



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Finance Committee Regular Meeting

September 17th, 2024, 6:30 PM, REMOTE via Zoom

<https://us02web.zoom.us/j/83670070736?pwd=UXVCdG1ZQTFSaGFURE9lbThldWV0dz09>

I. Call to Order

II. Land Acknowledgment and Anti-Racism Statements

Land Acknowledgment

We acknowledge that we are gathered today on the ancestral homelands of the Coast Salish Peoples.

Anti-Racism Statement

The Sudden Valley Community Association (SVCA) stands firmly against racism in all forms.

III. Roll Call

Committee Members:

- Rick Asai, Chair
- Taimi Van de Polder, Vice-Chair
- Kathy Hallet
- Rob Gibbs
- Mary Quinn
- Jean Maixner

IV. Adoption of Agenda

V. Approval of Minutes

- Approval of Minutes - August 20, 2025

VI. Announcements

VII. Financial Statements Review

- July - 2025 Financial Statements Review - Joel

VIII. Continuing Business

- a. None

IX. New Business

- a. Capital Request – 2025 Computer Replacements
- b. Capital Request – AV Projector and Screen Acquisition

X. Adjournment

Next meeting: October 15, 2025, 6:30 pm, Zoom



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CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager, and Spencer Huston, IT Specialist
Date: September 25, 2025
Subject: Capital Request – Computer System Replacements

Purpose

The purpose of this request is to seek Board approval to allocate funds from the CRRRF budget for the replacement of outdated desktop and laptop computers that cannot support Windows 11 following the retirement of Windows 10 on October 14, 2025.

Background

SVCA currently maintains 30 computers in different departments. Of these, 19 machines cannot run Windows 11 and will require replacement before Microsoft terminates Windows 10 support. Running unsupported operating systems creates significant cybersecurity risks as patches and security updates are no longer issued.

To maintain operational integrity and compliance, the IT Department recommends replacing 14 desktops and five laptops. Several desktop units will be replaced with laptops to provide staff with portability and remote access when necessary.

Analysis

Microsoft will retire support for Windows 10 on October 14, 2025, which means no further security updates or system patches will be released. Running unsupported operating systems exposes the Association to:

- Cybersecurity risks – vulnerabilities that can no longer be patched may be exploited by malware or hackers.
- Operational disruption – third-party software vendors will phase out support for Windows 10, limiting compatibility and functionality.
- Regulatory and insurance concerns – failure to maintain secure systems may increase liability exposure in the event of a breach or data loss.
- Productivity impacts – staff would face potential downtime or restricted use if critical applications are no longer supported.

Replacing outdated equipment now ensures that SVCA's systems remain secure, reliable, and compliant, while minimizing the risk of costly disruptions.



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Funding

- CRRRF Allocation (SYSTEM: Computer Systems): \$21,632
- Estimated Project Cost: \$13,680 (before taxes, shipping, and potential price fluctuations)
- Balance Remaining: ~\$7,952 (available for future upgrades, peripherals, and audio/visual meeting equipment if needed)

This project is expected to be completed well under budget.

Proposed Equipment

- Dell Pro Micro Desktop – \$639/unit
 - Intel Core i3-14100T processor
 - 8GB RAM
 - 256GB SSD (expandable if required)
- Dell Pro 16 Laptop – \$739/unit
 - Intel Core 5-120U processor
 - 16GB RAM
 - 256GB SSD (expandable if required)

Request

Management requests approval of the replacement purchase to ensure operational security, compliance with industry best practices, and continuity of services to the community.

Motions

Move that the Board of Directors approve the expenditure of up to \$13,680 from the CRRRF line item 'Computer Systems' for the replacement of 19 computers (14 desktops and five laptops), as recommended by Management.

Finance Committee Review

Recommended: _____ Not Recommended: _____ Finance Committee

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



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CAPITAL

REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Michael Bennett, General Manager

Date: September 25, 2025

Subject: Capital Request – Projector and Screen Acquisition

Purpose

To request Board approval for the purchase of a new Panasonic projector, a used Draper projection screen, and a used InFocus projector (for spare/office use) to support large-room meetings, presentations, and community events.

Background

SVCA frequently hosts community meetings, Board meetings, training sessions, and events that require reliable projection equipment for large-screen displays. Current equipment is rented, outdated and insufficient for larger venues within Sudden Valley.

We have identified the need for a higher-lumen, professional-grade projector paired with a large-format projection screen to serve the Dance Barn, Multi-Purpose Room, and other event spaces.

Our AV vendor has offered a used Draper 16x9 projection screen and a used InFocus projector at discounted costs. A new Panasonic PT-VMZ61 projector is also available through Amazon Business at a favorable price. These purchases will materially improve the Association's ability to deliver high-quality presentations.

Analysis

Items Requested

1. Panasonic PT-VMZ61 WUXGA LCD Laser Projector, 6,200 Lumens (White)
 - Vendor: Amazon Business
 - Price: \$2,897.00
2. Used Draper 16x9 Projection Screen
 - Vendor: True Tone Audio (Estimate #1129, dated May 15, 2025)
 - Price: \$1,000.00
3. Used InFocus 4000 Lumen Projector with Case (for spare/office use)
 - Vendor: True Tone Audio (Estimate #1129)
 - Price: \$500.00

Total Requested: \$4,397.00+ WSST



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Sources of Funding

This request will be funded through surplus funds identified in the previously approved Capital Request Memo for Computer Replacements. That project’s budget allocation exceeded actual costs, leaving sufficient surplus in the CRRRF Computer Systems line item to fund this purchase without requiring additional appropriations.

Analysis

- The Panasonic PT-VMZ61 projector provides 6,200 ANSI lumens, a laser light source (20,000-hour rated), and full WUXGA resolution, suitable for projection distances of 50–60 feet using a 15-foot wide screen.
- The Draper projection screen offers a large-format 16×9 aspect ratio surface appropriate for large rooms, with professional-grade build quality at a discounted used price.
- The used InFocus 4000-lumen projector, while not suitable for large venues, provides a reliable backup unit or can be deployed for smaller office and committee meeting uses.
- Together, the equipment will allow SVCA to deliver presentations on a screen size comparable to 200” diagonal, improving visibility for large audiences, while also providing redundancy and flexibility for smaller venues.
- Leveraging surplus funds from the computer project ensures no additional capital impact beyond existing allocations.

Requests

That the Board of Directors approves the purchase of the AV equipment and screen described above, and, in the motion, below:

Motions

Move that the Board of Directors approve the purchase of the AV equipment as follows:

- One (1) Panasonic PT-VMZ61 WUXGA LCD Laser Projector, 6,200 Lumens, White from Amazon Business for \$2,897.00+ WSST,
- One (1) Used Draper 16×9 Projection Screen from True Tone Audio at a cost of \$1,000.00, and
- One (1) Used InFocus 4000 Lumen Projector with Case from True Tone Audio for \$500.00, for a total of \$4,397.00 + WSST, funded from surplus in the CRRRF Computer Systems line item as previously identified.

Finance Committee Review

Recommended: _____ Not Recommended: _____ Finance Committee

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

True Tone Audio
 PO Box 32503
 Bellingham, WA 98228 US
 +13603893024
 sales@gsttproductionservices.com
 truetoneaudio.net

Estimate 1129



ADDRESS	SHIP TO	DATE	TOTAL	EXPIRATION DATE
Sudden Valley Community Association 4 Clubhouse Circle Bellingham, WA 98229	Sudden Valley Community Association 4 Clubhouse Circle Bellingham, WA 98229	05/15/2025	\$1,632.00	06/05/2025

JOB NAME
 Sale of used equipment

ACTIVITY	QTY	RATE	AMOUNT
InFocus 4000K Lumen Projector w/case Used	1	500.00	500.00T
16x9 Used draper projector screen	1	1,000.00	1,000.00T
			Subtotal: 1,500.00
SUBTOTAL			1,500.00
TAX			132.00
TOTAL			\$1,632.00

THANK YOU.

Accepted By

Accepted Date