



# 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

October 9, 2025, 7:00 PM, 8 Barn View Ct. MULTIPURPOSE ROOM A

---

- 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 25, 2025 – Page 2
- 5) Reports
  - a) GM Report – September-October - Distributed -- Page 6
  - b) Committee 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) None
- 7) New Business
  - a) None
- 8) Executive Session – (Board of Directors Only)
  - a) Personnel
- 9) Return to Open Session
  - a) Disclosure of action(s) taken in Executive Session

Adjournment



## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, September 25, 2025

Minutes

**DATE AND LOCATION:** MULTIPURPOSE ROOM A

**CALLED TO ORDER AT:** 7:01PM

**AUDIENCE MEMBERS:** Not Recorded

### BOARD MEMBERS PRESENT:

1. Keith McLean	4. Laurie Robinson- Excused	7. AJ Tischleider-Absent	10. Robb Gibbs-Excused
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	

### ATTENDING:

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

#### Call to Order

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

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

**Motion:** Motion to amend the agenda before we adopt it.

<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>	

**Motion:** Move that we add personnel to our executive session this evening.

<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.

- For those members who signed up for online voting, I received my notification from them. It came to my spam mail, so if you are not seeing it and you have signed up you should already have an email or a text message for you to vote. If it is in your email, please take a look. It very well could be in your spam folder.
- New member for ACC, need to add to agenda for Board to approve.
- Board to discuss our postal contract with USPS at an upcoming meeting.

**Motion:** Move to amend the agenda to add approval of ACC member.

<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>	

### **3. Property owner comments.**

- A member questioned the proposed sale of a SVCA lot.
- Garden Club is having a daffodil giveaway event at the library on 10/18/2025 from 11:00am-3:00pm with refreshments and bulbs to give away.
- Asked to clarify about dogs on the soccer field and if they can be there on leash.  
Clarified that dogs are allowed on leash.
- Questioned about any final decision about the dog park in the marina.  
Clarified that nothing final has been decided.

### **4. Consent Agenda-Approval of Minutes: Sept. 4 and Sept 11 Draft Minutes**

**Motion:** To have the Board approve these two sets of minutes as submitted.

<b>Motion By:</b> Director Bradley	<b>Seconded By:</b> Director Henning		
<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 September Report** (Pages 6-8)

**5b. Financial Statements -July 2025.** (pages 8-14)

Presented by Joel Heverling Finance Director

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

- i) **Architectural Control**-Nothing to report.
- ii) **Document Review**- Had another meeting. We have been working on three more policies. Ready to bring something back in October.
- iii) **Finance Committee**- Had to cancel our finance committee meeting because we could not get a quorum.
- iv) **Long-Range Planning**- We do have a meeting coming up October 30th.
- v) **N&E Committee**- Reported by the GM. Ballot box is upstairs at El Agave on the wall, and we have taken the next steps to, get them, all set up to start harvesting the ballots out of that box. So, staff, Mike Brock, and GM were the staff members who were the witnesses today. Ballots have been mailed out. Next forum Oct. 11<sup>th</sup>. Meet & Greet Oct. 26<sup>th</sup>.
- vi) **Safety Committee**- None

### **6. Continuing Business**

#### **a.) Capital Approval Request-Barn 6 Project-Whatcom County Pre-Application**

**Motion:** 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 and pre-application services to be funded from the 2025 CRRRF Barn 6 Pavilion Replacement line item.

<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>	

**Short Term Rental Taskforce discussion/recommendations**- President McLean stated I would like to recommend that everyone keep reading this, because, you know, on our AGM, we're going to have that measure come up, and the measure gives us some teeth to enforce some of these great recommendations from the task force that came forward. But I

still think we need conversation, and we all need to agree on exactly any of these or all of these are going to follow. So, we will keep this on the agenda.

## 7. New Business

### 7a. Capital Approval Request-2025 Computer Replacements

**Motion:** Move that the Board of Directors approve the expenditure of up to \$13,680, give or take, from the CRRRF line-item computer systems for the replacement of 19 computers, which consists of 14 desktops and 5 laptops as recommended by management.

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

### 7b. Capital Approval Request-Projector and Screen Acquisition

**Motion:** Move that the Board of Directors approve the purchase of the AV equipment as follows. One Panasonic PT-VMZ61 WUXGA LCD Laser Projector 6200 lumens, white from Amazon Business for \$2,897+WSST. One used Draper 16x9 projection screen from True Tone Audio at a cost of \$1,000, and one used in-focus 4,000 lumen projector. That is a used in-focus 4,000 lumen projector with case from Two-Tone Audio for \$500, for a total of \$4,397. Funded from the surplus and CRRRF computer systems line item as previously identified. Funded from the surplus and surf computer systems line item as previously identified. Funded from the surplus and surf computer systems line item as previously identified. Funded from the surplus and CRRRF computer systems line item as previously identified.

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

### 7c. Ratify Emergency Capital Approval-Clubhouse Water Heater Replacement

**Motion:** Ratify the emergency expenditure, which we've already approved, at \$10,650 for the replacement of the failed clubhouse tankless hot water system, authorizing staff to engage Lynden Sheet Metal for the installation of the 200,000 BTU high-efficient tankless water heater with a storage tank integration, restoring hot water service to El Agave Restaurant and the clubhouse facilities.

### 7d. Appoint new member to the ACC Committee.

**Motion:** Appoint Terry Niblack to the ACC Committee. Has been vetted.

<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>	

**Motion:** Move to Closed session at 8:31PM

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

**8 Executive Session**

- a. Contract/Sales Negotiation
- b. Personnel

**Return to Open Session**

**Motion:** Move to return to open session at 9:37PM.

<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>	<b>Against:</b>	<b>Abstained:</b>	
Unanimous			

Action coming out of closed session:

**Motion:** Move that the Board of Directors approve acceptance of the \$45,000 purchase offer for the Association owned lot located at 3 Louise View Drive.

<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>	<b>Against:</b>	<b>Abstained:</b>	
Unanimous			

**Adjournment:** 9:39PM

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

# General Manager's Report

---

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