



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

July 24, 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
- 2) Announcements
- 3) Property Owner Comments – 15 Minutes Total
Please note that comments are limited to 3 minutes per person.
- 4) Consent Agenda
 - a) Approval of Minutes – July 10, 2025 – Page xx
- 5) Reports
 - a) GM Report – July – Page xx
 - b) Committee/Task Force Updates
 - i) Architectural Control
 - ii) Document Review
 - iii) Finance Committee
 - iv) Long-Range Planning
 - (1) Discussion - Ryan West Coffee Shop Operator Proposal
 - v) N&E Committee
 - vi) Safety Committee
 - vii) STR Task Force
 - 6) Continuing Business
 - a) Approval Request – Revised Quiet Pool Policy 2025.01 – Page xx
 - b) Approval Request – 2025 Employee Handbook Final Revisions – Page xx
 - 7) New Business
 - a) Approval Request – Board Resolution to form SVCA Safety Committee – Page xx
 - b) Approval Request – SVCA Vehicle Registration Sticker Program – Page xx
 - 8) Executive Session – (Board of Directors Only)
 - a) Personnel - Employment Agreement Renewal
 - 9) Return to Open Session
 - a) Disclosure of action(s) taken in Executive Session

Adjournment



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, July 10, 2025 Minutes

DATE AND LOCATION: MULTIPURPOSE ROOM A

CALLED TO ORDER AT: 7:00 PM

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Keith McLean	4. Laurie Robinson	7. AJ Tischleder	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	

ATTENDING:

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

Presenter: Quentin Sutter, Carletti Architects, P.S.

Call to Order

President McLean called the meeting to order at 7:00 PM.

Land Acknowledgement and Anti-Racism Statement.

1. President called for motion to adopt the agenda.

Motions: Director Bradley: Move to amend the agenda to remove item 4a Draft Board minutes 6/12/2025 approved at a prior meeting.

Director Meador: Move item 6d to 6a as we have a presentation from architect.

Motion: Move to adopt the amended agenda.

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

2. Announcements.

Sudden Valley Fair happens on July 26th.

Friends of the Library are sponsoring a free jazz concert in Glenhaven on July 19th.

3. Property owner comments.

Member forwarded a Primer to the Board regarding the history of Common Interest Communities and developments and how they get manipulated over time, and members become apathetic. The homeowners get discouraged living in the communities.

4. Consent Agenda-Approval of Minutes

Motion: Move that the Board approve the draft board meeting minutes from 6.26.2025, as submitted.

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

5. Reports

5a. GM April Report (Distributed Pages 9-11)

5b. Committee Updates

- i) **Architectural Control**-Consolidating July meetings due to scheduling of committee members.
- ii) **Document Review**-We reviewed 3 different documents that are policies that are sorely in need of revising. I am taking the President's advice and forwarding those to the General Manager to have him look at it, to see if it is necessary to have the attorney review.
- iii) **Finance Committee**-No report. Meeting next week.
- iv) **Long-Range Planning**- Reviewing revenue sources for SVCA. Have proposal from an individual or a coffee and ice cream shop in the old admin space at the clubhouse. GM to follow up with the gentleman to see if this could be a possibility. Need to look at remodeling space etc. to make it viable for use. Further discussion at next Board meeting.
- v) **N&E Committee**-Candidate applications are available. Working on AGM materials. Mailing and ballots need Board approval. Discussed Candidate Forums tentative dates.
- vi) **Safety Committee**- Dedication ceremony for the life vest loaner rack with the Boy Scout who designed and built the rack.
- vii) **STR Taskforce**-Working at getting a final presentation ready for the Board in August.

6. Continuing Business (modified order)

(d) Review & Discuss Barn 6 Renovation with Architect {Power Point presentation.}

(a) Approval request -Ratify improvement easement for SVCA Parcel 29423.

Motion 1: Move the Board of Directors, ratify the revocable easement for ingress, and egress, dated June 30, 2025, Attachment A. and authorize the General Manager to execute and record the easement and direct staff to notify the grantees upon recording.

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

Motion 2: Move to table this item. To get further clarification from the attorney regarding the attorney fees, and whether perpetual or revocable, the differences.

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

(b) Approval Request: -Revised 2025 Pool Rules

Motion: Move that the Board of Directors authorize the GM. To implement revised 2025 pool rules as presented, including updated standards for slung diaper usage and conduct expectations to ensure compliance with the Fair Housing Act and preserve the quiet nature of the quiet pool

Motion By: Director McLean	Seconded By: Director Bradley		
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 8	Against: 1	Abstained:	

(c) Approval Request: 2025 Revised Quiet Pool Policy

Motion: Table the policy and bring back with discussed changes to the policy.

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

7. New Business

7a. Approval Request-SVCA Narcan Emergency Use Policy Approval

Motion: Move that the Board of Directors authorize the General Manager to direct the purchase of Naloxone (Narcan) kits for SVCA facilities, implement the Naloxone Emergency Response Policy and associated staff training and extend up to \$500 from the 2025 Operations Budget.

Motion By: Director McLean		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 8	Against:	Abstained: 1	

V

7b. Approval Request-Barn View Garden Club License Renewal

Motion: To approve the Barn View Garden Club license from the date when it finally gets signed for a period of 5 years.

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

Move to Closed Session at 9:24PM: Discuss proposed delinquent owner assessment plan.

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

Move to Open Session at 9:45PM:

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

Action: Move the Board directs the General Manager to go with Option 2.

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

Adjournment: 9:47PM

Approved by: _____

Linda Bradley, Board of Directors Secretary

GENERAL MANAGER'S REPORT

July 2025

*Michael Bennett, General Manager
Sudden Valley Community Association*

Summer in Full Swing

July has ushered in a true Pacific Northwest summer—warm, dry days ideal for outdoor recreation, community events, and maintenance projects. As of mid-July, Sudden Valley has received 23.86 inches of precipitation year-to-date, which is significantly less than the 31.58 inches recorded at this time last year. This dry trend has accelerated seasonal growth, allowed key infrastructure and recreation work to move forward, and heightened regional fire risk.

Friendly Burn Ban Reminder

As a reminder, a Stage One Burn Ban was implemented by the South Whatcom Fire Authority on June 15, triggering Sudden Valley's automatic burn ban per our Rules & Regulations. This means:

- No open flames or recreational fires are permitted in Sudden Valley, regardless of Whatcom County's broader allowances.
- Only enclosed cooking fires using gas or charcoal are allowed during the ban period.
- A \$250 fine applies to any violation of the ban, and \$500 for repeat offenses.

We appreciate everyone's cooperation in keeping our community safe during fire season.

Community Events and Recreation

- Save the Date! Valley Fair – Saturday, July 26, 10:30 AM – 3:00 PM
Planning is complete and excitement is building for this beloved annual event at the Community Center. Vendor spaces are laid out, logistics are finalized, and our Maintenance and Recreation teams are prepped to deliver a fun and festive day for residents and guests of all ages.
- Sudden Valley 5K is in the works for early fall, led by Recreation staff with enthusiastic support from the community.
- SVCA Staff & Family Pool Party is being planned for August to celebrate a successful summer season.
- Sports Programming is growing, with the launch of the *Play the Valley* Sports Camp and a new Pickleball League.

- Pool Operations remain strong. Lifeguard training is ongoing, updated pool rules and signage are being implemented, and the team is keeping pace with a steady flow of members and guests, despite running short on popcorn in the lobby!

Golf and Turfcare

- Highlights include the 42nd Annual Junior Golf Camp, a successful Ladies Invitational, and preparations for the BIAWC Tournament (July 25) and PGA Junior League finale (July 22).
- Welcome to Danielle Bailey, our new First Assistant in Golf Operations!
- Turfcare completed sand trap replenishment, removed lily pads from #2 pond, and tackled mole activity on #13 green. They also launched excavation of the new Native Plant Demonstration Garden at the Welcome Center.
- Irrigation system upgrades and permanent yardage signage installations are underway to improve course playability and water efficiency.

Maintenance and Facilities

- With Firewise work completed, Maintenance has caught up on several deferred projects:
 - Repairs at the Rec Center, Marina, Clubhouse, and Adult Center
 - New signage across parks and trails
 - Boat launch and access gate repairs
 - Mailbox replacement at Gate 3
 - Vegetation trimming, debris removal, and tunnel clearing
- Major tasks ahead include:
 - Installing crosswalks and signage on Marigold Drive
 - Tunnel lighting improvements near the Welcome Center
 - Repairs to ADA lifts and continued road mowing in Gates 3, 9, and 13

Community Leadership and Budget Planning

- Candidate Forums for the 2025 Board and Key Committee Elections will be held on:
 - Tuesday, September 24 from 6:30 PM – 8:30 PM
 - Friday, October 11 from 6:30 PM – 8:30 PM

Both events will be held at the Sudden Valley Dance Barn.

- A Candidate Meet and Greet is scheduled for Saturday, October 26, also at the Dance Barn. These events offer excellent opportunities for members to engage with potential leaders and ask questions in a relaxed setting.
- The 2026 Budget Process is now underway, and we encourage members to participate. Two Special Board and Finance Committee Draft Budget Review Meetings will be held:
 - Tuesday, August 6, 2025 – 6:30 PM to 8:30 PM
 - Wednesday, August 7, 2025 – 6:30 PM to 8:30 PMAttendance is encouraged in person or via Zoom, as your input helps shape the financial future of our community.

Closing Remarks

As we reach the peak of the season, Sudden Valley is thriving with activity, from community celebrations to infrastructure improvements. I encourage all residents to attend the Valley Fair on July 26, support fire safety by observing the burn ban, and get involved in the upcoming elections and budget planning process.

See you at the Fair!



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APPROVAL REQUEST MEMO

To: Executive Team, Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: 07.24.2025
Subject: Approval Request – Quiet Pool Policy Revision 2025.01

Purpose

To request Board approval of the revised Quiet Pool Policy (Policy 2025.01), which updates and supersedes Policy 2018.02, to enhance inclusivity, clarify safety and sanitation requirements, and ensure compliance with WAC 246-260-131(6)(e).

Background

The Quiet Pool, previously designated as the "Adult Pool," was established under Policy 2018.02 (adopted August 1, 2018) as a limited-use pool for quiet enjoyment by all Sudden Valley Community Association (SVCA) members. The 2018 policy restricted pool use to a maximum occupancy of 30 (25 adults and 5 children), prohibited activities that would classify it as a general-use pool, and imposed strict child safety and sanitation rules, including an absolute prohibition on non-potty-trained children. Recent community feedback and legal considerations, including FHA compliance, prompted a review and revision of the policy to balance inclusivity, safety, and regulatory compliance.

Analysis

In the past, the 2018 Quiet Pool Policy's strict prohibition on non-potty-trained children and limited accommodation for individuals with disabilities raised concerns about accessibility and fairness. The revised Policy 2025.01 addresses these issues by allowing individuals with incontinence to use the pool with appropriate swim diapers and waterproof covers, aligning with public health standards. It clarifies child safety requirements, maintains a quiet environment, and introduces an FHA-ADA and non-discrimination statement to ensure equitable access. The revisions maintain the pool's limited-use status under WAC 246-260-131(6)(e), with no lifeguards, a maximum occupancy of 30, and restrictions on loud activities and the use of recreational devices. Enforcement penalties remain consistent, with fines and suspensions for violations.

Requests

Request that the Board of Directors authorize the General Manager to implement the Quiet Pool Policy (Revision 2025.01), effective upon approval, superseding Policy 2018.02.



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Motion

Move that the Board of Directors authorize the General Manager to implement the Quiet Pool Policy (Revision 2025.01) as presented, effective upon approval, replacing Policy 2018.02.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



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Sudden Valley Community Association

Quiet Pool Policy (Revision 2025.01)

Date: July 10, 2025

Supersedes: Policy 2018.02 (adopted Aug. 1, 2018)

I. PURPOSE

To preserve a quiet, sanitary, and inclusive swimming environment at the limited-use "Quiet Pool," consistent with WAC 246-260-131(6)(e).

II. POOL CHARACTERISTICS

- Limited-use pool – no lifeguards on duty.
- Maximum occupancy: 30 persons (25 adults / five children).
- No water games, loud play, or amplified music.
- No use of toys, inflatables, or recreational flotation devices.
- Therapeutic or medical flotation devices (e.g., swim noodles used for physical therapy or mobility support) are permitted when used for their intended purpose.
- Alcohol is permitted for those 21+; no food or drink is allowed in the water.

III. HEALTH & SANITATION

A. Incontinence Control

1. Any person (child or adult) who is not reliably toilet-trained or who experiences bowel or urinary incontinence must wear:
 - a. A commercial swim diaper and
 - b. A snug-fitting waterproof swim brief or diaper cover.
2. Disposable diapers alone are prohibited in the pool.
3. Families must exit the water immediately if a fecal release is suspected and report it to SVCA staff.

B. Diaper-Changing

- Diaper changes must occur in the restroom, not on the pool deck.

IV. CHILD SAFETY REQUIREMENTS

1. An authorized adult shall accompany all minors (< 18) to ensure the minor's safety around water hazards.
2. Children ≤ 12 – an authorized adult (18+) must always remain on the deck or in the water.
3. Children ≤ 7 must always have an adult in the water supervising them. One adult may supervise a maximum of two children.

5.

[Rule 6 of the 2018 policy—absolute prohibition of non-potty-trained children—is deleted and replaced by Section III.A above.]



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V. ENFORCEMENT & PENALTIES

- First violation: \$25 fine + 30-day suspension of pool privileges.
- Each subsequent violation within 12 months: fine doubles and an additional 30-day suspension.
- Refusal to leave after staff direction constitutes trespass.

VI. ADA & NON-DISCRIMINATION STATEMENT

The Quiet Pool rules apply equally to all users based on functional criteria (toilet training or incontinence status). Reasonable accommodation will be considered consistent with public health obligations and WAC 246-260.

VII. EFFECTIVE DATE

This policy becomes effective upon Board approval and replaces Policy 2018.02.

History:

- Adopted – August 1, 2018 (Policy 2018.02)
- Revised – July 10, 2025 (Policy 2025.01)



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APPROVAL REQUEST MEMO

To: Executive Team, Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date:
Subject: Approval Request – 2025 Employee Handbook Update

Purpose

To request Board approval of the updated 2025 Employee Handbook, which incorporates comprehensive revisions to align with current best practices, legal requirements, and organizational needs. This update replaces the 2018 Personnel Manual and includes feedback from Board Secretary Linda Bradley and responses from SVCA HR consultants Nicole and Adri (One Digital).

Background

The current SVCA Personnel Manual was last revised on December 14, 2018. Since then, evolving federal and state laws (e.g., updates to Washington's Paid Family and Medical Leave, anti-discrimination statutes, and workplace safety regulations), organizational changes, and feedback from employees and management have necessitated a thorough overhaul. The draft 2025 Employee Handbook was developed with input from HR consultants to ensure clarity, compliance, and enhanced employee relations. Board Secretary Linda Bradley provided specific edits on July 17, 2025, focusing on areas like diversity commitments, harassment policies, and benefits. Consultants Nicole and Adri reviewed and incorporated these edits, ensuring legal soundness and alignment with SVCA's values.

Analysis

The 2025 draft represents a significant modernization of the 2018 manual, with expansions in areas like equal employment opportunity, harassment prevention, reasonable accommodations, and remote work implications (post-COVID). Key improvements include clearer language on at-will employment, detailed complaint procedures, and updated benefits sections to reflect current offerings. The draft is more comprehensive (e.g., adding sections on social media, anti-bullying, and electronic resources) while maintaining SVCA's commitment to a positive work environment. A detailed comparison addendum (attached) highlights additions, deletions, and modifications, demonstrating that the changes enhance compliance, reduce ambiguity, and support operational efficiency without altering core at-will employment principles.

Requests

Request that the Board of Directors authorize the GM to finalize and implement the 2025 Employee Handbook effective July 2025, superseding all prior versions.



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Motion

Move that the Board of Directors authorize the GM to finalize and implement the 2025 Employee Handbook as presented, including the incorporated revisions from Board Secretary Linda Bradley and HR consultants, One Digital.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

2025 Employee Handbook Amendment Comparisons

Section	2018 Manual	2025 Draft	Additions	Deletions	Modifications	No Change	Blackline Conceptual
1. Introduction and General Information	Brief intro to SVCA structure, personnel policy statement, and at-will disclaimer. Emphasizes efficiency, job satisfaction, and equal opportunity.	Expanded "Welcome," "About Our Association," and "Purpose of Employee Handbook" sections. Adds detailed at-will policy, NLRA protections, and compliance with laws. Includes note on union CBA for certain classifications.	Welcome message; explicit supersession of prior handbooks; NLRA rights (e.g., concerted activities); Board adoption note. Bradley's edits: Strengthened diversity commitment. Consultants' response: Added legal disclaimers on no-contract intent.	Minimal; removed outdated "Sudden Valley 2029" placeholder from OCR.	At-will language clarified with authority limits (only Board President/GM can alter in writing). Structure updated for readability.	Core SVCA description (3,200 lots, 1,576 acres, Board governance).	SVCA provides this manual to familiarize all employees. This Employee Handbook contains information about the employment policies and practices of the Association... supersedes all previously issued Employee Handbooks. (Enhances legal protections.)
2. Commitment to Diversity / Equal Employment Opportunity	Section on unlawful discrimination/harassment with definitions, reporting, and anti-retaliation. Covers protected classes under WA law.	Expanded to include "Equal Employment Opportunity," "Reasonable Accommodation," "Safety Accommodations for Victims," and detailed "Sexual and violence victims;"	Reasonable accommodations for disabilities, religion, pregnancy/lactation; on; safety accommodations for domestic violence victims;	Simplified some 2018 reporting language; removed redundant "free speech" note	Harassment definitions broadened (e.g., added visual/written conduct); complaint procedures formalized	Prohibition on discrimination based on protected characteristics; encouragement to report.	The Association is an equal opportunity employer... prohibits unlawful discrimination by any employee. SVCA prohibits unlawful

Section	2018 Manual	2025 Draft	Additions	Deletions	Modifications	No Change	Blackline Conceptual
		Other Unlawful Harassment" with sub-sections on definitions, complaint procedures, investigations, and good-faith reporting.	explicit sexual harassment examples (e.g., leering, derogatory comments); cyberbullying prohibition; investigation confidentiality. Bradley's edits: Added transgender/gender identity protections. Consultants' response: Incorporated NLRA carve-outs; added retaliation examples.	(integrated with timelines elsewhere) and anti-retaliation emphasis.			discrimination ...including, but not limited to: any other category protected by federal, state or local law.
3. General Employment Practices	Covers seniority, classifications, access to files, background checks, eligibility, performance reviews, personal data changes, references,	Similar, but adds "Seniority" (CBA reference), detailed classifications (exempt/nonexempt , full/part-time, temporary), pre-	Temporary/seasonal employee details (e.g., 8-month limit); access to files with state law compliance;	Nepotism section streamline d into relationships with state law compliance;	Classifications clarified per FLSA; reviews tied to CBA for union employees.	At-will emphasis; background checks.	Employees of the Association are classified as either exempt or nonexempt... All persons who receive salaries and/or

Section	2018 Manual	2025 Draft	Additions	Deletions	Modifications	No Change	Blackline Conceptual
	relationships, open-door policy.	employment checks, eligibility verification, reviews, policy (no data changes, references, romantic/family relationships, open-door policy.	romantic relationships reporting conflicts). Bradley's edits: Emphasized no special treatment for property owners. Consultants' response: Added NLRA protections in open-door policy.				wages from SVCA are considered employees ...Temporary employees are not eligible for employee benefits.
4. Workplace Conduct	Attendance, confidentiality, conflicts, grievances, media contact, outside employment, key/ID control, dress, solicitations, social media, standards of conduct, termination.	Expanded with attendance/punctuality (department-specific call-in times), confidentiality (DTSA notice), conflicts (examples), grievances (informal/formal), media, outside employment,	Department-specific attendance rules; DTSA whistleblower protections; anti-retaliation policy; personal devices limits; good-faith reporting. Bradley's edits: Added religious/medical	Simplified tobacco use (integrated into smoke-free).	Standards of conduct expanded with fraud/corruption; termination includes documentation requirements.	Confidentiality; core; outside employment.	Employees are expected to be regular in attendance... Employees are expected to report for work in a timely manner; ...Snow Removal/Maintenance Employees: At least 2-4 hours before...

Section	2018 Manual	2025 Draft	Additions	Deletions	Modifications	No Change	Blackline Conceptual
		key/ID, appearance (accommodations), personal devices, reporting/anti-retaliation, social media, standards (zero-tolerance for fraud), termination, return of resources, exit interviews.	accommodations in appearance policy. Consultants' response: NLRA carve-outs in conflicts/standar ds.				
5. Pay Practices and Benefits	Travel reimbursement, wages discussion, meal/rest breaks, call-in, in pay, overtime, wages payment, timekeeping, schedules, benefits overview, education assistance, same-sex unions.	Similar, plus business travel, wages discussion (NLRA), meal/rest (minors), call-in, overtime, payment/deduction (exempt/nonexempt part-time), schedules. Benefits: Overview, education, same-sex; adds safety/security sections.	Meal/rest for minors; errors reporting; education reimbursement criteria. Bradley's edits: Pro-rated part-time benefits. Consultants' response: FLSA compliance in timekeeping.	Minimal; streamline d injury pay into workers' comp.	Overtime clarified (no PTO counting); benefits pro-rated for part-time.	Overtime rate; education criteria.	<p>SVCA may reimburse employees for reasonable expenses... SVCA will consider reimbursement</p> <p>...Cell Phone: Employees... reimbursed \$60 per month.</p>
6. Safety and Security	Anti-violence, drug-free, solicitations,	Adds anti-bullying, anti-violence	IT monitoring (consent	Simplified drug-free	Drug-free updated with	Weapons ban;	The Association has significantly

Section	2018 Manual	2025 Draft	Additions	Deletions	Modifications	No Change	Blackline Conceptual
	tobacco, parking, amenities use, weapons.	(examples), business equipment/IT (monitoring, no privacy), cameras/surveillanc e, cell phone/driving, searches, driving, emergencies, smoke-free, equipment use, parking, amenities, weapons, injuries, workers' comp.	implied); surveillance for security; texting ban while driving; emergency evacuation. Bradley's edits: Added cultural hair styles in appearance. Consultants' response: HIPAA in certifications; DTSA in confidentiality.	(integrated testing). marijuana stance; workers' comp with fraud warning.	marijuana use.	amenities	invested in... Business Equipment and Information Systems... no expectation of privacy. (New section absent in 2018.)
7. Acknowledgem ent and Receipt	Simple receipt form.	Detailed acknowledgement with at-will, confidentiality, NLRA, and harassment policy affirmations.	Explicit NLRA/Section 7 rights; confidentiality non-disclosure agreement.	None.	Expanded to cover handbook supersession and reporting channels.	Signature requirement.	I acknowledge that I have received and read... † acknowledge that I have received a copy ...nothing in this Employee Handbook... prohibits... Section 7 of the NLRA.



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APPROVAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: 07.24.2025
Subject: Resolution Approval Request Resolution to Establish the SVCA Safety Committee

Purpose

This memo seeks Board approval to formally establish a Safety Committee as a standing committee of the Sudden Valley Community Association. The proposed committee will support SVCA's commitment to community safety by promoting educational resources, events, and programs that address household, personal, and neighborhood safety. Pursuant to Article V, Section 1 of the SVCA Bylaws, the creation of a standing committee must be accomplished through formal Board resolution.

Background

The Safety Committee will advise the Board on safety issues affecting the community, propose safety-related events and literature, and serve as a liaison with local agencies when appropriate. Membership will include a mix of Directors and SVCA members in good standing, ensuring broad representation while maintaining Board oversight. This Committee structure and scope are consistent with SVCA's existing governance framework and adhere to the provisions outlined in the Bylaws.

Request

Request that the SVCA Board of Directors adopt the proposed resolution establishing the SVCA Safety Committee – 2025.

Motion

Move to approve the attached Resolution to establish the SVCA Safety Committee – 2025

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

RESOLUTION TO ESTABLISH THE SUDDEN VALLEY COMMUNITY ASSOCIATION (SVCA) SAFETY COMMITTEE - 2025

WHEREAS, Article V, Section 1 of the Sudden Valley Community Association Bylaws requires that standing committees of the Board of Directors (Board) be established by resolution; and

WHEREAS, the Board desires to promote education and awareness of personal and community safety among members.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby establishes the **SVCA Safety Committee** as a standing committee of the Association.

I. Purpose:

The Safety Committee shall serve to educate members on best practices for personal, household, and community safety. The Committee may also coordinate with local agencies on preparedness, response education, and hazard mitigation, subject to Board approval.

II. Responsibilities:

The Committee is empowered to:

- Propose safety-related programs, events, and initiatives.
- Prepare educational materials.
- Advise the Board on safety concerns and member feedback.
- Coordinate volunteer efforts as approved by the Board.

All actions of the Committee shall be advisory unless specifically authorized by the Board.

III. Membership:

The Committee shall consist of at least three and no more than seven voting members:

- At least two members shall be current Directors.
- At least three members shall be non-Directors and members in good standing.
- The Chair shall be a Director appointed by the Board.

The Board shall appoint committee members and must maintain good standing throughout their service.

IV. Meetings & Procedures:

- The Committee shall meet at least quarterly.
- All meetings shall comply with SVCA Bylaws, Board Resolutions, applicable Washington State laws, and SVCA's Code of Conduct.
- Meetings shall be conducted under Robert's Rules of Order.
- A quorum shall consist of a majority of appointed voting members, including at least one Director.
- Meeting notices and agendas shall be posted on the SVCA website at least 48 hours in advance.
- Written minutes shall be maintained and posted on the Committee webpage.
- Reports shall be submitted to the Board as requested.

Adopted by the Board of Directors:

President _____ Date _____
Keith McLean



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APPROVAL REQUEST MEMO

To: Executive Team, Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: 07.24.2025
Subject: Approval Request – Parks Parking Use Assessment Plan and Vehicle Registration Procedures

Purpose

To request Board approval of the proposed Parks Parking Use Assessment Plan and the associated Vehicle Registration Procedures for the Sudden Valley Community Association (SVCA).

Background

The SVCA has identified a need to assess parking usage at community facilities, including the Marina, Recreation Corridor, beaches, and dog parks, to evaluate congestion and maintenance costs, particularly from non-resident use. To support this assessment, the SVCA Vehicle Registration System has been developed to manage vehicle access through a windshield sticker program for residents and a leaflet system for non-residents. These initiatives aim to ensure fair access to community amenities, enhance security, and inform potential future parking policies, such as non-owner impact fees.

Analysis

In the past, parking management at SVCA facilities relied on limited enforcement and manual verification, leading to challenges in tracking usage and ensuring compliance with community rules. The proposed Parks - Parking Use Assessment Plan introduces a structured data collection process to analyze parking patterns and evaluate the impact of non-resident use. The Vehicle Registration System, as outlined in the SVCA Vehicle Registration Process document, provides a secure and efficient method for registering vehicles, issuing decals, and maintaining accurate records. Key features include:

- Free registration for property owners and future fee-based registration for non-owners.
- Robust data protection measures, including AES encryption, secure PostgreSQL database, and role-based access controls.
- Procedures to ensure decal validity, such as annual renewals, ownership verification, and proactive monitoring.
- A comprehensive communication plan to inform residents and non-residents about the assessment and registration processes through signs, media, digital channels, and direct notifications.



Sudden Valley Community Association

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The communication plan ensures transparency and engagement, with clear messaging to stakeholders about the purpose of the assessment, parking rules, and sticker requirements. Feedback mechanisms, such as surveys, will allow for community input and program adjustments.

Requests

Request that the Board of Directors authorize the General Manager to implement the Parks Parking Use Assessment Plan and the Vehicle Registration Procedures as outlined in the attached documents. This includes:

- Initiating the windshield sticker program for SVCA residents and the leaflet system for non-residents.
- Executing the communication plan to inform stakeholders through signage, media, and digital channels.
- Collecting and analyzing parking usage data to inform future policy decisions.

Motion

Move that the Board of Directors authorize the General Manager to implement the Parks Parking Use Assessment Plan and the Vehicle Registration Procedures, including the windshield sticker program, leaflet system for non-residents, and associated communication efforts, effective immediately upon approval.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

SVCA Vehicle Registration System

Property Owner & Non-Owner Guide

Sudden Valley Community Association

⌚ Vehicle Registration Overview

Welcome to the Sudden Valley Community Association Vehicle Registration System. This online platform allows property owners and approved non-owners to register their vehicles for access to marina and beach parking areas within our community.

⌚ Property Owner Registration

- Free vehicle registration
- Valid for marina and beach parking
- Instant online processing
- Email confirmation provided

⌚ Non-Owner Registration

- Fee-based registration service
- Subject to availability and approval
- Payment due at decal pickup
- Same parking privileges as owners

How to Register Your Vehicle

Step-by-Step Registration

- 1. Choose Registration Type:** On the main page, select either "Property Owner" (free) or "Non-Owner" (fee-based) registration.
- 2. Complete the Form:** Fill out all required information including:
 - Owner name and contact information
 - Property address (for owners) or mailing address
 - Vehicle details (make, model, year, color)
 - License plate number and state
- 3. Submit Registration:** Review your information and submit the form.
- 4. Receive Confirmation:** You'll get an immediate email confirmation with your registration details.
- 5. Decal Assignment:** SVCA staff will assign a decal number and send pickup instructions.
- 6. Pick Up Decal:** Visit the Administration Office at 1850 Lake Whatcom Blvd to collect your decal.

Important Notes:

- Decals expire December 31st annually and must be renewed
- Online payment options are coming soon - payment currently due at pickup
- Each vehicle requires a separate registration
- Registration approval is required before decal assignment

Contact & Support

SVCA Administration Office

Address: 1850 Lake Whatcom Blvd, Bellingham, WA

Phone: (360) 734-6430

Email: office@suddenvalley.com

Hours: Monday-Friday, 8:30 AM - 4:30 PM

Need Help?

If you experience any issues with the registration process or have questions about vehicle decals, please contact our office during business hours. Our staff is ready to assist you with registration, decal pickup, and any other community access questions.

② Frequently Asked Questions

What information will be collected before a sticker is issued?

We collect the following information during vehicle registration:

- **Personal Information:** Owner name, phone number, and email address
- **Address Information:** Property address (for owners) or mailing address (for non-owners)
- **Vehicle Details:** Make, model, year, color, and license plate number with state
- **Registration Type:** Whether you are a property owner or non-owner

This information is necessary to verify community eligibility, assign appropriate parking privileges, and maintain accurate records for security and administrative purposes.

Who will have access to that information?

Access to your registration information is strictly limited to:

- **SVCA Administrative Staff:** For processing registrations and managing community access
- **SVCA Security Personnel:** For verifying vehicle authorization during routine patrols
- **Marina Staff:** For managing marina parking and boat launch access
- **Authorized SVCA Board Members:** For oversight and policy compliance purposes (summary data only)

Your personal information will never be shared with third parties, sold, or used for commercial purposes. Access is provided only on a need-to-know basis for legitimate community management and security functions.

What data security procedures are in place to ensure that information

will be secure?

SVCA implements comprehensive security measures to protect your information:

- **Encryption:** All sensitive data is encrypted using industry-standard AES encryption both in transit and at rest
- **Secure Database:** Information is stored in a secure PostgreSQL database with encrypted connections
- **Access Controls:** Multi-level user authentication with role-based permissions ensure only authorized personnel can access data
- **Session Security:** Secure session management with automatic timeouts prevent unauthorized access
- **Regular Backups:** Encrypted backups ensure data preservation and recovery capabilities
- **Security Updates:** Regular system updates and security patches maintain protection against vulnerabilities
- **Audit Logs:** All system access and changes are logged for security monitoring and compliance

Our security procedures meet or exceed industry standards for protecting personal information and are regularly reviewed and updated to address emerging security threats.

What procedures will be put in place to ensure that stickers are removed when someone moves out of Sudden Valley?

SVCA has established several procedures to manage sticker validity when residents relocate:

- **Annual Renewal Requirement:** All decals expire December 31st annually, requiring active renewal verification
- **Property Ownership Verification:** Renewal process includes verification of current property ownership status
- **Address Confirmation:** Property addresses are verified against current SVCA membership records during renewal
- **Proactive Monitoring:** Security staff monitor for vehicles with expired or invalid decals during routine patrols
- **Notification System:** Property management companies and real estate agents are encouraged to notify SVCA of ownership changes
- **Decal Surrender:** Former residents are requested to surrender decals during the move-out process
- **Database Updates:** Registration database is regularly updated to reflect

property ownership changes

These overlapping procedures ensure that vehicle access privileges are appropriately managed and that only current community members maintain valid parking decals.

Who will be looking for stickers, besides SVCA Security and Marina Staff?

Vehicle decal verification may be conducted by several authorized personnel:

- **SVCA Security Personnel:** Primary enforcement during regular community patrols
- **Marina Staff:** Verification at marina parking areas and boat launch facilities
- **SVCA Administrative Staff:** Spot checks during community events or facility maintenance
- **Recreation Staff:** Verification at beach access points and recreational facility parking
- **Contracted Security Services:** Third-party security providers when engaged by SVCA
- **SVCA Board Members:** Occasional verification during community oversight activities
- **Maintenance Personnel:** Incidental observation during facility maintenance and grounds keeping

All personnel conducting decal verification are trained on proper procedures and community policies. Verification activities are conducted respectfully and in accordance with community guidelines and member rights.

What will SVCA do with the data collected from these sticker check observations?

Data collected from decal verification activities serves several important community purposes:

- **Security Enhancement:** Identify and address unauthorized vehicle access to community facilities
- **Facility Management:** Monitor parking usage patterns to optimize facility capacity and availability
- **Policy Development:** Analyze trends to inform community parking and access policies
- **Compliance Monitoring:** Ensure adherence to community parking rules and decal requirements

- **Member Services:** Identify members who may need assistance with registration renewal or decal replacement
- **Infrastructure Planning:** Use parking data to plan facility improvements and expansions
- **Community Safety:** Enhance overall community security through active monitoring of vehicle access

Data Privacy Protection:

- Observation data is aggregated and anonymized for trend analysis
- Individual vehicle information is only used for legitimate community management purposes
- Data is retained only as long as necessary for community operations and security
- No personal information is shared with external parties without explicit consent

All data collection and usage complies with privacy regulations and SVCA community policies, ensuring member privacy while maintaining effective community management and security.

How much does non-owner registration cost?

Non-owner vehicle registration fees are set by the SVCA Board and may be adjusted annually. Current fee information is available during the registration process and can be confirmed by contacting the SVCA office.

Payment Information:

- Payment is due when you pick up your decal at the Administration Office
- Online payment options are coming soon to streamline the process
- Accepted payment methods will be confirmed during decal pickup scheduling

Can I register multiple vehicles?

Yes, you can register multiple vehicles. Each vehicle requires a separate registration and will receive its own unique decal number.

Multiple Vehicle Registration:

- Complete a separate registration form for each vehicle
- Each vehicle will receive individual email confirmations
- Decal assignments and pickup instructions will be sent separately
- All vehicles must meet the same eligibility requirements

What happens if I need to update my vehicle information?

If you need to update your vehicle information (such as license plate changes or vehicle replacement), please contact the SVCA office as soon as possible.

Update Process:

- Contact the office at (360) 734-6430 or office@suddenvalley.com
- Provide your current decal number and new vehicle information
- Staff will update your registration and issue a replacement decal if needed
- Minor updates may not require a new decal, while vehicle changes typically do

What if I lose my vehicle decal?

If you lose your vehicle decal, contact the SVCA office immediately to request a replacement.

Replacement Process:

- Report the lost decal to the office to prevent misuse
- Provide your registration information for verification
- A replacement decal will be issued with a new number
- Pick up the replacement decal at the Administration Office
- A replacement fee may apply - contact the office for current pricing

Privacy & Data Protection Notice

Information Collection: SVCA collects only the minimum information necessary to process vehicle registrations and maintain community security. Your personal information is used solely for community management purposes.

Data Protection: All information is protected using industry-standard security measures including encryption, secure databases, and access controls. Your data is never sold or shared with third parties.

Your Rights: You have the right to review, update, or request deletion of your personal information. Contact the SVCA office to exercise these rights or if you have any privacy concerns.

Questions: If you have questions about our privacy practices or data handling procedures, please contact us at office@suddenvalley.com or (360) 734-6430.