



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

## Board of Directors Regular Meeting

September 11, 2025, 7:00 PM, 8 Barn View Ct. MULTIPURPOSE ROOM A

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- 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 – August 28, 2025 – Regular Board Meeting – Page 2

### 5) Reports

- a) GM Report – August - Distributed -- Page 6
- b) Committee/Task Force Updates
  - i) Architectural Control
  - ii) Document Review
  - iii) Finance Committee
  - iv) Long-Range Planning
  - v) N&E Committee
  - vi) Safety Committee
  - vii) STR Task Force

### 6) Continuing Business

- a) Approval Request –Final AGM Agenda, Measures, Ballot, and Explanations – Page 9

### 7) New Business

- a) Approval Request: Lake Louise Water Lilly Abatement Approval – Page 22
  - i) AquaTechnex, LLC – Page 24
- b) GM Search Committee Formation -- Page 29

### 8) Executive Session – (Board of Directors Only)

- a) Personnel – If Needed

### 9) Return to Open Session

- a) Disclosure of action(s) taken in Executive Session

Adjournment





## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, August 28, 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-Absent	7. AJ Tischleder	10. Robb Gibbs
2. Taimi Van de Polder-Excused	5. Tom Henning	8. Rick Asai	11. Daniel Rodriguez
3. Linda Bradley	6. Ray Meador	9. Stu Mitchell-Excused	

### ATTENDING:

**Staff Members:** Michael Bennett 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 called for motion to adopt the agenda.

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

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

Director Meador: Moved to amend the agenda to approve a new member to the LRPC Committee.

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

<b>Motion By:</b> Director Mc Lean		<b>Seconded By:</b> Director Meador	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained</b>	

#### 2. Announcements.

The General Manager announced his resignation effective December 5, 2025 due to his wife's illness.

#### 3. Property owner comments.

A member discussed how LPRC and the Board should be seeking member input regarding the recent discussions regarding Barn 6.

Several members from the Area Z Garden expressed their concerns regarding possible charges for water usage. Also that no new 5 year lease extension has been agreed and signed.

A member asked if the Board would consider our amenities as a whole and if we are using our space in the best possible way and gave examples of alternate use.



4. **Consent Agenda-Approval of Minutes**

**Motion:** To have those minutes from August 6, 2025, and August 14th, 2025, approved as submitted.

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

5. **Reports**

5a. **GM April Report** (Distributed Pages 6-8)

5b. **Financial Statements Review-June 2025**-presented by Director of Finance, Joel Heverling

5c. **Committee/Task force Updates**

- i) **Architectural Control**-Nothing to report. Meetings are back to regular schedule.
- ii) **Document Review**-Nothing to report.
- iii) **Finance Committee**-Committee met and I'll have more to say, during the budget discussion. I'll be able to speak for the committee.
- iv) **Long-Range Planning**- Had another Town Hall and discussed the plan for a reduced project for a one-story pavilion. \$3M cost with no special assessment.
- v) **N&E Committee**-Candidate application period is still open. Encourage members to sign up early if they want to vote online. Easy online application to fill out if interested. Dates for candidate forums set for September and October.
- vi) **Safety Committee**- Recent meeting had no quorum so meeting canceled.
- vii) **STR Taskforce**-Presented the taskforce recommendations for discussion and review of the Board. Members can log onto You Tube to view any of the taskforce meetings.

6. **Continuing Business**

(a) **Approval Request -Ratify driveway improvement esement 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.

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

(b) **Budget Discussion-Operations and Capital**

Discussed modifications to allow for additional funding for CRRRF reserve.

7. **New Business**

7a. **Capital Approval Request-Clubhouse HVAC Replacement**

**Motion:** Move that the SVCA Board of Directors approve a change order allocation of up to \$147,752 from CRRRF to CRRRF Capital Code 9724.06 to fund construction and temporary repairs for replacement of the Clubhouse HVAC 20-ton unit.

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



**7b. Contract Approval Request-Turf Care Building Remodel**

**Motion:** Move that the SVCA Board of Directors approve awarding the Turf Care Building remodel contract to Cool Running's Construction in the amount of \$98,137.60 and authorize the General Manager to execute SVCA's standard construction contract with the total project budget not to exceed \$115,691.36, funded from CRRRF Capital Code 9724.013.

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

**7c. Long-Range Planning Committee appointment.**

Director Meador asked that Jeff Mildner be appointed to the LRPC.  
President McLean requested Board consensus to approve.

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

**Move to Closed Session at 9:59PM: Discuss (a) Personnel, (b) review delinquent accounts and collection action and (c) foreclosure proceedings and legal advice.**

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

**Move to Open Session at 10:30PM:**

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

**Actions coming out of closed session:**

**Motion 1:** Direct the General Manager to renew Kevin LeDuc's employment agreement to begin January 1, 2026, and also execute the Pro Shop lease with Kevin by the General Manager.

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

**Motion 2:** Move the Board of Directors authorize Association Legal Counsel to proceed with foreclosure against the property 00131-3819 unless the account balance is brought current by September 1, 2025.

<b>Motion By:</b> Director Bradley		<b>Seconded By:</b> Director Meador	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 5	<b>Against:</b> 1	<b>Abstained:</b>	



**Adjournment:** 10:32PM

Approved by: \_\_\_\_\_  
Linda Bradley, Board of Directors Secretary

DRAFT



## **GENERAL MANAGER'S REPORT**

**August–September 2025**

*Michael Bennett, General Manager*

*Sudden Valley Community Association*

As the vibrant energy of summer winds down and we prepare for a productive fall season, Sudden Valley remains active and engaged across all departments. Although summer brought drier-than-average weather—just 26.07 inches of precipitation year-to-date compared to 32.60 inches in 2024, our teams have maintained momentum in delivering community events, infrastructure projects, and essential services.

The Stage One Burn Ban issued earlier this summer by the South Whatcom Fire Authority remains in effect and triggers SVCA's automatic burn ban. Please remember:

- Only enclosed cooking fires using gas or charcoal are allowed.
- All recreational fires and open flames are prohibited, even if permitted elsewhere in Whatcom County.
- Violations may result in \$250 fines (first offense) and \$500 for repeat violations.

Thank you for your continued cooperation in safeguarding our forested community during fire season.

### **Community Events and Recreation**

- **Valley Fair 2025** was a great success thanks to the combined efforts of Maintenance, Recreation, and community volunteers.
- **Sudden Valley 5K** is scheduled for September and expected to be a seasonal favorite.
- **Trunk or Treat, Holiday Market & Tree Lighting** planning is well underway. Vendor applications are open, with strong early interest.
- **The Main Pool will close for the season on September 2**, following a successful summer. Lifeguard training and inspections were completed in August, and Marina enforcement activities are underway.
- **Facility improvements** include new rental forms, updated signage, and staff training to ensure excellent service and safety moving into fall.



## **Golf and Turfcare**

- **Highlights:**
  - Hosted the Building Industry Association of Whatcom County (BIAWC), Aslan Brewery, and Men's Invitational (124 players), the Mid-Summer Best Ball, and the Bucks & Does events.
  - Wrapped up the Ladies Club Championship.
  - Preparations are now underway for the 50th Annual Bellingham Amateur in late September.
- **Turfcare Team Achievements:**
  - Completed major irrigation mainline repairs on Holes #5 and #12.
  - Performed Verti-cutting, overseeding, and topdressing to maintain course quality.
  - Addressed a sanitary sewer overflow near Hole #15 in coordination with LWWSD.
  - Trained new staff and maintained consistent conditioning throughout the busy tournament season.

## **Maintenance and Facilities**

- Completed installation of crosswalk and signage on Marigold Drive and finished tree removals, road repairs, and painting across the community.
- Repaired or replaced critical assets including ADA lifts, playground equipment, signs, lights, and building access locks.
- Cleaned vandalized areas and completed refurbishment projects at the Clubhouse and Welcome Center.
- The department is now fully staffed and making progress on deferred maintenance, including pool winterization, pothole repair, park upgrades, and RV storage improvements.



## Elections and Budget Season

As we approach the fall Annual General Meeting and Budget season, please take note of the following important dates:

- **2025 Board and Committee Candidate Forums:**
  - **Tuesday, September 24** | 6:30 – 8:30 PM
  - **Friday, October 11** | 6:30 – 8:30 PM
  - Both are held at the **Sudden Valley Dance Barn**
- **Candidate Meet & Greet:**
  - **Saturday, October 26**, also at the Dance Barn
- **Election & Budget Mailing:**
  - Members will receive candidate statements, budget information, and voting materials between **September 22–24**.
- **Annual General Meeting (AGM) & Budget Approval Vote:**
  - **Saturday, November 1**, location and time to be confirmed.

We strongly encourage all members to participate, ask questions, and make your voice heard as we shape SVCA's leadership and financial future.

## Closing Thoughts

As previously outlined in the *Sudden Valley Views*, SVCA continues to develop a voluntary vehicle registration program to help improve data collection concerning the numbers of residents versus non-residents using SVCA parking and amenity facilities, security patrol effectiveness, and resident safety. Participating members will receive a small SVCA decal that can assist in identifying authorized resident and guest vehicles during routine patrols and emergency events.

With strong momentum across all departments, continued resident engagement, and cooler weather ahead, Sudden Valley enters the fall season with purpose and a strong sense of community spirit. Please stay engaged during the upcoming election cycle, continue observing burn restrictions, and help us maintain the beautiful, vibrant environment we all call home.

As always, thank you for your support.



# 2025

## SVCA Annual General Meeting & Election



## Measures and Meet-the-Candidates Booklet





Dear Members,

I can't believe another year has gone by so quickly! I want to start by thanking our current board members, our committees as well as our many committee members and of course our wonderful staff. As you are aware our General Manager will have to leave in December unfortunately due to family health issues. We want to wish him the best and a big heartfelt thank you for all that he has been able to accomplish in the short time he has been here.

Last year we saw the reemergence of the Finance Committee, the Long Range Planning Committee as well as the newly formed ad hoc Safety Committee. The Safety Committee has done an excellent job with their Firewise presentation as well as focusing on general safety concerns within the valley. A Task Force was formed to focus on STR's or short term rentals and their impact on the Valley. This has led to an upcoming by law change that will let us register these STR's in the Valley in a meaningful way.

Our Maintenance Department has been very busy all year working throughout the Valley performing facility maintenance, amenity maintenance and completing repairs on equipment as needed. Turf care is keeping our golf course looking great and along with our Golf Director, Kevin LeDuc has led us to another successful year. Our Rec staff once again partnered with the YMCA to bring back swimming programs to the Valley for the many young families in our community. I think we should all thank the numerous volunteers that have contributed countless hours to ensure that we have a vibrant community that we are able to call home.

Many projects were completed in 2025 with a couple more wrapping by years end. The area Z Maintenance building has been completely remodeled this year and the administration offices, the Library and the Club House have all had their exteriors repainted and the asphalt golf cart paths have all been brought up to par (pun intended).

Next year we are planning to resurface the Marina tennis courts along with new fencing. We also hope to make significant headway on removing Barn 6 (before it falls down) thus making way for a new pavilion or multi use structure. Our 2025 Roads Program is wrapping up with a number of scheduled resurfacing and culvert projects as well. I look forward to another great year next year in continuing to improve the community we love.

Keith McLean, SVCA Board President

**ONLINE E- BALLOTS**  
See information above under  
Section C. for e-ballot voting  
For each lot owned a separate  
ballot must be voted and  
**MUST BE SUBMITTED NO LATER**

**THAN:**  
**4:30pm (Noon) Friday**  
**October 31, 2025.**

**\*Out of Country Owners will need to provide postage on the return envelope.**

**If you have any questions, please contact the N&E Committee Chair at  
BODGibbs@suddenvalley.com or  
contact the Administration Office at 360-734-6430**

**If you need to replace your paper ballot, or do not receive a ballot by October 1, 2025, call UniLect's Election Services Ballot Request Center toll free at 866-466-6455. Operators are available 24/7 throughout the balloting period**



deadline for online voting is the same for mailed ballots, 4:30 PM on Friday, October 31, 2025.

#### D. VOTE IN-PERSON:

##### You must register to vote in-person.

In-person voter registration is Saturday, November 1, 2025, from 9 AM to 12:30 PM in the Community Center located at 8 Barn View Ct in Sudden Valley. You will be issued a new ballot at registration on which to cast your vote

##### Cast your new ballot.

You may mark your ballot during registration and deposit it in a ballot box at the Community Center or you can wait and bring your new ballot to the AGM and vote there.

#### E. VOTE BY PROXY

##### Obtain proxy forms.

Beginning October 1, 2024, a member wishing an original SVCA proxy form may address their written, signed, hard copy request to the N&E Committee, in care of the SVCA Admin Office, 4 Clubhouse Circle, Bellingham, WA 98229. Instructions to complete the form are included with the form.

##### Return proxy forms.

To be valid, you must return your completed proxy directly to the SVCA office in a sealed return envelope addressed to the N&E Committee in care of the SVCA Admin Office, 4 Clubhouse Circle, Bellingham, WA 98229 no later than 4:30 PM, Thursday, October 30, 2025.

**The Annual General Meeting starts at 1:00PM in the Dance Barn.**

##### **OUT-OF-STATE OR COUNTRY PROPERTY OWNERS**

**Protect your vote and  
ensure on-time delivery**

**Vote & Mail your Ballot early\***

**Ballots must be mailed by  
October 15<sup>th</sup>, but delivery by  
November 1<sup>st</sup> is not guaranteed**

**MAIL-IN BALLOTS  
MUST BE RECEIVED NO LATER  
THAN:  
12:00 PM (Noon)  
Friday, October 31, 2025**

##### **OWNERS WITH MULTIPLE PROPERTIES VOTING BY MAIL**

**Protect your vote and  
ensure on-time delivery  
Ensure ALL your Votes count!**

**Each paper ballot MUST be cast  
in its original Official Return  
Ballot Envelope with secrecy  
envelope.**

**Each ballot must be cast  
separately.**

**DO NOT place multiple ballots in  
a single envelope.**



## **Sudden Valley Community Association NOTICE OF ANNUAL GENERAL MEETING November 1, 2025**

Notice is hereby given that the Annual General Meeting of the Sudden Valley Community Association hereinafter referred to as the SVCA, will be held in the Dance Barn within Sudden Valley on Saturday, the 1<sup>st</sup> of November, 2025 at 1:00 PM, the purpose of which shall be to conduct Association business.

### **AGENDA**

- I. Call to Order
- II. Introduction of Parliamentarian
- III. Certificate of Quorum
- IV. Proof of Notice of Annual Meeting
- V. Approval of the 2024 AGM Minutes
- VI. Introduction of the Board of Directors Candidates
- VII. Introduction of the ACC Committee Candidate
- VIII. New Business:
  - a. Measure 1:  
Shall the SVCA's 2026 Annual Consolidated Budget of **\$8,103,858** be approved or rejected?
    - i. Presentation of Budget by the Treasurer
    - ii. Discussion\*
    - iii. Voting
  - b. Measure 2:  
Bylaw Amendment: Shall Article VI, Section 7. Leasing be amended to provide for fines for owners who fail to comply with SVCA Bylaws and required government regulations pertaining to the leasing or rental of their property in Sudden Valley.
    - i. Discussion
    - ii. Voting
- IX. Committee Reports
- X. President's Report
- XI. Treasurer's Report
- XII. General Manager's Report



- XIII. Property Owner Comments
- XVII. Election Results/Announcements
- XVIII. Adjournment

**All members are invited to attend the Annual General Meeting.  
Members must be present in-person to participate and count towards a quorum.**

*\*In order to give all members who wish to speak an opportunity to do so, individual comments may be limited by the Presiding Officer to 3 minutes in duration.*

#### **Article II Section 7(a) of the SVCA Bylaws:**

- (a) A member shall be entitled to one (1) vote for each lot which he/she owns as prescribed in paragraph (b) below.
- (b) At duly constituted Annual or Special General Meetings, each member in good standing may vote for candidates for the Board, candidates for the Nominations and Elections Committee and the Architectural Control Committee, and any other issues as determined by the Board. This vote shall be by ballot or in person at the meeting based on the number of lots owned.

All members, including those who are not in good standing, may vote on the proposed budget in person or by ballot. All members may vote in person on procedural issues raised at any meeting.

#### **Article I Section 2(a)**

- (a) A member "in good standing" is any person who is current in the payment of all annual dues and assessments and all special assessments, and any charges associated therewith for each lot owned, including any and all use fees and monetary fines or penalties established pursuant to these Bylaws. A member is "current in the payment" if such member has
  - (i) made payment in full, or
  - (ii) has entered into a written payment plan authorized by the Board of Directors (hereinafter referred to as the "Board") and is not in default thereof.

The 2025 Sudden Valley Community Association Annual General Meeting may be viewed live on SVCA's YouTube Channel at:

**<https://www.youtube.com/@suddenvalleycommunityassoc8743>**

## **METHODS OF VOTING**

**Follow Voting Instructions on backside of the Official Ballot  
CAREFULLY to ensure your vote is counted.**

### **VOTING INSTRUCTIONS:**

#### **Mailed Ballots**

**Sign the backside of the provided Return Envelope where indicated.**

Your vote will not count unless you sign the envelope. Your unique associated barcode is pre-printed onto the back of the Return Envelope. Do not remove or deface your name, lot and division number or your unique associated barcode. We must be able to identify your eligibility for your vote to count.

**Replacement Ballots:** If you need to replace your mail-in ballot, or do not receive a ballot by October 1, 2025, call UniLect's Ballot Request Call Center at 1-866-466-6455 as soon as possible. You will need to let Operators know you are with SVCA and provide further identifying information. Operators are standing by and available 24/7 throughout the balloting period. **THE DEADLINE FOR U.S. HOMEOWNERS TO REQUEST A REPLACEMENT PAPER BALLOT BY-MAIL IS 2:00 PM ON WEDNESDAY, OCTOBER 22, 2025.**

### **A. VOTE BY MAIL:**

#### **Vote & Mail your Ballot Early**

Your mail-in ballot must be received by mail in UniLect's post office box no later than 12 PM (noon) on Friday, October 31, 2025. Mailed ballots will be returned to SVCA Annual General Meeting & Election, Inspector of Elections, PO Box 171, Pacific Palisades, CA 90272-9817.

### **B. VOTE BY SVCA BALLOT BOX:**

#### **SVCA Ballot Box**

Drop your mail-in ballot into the SVCA Ballot Box no later than 4:30 PM on Friday, October 31, 2025. The SVCA Ballot Box is located inside the Clubhouse entrance at 4 Clubhouse Circle in Sudden Valley. **You must sign and use your return envelope to submit your ballot.**

### **C. ONLINE VOTING E-BALLOT:**

New in 2025 the option to vote your ballot online is being offered. If selecting this method an online consent form needs to be submitted to Administration that contains online contact information for you either an email address or cell phone number to receive an e-ballot from UniLect that you can then vote and submit. In addition to your ballot, instructions on how to vote and the Voter Booklet are included in the text and/or email. **The deadline to consent to receiving an e-ballot with SVCA is 12:00 Noon on Monday, October 27, 2025.** A confirmation email will be sent to you confirming your online ballot was received. A video and additional fact sheet is in the information online regarding the 2025 AGM. The



# Architectural Control Committee (ACC) Candidate



Terry Niblack

I moved to Sudden Valley in 2019 with my husband of 47 years after living in 17 states due to a childhood in a military family and an academic career in plant-related sciences. I generated research and extension publications, and trained students who themselves became productive practitioners and scientists.

My responsibilities as a department Chair and Senior Associate Dean at The Ohio State University included planning and completion of several capital improvement projects. My recognitions included election as Fellow of the Society of Nematologists and a Distinguished Alumni Award. Today, I serve as Mycologist for Skagit Gourmet Mushrooms, LLC.

## Measure 1 Proposed SVCA 2026 Annual Consolidated Budget

The Revised Code of Washington (RCW) 64.90.525 provides that the budget is ratified if not rejected by owners holding a majority of votes in the Association.

**Ballot:** Shall the SVCA’s 2026 Annual Consolidated Budget, which provides for assessment revenue of \$5,907,161 and non-assessment revenue of \$2,196,697 (total combined assessment & non-assessment revenue of \$8,103,858) be approved or rejected?

**Budget Explanation:** This measure presents the annual consolidated budget for Operations and Capital as follows:

*Note:* Based on a 95% collections rate on a total of 3,116 lots: 2,777 developed lots and 339 undeveloped lots.

2026 Consolidated Budget Revenue	
<u>Assessment Revenue</u>	
Operations	\$ 3,048,318
Capital Repair and Replacement Reserve Fund (CRRRF)	1,422,317
Roads Reserve Fund	1,411,305
Mailbox Reserve Fund	25,221
Total 2026 Budget Assessment Revenue	<u>\$ 5,907,161</u>
<u>Non-Assessment Revenue</u>	
Other Operating Revenue	<u>\$ 2,196,697</u>
Total 2026 Consolidated Budget- Assessment Revenue & Non Assessment Revenue	<u>\$ 8,103,858</u>

If this measure does not pass, then the ratified 2025 budget and the assessments noted therein will control.

**Recommendation:** The Board of Directors adopted this budget on 09/04/2025 and recommends approval and ratification by the membership.



The total monthly dues (operations and capital dues) for the proposed 2026 Annual Consolidated Budget are \$167.21 for a developed lot and \$158.79 for an undeveloped lot.

2026 Proposed Annual Assessment Summary				
Based on 2,960 Dues Payors				
Which represents a 95% collections rate based on a total of 3,116 lots (2,777 Developed Lots and 339 Undeveloped Lots)				
	Developed Lots (Monthly)	Developed Lots (Annual)	Undeveloped Lots (Monthly)	Undeveloped Lots (Annual)
Operations Fund	\$ 86.73	\$ 1,040.76	\$ 78.31	\$ 939.72
Capital Repair & Replacement Reserve Fund	40.04	480.48	40.04	480.48
Roads Reserve Fund	39.73	476.76	39.73	476.76
Mailbox Reserve Fund	0.71	8.52	0.71	8.52
<b>Total Proposed 2026 Dues</b>	<b>\$ 167.21</b>	<b>\$ 2,006.52</b>	<b>\$ 158.79</b>	<b>\$ 1,905.48</b>
Dollar Change from 12/31/2025 Dues	\$ 10.93		\$ 10.38	
Percent Change from 12/31/2025 Dues	7%		7%	



Sean Chaffee

I am an outdoor enthusiast who moved to Washington 3 years ago and quickly fell in love with Sudden Valley. I attended San Francisco State University, earning degrees in Political Science and Urban Studies & Planning.

My wife and I are raising three wonderful children, and for over a decade I have built my career in sales and marketing within the adult beverage industry.

I enjoy camping, fishing, snowboarding, and hiking long trails, and when I’m not working, I spend time exploring Washington, traveling, and making lasting memories with family, friends, and neighbors.

	2025 Projected	2026 Budget	Percent Funded on Start Date of January 1, 2026 on a Fully Funded Basis*
<b>CRRRF:</b>			
Forecasted Beginning Balance:	\$ 3,172,197	\$ 2,810,826	22%
Dues Income	1,415,752	1,422,317	
Investment Income	9,657	6,000	
Other Income	1,200	-	
Anticipated Barn 8 Refurbishment Loan Funds	-	4,000,000	
CRRRF Loan Payments	(333,039)	(333,039)	
Anticipated Barn 8 Refurbishment Loan Payments	-	(173,333)	
Expenditures (Actual, Obligated, & Forecasted)	(1,454,941)	(5,248,475)	
Forecasted Ending Balance	<b>\$ 2,810,826</b>	<b>\$ 2,484,296</b>	
<b>Roads Reserve Fund:</b>			
Forecasted Beginning Balance:	\$ 2,102,138	\$ 1,975,479	26%
Dues Income	1,458,646	1,411,305	
Investment Income	6,900	6,000	
Other Income	-	-	
Expenditures (Actual, Obligated, & Forecasted)	(1,592,205)	(1,429,334)	
Forecasted Ending Balance	<b>\$ 1,975,479</b>	<b>\$ 1,963,450</b>	
<b>Mailbox Reserve Fund:</b>			
Forecasted Beginning Balance:	\$ 151,970	\$ 178,245	61%
Dues Income	26,057	25,221	
Investment Income	218	400	
Expenditures (Actual, Obligated, & Forecasted)	-	-	
Forecasted Ending Balance	<b>\$ 178,245</b>	<b>\$ 203,866</b>	

\*2026 Budget Year Level II Reserve Study, Issued Date 8/22/2025



## Candidate Biographies

### Board of Directors Candidates



**Linda Bradley**

My name is Linda Bradley. I have lived in Sudden Valley since 1996. I am retired and enjoy my free time. I have served on various committees and the Board since moving here. I have two adult children, my daughter who also lives in Sudden Valley and my son who lives on Maui. I also became a grandmother last year and look forward to my trips to see my grandson. I have always remained involved in the Community and hope to have a positive impact if elected to the Board.

I co-founded The Animal Critical Care and Emergency Services hospital in 2003. In 10 years, the business grew to a midsize company and was sold in 2013. I obtained a MBA in 2016 and worked for a medical device company before moving to Sudden Valley in 2020.

I have belonged to several professional and leadership organizations. I have volunteered on several boards including the Lake Forest Park Planning Commission. I am currently volunteering at the Bellingham Food Bank and reside on the SV Finance Committee. I enjoy hiking, golfing, walking the dog, working out and meeting people.



**Jean Maixner**

My name is Jo Adams, and my husband and I chose Sudden Valley as the place to put down roots, raise our family, and enjoy the rare balance of natural beauty with access to nearby cities. Originally from the East Coast, I was drawn to this community's energy and the way neighbors look out for one another. At 37, I bring nearly two decades of experience in brand, communications, and marketing—managing multimillion-dollar budgets and building engagement for organizations large and small. I believe the board's role is about shared responsibility: keeping residents informed, heard, and included in decisions.



**Joseph Adams**

## Sudden Valley Community Association

### Proposed 2026 Consolidated Budget

#### AGM Measure 1

	2025 Budget Income & Expense Detail	2026 Budget Income & Expense Detail
<b>Income, Operations:</b>		
Dues, Operations	\$ 2,713,279	\$ 3,048,318
Golf Income	1,425,000	1,467,062
Marina Rental Income	230,301	242,857
Leases & Other Rental Income	70,000	88,678
Area Z Storage Rental Income	24,000	24,000
Views Advertising Income	40,000	40,000
New Home Construction Fee	100,000	185,000
Title and Recording Fees	40,000	35,000
Building Construction Compliance Fees & Fines	30,000	60,000
Recreation Center Pools Income	25,300	25,300
Other Income	22,900	28,800
<b>Total Income, Operations</b>	<b>4,720,780</b>	<b>5,245,015</b>
<b>Anticipated Expenditures, Operations:</b>		
Salaries/Wages & Benefits by Department:		
ACC / Security	(92,255)	(95,085)
Accounting	(389,737)	(401,668)
Administration	(472,420)	(447,726)
Facilities	(59,722)	(61,536)
Maintenance	(434,551)	(437,095)
Golf	(377,587)	(400,918)
Turf	(562,182)	(568,998)
Recreation and Pools	(272,790)	(386,943)
<b>Total Salaries &amp; Wages, by Department</b>	<b>(2,661,244)</b>	<b>(2,799,969)</b>
Other Expenditures:		
Covenants, Conditions, & Restrictions/Mandates	(482,120)	(525,120)
Maintenance & Landscaping	(490,560)	(531,447)
Contracted & Professional Services	(211,800)	(288,800)
Utilities	(236,137)	(235,387)
Administrative Expenses	(189,528)	(212,176)
Regulatory Compliance	(234,235)	(389,147)
Insurance	(210,156)	(254,469)
Other Expenses	(5,000)	(8,500)
<b>Total Other Expenditures</b>	<b>(2,059,536)</b>	<b>(2,445,046)</b>
<b>Total Expenses, Operations</b>	<b>(4,720,780)</b>	<b>(5,245,015)</b>
<b>Total Net Income from Operations</b>	<b>\$ -</b>	<b>\$ -</b>

**Note: Dues and Assessments are due on the first day of the billing period (1<sup>st</sup> of each month).**



## EXECUTIVE SUMMARY

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### The Budgeting Process

The Sudden Valley Community Association's (SVCA) budget is prepared every year. This annual budget is approved by the Board and voted on by the membership, to guide spending over the following calendar year. While maintaining the core concept of annual authorization, the annual budget is developed within a multiyear perspective through strategic and long-range planning, the preparation of a 10-year Capital Plan, and a 30-year Reserve Study.

Revenue and expenditure, as well as constraints on assessment increases, are considered together to determine annual budget targets. The budget covers all SVCA departments and operations, based on input and recommendations received from each department's manager. This process ensures the budget presented to the membership is a consolidated picture of operations and is voted on as a whole.

Sudden Valley's operating budget for 2026 balances \$5,245,015 in revenues with \$5,245,015 in expenditures.

### Factors Impacting the 2026 Budget

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- Dues and Assessments for 2026 calculated at an anticipated 95% collections rate. The year-to-date collections rate in July 2025 was 97.3%.
- Increase in hazardous tree removal costs of \$150,000 (150%) to address rising hazardous tree mitigation concerns.
- Anticipated increase in 2026 general Association insurance renewal costs of 15%.
- Increases in compensation and benefits in response to the Association's Union Collective Bargaining Agreement.
  - Payroll changes: 3% increase to Salaries & Wages as compared to 2025's actual rates, 10% increase in health care benefit costs per employee plan and estimated 401(k) matching costs.
- Anticipated increases in general fuel, utility, and repair and maintenance costs.
- Continued focus on financial best practices, cost savings, and efficiencies.
- Continued prioritization of funding Reserves for long-term capital improvements and major maintenance and repairs.
- A Roads Budget contribution of \$106,922 for major maintenance of ditches, culverts, and swales - per 2016 Special General Meeting (SGM).

### Linking Budgeting and Strategy

Successful organizations use strategic long-term planning to identify vital and measurable goals. SVCA's mission, vision, and strategic priorities act as the guiding principles for Association decisions and actions taken by both the Board and staff.

**Short Term Rentals. Any member or owner leasing or renting property for fewer than thirty (30) consecutive nights is considered a Short Term Rental (STR) under RCW 64.37.010 and shall be required to meet all County and State regulations applicable to STR's for such activity**

**Owners of a Short Term Rental (STR) shall be required to supply information register the property with the Association including the address of the property and any contact information for said property. Failure to do so will result in a fine for the owner of the property. A member in good standing who leases or rents his/her residential unit may not assign membership privileges to the transient tenants renting on a short term basis as assigning membership privileges requires the names of the tenants assigned the privilege.**

All occupants of any such lot, by occupying the lot, agree to abide by, and be subject to, all provisions of the Restrictive Covenants, these Bylaws and the Rules and Regulations of the Association, use restrictions, fines, penalties, or injunctive relief promulgated pursuant thereto by the Association or the Board, which govern the conduct of owners and which provide for sanctions against owners, notwithstanding the absence of any such agreement of the tenant set forth in such tenant's lease agreement.

~~If the Association agrees, the Lessor may delegate and assign to the Association the authority to evict the tenant on behalf of and for the benefit of the owner. In the event the Association proceeds to evict the tenant, any costs, including attorneys' fees and court costs, associated with the eviction shall be specially assessed against the owner, and shall be a personal obligation of the owner. Once membership rights are assigned by an owner, the owner shall not have privileges to use the amenities or facilities unless otherwise provided by resolution of the Board.~~



## BYLAW AMENDMENT

Requires approval by 2/3 of the members voting to pass.

### Measure 2

**Ballot:** Shall Article VI, Section 7. Leasing be amended to provide for fines for owners who fail to comply with SVCA Bylaws and required governmental regulations pertaining to the leasing or rental of their property in Sudden Valley.

**Explanation/Purpose:** The current Bylaw language lacks penalties for members or owners who lease their properties without notifying the Association. Although there are many properties being leased, compliance with the Bylaws in providing necessary information is not occurring. This information is critical for the Association to respond to complaints and to monitor usage of facilities.

Short Term Rentals provide an even greater opportunity for owners to rent their properties without notifying the Association. In addition, there are County and State regulations regarding short term rentals that owners must comply with to lease or rent their properties. This amendment is intended to enhance member compliance with the Bylaws and applicable laws.

**Detailed Changes:** ~~{Text as added, or as deleted.}~~

**Section 7. Long Term Leasing.** A member or owner may lease or otherwise transfer use or occupancy of any lot for residential purposes only. The term "tenant" as used herein is defined as a person(s) to whom a member(s) has extended use of his/her lot as evidenced by a written lease or rental agreement. **The lease or rental agreement and the name of the property manager (if different from the owner) a copy of which shall be filed with the Association prior to the commencement of each rental period. Failure to provide a copy to the Association will result in a fine as defined in the Fee and Fine Schedule to the owner of the property.** Neither the lease nor the rental agreement shall relieve or release owners from obligations and responsibilities incidental to their membership, including the personal obligation to pay annual dues and assessments, special assessments, **fines**, or charges associated therewith. If an owner rents to another member in good standing, then the owner need not assign his membership rights and privileges.

~~Only one (1) couple with their dependents, or not more than three (3) unrelated adults, are permitted in any one (1) single family dwelling unit and are considered tenants for amenity use purposes.~~

A member in good standing who leases his/her residential unit may assign membership privileges to the tenant; provided, however, that the tenant shall have no right to vote or right to notice of any regular or special meeting of the Association. Privileges shall be reinstated automatically upon expiration of the lease.

### 2026 Operational Budget Background

Recent challenges are reflected in the 2026 budget. Specifically, expected increases in hazardous tree removal, payroll expense, property & casualty insurance, fuel, and utilities were accommodated. Additionally, the prioritization of the maintenance of infrastructure and facilities, a significant goal of previous budgets, has been continued.

Although the 5-year Recreation Special Assessment – which included recreation, pools, and parks – expired in May of 2023, there continues to be no plan to reinstate use fees for these facilities in 2026. Also of note, insurance costs increased by another \$35,804, or 19.5%, upon renewal in June of 2025.

Funds collected because of the proposed 2026 dues increase of 7% will be largely allocated to operations, and \$1.41 of the monthly dues increase will be further allocated to the CRRRF capital fund.

### RESERVE STUDY

The Association had a 2026 Budget Year Level II Reserve Study, issued date 8/22/2025, performed which meets the requirements of RCW 64.90.550. The 2026 Budget Year Level II Reserve Study is an annual update with a visual site inspection. The Association has three separate Reserve Studies: one (1) for the Capital Repair and Replacement Reserve Fund (CRRRF); one (1) for the Roads Reserve Fund; and one (1) for the Mailbox Fund.

Reserve Studies are supplemental to the maintenance and operating budget of the Association. A Reserve Study is a budgeting and planning tool that assists with long-term capital planning by identifying the current status of the reserve fund and provides an equitable funding plan to offset ongoing deterioration. When created and implemented properly, a Reserve Study aids the Association in ensuring sufficient funds are available when anticipated major common area expenditures actually occur.

The 2026 Budget Year Level II Reserve Study (update with visual site inspection) was performed by SmartProperty (Reserve Study Professionals). SmartProperty used an interest rate of 2% and an inflation rate of 4%. SmartProperty is an independent firm not affiliated with the SVCA.

**The following information from the 2026 Budget Year Level II Reserve Study is required by law to be included in the Budget Measure.**



The starting 2026 Budget Year Level II Reserve Study fully funded balance deficits per unit are as follows for the three separate funds:

CRRRF Fund: (\$3,289.64) deficit per unit  
 Roads Fund: (\$1,797.89) deficit per unit  
 Mailbox Fund: (\$36.82) deficit per unit

The 2026 Budget Year Level II Reserve Study is available on the SVCA Resident Resources website: <http://suddenvalley.com/residents-resources/>

The following table represents the current (deficiency) per member per month in budgeted dues collections to meet the annual contribution requirements outlined in the 2026 Budget Year Level II Reserve Study on both a fully funded and baseline funded basis for the combined monthly totals of the CRRRF Fund, Roads Fund, and Mailbox Funds over the next 30 years. The 2026 Budget Year Level II Reserve Study is calculated to achieve a targeted fully funding goal of 100% in 30 years by 2055. Additionally, the recommended funding plan for the CRRRF Fund, Roads Fund, and Mailbox Fund by SmartProperty (Reserve Study Professionals) is the Fully Funded Plan.

2026 Budget Year Level II Reserve Study, Issued Date 8/22/2025					
Calculated internally using Reserve Study.					
Year	Fully Funded Method Projection		Fully Funded Method Projection		Baseline Funding Model Projection
	Current (Deficiency) Per Member per Month to Meet		Monthly Contribution Per Member to Meet Annual		Current (Deficiency) Per Member per Month to Meet
	Annual Contribution		Contribution		Annual Contribution
2026	\$	(19.03)	\$	99.51	\$ 5.34
2027		(22.02)		102.50	3.08
2028		(25.09)		105.57	0.76
2029		(28.26)		108.74	(1.63)
2030		(31.52)		112.00	(4.09)
2031		(34.88)		115.36	(6.63)
2032		(38.34)		118.82	(9.24)
2033		(41.91)		122.39	(11.93)
2034		(45.58)		126.06	(4.17)
2035		(49.36)		129.84	(6.71)
2036		(53.26)		133.74	(9.33)
2037		(57.27)		137.75	(12.02)
2038		(61.40)		141.88	(14.80)
2039		(65.66)		146.14	(17.65)
2040		(70.04)		150.52	(19.25)
2041		(74.56)		155.04	(22.24)
2042		(79.21)		159.69	(25.33)
2043		(84.00)		164.48	(28.50)
2044		(88.93)		169.41	(31.77)
2045		(94.01)		174.49	(35.14)
2046		(99.25)		179.73	(38.60)
2047		(104.64)		185.12	(42.18)
2048		(110.19)		190.67	(45.86)
2049		(115.91)		196.39	(49.65)
2050		(121.81)		202.29	(137.00)
2051		(127.87)		208.35	(27.53)
2052		(134.12)		214.60	(30.77)
2053		(140.56)		221.04	(34.11)
2054		(147.19)		227.67	(37.55)
2055	\$	(154.02)	\$	234.50	\$ (41.09)

Note: Year 2026 factors in a four million dollar loan CRRRF reserve contribution to finance the 2026 Barn 8 refurbishment project.



# VOTING INSTRUCTIONS FOR SVCA ANNUAL GENERAL MEETING

## MAKE SURE YOUR VOTE COUNTS. CAREFULLY FOLLOW BALLOT INSTRUCTIONS.

You have just received your Official Ballot Packet which includes: a Voter Booklet, the Official Ballot (located on the backside of these instructions), one (1) Secret Ballot Envelope, and (1) pre-addressed, postage prepaid Return Envelope.

Please refer to the enclosed Voter Booklet for detailed information on the Measure(s) and Candidates running for election, to help you make an informed decision.

For the Board of Directors race, three (3) of the four (4) candidate(s) with the highest vote totals will have three (3) year terms. For the Architectural Control Committee (ACC), the candidate will have a three (3) year term. There are no candidates for Nominations and Election Committee (N&E).

The Ballot Count Process will take place on Saturday November 1, 2025, at the SVCA Community Center located at 4 Barn View Circle Bellingham, WA 98229. The counting process will be recorded and provided online for members.

Important: This year, Sudden Valley has introduced the opportunity to vote online via an e-ballot that was emailed/texted to owners who consented to receiving their Official Ballot electronically. Instructions to vote and the Voter Booklet was included in the email/text e-ballot transmission. If you wish to vote by e-ballot but did not provide Sudden Valley with your consent, reliable email and cell phone number, you must first contact Sudden Valley Staff at: <https://suddenvalley.com/register-for-online-voting/>.

The deadline to consent to receiving an e-ballot with SVCA is 12:00 Noon on Monday, October 27, 2025. SVCA Staff will then directly provide UniLect Election Services with your email/cell information, and UniLect will email and text you your e-ballot. If you did previously sign-up to receive an e-ballot and are having issues locating your e-ballot, please check your Spam (or text messages) again. E-ballots were sent to all consenting members at 9:00 a.m. on September 24, 2025. If you still cannot locate your e-ballot, call UniLect's Ballot Request Call Center at 1-866-466-6455 and be sure to say you are requesting an e-ballot emailed/texted to you and leave both your email and cell phone number. (Cell phone numbers are best for delivery of e-ballots.)

IF MAILING YOUR BALLOT, MAIL AS EARLY AS POSSIBLE TO ENSURE IT IS RECEIVED AT THE INSPECTOR OF ELECTIONS POST BOX WELL BEFORE THE DEADLINE OF 12:00PM FRIDAY, October 31, 2025.

### TO VOTE:

On the backside of these instructions is your Official Ballot. Do not exceed the total number of candidate(s) to be elected in each section, or that portion of your ballot will become void. Only choose one (1) response for the Measure(s), or that portion of your ballot will become void. Fewer candidates than the actual number of vacant positions indicated on the ballot have submitted their candidacy for the ACC Committees and no candidates submitted an application for N&E. SVCA Election Rules do not allow Write-In Candidates on the Official Ballot.

USING A BLUE OR BLACK INK PEN OR BLACK SHARPIE, COMPLETELY FILL IN THE BUBBLE LOCATED TO THE LEFT INDICATING YOUR CHOICE FOR EACH CANDIDATE, MEASURE, AND ADVISORY VOTE.

1. Fold your Official Ballot and place inside the Secret Ballot Envelope provided and seal.
2. Place the Secret Ballot Envelope inside the larger prepaid Return Envelope addressed to SVCA Annual General Meeting & Election; UniLect/Inspector of Elections, PO Box 4569, Paso Robles, CA 93447.
3. YOU MUST SIGN YOUR NAME ON THE BACK OF THE RETURN ENVELOPE IN ORDER FOR YOUR VOTE TO COUNT.
4. MULTIPLE LOT OWNERS: EACH BALLOT FOR EACH LOT MUST BE SUBMITTED IN THE INDIVIDUAL ENVELOPE PROVIDED FOR RETURN.
5. DO NOT REMOVE OR DEFACE YOUR NAME, DIVISION, LOT OR YOUR UNIQUE ASSOCIATED BARCODE PRE-PRINTED ONTO THE BACK OF THE RETURN ENVELOPE. WE MUST BE ABLE TO IDENTIFY YOUR ELIGIBILITY IN ORDER FOR YOUR VOTE TO COUNT.

SEE PAGES 17-19 OF THE VOTER BOOKLET FOR CHOOSING YOUR METHOD OF VOTING

A. BY MAIL    B. BY E-BALLOT    C. DROP OFF    D. IN PERSON

### REPLACEMENT BALLOT:



If you need to replace your paper ballot or do not receive your paper ballot by October 1, 2025, call UniLect's Ballot Request Call Center, toll free, at 1-866-466-6455, as soon as possible, to request a Replacement Ballot. You will need to let operators know you are with SVCA and provide further identifying information. Operators are standing by and available 24/7 throughout the balloting period.

**THE DEADLINE FOR U.S. HOMEOWNERS TO REQUEST A REPLACEMENT PAPER BALLOT BY-MAIL IS 2:00 PM ON WEDNESDAY, OCTOBER 22, 2025.**

IF YOU PREVIOUSLY SIGNED UP TO RECEIVE AN E-BALLOT AND CANNOT LOCATE IT AFTER CHECKING YOUR EMAIL/SPAM AND/OR TEXT MESSAGES, THE DEADLINE TO HAVE ANOTHER E-BALLOT SENT TO YOU IS WEDNESDAY, 12:00 NOON ON OCTOBER 29, 2025. SEE ABOVE FOR IMPORTANT INFORMATION ON CONTACTING SVCA TO CONSENT TO RECEIVE AN E-BALLOT IF YOU HAVE NOT PREVIOUSLY DONE SO. YOU MUST CONTACT SVCA STAFF TO INITIATE CONSENT TO RECEIVE AN E-BALLOT NO LATER THAN MONDAY, OCTOBER 27, 2025.

Replacement ballots ARE NOT available through the Administration Office. ALL BALLOTS ARE ISSUED BY UNILECT.





## Annual General Meeting

November 1, 2025

To vote select the candidate(s) or measure(s) of your choice  
by filling in the ☐ next to your choice.

### BUDGET

#### Measure 1.

Shall SVCA's 2026 Annual Consolidated Budget, which provides for assessment revenue of \$5,907, 161 and non-assessment revenue of \$2,196,697 (total combined assessment and non-assessment revenue of \$8,103,858) be approved or rejected?

Approve ☐ Reject ☐

### BYLAW AMENDMENT

#### Measure 2.

Shall Article VI, Section 7. Leasing be amended to provide for fines for owners who fail to comply with SVCA Bylaws and required governmental regulations pertaining to the leasing or rental of their property in Sudden Valley.

Yes ☐ No ☐

### CANDIDATES

#### Board of Directors

Choose No More Than 3

Linda Bradley ..... ☐

Jean Maixner ..... ☐

Joseph Adams ..... ☐

Sean Chaffee ..... ☐

#### Board Openings

The Board has three (3) open positions for the election. The three (3) directors will each have a three (3) year term. based on cumulative votes for each.

#### ACC Committee

Terry Niblack ..... ☐

#### N&E Committee

There are no candidates for the N&E Committee





## **Sudden Valley Community Association**

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

# **APPROVAL REQUEST MEMO**

**To:** Executive Team, Sudden Valley Community Association Board of Directors  
**From:** Michael Bennett, General Manager; Greg Wadden, Golf Course Superintendent  
**Date:** September 11, 2025

## **Approval Request – Lake Louise Fragrant Water Lily Abatement (AquaTechnex, LLC)**

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### **Purpose**

To request Board approval for the engagement of AquaTechnex, LLC to perform aquatic herbicide treatments on Lake Louise in Fall 2025 and Spring 2026 under the existing SVCA Aquatic Pest Control Permit (WAG994472).

### **Background**

Lake Louise, a 36-acre recreational lake owned by SVCA, has historically been treated for invasive fragrant water lilies. Until 2021, a licensed SVCA Golf Department employee applied approved aquatic herbicides under the Association's Washington State Department of Ecology Aquatic Pest Control Permit. Following the departure of that licensed applicator, SVCA has not performed treatments, resulting in significant regrowth of invasive lilies.

The current overgrowth has now impacted water quality, recreational use, and aesthetic values of Lake Louise. Fragrant water lilies are considered invasive, and unchecked expansion poses ecological and community use risks.

SVCA continues to maintain its Department of Ecology Aquatic Pest Control Permit No. WAG994472), which authorizes the application of herbicides under an approved management plan.

### **Analysis**

SVCA staff evaluated two options:

#### **1. In-house Application:**

- Cost savings from the permit already in place.
- No current licensed staff applicator available.
- Risk management concerns with liability, safety, and lack of professional expertise.
- Would require recruitment and certification of new personnel, with training timelines extending beyond the current treatment season.





## **Sudden Valley Community Association**

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

### **2. Professional Contractor (Recommended):**

- AquaTechnex Proposal: \$3,150 treatment, plus \$750 mobilization and \$300 shoreline/resident notification, for a total of \$4,200 per treatment.
- AquaTechnex is a professional aquatic management company with extensive Pacific Northwest experience, industry-leading reputation, and consistently strong customer satisfaction.
- They will use SVCA's existing Aquatic Pest Control Permit, saving SVCA permit application costs and delays.
- Professional risk management: trained, licensed applicators; proper safety and compliance protocols; and liability transfer from SVCA to contractor.

The vendor indicates that 1–2 treatments per year, applied over several years, will be required to bring invasive lilies under long-term control.

### **Requests**

Staff requests Board approval to contract with AquaTechnex, LLC as the sole source provider for aquatic herbicide treatment of Lake Louise, with the following authorization:

- Approve an initial treatment in October 2025 under SVCA's existing aquatic pest control permit.
- Approve a follow-up treatment in Spring 2026.
- Direct staff to include ongoing aquatic plant management in future Reserve Study and operating budget planning to provide annual or semi-annual treatments as needed.

### **Motion**

Move that the Board of Directors authorizes the General Manager to contract with AquaTechnex, LLC for aquatic herbicide treatments of Lake Louise under SVCA's Aquatic Pest Control Permit (WAG994472), including one treatment in October 2025 and one follow-up treatment in Spring 2026, with a combined not-to-exceed budget of \$8,400 funded from 6110 - Landscape R&M.

### **Approval**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Keith McLean, SVCA Board President





*"Advancing the Science of Lake Management"*

P.O. Box 118  
Centralia, WA 98531  
Tel: 360-330-0152  
Fax: 360-330-0174  
[www.aquatechnex.com](http://www.aquatechnex.com)

Sudden Valley Homeowner's Association  
Attn: Greg Wadden  
Re: 2025 Lily Control Potential Scope of Work and Cost Estimate

Greg,

The following provides a recommended scope of work for White Water Lily control at Lake Louise in 2025. Also included is a tentative schedule and cost estimate for proposed lake management activities. Please review at your convenience and contact me with any questions or comments.

## **Scope of Work**

Prior to completing any treatment activities, coverage under the Aquatic Plant and Algae Management General Permit must be secured. The Washington State Department of Ecology issues permits to allow for chemical treatments for the management of aquatic noxious weeds, native nuisance plants, and algae. The chemicals are limited to a specific list of aquatic labeled herbicides, algacides, biological water clarifiers, adjuvant, marker dyes, shading products, and phosphorous sequestration products. AquaTechnex will apply as the permittee with Sudden Valley Homeowners or Golf Course as the Sponsors. There is an annual fee for maintaining coverage under the permit that is assessed by the Department of Ecology. Tasks to be completed by AquaTechnex to secure coverage are detailed below:

### **1. Permitting**

Task 1: Secure coverage under NPDES Aquatic Plant and Algae General Permit.

- Submit a complete permit application (Notice of Intent or NOI), containing all required information, maps, and signatures, to Ecology at least sixty days before starting the activity.

Task 2: Complete notification requirements specified in the guidelines of the Aquatic Plant and Algae Management Permit.

- Publish public notice twice, one week apart, in newspaper of general circulation.
- Mail or hand deliver public notice to all potentially affected waterfront residents within one week of publishing first newspaper notice.
- Mail or hand delivery Business and Residential notice 10 to 42 days prior to initial application.
- Post private and publicly owned shoreline areas (8.5 x 11 inch signs) and (2 feet x 3 feet signs) at public access areas no more than 48 hours prior to each treatment.
- Removal of shoreline notification signage is required to take place once the water use restriction window described on the signs has ended.



## **2. White Water Lily Treatment**

White water or Fragrant Water Lily is a bottom-rooted perennial. It has long, branched stolons extending up to 3.25 feet or more and lie just beneath the water's surface. The nodes on the stolons typically produce a plant and many thread-like roots. Unmanaged fragrant water lily can form dense stands in water that can cover hundreds of acres and can persist until senescence in the fall. It can restrict lake-front access, eliminate swimming opportunities, and outcompete native aquatic vegetation. Fragrant Water Lily is listed as a class C noxious weed by the Washington State Noxious Weed Control board and control is recommended.

There are a few options for systemic herbicides registered by the EPA for aquatic applications. These herbicides control a large variety of annual and perennial weeds such as White Water Lily, Purple Loosestrife and Yellow Flag Iris. The active ingredients move through the plant from the point of foliage contact to and into the root system. Extremely cool or cloudy weather following treatment may slow the activity of this product and delay visual effects of control. Visible effects include gradual wilting and yellowing of the plant which advances to complete browning of above-ground growth and deterioration of underground plant parts.

For lily work AquaTechnex will keep a close eye on weather forecasts to select a day that will work best, no rain and favorable wind conditions. Controlling lilies is challenging with respect to weather and no recreational activities. The herbicide must remain on the lily pads for approximately two hours to become rain-fast so boat/wind driven waves do not wash the herbicide off the pad. Given these challenges, it may require more than one day to complete one round of control. Moreover, any lily pads run over by the application boat will not be controlled and will require control during the follow-up treatment. Treatment is most efficacious when completed in late-summer to fall when all of the floating leaves of the lilies have reached the surface.

AquaTechnex will pre-post the shoreline notification the day prior to application. On average, the best time to complete lily control is from about dawn to around noon prior to wind picking up as well as when most recreation activities begins. A team of two biologists will deploy a boat which will be most effective for the lily treatment. AquaTechnex will use one of the following boats to best reach control areas and minimize washing product off the lily pads; Airboat, 10 ft. john boat, or 16 ft. Lund boat.



## Estimated Costs for Potential Scope of Work

The following provides estimates for lake management tasks that may be included in the scope of work for this project. As mentioned previously, site assessment and stakeholder input will be required prior to determining more accurate costs for services.

### Permit Compliance Activities

Permit Filing.....	\$250.00
Newspaper Public Notice.....	\$800.00-\$1,500.00
Public Notice Delivery to Each Lakefront Property.....	\$200.00
Annual Permit Fee (Assessed by DOE).....	\$750.00
Annual Business and Residential Notice.....	\$200.00
Shoreline Notification.....	\$100.00/Trip

**Treatment Mobilization..... \$750.00/Trip**

Note: Mobilization fee is assessed per trip to project area. Typically mobilization fee is calculated at 60 cents a mile from our office and \$45.00 per hour per employee for travel time.

**Systemic Herbicide .....\$350.00/Acre**

Note: Follow-up treatments are typically required to achieve full coverage over a few years to completely eradicate the weeds.

Thank you for your consideration. We look forward to working with your group. Please feel free to contact Braden O'Neil with any questions or concerns.

Braden O'Neil  
Aquatic Specialist  
AquaTechnex, LLC.  
PO Box 118  
Centralia, WA 98531  
oneilb@aquatechnex.com  
Cell: (360) 827-2196



Mail Date: 8/19/2025



PERMIT NUMBER: WAG994472  
SUDDEN VALLEY COMMUNITY ASSOC  
SUDDEN VALLEY

FY 2026 Fee Invoice  
Water Quality Program  
Aquatic Pest Control Permits

**Responsible Party**  
  
GREG WADDEN  
4 CLUBHOUSE CIR  
BELLINGHAM, WA 98229-2735

FY 2026 Fee Amount	\$530.00
FY 2026 Invoiced Amount	\$530.00
Total Due	\$530.00

Invoice Number	Mail Date	Billed	Paid	Due	Due Date
26-WAG994472-1	08/19/2025	\$530.00	\$0.00	\$530.00	10/03/2025

This invoice covers Fiscal Year 2026 (July 1, 2025 through June 30, 2026).

Please send check or money order in US currency payable to  <b>WASHINGTON STATE DEPARTMENT OF ECOLOGY</b>  <b>(DO NOT SEND CASH)</b>		<b>Mail the payment with the payment voucher / coupon to:</b>  Washington State Department of Ecology Cashiering Unit PO BOX 47611 Olympia, WA 98504-7611
<b>You can pay via credit card (convenience fees apply) or echeck at <a href="https://apps.ecology.wa.gov/ecepay/">https://apps.ecology.wa.gov/ecepay/</a></b>  <b>Questions?</b> Direct questions regarding the permit fee assessment to the Water Quality Fee Unit at (800) 633-6193 /Option 2 or via email at <a href="mailto:wqfeeunit@ecy.wa.gov">wqfeeunit@ecy.wa.gov</a>		

-----Detach and return this payment voucher with your check or money order.-----

Water Quality Program  
Aquatic Pest Control Permits

Invoice	26-WAG994472-1
Sudden Valley	

Total Amount Due	\$530.00
Coding	176-WWD-02-86-000196

**Billing Contact**

ATTN: DAVEY HIGASHI  
SUDDEN VALLEY COMMUNITY ASSOC  
4 CLUBHOUSE CIRCLE  
BELLINGHAM, WA 98229-2735

**Mail payment to**  
Washington State Department of Ecology  
Cashiering Unit  
PO BOX 47611  
Olympia, WA 98504-7611



You have a right to appeal this action. The appeal process is governed by Chapter 173-224-100 WAC. To appeal, you must do the following:

- Submit your appeal to the Water Quality Fee Unit no later than the fiscal year's first billing due date.
- State the reason(s) you believe the Department's determination is contrary to the requirements of Chapter 90.48.465 RCW and the specific actions you request that are consistent with those requirements.



## **RESOLUTION TO ESTABLISH THE GENERAL MANAGER SEARCH COMMITTEE SUDDEN VALLEY COMMUNITY ASSOCIATION**

**WHEREAS** Article V, Section 1 of the Sudden Valley Community Association (SVCA) Bylaws requires committees established by the SVCA Board of Directors (Board) to be created utilizing a resolution, and

**WHEREAS** the resolution is required to identify and describe the responsibilities of the ad-hoc committee being established,

**THEREFORE**, be it resolved that the Sudden Valley Board of Directors hereby establishes the General Manager (GM) Search Committee. This charter will expire at such time as the Board has approved and entered into a contract for a new GM.

### **I. Membership:**

The members of the GM Search Committee shall consist of two (2) SVCA Board Executives, and one (1) additional appointed director. The committee once formed shall vote to designate the chair of the committee. Two (2) additional members shall be selected from among SVCA Senior Management staff by the committee.

### **II. Meetings and procedures:**

The GM Search Committee shall meet as needed to accomplish its purpose and responsibilities. The members of the committee need to be as flexible as possible to allow for possible multiple meetings in a week if necessary. The committee will determine the meeting schedule and method of conducting the meetings. Meetings will only be open to the committee members and any individual that the committee may invite to join them to provide for the timely completion of its responsibilities.

The committee will work in consultation with Prothman, the executive search company. The committee should seek to ensure as much transparency as possible while protecting the integrity and confidentiality of the search process.

### **III. Accountability:**

The GM Search Committee is accountable to the Board. The Committee Chair or designated spokesperson will provide confidential timely updates to the SVCA Board. The Board intends that committee members: are committed to the best interest of the Association; maintain a record of actions and minutes of the committee's meetings; and maintain strict confidentiality where appropriate. All members are expected to attend every meeting; members must be capable of making the committee a priority throughout the process. Bi-monthly updates will be provided to the Board on the progress of the committee.

### **IV. Purpose:**

The purpose of the GM Search Committee is to work with the recruitment company. The firm will assist the committee in developing a schedule, strategy, and materials to successfully solicit candidates for the position of General Manager the Board can select from. The committee will collaborate with the selected firm, the Board, and staff, to assist with implementing the search process. Time is of the essence, and every effort will be made by the committee to find a suitable candidate to allow adequate time for onboarding for the GM position.



## V. Responsibilities:

The committee shall:

1. Collaborate with the recruiting firm who will guide the committee and the Board through the search process:
  - i. Develop a schedule of the process to ensure the committee stays on track and maintains time-sensitive recruitment milestones.
  - ii. Develop a recruitment strategy with the selected firm to meet the needs of the Association.
  - iii. Work with the Board and staff to solicit feedback regarding attributes and qualifications desired in the next GM.
  - iv. Conduct a comprehensive national search to recruit a pool of well-qualified candidates.
  - v. Provide potential candidates with information about Sudden Valley including summary information about the finances, including ongoing and planned capital projects and challenges that the community faces.
  - vi. Inform the Board of potential candidates that have been provided by the recruitment firm based on the criteria and characteristics identified in the job description and leadership profile.
  - vii. Present the Board with a list of potential semi-finalists of those candidates who present the strongest qualifications for approval.
  - viii. Set-up interviews with recognized finalists for Board review and consideration.
  - ix. The SVCA Board will select and appoint the next General Manager from the final candidates that were presented to the Board.

THIS CHARTER OF THE GENERAL MANAGER SEARCH COMMITTEE of the Board of Directors of the Sudden Valley Community Association has been duly approved and adopted by the Board on the 11<sup>th</sup> day of September 2025.

### Directors vote:

Keith McLean	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Taimi Van De Polder	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Linda Bradley	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rick Asai	Yes <input type="checkbox"/>	No <input type="checkbox"/>
AJ Tischleder	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Laurie Robinson	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stu Mitchell	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ray Meador	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tom Henning	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed: \_\_\_\_\_  
Keith McLean, President