures

for elections. This manual supersedes all other association election manuals.

Motion By: Director McLean		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 7	Against:	Abstained: 1	

***NOTE: 7c. Employee Manual Update was removed from the agenda.**

7d. Rescind Board ACC Policies

Motion: Move to postpone until the next Board meeting.

Motion By: Director Van de Polder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous X	Against:	Abstained:	

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

7e. Review and Approval of 2025 Contract Summary

Motion: Not the final version and it still requires additional pricing of the contracts to be included. The initial format of the summary is fine. Will bring back the completed summary.

7f. Approval Request-De-Small Parcel Sale Request

Motion: Move to postpone until the next Board meeting.

Motion By: Director McLean		Seconded By: Director Bradley	
Approved:	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

7g. Capital Approval – Austin Creek Bank Repair- Design and Permitting

Motion 1: Move that the Board of Directors approve the allocation of \$24,882.00 from CRRRF for the 2025 Austin Creek Bank, Repair, Design, and Permitting Project.

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

Motion 2: Move that the Board of Directors authorize the General Manager to execute Chinook engineering proposal, dated January 30, 2025, in the amount of \$18,000.

Motion By: Director McLean		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:

In Favor: Unanimous	Against:	Abstained:	
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7h. Capital Approval – Turf Care Building Remodel

Motion: Move that the SVCA Board of Directors approve the allocation of \$116,785 from CRRRF for the Turf Care Building, Remodel Project.

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

7i. Facilities Tour Discussion- Part of the yearly Board orientation for directors is a facilities tour of SVCA. Is there anyone here who has not toured the facilities and needs to have a tour? No hands raised. All directors have toured facilities.

7j. Approve Appeals Committee Members-Need 2 Appeals Committee members for June 17th appeal. Directors Henning and Director Gibbs volunteered. Director Meador (backup) if needed.

Motion By: Director McLean	Seconded By: N/A		
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

Adjournment: 10.27PM

Approved by: _____
Linda Bradley, Board of Directors Secretary

Sudden Valley Community Association

General Manager Report – May 22, 2025

Executive Summary

Spring is in full bloom in Sudden Valley, and with the weather turning in our favor, resident activity and departmental progress have surged. The successful Easter events kicked off the season, and we are now fully engaged in preparations for summer programs and the SVCA Valley Fair on July 26. Maintenance teams have readied pools and parks, while Marina slips and kayak storage renewals are nearly complete.

Community gardens are thriving, and capital projects continue progressing. Golf and Turfcare teams have taken advantage of ideal weather conditions to begin summer-level operations, supporting a strong start to the golf season.

General Manager's Corner

The sunshine and warmer temperatures have energized both residents and staff. With a focus on outdoor recreation, infrastructure readiness, and community engagement, we are moving into summer with momentum. The pools are prepped, the Marina is active, and the Barnview and Area Z community gardens are fully subscribed. Recreation events, Golf programs, and family-focused summer activities are taking shape, and we invite all residents to join us in making the most of this season.

Capital Projects Update: Active Projects

- Turf Care Equipment Replacement: Fairway Top Dresser is in service.
- Clubhouse HVAC Design & Permitting: Awaiting final County approval.
- Bridge Projects (Area Z and Polo Park): Designs are finalized, and permits are in process.
- Gate 2 and Marina Signage: Designs and site planning are underway.
- Golf Course: Cart path upgrades and fixture replacements are proposed.
- Turf Care Building Renovation: Awaiting permitting; approval request pending.
- Barns 6–8 Redevelopment: Pre-design concepts and community engagement efforts are underway.

Projects On Hold

- Barn 8 Siding/Structural Renovation: Awaiting LRPC recommendations in May.

Administration & Accounting

- Seasonal staff onboarding is nearly complete across departments.
- The final draft of the Employee Handbook is ready for Board review in May.

- Finance Committee reviewed March financials and project proposals on May 21.
- Easter events coordination concluded successfully.
- SVCA Valley Fair event planning is in progress.
- Confidentiality & Social Media Policy implemented across staff.
- The 2018 Employee Handbook has been revised and is being reviewed for Board approval.
- ACC reports over 32 active submittals as of May 15.

Maintenance

- Pools: Fully serviced and operational (Main & Adult Center).
- Firewise Program: Over 500 hours invested; Gates 1, 5, and 28 completed.
- Marina & Parks: Additional trash cans and kayak racks were fabricated and installed.
- Facilities: Repaired Rec Center bathrooms, lighting at sauna and Barn 8, and Pro Shop lock.
- Equipment: Multiple vehicle and equipment repairs completed (SP-6, OP-23, OP-26, 426E backhoe).
- Roads & Trails: Shoulder repairs on Logan Berry Lane; pothole repairs ongoing.
- Success: Seasonal custodian onboarded to ensure 7-day coverage.
- Planned Work: Repaint parking at AM/PM Park & Marina; fence repair at Turfcare; open overflow parking as weather permits.

Recreation

- All kayak storage renewals completed; wet slips filled.
- Pool furniture and lifeguard equipment prepared; hiring in final stages.
- Monthly community yoga launched.
- Valley Fair planning includes outreach to performers—Acts have been booked for Valley Fair.
- Success: Eliminated dry slip waitlist.
- Planned Work: Finalize staff hiring, propose 2025 Tennis & Pickleball leagues.

Golf

- Events: Master Par 3 and Opening Day events completed.
- Junior Camps: 80 kids registered; PGA Jr. League underway.
- Course Improvements: #9 and chipping green opened May 16; driving range opened.
- Staff: Seasonal staff onboarded and training underway.
- Success: April's revenue set a new record thanks to excellent weather.

- Planned Work: Club Invitationals, tournament prep, and course re-rating coordination.

Turf Care

- Maintenance: Mowing, green dethatching, and bunker weeding underway.
- Repairs: Drainage at Hole #12 completed and sodded; sprinkler maintenance ongoing.
- Openings: #9 Green and chipping green opened May 16.
- Upcoming Work: Verti-cut greens, fertilize and sand topdress greens and surrounds, receive and distribute bunker sand, address irrigation issue near community garden pathway.

Community Engagement

- Community Gardens: Full resident participation at Barnview and Area Z plots.
- Event Promotion: SVCA Valley Fair on July 26 promoted with live music, craft fair, beer garden, and kids' zone.
- Recreation Access: Foot Golf and walking times begin June 8.
- Support: Partnered with Sudden Valley School for end-of-year graduation events.
- Planned Work: Promote PGA Jr. League, golf camps, and summer events.

Historical Rainfall (Cumulative)

Time Period	Rainfall
Jan 1 – Apr 16, 2024	21.84"
Jan 1 – Apr 16, 2025	19.84"
Jan 1 – May 16, 2024	26.10"
Jan 1 – May 16, 2025	20.79"

Closing

Thank you for your continued engagement and support. Please stay connected via board meetings, community events, our website (www.suddenvalley.com), and E-Blasts. Let's make this summer the best yet at Sudden Valley!



Sudden Valley Community Association

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4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board Request Memo

To: SVCA Board of Directors

From: Linda Bradley, Document Review Committee Chair

Date: June 12, 2025

Subject: Rescind Board ACC Policies

Purpose: Rescind Current Board ACC Policies.

Background: The Document Review Committee last year began looking at Board Policies. Architectural Control at the same time was updating the ACC Manual. The Committee recommended that the Board policies be included in the updated manual to consolidate all ACC policies in one location. It was anticipated that the ACC Manual would be completed, and these policies could be rescinded. With the revision completed late in the year it was determined to have an effective date of January 1, 2025. The Committee now requests the listed policies be rescinded from the Board Policies.

<u>ACC</u>		
1998.01	1/19/98	Trees, Cutting/Limbing on SVCA Property
2001.06	07/23/01	GM Authority for ACC Recommendations
2006.03		Authorization For ACC Manager to Approve Basic Requests
2018.03	8/9/18	Contractor Hours of Operation for Construction & Construction Related Activities on Platted Lots

Motion: Move that the SVCA Board of Directors approve rescinding the listed ACC policies regarding ACC activities.

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, SVCA Board President

Date: January 19 Board

Page: 4

Subject: Trees, Cutting/Limbimg

POLICY:

To accept the Tree Removal/Limbimg policy on SVCA property as stated on page 44 of the Board packet.

Attachment: Tree Removal/Limbimg policy

Canceled/Superseded

Date:

By: Policy No.

Summary of Tree Removal/Llimbing Policy on SVCA Property

If a property owner desires to have a tree on SVCA property removed or limbed, an application shall be submitted to the AC Officer using the same form used for all tree requests. The purpose for the removal shall be clearly stated; for example, a hazardous tree, sight line restoration or improvement, etc.

Upon receipt of the application the AC Officer shall refer the issue to the ACC Tree Committee, who shall investigate the request and report to the full ACC. The ACC shall prepare a recommendation for the consideration of the Board of Directors. The Committee evaluation shall include recommendations concerning the advisability of the requested action and the party responsible for the expense of the action. In the event the tree is located on golf course property, the opinions of the golf course superintendent, golf pro and general manager shall be included in the Committee report.

Only SVCA employees or licensed and bonded tree service personnel shall be permitted to perform such actions on SVCA property.

The Board of Directors may direct the replacement of any removed tree.

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actions, from an !SA-certified arborist. A list of available local resources may be obtained from the Administration.

14.10.4 Pruning Conifers: Skirting-up, Interlimbing, Windowing (WA. Dept. of Ecology see Appendix K). All debris must be removed immediately.

- a) Skirting-up: Limbing the tree up from the bottom allows a clear line of sight. Relatively more branches can be removed with this technique because the lower branches contribute fewer nutrients to the tree than the higher branches.
- b) Interlimbing: The removal of entire branch whorls or individual branches throughout the canopy allows more light to pass through, as well as reducing wind resistance of the tree. This practice can be used in conjunction with windowing to improve views.
- c) Windowing: This pruning practice allows a view "window" through the existing foliage of the tree's canopy. In pruning major limbs and branch whorls, sections that obscure a view are removed. This practice should be minimized as it can impose significant stress on mature trees.
- d) Topping: Topping of trees is strongly discouraged in Sudden Valley. Topping and windowing of trees is prohibited on SVCA owned property, as it has been recognized by the International Society of Arborists (ISA) as injurious to the health of the tree. SVCA will utilize alternative remedies and practices to address tree limbing and maintenance, following ISA Best Management Practices for appropriate techniques and procedures. (If homeowners wish to utilize these practices for their own trees, the ISA guidelines will be available from the Administration.)

14.10.5 Emergency Hazardous Tree Removal: The Whatcom County Planning Department defines a hazard tree as "any tree that is susceptible to immediate fall due to its condition (damaged, diseased, or dead) or other factors, and which because of its location is at risk of damaging permanent physical improvements to property or causing personal injury." (Whatcom County, Planning Department, (2009) Section 23.110.080).

If a property owner's tree begins to fail due to severe weather or other natural disasters and a fall is imminent, it can be removed on an emergency basis if the stump is left in the ground and photographs and a description of the circumstances are submitted to the ACC as soon as possible.

If a property owner desires to have a tree on SVCA property removed or limbed, an application shall be submitted to Administration using the same form used for all tree requests. The purpose for the removal shall be clearly stated, for example, a hazardous tree, sight line restoration, or improvement, etc.

Upon receipt of the application, Administration shall refer the issue to the Maintenance & Facilities Manager, who shall investigate the request and report to the ACC. The ACC shall prepare a recommendation for the consideration of the Board of Directors. The Committee evaluation shall include recommendations concerning the advisability of the requested action and the party responsible for the expense of the action. In the event the tree is located on golf course property, the opinions of the Golf Course Superintendent, Golf Director, and General Manager shall be included in the Committee report.

Policy No. 2001-6

Date: July 23, 2001 Board
Page: 6
Subject: ACC Recommendations

POLICY:

The Board of Directors authorizes the General Manager to approve ACC recommendations provided they are in accordance with existing ACC guidelines and SVCA bylaws.

Cancelled/Superseded

Date:
By: Policy No.

ARCHITECTURAL CONTROL COMMITTEE POLICIES FOR DETACHED SINGLE-FAMILY RESIDENCES

In this document you will find the Architectural Control Committee (ACC) Policies (Policies) of the Sudden Valley Community Association. Policies are updated annually, as needed, by the ACC. All changes must then be approved by the Board of Directors.

These Policies guide the ACC in their review of proposed new construction and exterior alteration projects. The committee is comprised of volunteer property owners elected by the Community.

The policies are enforced by the Association's General Manager and designated members of staff. Staff are also available to help property owners understand how to work within the Policy guidelines while achieving their individual goals for their homes.

All property owners are required to maintain their lots in a neat and clean manner and in accordance with the regulations of Sudden Valley. With voluntary compliance, costs are reduced, property values are maintained, and Sudden Valley remains a pleasant community in which to live.

Sudden Valley Community Association (SVCA) is a collaborative participant with Whatcom County and other local and regional governing agencies in the Lake Whatcom Watershed Management Program. Our ACC Policies, which reflect our Covenants, Conditions, and Restrictions (CC&Rs), contribute toward improving water quality and maintaining the aesthetic quality of the community.

Whatcom County issues all permits for construction in the watershed. Project-specific permits, issued by the County, are required by the ACC to ensure that proposed projects are compliant with relevant local, state, and federal regulations.

ACC approval is also required for all structures and improvements on a lot within the Sudden Valley Homeowners' Association. ACC approval is not part of the Whatcom County's permitting process. A project must satisfy ACC Policies, which may be more restrictive than those of Whatcom County. Your project may require a permit from Whatcom County in addition to approval by the ACC. You must apply for County permits separately.

Policy: Authorization for AC Manager to Approve Basic Requests
Date: October 23, 2006 Board
Page: 27

The Architectural Control Manager may approve the following basic home maintenance requests:

1. House colors that are the same as or very similar to existing colors and/or that are routinely approved by the committee.
2. Roof replacements with similar to existing colors and materials or roof materials and colors that are routinely approved by the committee.
3. Removal of dead or hazardous trees and landscape plantings on platted lots.
4. Repair and maintenance requests such as replacement of decks, siding, windows, gutters, driveways or walkways with materials and colors routinely approved by the Committee.

Only SVCA employees or licensed and bonded tree service personnel shall be permitted to perform such actions on SVCA property.

The Board of Directors may direct the replacement of any removed tree.

14.11 PROPERTY MAINTENANCE: The SVCA shall specify to the resident what constitutes a violation under this section and shall issue a Notice of Violation or Non-Compliance in accordance with the Covenants, Rules and Regulations, and these Policies. **Basic maintenance of developed property such as repair or replacement of existing approved exterior elements on a like-for-like basis and re-staining or re-painting with existing colors may be approved by the General Manager or a designated member of SVCA staff without the need for Committee review.**

14.11.1 Developed Property: All developed property, whether occupied or unoccupied, and all improvements (buildings, accessory structures, fences, etc.) and landscaping shall at all times be maintained in such a manner as to prevent their becoming unsightly due, but not limited to: deteriorating exterior materials and finish(es) (siding, roofing, decks, paint, etc.), unchecked growth of common or invasive weeds, accumulation of rubbish (i.e., household garbage, recyclables, pet waste, oil/gas cans, palettes), improper outside storage (i.e., ladders, lawn equipment, automotive parts, play equipment), or brightly colored tarps and coverings.

14.11.2 Tree and Brush Maintenance: All property owners shall be responsible for the removal and clean-up of dead or hazardous trees, limbs, and dead brush on their property (see Section 14.10). Spread of fire, especially on undeveloped lots, is a significant danger.

14.11.3 Storm Water Control: Gutters, downspouts, driveway strip drains, and the storm water retention system shall be maintained so as to function correctly. The storm water retention system cleanout should be emptied of debris at least annually (see Section 14.5.8).

14.11.4 Street Address: The street address shall be kept clearly visible for all developed property within Sudden Valley (see Section 15.2).

14.11.5 Exterior Storage: All outside storage areas must be screened from view of adjacent properties and roads. This includes areas for storage of trash and recycling containers, under decks where such areas are used to store any type of materials, or any area on the lot where materials are being stored.

14.11.6 Replacement of Damaged Structures: No improvement which has been substantially or totally destroyed by fire, earthquake, wind damage, or other means shall be allowed to remain in such state beyond the minimum time period necessary to secure inspections and permits allowing removal of the debris or to begin repair of the structure. In no event shall this period exceed four (4) months from the date of such destruction or loss unless it can be shown that such delay is beyond the control of the owner. If a damaged

Sudden Valley Community Association, Inc.

Policy: Contractor Hours of Operation for Construction and Construction related Activities on Platted Lots

Policy #: Policy 2018.03

Date: 8/9/2018

Policy:

Contractors performing work that generates noise beyond their property boundaries are seasonally restricted to specific hours during the year.

Summer seasonal schedule is May 1 through October 30

Contractor work hours during summer seasonal schedule as follows:

- Monday through Friday 8:00am to 7:00pm with exception of concrete work
- Saturday 8:00am to 6:00pm with exception of concrete work

Non-summer seasonal schedule is November 1 through April 30 as follows:

- 8:00am – 6:00pm Monday through Saturday

Work crews may begin preparation no earlier than 30 minutes before starting time

Sunday, holiday and evening work shall be limited to activities that exclude all machinery noise, i.e. chainsaw, excavators, power tools, etc., unless such tool use cannot be detected beyond the property boundary.

Concrete Placement Hours - May 1 through October 30

- Monday – Friday mobilization 6:30am placement 7:00am – 7:00pm
- Saturday – Mobilization 7:30am placement 8:00am – 6:00pm

Contractor notification requirements for concrete placements:

- 48 hours' notice to all homes directly adjacent, diagonal and opposite of work location
- Signs placed on doors 48 hours in advance of earliest pour date
- Window is 3 days after the 48 hours to pour, after the 5 days the notification process must be restarted. Failure to issue proper notification will result in fines.
- Example of sign provided

- Communication requirement with Construction Advocate – Contractor responsible for contacting and confirming the dates/ time of anticipated concrete placements.
 - 1st means for contact with Construction Advocate is phone call; voice mail is not acceptable as confirmation – must close loop with phone contact or email.
- Flaggers are required for any partial or full blockage of roads and Security is to be notified of such blockage and approximate time of said blockage.
- Fines will be assessed for failure to notify the defined surrounding properties.

48-Hour Notice:

A concrete pour will be taking place
within the next 3 days between the hours
7am—7pm

Address: _____

3– Day Pour Window:

_____ to _____

This notice is given as required by SVCA
to neighbors adjoining, diagonal and across
from new construction of single family
dwelling. If concrete placement is not
commenced within the dates provided, then
the process must be restarted with a second
48-hour notice.

**Please contact SVCA Administration
with questions @ 360-746-8431**

48-Hour Notice:

A concrete pour will be taking place
within the next 3 days between the hours
7am—7pm

Address: _____

3– Day Pour Window:

_____ to _____

This notice is given as required by SVCA
to neighbors adjoining, diagonal and across
from new construction of single family
dwelling. If concrete placement is not
commenced within the dates provided, then
the process must be restarted with a second
48-hour notice.

**Please contact SVCA Administration
with questions @ 360-746-8431**

- d) **Privacy Screens:** The recommended size of a privacy screen shall be six (6) feet high by eight (8) feet long but may vary depending on the size of the object being screened. Solid screens are discouraged.
- e) **Submittal Process:** Fences, hedges, pet enclosures, privacy screens, etc. require prior approval from the ACC. Landscape plans are not to include fencing; separate application must be submitted for fencing requests. Review of fence requests are on an individual basis and shall not be based on any previous approval or pre-existing fence. Application forms are available from the SVCA administration office or SVCA website. Applications to the Committee should have the following:
 1. Name, date, division/lot, street address, mailing address, and phone number.
 2. Description (including dimensions) of fence or hedge material and design.
 3. Description of intended use of fence or hedge.
 4. Submittal of a site plan depicting the location on the lot of the proposed hedge or fence with dimensions of both the fence and the distance from the fence to property line.
 Also required:
 1. Corners of the proposed fence need to be staked prior to submittal.
 2. Complete a utility locate before breaking ground.
 3. If fences are not completed within six (6) months of approval, applicant shall resubmit the request to the Committee.

14.7 COURSE OF CONSTRUCTION ACTIVITY:

14.7.1 Hours of Operation: Contractors performing work that generates noise beyond their property boundaries are seasonally restricted to specific hours during the year.

- a) Summer hours are in effect May 1 through October 31
 - Monday through Friday: 8:00 AM to 6:00 PM with exception of concrete work
 - Saturday 8:00 AM to 5:00 PM with exception of concrete work
- b) Non-summer hours are in effect November 1 through April 30
 - Monday through Saturday 8:00 AM to 5:00 PM
- c) Work crews may begin preparation no earlier than 30 minutes before starting time
- d) Sunday, holiday, and evening work shall be limited to activities that exclude all machinery noise, i.e., chainsaw, excavators, power tools, etc., unless such tool use cannot be detected beyond the property boundary
- e) Concrete placement hours (full year)
 - Monday to Saturday: Mobilization and placement 8:00 AM to 6:00 PM
 - Exceptions can be made; please contact Administration
- f) Contractor notification requirement for concrete placements:
 1. 48-hour notice to all homes directly adjacent, diagonal, and opposite work location. Additionally, if a full road closure is needed and will block egress for other homes, those homes must also be notified.
 2. Notice must be provided in writing; signs must be placed on doors 48 hours in advance of earliest pour date. For closures affecting large numbers of residents, a traffic control plan and road signs may be required. Consult with Administration.

3. Window is three (3) days after the 48 hours to pour, after five (5) days the notification process must be restarted. Failure to issue proper notification will result in fines.
4. Example of sign is provided in Appendix P.
5. Communication requirement with Administration -Contractor is responsible for contacting and confirming the dates/time of anticipated concrete placements with Administration. Preferred contact method for Administration is an email; a phone call or voicemail is not acceptable. Contractor must receive an email response to confirm that contact has been made. It is the responsibility of the contractor to ensure that contact is made within the required timeline. Receipt of notice cannot be confirmed during weekends or holidays.
6. WA State certified flaggers are required for any partial or full blockage of roads and both Security and Administration must be notified of such blockage and approximate time of said blockage.
7. Fines will be assessed for failure to notify the defined surrounding properties.

14.7.2 Lot Clearing and Excavation: It is extremely important that those persons doing the work know in advance what has been agreed upon among the Committee, contractor, and property owner, and that all parties are informed of any changes that deviate from the original agreement prior to commencement of excavation.

- a) Approval of final or amended plans by the Committee shall constitute agreement among the parties as to location of the structure on the lot, number and location of trees to be removed/retained, driveway location, and other site plan details. Special provisions or conditions made part of the approval shall be specified in the initial or subsequent letter of approval to the owner. **Staff must be contacted beforehand if the excavation/tree removal plan is to be altered in any way.**

Hazardous Tree Authority During Construction: Authority for onsite hazardous tree evaluation to be granted to the SVCA Maintenance & Facilities Manager based on the SVCA Hazardous Tree Removal SOP with the contractor/owner to replant at a ratio of 3 to 1 and new trees added to the approved landscaping plan.

- a) Land-defacing and excavating shall be kept to a minimum during and after house construction or addition. Natural growth shall not be disturbed excessively or unnecessarily. **IMPORTANT NOTE (see Section 14.9.1(b)).**
- b) Hauling away and/or shredding branch and stump debris is required.
- c) No outdoor burning is allowed in Sudden Valley except as provided in SVCA Rule and Regulation Section 1.6.
- d) Piling of dirt from excavation and rough grading during and after construction shall be done in a manner to avoid damage to trees and other natural foliage, and all such activities must be confined to the lot. **No dirt shall be piled against or beneath the dripline of any tree.**
- e) Encroachment by machinery or storage of materials on adjoining lots constitutes trespassing and shall not be condoned. Such cases may be subject to Notice of Violation and may be reported to the adjoining lot owner.
- f) Care must be exercised during the clearing of trees and construction to avoid damage to vegetation on adjoining properties. In some cases, the ACC may require



APPROVAL REQUEST MEMO

To: Executive Team, Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: 05.30.2025
Subject: Approval Request – 2025-2026 Insurance Package Renewal

Purpose

This memorandum outlines the umbrella coverage options available for the 2025–2026 SVCA Insurance Renewal Package, compares their impact on risk exposure and budget alignment, and provides a recommendation for the Board's consideration.

Background

SVCA's current umbrella liability coverage is \$15 million, with a total 2024–2025 insurance premium of \$202,139. The 2025–2026 budget allocates \$206,416 for insurance costs. The proposed renewal premiums vary based on the selected umbrella coverage limit:

Umbrella Limit	Proposed Premium	Variance from 2025 Budget	
\$5M	\$222,107	+\$15,691	(7.6% over)
\$10M	\$229,787	+\$23,371	(11.3% over)
\$15M (current)	\$237,060	+\$30,644	(14.8% over)

Analysis

Risk Management Analysis

Liability Exposure

- \$5M Umbrella: Significantly lower limit; higher exposure to catastrophic liability risks (e.g., major property damage, lawsuits, environmental claims).
- \$10M Umbrella: Moderate risk exposure; improved capacity to absorb large claims, though \$5M less than current coverage.
- \$15M umbrella: This umbrella matches current protection and mitigates the risk of catastrophic claims, but it exceeds the budget.

Financial Considerations

- The \$5M option aligns most closely with budget goals but substantially reduces liability protection.
- The \$10M option balances cost and coverage, offering a moderate premium increase while retaining significant risk protection.
- The \$15M option preserves full liability protection but creates a material budget variance (+14.8%)



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After carefully evaluating risk exposure, budgetary constraints, and the historical need for high-limit umbrella protection, I recommend that the Board consider approving either the \$10 million or \$15 million umbrella coverage option for the 2025–2026 policy year.

Requests

Request that the Board of Directors authorize the GM to bind coverage for the insurance renewal package before the May 31, 2025, policy expiration deadline.

Motion

Move that the Board of Directors authorize the GM to bind coverage for the insurance renewal package before the May 31, 2025, policy expiration deadline at the \$15M umbrella Coverage level.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



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CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: June 12th, 2025
Subject: Capital Request – Lake Louise Slide Gate Replacement (Phase 1)

Purpose

To request funding from the Capital Reserve Replacement and Repair Fund (CRRRF) in the amount of \$30,895.54 to complete Phase 1 of the Lake Louise Slide Gate Replacement Project.

Background

Lake Louise serves as the primary irrigation source for the Sudden Valley Golf Course. The Association holds a permit with the Washington State Department of Ecology authorizing the damming of the lake. Lake level is managed via a slide gate mechanism, with an additional overflow system in place for major storm events. Water is conveyed through two pipes located beneath Marigold Drive, discharging into Austin Creek.

Earlier this spring, SVCA Turf Care staff observed abnormal water discharge from the outfall, despite the slide gate being fully closed. Inspection confirmed the gate was not obstructed by debris. However, further review identified two sources of leakage:

- Through the closed slide gate; and
- Around the slide gate structure, seeping through the adjacent road embankment.

The cause of the leakage is currently undetermined.

Analysis

The SVCA Reserve Study (Asset ID 1269 – “Golf: Lake Louise Dam – Repair”) anticipates a major repair in 2032 with a projected budget of \$125,251. Given the urgent need to stop ongoing leakage and protect surrounding infrastructure, a two-phase repair approach is proposed. SVCA’s on-call road contractor, **Stremler Gravel**, evaluated the site and provided an estimate for the initial phase.

Phase 1 Scope of Work:

- Install a temporary plug within the existing pipe to halt leakage through the slide gate. This plug will include a pass-through valve to allow controlled drainage if needed.
- Deploy a cofferdam to stop water from seeping around the gate and into the roadbed.
- Assess the structural integrity of the inlet concrete where the slide gate is mounted.



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- Procure a new stainless-steel slide gate from **Golden Harvest** (anticipated lead time: 10–12 weeks).

Phase 2 (To Be Proposed Separately):

- Replace concrete base, if required.
- Permanently seal the secondary leak through the road embankment.
- Install the new slide gate.
- Remove temporary plug and cofferdam.

Budget:

Item	Amount
Stremler Gravel Estimate (5/9/25)	\$23,366.43
Construction Oversight (PNW Services, Inc.)	\$1,350.00
Contingency (25%)	\$6,179.11
Total Phase 1 Estimate	\$30,895.54

A separate funding request for Phase 2 will be submitted following the completion and assessment outcomes of Phase 1.

Request

That the Board of Directors approve the allocation of \$30,895.54 from the CRRRF for the completion of Phase 1 of the Lake Louise Slide Gate Replacement Project.

Motion

Move that the SVCA Board of Directors approve the allocation of \$30,895.54 from CRRRF for Phase 1 of the Lake Louise Slide Gate Replacement Project.

Finance Committee Review

Motion

Reviewed: _____ Finance Committee

Board of Directors Approval

Motion

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, SVCA Board President



P.O. Box 527
LYNDEN, WA 98264

PHONE (360) 354-8585
FAX (360) 354-8504

Estimate

Estimate #**Flood Gate**

5/9/2025

TO: SVCA
ATTN: Tyler Andrews

JOB DESCRIPTION:

Estimate for cofferdam and flood gate.

Mobilization				\$930.00
2 EA	Equipment Mobilization - Lowboy	\$465.00	EA	\$930.00
2 EA	Equipment Mobilization - 35,000LB	\$435.00	EA	\$870.00
Cofferdam				\$9,222.50
3 MONTH	Plate Rental (6)	\$1,200.00	MONTH	\$3,600.00
1 EA	18" Pass Through Plug	\$750.00	EA	\$750.00
6 EA	Super Sacks	\$45.00	EA	\$270.00
15 TON	CSBC	\$33.50	TON	\$502.50
1 LS	Sand Bags, Liner, Etc.	\$500.00	LS	\$500.00
8 HR	Excavator - 54,000LB Size	\$115.00	HR	\$920.00
8 HR	Deere 410 TLB with Hoe Pack	\$70.00	HR	\$560.00
8 HR	Foreman W/ Tool Truck	\$115.00	HR	\$920.00
8 HR	Operator	\$75.00	HR	\$600.00
8 HR	Laborer	\$75.00	HR	\$600.00
Flood Gate - Purchase Only				\$11,324.00
1 EA	Flood Gate	\$8,740.00	EA	\$8,740.00
1 EA	Manufacture Installation Start Up	\$2,584.00	EA	\$2,584.00
Total				\$21,476.50

Standard Exclusions: Engineering; Permitting; Surveying; Bonding; Materials Testing; Striping And Permanent Signage; Utility Purveyor Applications &/or Fees; Utility Ducting; Landscaping, Erosion Control Measures Not Listed On TESC Plan Or Listed In Proposal

WSST @ 8.8% = \$1,889.93

Total w/ WSST = \$23,366.43

We Propose to furnish equipment and labor to perform project to be billed on a time and materials basis for work completed.

Payment Terms - Monthly Pay Request - % Complete - Net 30 Days

All material is guaranteed to be as specified. All work to be completed according to contract terms and conditions. Any alterations or deviation from above specifications involving extra costs should be executed upon written orders, and will become an extra charge over and above the proposal. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. In the event of a dispute, the prevailing party shall be entitled to recover attorney's fees and costs.

Authorized
Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



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BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors

From: Joel Heverling, Finance Director

Date: June 5, 2025

Subject: **UDR Funding Request – Additional Funds for Hazardous Tree Removals**

Background/Analysis

During the first half of 2025, we have had to incur a significant amount of unforeseen hazardous tree removal costs in Sudden Valley due to the residual tree removal efforts related to the November 2024 storm event. And as of June 5, 2025, total hazardous tree removal costs are as follows:

- Hazardous Tree Removal (GL# 6165): \$39,310
- Nov 2024 Storm Common Area Tree Removal (GL# 6166): \$88,237
- **Total combined operational tree removal costs (GL# 6165 & GL# 6166): \$127,547**

Additionally, the combined operational tree removal costs of \$127,547 currently exceeds the total 2025 annual operating budget for tree removals by \$27,547.

Request

Request that the Board of Directors authorize an additional \$100,000 for continued hazardous tree removal funding from the UDR Fund.



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Motion

Move that the Board of Directors obligate an additional \$100,000 from the UDR Fund for the continued funding of 2025 operational hazardous tree removal services.

Finance Committee Review

Motion

Recommended: _____ Not Recommended: _____ Finance Committee

Board of Directors Approval

Motion

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

From: [Mike Brock](#)
To: [Michael Bennett](#)
Cc: [ACCAdmin](#); [Diane Bruneau](#)
Subject: Hazard Tree Update
Date: Tuesday, May 27, 2025 12:56:44 PM
Attachments: [image001.png](#)

Hi Michael,

In the past few weeks, we have received numerous hazard tree requests. I have already established SVCA ownership on all but two of the locations and was able to visit most of the sites with Ben Rawls last Friday afternoon. Here is a list of pending requests that need an outside vendor, and quotes for the locations I looked at with Rawls Tree Service:

- 12 Honeycomb Ln (SVCA Parcel 29447) – Alder trees leaning toward home, they appeared healthy, so I had them evaluated by arborist Aubrey Stargell. They were rated as high risk. Rawls Tree Service quoted \$2,500
- 57 Louie View Dr. (SVCA Parcel 32643) – Hemlock is hollow in the middle and threatens home, Rawls Tree Service quoted \$2,500
- 8 Sundew Ct. (SVCA Parcel 29898) – Dead hemlock threatening home. Rawls Tree Service quoted \$2,500. We can salvage the logs from this tree to offset some of the cost.
- 42 Cascade Lane (SVCA Parcel 31097) – Tree limbs rubbing against and hanging over house. Rawls Tree Service quoted \$1,000
- 163 Harborview (30253) – One maple tree that is hollow in the middle and one dead Hemlock, both threatening homes. Rawls Tree Service quoted \$2000 for each tree, or if we do them both at the same time \$3,000 for both trees.
- 21 Lousie View Dr. (32097) – Limbing request for a 6" tree limb that broke off and is hanging very high in a large Fir tree adjacent to home above play area. The fir tree is over 5' in circumference making it difficult to climb. Rawls Tree Service quoted \$1000
- 12 Sudden Valley Dr. (32611) – Property owner obtained survey, and two reported trees were found to be on SVCA property. I had them evaluated by arborist Aubrey Stargell, he rated one tree high risk and one tree moderate risk – Need to obtain quote.
- 7 Doe Ct. – Needs to be evaluated
- 193 Polo Park Dr. – Needs to be evaluated

If we move forward with Ben's quotes the total is \$12,500 with 3 pending requests. In addition to the list above, there are five locations that will be handled with SVCA maintenance staff.

Thanks,

Mike Brock
Maintenance & Facilities Manager
Sudden Valley Community Association
4 Clubhouse Cir/Bellingham, WA 98229
Ph: 360.778.2223
mike.brock@suddenvalley.com



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APPROVAL REQUEST MEMO

To: Executive Team, Sudden Valley Community Association Board of Directors

From: Michael Bennett, General Manager

Date: 06.12.2025

Subject: Approval Request – Marigold Drive Crosswalk Striping and Signage

Purpose

To request Board approval to install a painted crosswalk and associated pedestrian signage at a new location on Marigold Drive to enhance pedestrian safety in a high-use area of Sudden Valley.

Background

In May 2024, the SVCA Board reviewed a crosswalk feasibility study prepared by Impact Design. The study advised against marking a crosswalk at the Marigold Drive and Clubhouse Circle intersection due to limited sight distance and non-conforming pedestrian infrastructure.

In 2025, staff reevaluated conditions along Marigold Drive and identified a safer, alternative crosswalk location approximately 200 feet southeast of the original site. This location benefits from clearer sight lines, slower traffic speeds, natural pedestrian flow, and ample space for signage and striping.

An on-site assessment confirmed that this location better supports pedestrian visibility and complies with Washington State Department of Transportation (WSDOT) minimum safety standards when supported by pedestrian signage.

Analysis

The new crosswalk location is situated at a natural pedestrian crossing area between residential neighborhoods and the Lake Louise Trail system, adjacent to a "Keep Right" directional sign. It offers safer sight distances than the previously considered site and avoids intersection complexities.

SVCA Maintenance and the Compliance Department have jointly evaluated this proposal. Maintenance will install WSDOT-compliant pedestrian crossing signs in both directions, and SVCA's contracted striping vendor will paint the crosswalk across Marigold Drive in accordance with visibility and width standards.

This project aligns with SVCA's goals to enhance pedestrian connectivity, improve neighborhood safety, and respond to member feedback regarding walkability near community amenities.

Budget

- **Striping Cost:** \$500 (SVCA's contracted road striping vendor)
- **Signage:** \$900 - Two pedestrian crossing signs to be sourced and installed by SVCA Maintenance using existing signage budget and inventory

Total Project Cost: \$1,400 (One-time, funded from Operations – Roads & Maintenance)



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Requests

Request that the Board of Directors authorize the General Manager to proceed with crosswalk striping and installation of pedestrian signage at the new Marigold Drive location as described above.

Motion

Move that the Board of Directors authorize the General Manager to contract for crosswalk striping and direct SVCA Maintenance to install WSDOT-compliant pedestrian crossing signs at the new Marigold Drive crosswalk location for a total project cost of \$500.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



SPEED
LIMIT
20

May 1st, 2024

Tyler Andrews
PNW Services, Inc.
PO Box 30498
Bellingham, WA 98228

Re: Technical Memorandum
 Marigold Drive Crosswalk Site Analysis

Introduction and Background

This technical memorandum presents our findings and engineering opinion for a proposed crosswalk at the intersection of Marigold Dr. and Clubhouse Cir. for the Sudden Valley Community Association (SVCA). A representative from Impact Design met with Tyler Andrews (PNW Inc.) and Mike Brock (SVCA Maintenance Department) on December 14th, 2023, to discuss the possibility of installing a crosswalk at this intersection.

Proposed Conditions

The proposed crosswalk connects the Lake Louise Trail system to the Sudden Valley Golf Course by crossing Marigold Drive from south to north.





Proposed Crosswalk looking south at Marigold Drive



Proposed Crosswalk looking north across Marigold Drive to Clubhouse Circle.

Site Analysis and Design Criteria

As per WSDOT 1510.09(2) legal crosswalks exist at all intersections, whether marked or not, regardless of the number of legs at the intersection or lack of prepared crossing treatments. However, WSDOT 1510.09(2)(b) states that Marked Crossings should not be used indiscriminately but considered based on a thorough evaluation of site conditions.

The proposed crosswalk aims to connect the roadway shoulder of Marigold Drive to that of Clubhouse Circle. Currently, pedestrians are observed walking directly on the roadways, posing significant safety risks. While the Marigold Drive shoulder offers approximately 4-5 feet of space for pedestrians, the Clubhouse Circle shoulder provides only 1-2 feet at most, which is insufficient to meet WSDOT standards for pedestrian facilities. Crosswalks are specifically designed to provide safe passage along dedicated pedestrian pathways. However, the intended crosswalk would link two roadway shoulders, which, under WSDOT standards, do not currently meet the criteria for dedicated pedestrian facilities. Although shoulders may serve pedestrian access needs, their shared use with vehicles disqualifies them from being considered dedicated pedestrian facilities. Therefore, installing a crosswalk at this location could pose significant risks by potentially encouraging pedestrians to walk along the roadway section of Clubhouse Circle.

Other safety concerns have also been identified, such as the limited stopping distance from oncoming traffic in both directions. Therefore, considering the current conditions, installing a crosswalk at this site is not recommended. However, if additional safety measures and traffic control devices are implemented, the installation of a crosswalk at this location could be considered in the future.

Additional Engineering Analysis Required

The intersection falls under the classification of an uncontrolled intersection according to the WSDOT Traffic Manual. An uncontrolled pedestrian location is defined as one where a sidewalk or pedestrian path intersects a roadway without any traffic control such as stop signs or traffic signals. Although two stop signs are positioned at this location, there is a lack of traffic control for vehicles traveling east on Marigold Drive, which intersects with the proposed crosswalk.

For uncontrolled pedestrian crossings, an engineering study is used to determine whether a crosswalk should be marked and if additional treatments are needed. The engineering study should assess the pedestrian/bicyclist need at the location, as well as the suitability of the location based on roadway, traffic, and adjacent land use characteristics. The first step of the engineering study is to use the following to determine crossing need:

- Pedestrian/bicyclist crash history severity and frequency
- Pedestrian/bicyclist volumes
- Known pedestrian/bicyclist crossing activity in dark or nighttime conditions.
- Proximity to adjacent enhanced crossings

- Proximity to transit stops, trails/shared-use paths, or other pedestrian/bicyclist generators (employment centers, schools, parks, restaurants, bars, businesses, health services, etc.)
- Land use context and future land use changes, growth, or development patterns.
- Demographics of the population within the walkshed of the location (give special consideration in communities where there are higher numbers of people over 65 and people with disabilities¹)
- Pedestrian/bicyclist delay or suitability of gaps
- Consistency with local agency plans that include the location as a part of their pedestrian/bicycle network.

The second step of the engineering study is to evaluate the crossing based on the following roadway and traffic characteristics. These characteristics relate to either the guidance in Table 1 or to minimum requirements for crossing enhancement.

- Traffic volumes (ADT)
- Posted speed.
- Number of lanes (total and number that would need to be crossed consecutively without an intermediate pedestrian refuge)
- Presence of median
- Motorist and pedestrian sight distance
- Proximity to nearby enhanced crossings
- ADA compliance of existing features
- Illumination
- Presence of on-street parking

Conclusion and Recommendations

Based on our initial site analysis and a review of WSDOT standards, we advise against installing a crosswalk at this location. The current pedestrian infrastructure does not meet safety standards in this vicinity, posing risks to pedestrians walking along the roadways. Should SVCA wish to pursue the potential addition of a crosswalk at this intersection, a thorough site, and traffic analysis should be conducted to assess and explore the integration of other safety features such as sidewalks, barriers, or signage in conjunction with a crosswalk.

Respectfully,



5-1-2024

Scott Goodall, MS, PE
Principal
Impact Design, LLC