



# 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 25, 2025, 7:00 PM, 8 Barn View Ct. MULTIPURPOSE ROOM A

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Call to Order

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 – September 4, 2025, Special Meeting – Page 2
  - b) Approval of Minutes – September 11, 2025 – Page 4
- 5) Reports
  - a) GM Report – September – Page 7
  - b) Financial Statements Review – July 2025 – Page 9
  - c) Committee/Task Force Updates
    - i) Architectural Control
    - ii) Document Review
    - iii) Finance Committee
    - iv) Long-Range Planning
    - v) N&E Committee
    - vi) Safety Committee
- 6) Continuing Business
  - a) Capital Approval Request – Barn 6 project – Whatcom County Pre-Application
    - i) Carletti Architects P.S. – Page 15
  - b) Short Term Rental Task Force discussion/recommendations
- 7) New Business
  - a) Capital Approval Request – 2025 Computer Replacements – Page 20
  - b) Capital Request – AV Projector and Screen Acquisition – Page 22
  - c) Ratify Emergency Capital Approval-Clubhouse Water Heater Replacement – Page 26
- 8) Executive Session – (Contract / Sales Negotiations)
- 9) Return to Open Session
  - a) Disclosure of action(s) taken in Executive Session

Adjournment



## SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, September 04, 2025

Minutes

**DATE AND LOCATION:** MULTIPURPOSE ROOM A

**CALLED TO ORDER AT:** 7:04 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-Excused	11. Daniel Rodriguez-Excused
3. Linda Bradley	6. Ray Meador	9. Stu Mitchell	

### ATTENDING:

**Staff Members:** Michael Bennett General Manager, Spencer Huston, IT

#### Call to Order

President McLean called the meeting to order at 7:04 PM.

Land Acknowledgement and Anti-Racism Statement.

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

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

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

#### 2. Announcements.

- Thank the candidates that applied for the Board and ACC. In ballot order, we have Linda Bradley, Jean Maixner, Joe Adams, and Sean Chaffe, who have put their names in for the board of directors, and we had one applicant for ACC, Terry Niblack, so thank you to all of you who have applied.
- Sept. 17<sup>th</sup> 10AM-12PM AM/PM Park Clean-up Day. WWU Student Volunteers.
- October 25<sup>th</sup> Welcome Center Native Garden Planting Party. 9:00AM
- October 25<sup>th</sup> Trunk or Treat 2:00PM
- November 1<sup>st</sup>- AGM
- November 22<sup>nd</sup> Holiday Market 10:00AM-3:00PM
- December 6<sup>th</sup>-Christmas Tree Lighting Event
- Community Blessing Boxes- Only non-perishable items. Two collection areas: the Welcome Center and the Community Center have boxes for donations.

#### 3. Property owner comments.

None

#### 4. Continuing Business-None

## 5. New Business

### 5a. Draft AGM Agenda, Measures, and Explanations- Distributed. Copies of draft measures 2 and 3 distributed.

**Motion:** Make a motion for the Board to approve putting this on the 2025 AGM as By-law Measure 2. All in favor of moving forward with the short-term rental measure with the said changes.

<b>Motion By:</b> Director Bradley/Mc Lean		<b>Seconded By:</b> Director Van de Polder	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 7	<b>Against:</b>	<b>Abstained:</b> 1	

**Motion:** make a motion that the Board approve putting Measure 3, the advisory vote, on the November AGM.

**Note:** initially it was a tie vote of 4-4, Director Van de Polder changed her vote to a “no” so 3-5 vote was the final tally.

<b>Motion By:</b> Director Bradley		<b>Seconded By:</b> Director Van de Polder	
<b>Approved:</b>	<b>Not Approved:</b> X	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 3	<b>Against:</b> 5	<b>Abstained:</b>	

#### (b) Budget Adoption

Discussed modifications to allow for additional funding for CRRRF reserve.

**Motion:** Adopt the budget for 2026 that is presented in our board packet.

<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> 7	<b>Against:</b> 1	<b>Abstained:</b>	

#### (c) AGM Mailing Materials

**Motion:** Move that the Board approve the mailing envelope designs from UNILEC, for the 2025 election.

<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> 7	<b>Against:</b> 1	<b>Abstained:</b>	

**Adjournment:** 8:50PM

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

Linda Bradley, Board of Directors Secretary



## REGULAR SESSION OF THE BOARD OF DIRECTORS

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

### ATTENDING:

**Staff Members:** Michael Bennett General Manager, Spencer Huston, IT

#### Call to Order

In the excused absence of the Board President the Vice President, Taimi Van de Polder, chaired the meeting.

Vice President Van de Polder called the meeting to order at 7:00 PM.

### 1. Vice President called for motion to adopt the agenda. Motion to amend.

**Motion:** Make a motion to adopt the agenda and amend it at the same time.

Amend the agenda to remove the executive session items 8 and 9.

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

### 2. Announcements.

- Wednesday, September 17th, from 10 to 12, we have our AM/PM cleanup day, so we are looking for volunteers to come and help clean up the AM/PM beach.
- On Wednesday, 24th of September, from 6.30 to 8, there will be the first Candidate Forum.
- You can still register for online voting. Information should be in your e-blast and will be on the website as well.
- Hoping to see some more people sign up for parking passes.
- On Saturday, October 25th, at 9am at the Sudden Valley Welcome Center, we have our Welcome Center Garden Party for the native plant garden.
- On Saturday, October 25<sup>th</sup> at 2:00PM Trunk our Treat Halloween event.
- November 1<sup>st</sup> AGM at 1:00PM
- November 22<sup>nd</sup> We will be having our Holiday Market, from 10:00AM till 3:00PM.
- Saturday, December 6<sup>th</sup> we will have the Tree Lighting Event at 5:00PM,

- AGM Reminder for members to attend in person if they can as a quorum of 50 members is required to have the meeting.
- County Council Members Community Meeting Wednesday October 17<sup>th</sup>, 2:00PM in the Dance Barn.

### 3. Property owner comments.

- A member questioned if there would still be opportunity for member input for Barn 6.
- Submitted a flyer from City of Bellingham Parks Survey for Board to look at and research for a method of getting SVCA member input on such topics.
- A member had questions about whether any decision has been made regarding the dog park and fencing. Consider suggestions from dog park users before voting on a final decision. Hopefully, a compromise can be reached when it is finally decided.
- A recap of earlier dog park discussions 2020 of fenced area.

### 4. Consent Agenda-Approval of Minutes

**Motion:** Approve the August 28th Board meeting minutes as presented.

<b>Motion By:</b> Director Van de Polder		<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>	

### 5. Reports

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

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

i) **Architectural Control**-Nothing to report.

ii) **Document Review**- Upcoming meeting on the 17<sup>th</sup> next week. We have Board approved policies, and they have been uploaded to the website.

iii) **Finance Committee**-None. Upcoming meeting is on the 17<sup>th</sup> next week.

iv) **Long-Range Planning**-Working on putting a survey together and what would be included in that survey. We have made two proposals for Barn 6, so we are going to be asking for proposals for Barn 8. Find out if the community is interested.

v) **N&E Committee**- We reviewed the questions that we will be asking the candidates. There will be five questions. We are going to submit those to the candidates so that they can have a chance to think about them, and, be prepared. There will be 3 minutes for each candidate to have an opening statement, and then, five questions, 3 minutes for each question, and then there will be at the end, an opportunity for a closing statement. Asking for members to consider online voting and registering to do so. Reviewed mailing and voting details.

vi) **Safety Committee**- None

vii) **STR Taskforce**-Met with the GM and conveyed comments and concerns of taskforce members regarding the proposed Bylaw amendment. Will discuss more when we review the Bylaw measure.

### 6. Continuing Business

#### a.) **Approval Request-Final AGM Agenda, Measures, Ballot, and Explanations**

**Motion:** Approve AGM voting, ballot materials, and documents.

<b>Motion By:</b> Director Gibbs		<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>	

7. **New Business**

**7a. Approval Request-Lake Louise Water Lily Abatement Approval**

**Motion:** Move that the Board of Directors authorizes the General Manager to contract with AquaTechnix, LLC for aquatic herbicide treatments of Lake Louise under SVCA's Aquatic Pest Control Permit, WAG994472, including one treatment in October of 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.

<b>Motion By:</b> Director Van de Polder		<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. GM Search Committee Formation**

**Motion:** Approve the resolution to establish the General Manager Search Committee.

<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>	

**Note:** Two Board Executives for committee: Director Van De Polder and Director McLean. Additional Board member: Director Robinson approved by Board consensus.

**Adjournment:** 8:08PM

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

# General Manager's Report

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September–October 2025

## Community & Recreation

- Pools: The Main Pool closed for the season on September 1st, with lifeguards completing all end-of-season tasks. The Quiet Pool remains open until the weather drops consistently below 50°F. New pool rule signage has been added for the convenience of our members.
- Marina: The Marina office closed on August 31st, marking the end of another successful boating season. Staff are now preparing for dry slip maintenance, including repainting parking lines.
- Events: Trunk or Treat will be held on October 25th, Holiday Market booths are filling quickly, and rentals include political meet & greets, weddings, and community events.
- Staffing: We welcomed four new recreation team members while saying farewell to seasonal lifeguards and summer staff.

## Golf & Turf Care

- Golf Operations: September has been a strong revenue month. Recent events included the Men's and Ladies' Club Championships. The Fall Wind Up marks the last member event of the season. The 50th Annual Bellingham Amateur and Whatcom Seniors events are approaching, while the Winter Series begins on October 4th. Membership promotions for 2026, including early payment discounts, are underway.
- Turf Care: Fall maintenance is in full swing with aeration, overseeding, and sanding of tee boxes. Cart path repairs were completed under budget, and irrigation valve replacements have been completed. Challenges persist with the aging irrigation infrastructure and the pending replacement of the Lake Louise dam gate.

## Maintenance & Facilities

- Completed Work: New signage at Gate 2, winterization of the Main Pool, repairs to playgrounds, expanded parking at the Welcome Center, vegetation trimming, HVAC upgrades at the Clubhouse, lighting replacements, pothole repairs, and trail enhancements near the Clubhouse.
- Planned Work: Trail repair on Lake Louise, kayak rack installation, new interpretive signage at the Welcome Center, and a temporary plant storage enclosure for the native plant demonstration garden planned for the Welcome Center.

## **Seasonal Reflections**

As autumn settles in, Sudden Valley reflects the changing seasons: quieter trails, cooler evenings, and the return of school buses on our roads. This transition reminds us of the importance of safety, continued stewardship of our facilities, and preparation for the winter months ahead.

## **Closing**

Thank you to our residents for your continued engagement and support. Whether enjoying the fall colors on our trails, participating in upcoming community events, or preparing for the November 1st Annual General Meeting and the winter golf series, we hope all members enjoy this season following an amazing summer.

Respectfully submitted,

Michael R. Bennett, CMCA, AMS, PCAM  
General Manager, Sudden Valley Community Association



**Sudden Valley Community Association  
Balance Sheet  
July 31, 2025 and December 31, 2024**

	<b>Unaudited** Jul 31, 2025</b>	<b>Unaudited** Dec 31, 2024</b>	<b>Inc / (Dec)</b>
<b>OPERATIONS</b>			
<b>Current Assets</b>			
Operating Cash	\$ 471,338	\$ 579,484	\$ (108,146)
Building Completion Deposit Fund	787,390	749,910	37,480
Member Receivables - Operations*	-	53,456	(53,456)
Other Receivables	3,850	3,350	500
Prepaid Expenses	180,883	82,148	98,735
Operating Lease ROU Assets	25,802	29,554	(3,752)
Inventory	6,336	5,824	512
<b>Total Current Assets</b>	<b>1,475,599</b>	<b>1,503,726</b>	<b>(28,127)</b>
<b>Current Liabilities</b>			
Accounts Payable	(96,511)	(159,772)	63,261
Accrued Vacation Liability	(87,419)	(76,335)	(11,084)
Accrued Payroll	-	(115,575)	115,575
Prepaid Assessments	(262,728)	(241,080)	(21,648)
Building Completion Deposits	(787,390)	(749,910)	(37,480)
Other Refundable Deposits	(12,896)	(9,956)	(2,940)
Operating Lease Liability	(25,802)	(29,554)	3,752
Prepaid Golf Memberships	-	(112,307)	112,307
<b>Total Current Liabilities</b>	<b>(1,272,746)</b>	<b>(1,494,489)</b>	<b>221,743</b>
<b>Other Liabilities</b>			
Estimated Contingent PPP Loan Liability***	(357,700)	(357,700)	-
Deferred Library Lease Revenue	(31,333)	(36,000)	4,667
<b>Total Other Liabilities</b>	<b>(389,033)</b>	<b>(393,700)</b>	<b>4,667</b>
<b>Operating Reserve Funds</b>			
Emergency Operating Cash	364,392	363,815	577
Undesignated Reserves Cash	328,845	302,135	26,710
<b>Total Operating Reserve Funds</b>	<b>693,237</b>	<b>665,950</b>	<b>27,287</b>
<b>Net Operating Assets</b>	<b>\$ 507,057</b>	<b>\$ 281,487</b>	<b>\$ 225,570</b>
<b>CAPITAL</b>			
<b>Capital Current Assets</b>			
CRRRF (Capital Repair & Replacement) Cash Fund	3,634,563	3,172,197	462,366
Roads Reserve Cash Fund	2,749,715	2,102,138	647,577
Board Density Reduction Cash Fund	87,975	87,889	86
Mailbox Cash Fund	167,714	151,970	15,744
CRRRF Capital Reserve Holding Cash	219,966	219,618	348
Mitigation Assignment of Savings Cash	49,873	49,821	52
LWWSD Assignment of Savings Cash	14,946	14,939	7
Member Receivables - Capital**	-	13,625	(13,625)
<b>Total Capital Current Assets</b>	<b>6,924,752</b>	<b>5,812,197</b>	<b>1,112,555</b>
<b>Capital Fixed Assets</b>			
Fixed Assets	16,685,786	17,006,025	(320,239)
Finance ROU Assets	73,676	119,060	(45,384)
Lots Held for Sale	231,826	231,826	-
<b>Total Capital Assets</b>	<b>16,991,288</b>	<b>17,356,911</b>	<b>(365,623)</b>
<b>Long Term Liabilities</b>			
CRRRF Loan 2022	(1,381,180)	(1,539,073)	157,893
Finance Leases	(69,777)	(104,457)	34,680
<b>Total Long Term Liabilities</b>	<b>(1,450,957)</b>	<b>(1,643,530)</b>	<b>192,573</b>
<b>NET ASSETS</b>	<b>\$ 22,972,140</b>	<b>\$ 21,807,065</b>	<b>\$1,165,075</b>
<b>MEMBER EQUITY</b>			
<b>Member Equity</b>			
Current Year Net Income: Operations	221,349	(374,591)	595,940
Transfers Out from Operations to Capital	-	(145,600)	145,600
Current Year Net Income: Capital**	943,726	1,294,054	(350,328)
Transfers Into Capital from Operations	-	145,600	(145,600)
Retained Earnings**	4,858,301	5,232,892	(374,591)
Capital**	16,948,764	15,654,710	1,294,054
<b>TOTAL MEMBER EQUITY</b>	<b>\$ 22,972,140</b>	<b>\$21,807,065</b>	<b>\$1,165,075</b>

\* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal interim financial statement purposes. As per SVCA policy, Management continues to pursue collection of these receivables via all avenues allowed by Washington State laws. In addition, the Association records and bills finance charges on receivables that are thirty days past due at 1% per month. At July 31, 2025, and December 31, 2024, the balances of receivables written off were \$761,652 and \$699,426, respectively.

\*\* Beginning with the 2020 year end audited financial statements, Accounting Standards Codification (ASC) 606 requires issued audited financial statements to reclassify unspent capital dues revenue, including related capital transfer fee collections, as a contract liability balance (unearned revenue), which is then reversed out in future years when capital dues/capital transfer fee collections are actually expended on capital related expenditures. This particular accounting standard change is only incorporated into the issued audited financial statements and is not factored into SVCA's internal monthly statements as it would obscure the reality of monthly capital dues/capital transfer fee revenues collected for internal monthly presentation purposes. See SVCA's 2020 through 2023 audited financial statements (2023 represents the most recently issued audited statements), which fully incorporate ASC 606 and comply with Generally Accepted Accounting Principals (GAAP).

\*\*\* At 2024 year end, the Association recorded a contingent liability relating to Paycheck Protection Program (PPP) loan funds that were received in May 2020 and then forgiven by the Small Business Administration (SBA) in September 2021, which are funds that the SBA has since subsequently deemed that the Association did not qualify for because of its 501(C)(4) tax exempt status, which was communicated to the Association by the government in April 2025. This contingency was classified by the Association as probable. And upon final resolution with the SBA, the Association believes that the estimated amount of liability will be limited to the original amount of the PPP loan funds received (\$357,700) because of the fact that the Association fully disclosed its tax exempt status to the SBA during the PPP loan application process, which the government has especially acknowledged.

**Sudden Valley Community Association  
Income Statement Summary**

<b>UNAUDITED</b>	<b>Current Month - July 2025</b>			<b>Year to Date - 7 Months Ending 7/31/2025</b>			
	<b>Operations &amp; Operating Reserves</b>	<b>Operations Better / (Worse) Budget</b>	<b>Capital Reserves**</b>	<b>Operations &amp; Operating Reserves</b>	<b>Operations Better / (Worse) Budget</b>	<b>Coll %</b>	<b>Capital Reserves**</b>
<b>REVENUE</b>							
Current Year Dues & Assessments Income							
Dues & Assessments Income	238,092		246,560	1,669,326			1,728,937
Bad Debt Reserve	(5,161)		(2,541)	(44,513)			(31,050)
Net Current Year Assessment Income	232,931	6,825	244,019	1,624,813	42,065	97.3%	1,697,887
Bad Debt Recoveries - Prior Years			6,724				35,457
Golf Income	210,559	(26,423)	-	906,291	(13,880)		-
Marina Income	9,658	8,139	-	236,829	6,528		-
Rec Center & Pools Income	12,460	1,371	-	26,593	4,516		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	10,551	(5,070)	-	101,992	29,298		-
Rental Income - Other	5,355	4,388	-	13,195	5,333		-
Area Z Rental Income	5,663	(307)	-	18,706	(193)		-
Lease Income	5,832	949	-	40,221	6,638		-
New Home Construction Fees	10,400	7,190	-	87,100	24,090		-
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		1,200
Investment Income	520	(63)	2,949	4,349	268		20,157
<b>Total Revenue</b>	<b>503,929</b>	<b>(3,001)</b>	<b>253,692</b>	<b>3,060,089</b>	<b>104,663</b>		<b>1,754,701</b>
<b>EXPENSES</b>							
Salaries & Benefits	224,548	12,157	-	1,386,453	25,543		-
Contracted & Professional Services	30,699	(8,946)	-	169,361	(43,852)		-
CC&Rs/ Mandates	37,992	2,276	-	337,810	(71,484)		-
Maintenance & Landscaping	64,480	(17,201)	-	337,043	(33,903)		-
Utilities	12,781	3,063	-	130,134	5,476		-
Administrative	19,339	(1,127)	-	124,652	(6,397)		-
Regulatory Compliance	1,816	24,188	-	185,044	(56,263)		-
Insurance Premiums	-	17,507	-	120,109	2,439		-
Other Expenses	-	417	-	217	2,700		-
Depreciation Expense	-	-	108,710	-	-		760,970
Interest expense	-	-	5,058	-	-		36,380
<b>Total Expenses</b>	<b>391,655</b>	<b>32,334</b>	<b>113,768</b>	<b>2,790,823</b>	<b>(175,741)</b>		<b>797,350</b>
<b>Net Income (Loss)</b>	<b>112,274</b>	<b>29,333</b>	<b>139,924</b>	<b>269,266</b>	<b>(71,078)</b>		<b>957,351</b>
<b>Net UDR Activity for Operations</b>							
Legal Expenses - Past Due Account Collections	-			(9,984)			
Hazardous Tree Removal	(39,836)			(59,137)			
<b>Net Income (Loss) with Board Approved UDR</b>	<b>72,438</b>	<b>29,333</b>	<b>139,924</b>	<b>200,145</b>	<b>(71,078)</b>		<b>957,351</b>
<b>Other Activity</b>							
Net Other UDR Activity*	15,270			81,077			
AR Accrual - Prior Year Reversal	-		-	(53,456)			(13,625)
AR Accrual - Current Year	-		-	-			-
Lease Income- Library Prepaid Recognized	667			4,667			
Vacation Liability Accrual	5,914			(11,084)			
<b>Total Other Activity</b>	<b>21,851</b>		<b>-</b>	<b>21,204</b>			<b>(13,625)</b>
<b>Grand Total Activity</b>	<b>94,289</b>	<b>29,333</b>	<b>139,924</b>	<b>221,349</b>	<b>(71,078)</b>		<b>943,726</b>

\*Prior year recoveries for operations are deposited into the Undesignated Reserve Account (UDR).

\*\*Refer to the last footnote on the Balance Sheet (prior page) for a discussion of Accounting Standards Codification (ASC) 606 and capital dues revenue collections.

**Sudden Valley Community Association**  
**Reserve Cash Balance & Activity**  
7 Months Actual, 5 Months Projected

UNAUDITED

UNAUDITED

	Capital Reserve Funds						Operating Reserve Funds			
	CRRRF	Roads	CRRRF Capital Reserve Holding Cash	Board Density Reduction	Mailbox	Mitigation Assignment of Savings*	Total Capital Reserve Funds	Emergency Ops	UDR	Total Operating Reserve Funds
Net Available Cash 12/31/2024	3,172,197	2,102,138	219,618	87,889	151,970	64,760	\$ 5,798,571	363,815	302,135	\$ 665,950
Dues Received	840,951	867,920		-	15,496		1,724,367	-	99,056	99,056
Storm Water Mitigation Plan Fee		-					-			-
Investment Income	11,278	8,138	348	86	248	59	20,157	577	509	1,086
Sale of Assets	1,200			-			1,200			-
Mitigation Release	-	-				-	-			-
2025 Expenditures	(391,062)	(228,481)	-	-	-		(619,543)		(72,855)	(72,855)
Net Available Cash at 7/31/2025	3,634,563	2,749,715	219,966	87,975	167,714	64,819	\$ 6,924,752	364,392	328,845	\$ 693,237
5 Month Outlook										
Outlook - 2025 Dues (95% collections)	572,497	588,799			10,522		\$ 1,171,818			\$ -
Outlook - Prior Year Collections	8,289	8,525			152		16,966		16,368	16,368
CRRRF Loan Payments for year 2025	(138,766)						(138,766)			-
Obligated Expenses/Holdings	(1,062,594)	(1,363,723)	(219,966)			(64,819)	(2,711,101)		(57,918)	(57,918)
Net Usable Cash Balance 12/31/2025	3,013,988	1,983,316	-	87,975	178,388	-	\$ 5,263,667	364,392	287,295	\$ 651,687
Board Recommended Carryover Balance	(600,000)	(500,000)					\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2025, After Recommendation	\$ 2,413,988	\$ 1,483,316	\$ -	\$ 87,975	\$ 178,388	\$ -	\$ 4,163,667	\$ 364,392	\$ 287,295	\$ 651,687
Net Current Year Cash Increase (Decrease)	(158,209)	(118,822)	(219,618)	86	26,418	(64,760)	\$ (534,904)	577	(14,840)	\$ (14,263)

\*Note, when mitigation period has ended, unspent funds will be returned to the source account, Roads and CRRRF.

**Sudden Valley Community Association**  
**Operations - By Department**  
**July 1, 2025 to July 31, 2025**  
**CURRENT MONTH**

Whole \$

**UNAUDITED**

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary &amp; Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	10,400	2,384	7,546	(431)	38,227	(3,757)	(35,373)	(1,804)
Accounting	2,754	(3,458)	29,429	612	3,368	17,952	(30,043)	15,106
Administration	1,951	1,938	32,244	4,182	15,300	(2,055)	(45,593)	4,065
Common Costs	3,941	25	-	-	11,876	17,219	(7,935)	17,244
Facilities	11,494	475	5,175	(545)	18,783	1,294	(12,464)	1,224
Maintenance	-	-	19,239	4,372	14,916	(11,013)	(34,155)	(6,641)
Subtotal	<b>30,540</b>	<b>1,364</b>	<b>93,633</b>	<b>8,190</b>	<b>102,470</b>	<b>19,640</b>	<b>(165,563)</b>	<b>29,194</b>
Golf	210,559	(26,423)	82,263	7,636	38,079	2,793	90,217	(15,994)
Marina	12,083	9,307	-	-	1,027	1,666	11,056	10,973
Rec/ Pools/ Parks	17,815	5,926	48,652	(3,669)	25,530	(3,922)	(56,367)	(1,665)
Subtotal	<b>240,457</b>	<b>(11,190)</b>	<b>130,915</b>	<b>3,967</b>	<b>64,636</b>	<b>537</b>	<b>44,906</b>	<b>(6,686)</b>
Subtotal Operations before Ops Dues	<b>270,997</b>	<b>(9,826)</b>	<b>224,548</b>	<b>12,157</b>	<b>167,106</b>	<b>20,177</b>	<b>(120,657)</b>	<b>22,508</b>
Ops Dues Earned	238,092						238,092	
Curr Yr Bad Debts Activity	(5,161)						(5,161)	
Net Ops Dues	<b>232,931</b>	<b>6,825</b>					<b>232,931</b>	<b>6,825</b>
Net Operations	<b>503,928</b>	<b>(3,001)</b>	<b>224,548</b>	<b>12,157</b>	<b>167,106</b>	<b>20,177</b>	<b>112,274</b>	<b>29,333</b>
Net BOD Approved UDR Activity for Operations								
Legal Expenses - Past Due Account Collections	-		-		-		-	
Hazardous Tree Removal	-		-		39,836		(39,836)	
Net Operations with Board Approved UDR	<b>503,928</b>	<b>(3,001)</b>	<b>224,548</b>	<b>12,157</b>	<b>206,942</b>	<b>20,177</b>	<b>72,438</b>	<b>29,333</b>
Other Operating Activity								
UDR Activity	15,713				443		15,270	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	667				-		667	
Vacation Liability Accrual	-				(5,914)		5,914	
Total Other Operating Activity	<b>16,380</b>				<b>(5,471)</b>		<b>21,851</b>	
Grand Total Operations Activity	<b>520,308</b>	<b>(3,001)</b>	<b>224,548</b>	<b>12,157</b>	<b>201,471</b>	<b>20,177</b>	<b>94,289</b>	<b>29,333</b>

\* Excludes Depreciation

B / (W) = Better / (Worse) Than Budget

**Sudden Valley Community Association**  
**Operations - By Department**  
**January 1, 2025 to July 31, 2025**  
**YEAR TO DATE**

Whole \$

**UNAUDITED**

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary &amp; Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	125,049	45,542	52,132	(2,955)	339,715	(79,468)	(266,798)	(36,881)
Accounting	18,255	(8,354)	201,080	6,544	33,430	15,391	(216,255)	13,581
Administration	5,104	4,597	225,905	25,851	116,769	(42,873)	(337,570)	(12,425)
Common Costs	38,219	10,807	-	-	312,599	(76,932)	(274,380)	(66,125)
Facilities	58,926	5,278	32,927	(891)	98,971	31,553	(72,972)	35,940
Maintenance	-	-	211,841	10,701	61,409	5,089	(273,250)	15,790
Subtotal	<b>245,553</b>	<b>57,870</b>	<b>723,885</b>	<b>39,250</b>	<b>962,893</b>	<b>(147,240)</b>	<b>(1,441,225)</b>	<b>(50,120)</b>
Golf	906,291	(13,880)	464,065	29,734	329,495	(50,345)	112,731	(34,491)
Marina	243,643	7,592	-	-	15,545	(2,138)	228,098	5,454
Rec/ Pools/ Parks	39,788	11,016	198,503	(43,441)	96,437	(1,561)	(255,152)	(33,986)
Subtotal	<b>1,189,722</b>	<b>4,728</b>	<b>662,568</b>	<b>(13,707)</b>	<b>441,477</b>	<b>(54,044)</b>	<b>85,677</b>	<b>(63,023)</b>
Subtotal Operations before Ops Dues	<b>1,435,275</b>	<b>62,598</b>	<b>1,386,453</b>	<b>25,543</b>	<b>1,404,370</b>	<b>(201,284)</b>	<b>(1,355,548)</b>	<b>(113,143)</b>
Ops Dues Earned	1,669,326						1,669,326	
Curr Yr Bad Debts Activity	(44,513)						(44,513)	
Net Ops Dues	<u>1,624,813</u>	<u>42,065</u>					<u>1,624,813</u>	<u>42,065</u>
Net Operations	<b>3,060,088</b>	<b>104,663</b>	<b>1,386,453</b>	<b>25,543</b>	<b>1,404,370</b>	<b>(201,284)</b>	<b>269,265</b>	<b>(71,078)</b>
Net BOD Approved UDR Activity for Operations								
Legal Expenses - Past Due Account Collections	-		-		9,984		(9,984)	
Hazardous Tree Removal	-		-		59,137		(59,137)	
Net Operations with Board Approved UDR	<b>3,060,088</b>	<b>104,663</b>	<b>1,386,453</b>	<b>25,543</b>	<b>1,473,491</b>	<b>(201,284)</b>	<b>200,144</b>	<b>(71,078)</b>
Other Operating Activity								
UDR Activity	87,362				6,284		81,078	
AR Accrual - Prior Year Reversal	(53,456)				-		(53,456)	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	4,667				-		4,667	
Vacation Liability Accrual	-				11,084		(11,084)	
Total Other Operating Activity	<u>38,573</u>				<u>17,368</u>		<u>21,205</u>	
Grand Total Operations Activity	<b>3,098,661</b>	<b>104,663</b>	<b>1,386,453</b>	<b>25,543</b>	<b>1,490,859</b>	<b>(201,284)</b>	<b>221,349</b>	<b>(71,078)</b>

\* Excludes Depreciation

B / (W) = Better / (Worse) Than Budget

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2025

																									SVCA Owned Lots				LLE & CTB	Dues Exempt	Total Non Billable Lots	Total All Lots	
	Actual Year Prepaid			Actual Current			Actual 1 Mth Due		Actual 2 Mth Due		Actual 3 Mth Due		Actual 4+ Mth Due		Pmt Plans		Total Prepaid & Current			Total Not Current			Total Billable Lots			Restricted							
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Perm	WD10	Avail.					Total
Jan	16	82	98	276	2,529	2,805	24	103	2	8	3	10	18	37	2	8	292	2,611	2,903	49	166	215	341	2,777	3,118	774	0	3	777	740	6	1,523	4,641
Feb	18	96	114	277	2,527	2,804	16	82	8	24	0	6	19	34	2	8	295	2,623	2,918	45	154	199	340	2,777	3,117	775	0	3	778	740	6	1,524	4,641
Mar	21	95	116	280	2,554	2,834	6	61	8	14	3	8	19	37	2	8	301	2,649	2,950	38	128	166	339	2,777	3,116	776	0	3	779	740	6	1,525	4,641
Apr	21	100	121	285	2,551	2,836	7	62	1	10	3	12	20	32	2	10	306	2,651	2,957	33	126	159	339	2,777	3,116	776	0	3	779	740	6	1,525	4,641
May	23	105	128	283	2,526	2,809	14	79	1	17	0	8	16	30	2	12	306	2,631	2,937	33	146	179	339	2,777	3,116	776	0	3	779	740	6	1,525	4,641
Jun	23	118	141	287	2,517	2,804	8	77	3	11	0	12	16	28	2	14	310	2,635	2,945	29	142	171	339	2,777	3,116	776	0	3	779	740	6	1,525	4,641
Jul	23	132	155	284	2,501	2,785	14	69	1	19	1	10	13	33	3	13	307	2,633	2,940	32	144	176	339	2,777	3,116	776	0	3	779	740	6	1,525	4,641
Aug	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LLE = Lot Line Eraser  
CTB = Covenant to Bind



## **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  
**Date:**  
**Subject:** Approval Request – Barn 6 Pavilion Replacement: Design Changes and Pre-Application Services

---

### **Purpose**

The purpose of this memo is to seek Board approval for professional services by Carletti Architects, P.S. to conduct a feasibility study, design revisions, and a pre-application meeting with Whatcom County regarding the Barn 6 Pavilion replacement project.

### **Background**

On April 24, 2025, the Board approved funding of \$19,025 for Carletti Architects, P.S. to complete the original Barn 6 Pre-Design Phase, which envisioned a larger and more costly community center-style facility. Those funds were fully expended, and the deliverables from that phase provided valuable conceptual and cost information to inform the LRPC and Board.

That proposal represented a new and revised pre-design scope focused on a simplified Barn 6 Pavilion Replacement project, with updated space programming and refined cost estimates.

Funding for this smaller scope project request is available through the 2025 Capital Repair and Replacement Reserve Fund (CRRRF) Budget, GL Account 9722.09, designated for Barn 6 and 8 renovation or replacement projects. In 2023, a simple pavilion replacement concept was presented for Barn 6, along with a corresponding cost estimate. Since that time, the Long Range Planning Committee and staff have identified community needs that exceed the original design. Revisions now include:

- Relocation of the basketball court and surrounding spaces.
- Addition of kitchen, showers, storage, family bathroom, generator space, and meeting rooms.
- Adjustments to the building ridge line for site view lines and court clearance.

Carletti Architects' updated scope provides for preparation and participation in a Whatcom County pre-application meeting, and delivery of a revised cost estimate reflecting the expanded program.

### **Analysis**



## **Sudden Valley Community Association**

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This pre-application phase is a critical step to determine the feasibility of the expanded Barn 6 concept. By engaging Carletti Architects at this stage, SVCA will:

- Clarify Whatcom County requirements before committing to full schematic design.
- Obtain a revised cost estimate reflecting the expanded program elements.
- Position the Association for future fundraising, capital planning, and potential loan financing with accurate scope and cost information.

Without this work, the project cannot move forward responsibly to the next phase of schematic design and construction administration.

### **Requests**

Management and the Long Range Planning Committee recommend that the Board of Directors approve the proposal from Carletti Architects, P.S. dated September 9, 2025, in the amount of \$6,150 for Barn 6 Pavilion replacement design changes and pre-application services, with funding from the 2025 CRRRF Barn 6 Pavilion Replacement line item.

### **Motion**

I move that the Board of Directors approve the proposal from Carletti Architects, P.S. dated September 9, 2025, in the amount of \$6,150 for Barn 6 Pavilion replacement design changes and pre-application services, to be funded from the 2025 CRRRF Barn 6 Pavilion Replacement line item.

### **Approval**

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

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

Keith McLean, SVCA Board President





September 9th, 2025

Ray Meador  
c/o Sudden Valley Community Association  
4 Clubhouse Circle  
Bellingham, WA 98229

Reference: Sudden Valley Community Association-Barn 6 Replacement Pavillion  
Fee Proposal – Design Changes and Pre-App

Dear Ray:

It was a pleasure meeting with you and discussing design revisions to Barn 6 Pavillion design at the Sudden Valley Community Association. This letter is the proposed Fee and Fee structure for the above referenced project. The proposal is broken down into tasks to produce deliverables. This study will be used to determine if the project is achievable for the client's goals and required conditions. If the project moves forward after this phase, a fee will be provided for full schematic design through construction administration for all architecture and engineering fees.

Please find listed below a project description and scope of work for the project.

### **PROJECT DESCRIPTION:**

In 2023 a simple Pavillion was proposed for Barn 6 replacement. This included a cost estimate of the construction work. Owner would like to revisit this concept but make some floor plan changes which include:

- Revising basketball court location
- Revising spaces around new basketball court location
- Adding kitchen, showers, storage, family bathroom, generator and meeting rooms to the overall space.
- Revising ridge line of the building for basketball court and site view lines.

This proposal is to review these change and prepare and attend a pre-app meeting with Whatcom County. This will clear up additional questions and design parameters. After completion of pre-application meeting a revise cost estimate will be done based on the new building concept.

### **Scope of Work:**

### Task One – Pre Application Meeting

- Preparation of pre-application form
- Preparation of pre-application questions and documents
- Attendance of Whatcom County pre-application meeting

### Task Two – Cost Estimate

- Updating cost estimate
- Coordination with cost estimator

This fee is a feasibility study, providing information and drawings to determine project requirements for a new replacement facility. The drawings and costs will be utilized by the building committee for a capital funds campaign to the Sudden Valley Community Association.

This fee excludes any outside consultant recommendations. Client may revise fee if during study it is determined consultant recommendations should be needed.

### FEES

TASK	Schematics	FEE	
1	Pre-Application Meeting	\$ 3,500	Fixed
2	Revised Cost Estimate	\$ 2,500	Fixed
	Reimbursable	\$ 150	
	<b>SUBTOTAL</b>	<b>\$ 6,150</b>	

### Additional Services:

Changes to project scope could occur during the review process. Changes due to owner direction or local jurisdiction requirement (including added sub consultants) may result in added project scope.

*Additional services if authorized will be billed at the hourly rate listed below.*

### ADDITIONAL SERVICES HOURLY RATES

Principal	\$185 per hour
Project Architect	\$175 per hour
Project Manager I	\$158 per hour
Project Designer I	\$160 per hour
Project Manager II	\$148 per hour
Project Designer II	\$125 per hour
Space Planner	\$138 per hour
Drafter	\$100 per hour
Clerical	\$ 50 per hour

### Exclusions:

Outside consultants including: Geotechnical engineer, Wetland specialist, Envelope Consultant, Landscape Architect, Civil Engineering, Structural engineering, Electrical Engineering, Mechanical

engineering, Cost estimation, SEPA, Level 1 site assessment, traffic report, schematic design, design development, construction documents, construction administration  
Reimbursable (See below).

**Reimbursable:**

Mileage	\$ .74 per mile
Large Format Copies	\$ 1.50 each
Postage and Delivery	Cost + 10%
Consultants	Cost + 10%

Invoices shall be due net upon receipt. Invoices unpaid after 45 days shall bear interest at the rate of 1 ½% per month.

If this proposal is acceptable to you, we will then prepare a professional services agreement for your review and signature.

We are excited about this opportunity of working with you on this project. If you have any questions, please don't hesitate to call me.

Sincerely,



09/9/25

Quentin Sutter  
Carletti Architects, P.S.

Client Signature of Contract Approval

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date



## **Sudden Valley Community Association**

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

# **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.



## **Sudden Valley Community Association**

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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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



## **Sudden Valley Community Association**

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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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 16×9 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 16×9 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**



## Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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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





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## Panasonic PT-VMZ61 WUXGA LCD Laser Projector, 6200 Lumens, White

[Visit the Panasonic Store](#)

4.5 (2) | [Find specific info](#)

\$2,767<sup>00</sup>

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Brand	Panasonic
Display Type	LCD
Included Components	Panasonic PT-VMZ61 WUXGA LCD Laser Projector (White)Wireless Remote Control UnitPower Cord2x AAA Batteries for Remote Control (R03)Lens CapStrap
Recommended Uses For Product	Education
Special Feature	Built-In Speaker

### About this item

- **SUPERIOR BRIGHTNESS** - Experience vibrant visuals with 6,200 lumens, ensuring clear and bright projections even in well-lit environments, perfect for professional presentations and engaging content.
- **HIGH-RESOLUTION CLARITY** - Enjoy detailed images with WUXGA (1920 x 1200) resolution, providing sharp and clear visuals for impactful presentations and detailed data display in any setting.
- **EXTENDED LAMP LIFE** - Benefit from a long-lasting laser diode light source, offering up to 24,000 hours in ECO mode, reducing maintenance and ensuring reliable performance for years to come.
- **VERSATILE CONNECTIVITY** - Seamlessly connect your devices with dual HDMI inputs, D-sub 15-pin, RJ-45, and USB, ensuring compatibility with various sources for smooth and efficient presentations.
- **DYNAMIC CONTRAST RATIO** - Immerse your audience with a 3,000,000:1 contrast ratio, delivering deep blacks and bright whites for stunning image quality and enhanced visual impact in every scene.

\$2,767<sup>00</sup>

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## Estimate 1129



**JOB NAME**  
Sale of used equipment

THANK YOU.

Accepted Date



## Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

# CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Michael Bennett, General Manager  
**Date:** 09.17.2025  
**Subject:** Emergency Capital Request – Clubhouse Water Heater Replacement

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### Purpose

To request emergency Board approval for funding to replace the failed Clubhouse water heater.

### Background

On the evening of September 16, 2025, El Agave Restaurant (tenant in the Clubhouse under SVCA's Commercial Lease) reported a complete loss of hot water service. SVCA Maintenance responded and determined the existing Noritz NC380-SV-ASME 380,000 BTU tankless water heater has failed with a leaking heat exchanger and no power to the control board.

Under the El Agave Lease, SVCA, as landlord, is obligated to maintain and supply utility services in good working order to the leased premises. The failure of this system leaves the Clubhouse and El Agave without hot water, directly impacting business operations and food service compliance. An immediate solution is necessary to restore service and mitigate SVCA's potential liability for lease breach and business interruption.

### Analysis

#### Options Considered

##### Option 1 – Replace with Identical Noritz NC380 Unit

- **Description:** Order a replacement 380,000 BTU tankless unit identical to the failed system, located in California, and shipped via truck freight.
- **Timeline:** 3–5 business days (arrival ~September 22-26).
- **Estimated Cost:** ~\$9,600 (including shipping).
- **Pros:**
  - Exact replacement, no retrofitting required.
  - Preserves existing design capacity (~534 gallons/hour @ 70° rise).
- **Cons:**
  - Longest downtime (Clubhouse & Restaurant without hot water for up to a week).
  - Model is uncommon; long-term parts availability remains uncertain.

##### Option 2 – Dual 200,000 BTU Tankless Rinnai Rack System

- **Description:** Install two high-efficiency 200,000 BTU commercial tankless units on a rack system, available locally in Seattle.
- **Timeline:** Units delivered by September 18; system could be operational by the evening of September 18–19.
- **Estimated Cost:** ~\$16,000 (eligible for Cascade Natural Gas rebate).



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- **Pros:**
  - Rapid deployment and restoration of hot water.
  - Redundancy – if one unit fails, the other can continue partial service.
  - High-efficiency, lower utility consumption, and potential rebates.
- **Cons:**
  - Highest upfront cost.
  - Requires additional wall/floor space for installation.

### **Option 3 – Commercial 100-Gallon Tank Water Heater**

- **Description:** Install Rheem G100-200 (200,000 BTU, 100-gallon storage tank), available locally in Bellingham.
- **Timeline:** Could be installed immediately.
- **Estimated Cost:** ~\$16,700.
- **Pros:**
  - Immediate availability.
  - Simple, traditional design familiar to most service contractors.
- **Cons:**
  - Lower capacity (approx. 275 gallons/hour @ 70° rise vs. 534 gallons/hour existing).
  - May not meet restaurant and clubhouse peak demand.
  - Less efficient and higher operating costs.

### **Option 4 – Single 200,000 BTU Tankless with Existing Storage Tank (*Recommended*)**

- **Description:** Install one 200,000 BTU high-efficiency commercial tankless unit, connected to the Clubhouse's existing hot water storage tank. If capacity is insufficient, a second tankless can be added later.
- **Timeline:** Available locally and could be installed by September 18–19.
- **Estimated Cost:** ~\$10,650.
- **Pros:**
  - Rapid deployment—shortest time to restore service.
  - Lower upfront cost than dual system or tank replacement.
  - Existing storage tank provides buffering for peak demand.
  - Flexible—second unit can be added in the future if required.
- **Cons:**
  - No built-in redundancy if the single unit fails.
  - May need to add additional unit if capacity is insufficient.

### **Financial Impact and Funding Options - Emergency Capital Request: \$10,650**

#### **Funding Options Available:**

1. **2025 CRRRF Kitchen Equipment line item** – Budget \$86,528. This line item will otherwise not be used in 2025.



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### **2. Facilities Operating Budget:**

- GL Acct 6675 – Equipment R&M: Budget remaining = \$9,182
- Shortfall covered by GL Acct 6515 – Building R&M – Materials: Budget remaining = \$25,598

### **Requests**

To approve an emergency expenditure of \$10,650 + WSST, as detailed above and below

### **Motions**

To approve an emergency expenditure of \$10,650 + WSST for the replacement of the failed Clubhouse tankless hot water system, authorizing staff to engage Lynden Sheet Metal for the installation of a 200,000 BTU high-efficiency tankless water heater with storage tank integration, restoring hot water service to El Agave Restaurant and the Clubhouse facilities.

Funding to be approved from either:

- the 2025 CRRRF Kitchen Equipment line item (Budget \$86,528), or
- the Facilities Operating Budget, GL Acct 6675 – Equipment R&M, with any shortfall supplemented by GL Acct 6515 – Building R&M – Materials.

### **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