



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Finance Committee Regular Meeting

October 15, 2025, 6:30 PM, 10 Barn View Ct. LIBRARY MEETING ROOM, and 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 – Page xx

VI. Announcements

VII. Financial Statements Review

- August 2025 Financial Statements Review - Joel

VIII. Continuing Business

- a. None

IX. New Business

- a. Capital Request – Lake Louise Slide Gate Replacement Phase 2 – Page xx
- b. Capital Request – Snow Removal Equipment – Page xx
- c. Capital Request – Maintenance Truck OP-23 Replacement – Page xx

X. Adjournment

Next meeting: November 19, 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
Date: October 23, 2025
Subject: CRRRF Capital Code 9725.08 – Lake Louise Slide Gate Replacement – Phase 2

Purpose

To request Board authorization to proceed with Phase 2 of the Lake Louise Slide Gate Replacement project, funded under CRRRF Capital Code 9725.08, for the purpose of completing structural concrete reconstruction, installation of the new slide gate, and site restoration.

Background

On June 12, 2025, the SVCA Board approved Phase 1 of this project under CRRRF Code 9725.08. That authorization funded the installation of a temporary cofferdam, the removal of the existing failed slide gate, an assessment of site conditions, and the procurement of a new slide gate assembly.

All Phase 1 work has been successfully completed, including field assessment and engineering determinations confirming that the existing concrete headwall is structurally unsalvageable. A new gate assembly has been ordered and is scheduled for expedited delivery in October 2025.

Analysis

Phase 2 will complete the final installation and restoration work necessary to return the Lake Louise outfall structure to full operational capacity. The proposed scope of work includes:

- Demolition and removal of the existing concrete headwall.
- Construction of a new reinforced concrete headwall suitable for the new slide gate assembly.
- Installation of the new slide gate currently on order.
- Removal of the temporary cofferdam and site dewatering equipment; and
- Final grading and site restoration of the work area.

Stremmer Gravel, Inc. provided a detailed proposal dated September 10, 2025, estimating the total construction cost for Phase 2 at \$29,223.25 (labor, equipment, and materials).



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The following budget summary reflects all anticipated project costs:

Phase 2 Budget Summary	Amount
Stremler Gravel Construction (per estimate)	\$29,223.25
Expedited Slide Gate Delivery	\$2,403.50
WSST (9.8%)	\$2,846.41
PNW Services – Construction Oversight (4 half-days)	\$2,700.00
Contingency (10%)	\$3,717.32
Total Phase 2 Request	\$40,890.48

Expediting the slide gate delivery by approximately four weeks (from late November to October) will result in substantial cost avoidance compared to maintaining the cofferdam and pumping operations for an additional month.

Request

Authorize an additional \$40,890.48 from the CRRRF Fund as a change order to CRRRF Capital Code 9725.08, enabling completion of Phase 2 work and final commissioning of the Lake Louise Slide Gate Replacement project.

Motion

Move that the SVCA Board of Directors approve the allocation of \$40,890.48 from the CRRRF Fund as a change order to CRRRF Capital Code 9725.08 to complete Phase 2 of the Lake Louise Slide Gate Replacement project and authorize the General Manager to execute a change order with Stremler Gravel, Inc. as per their proposal dated September 10, 2025.

Finance Committee Review

Motion

Recommended: _____ Not Recommended: _____ Finance Committee

Board of Directors Approval

Motion

Approved: _____ Not Approved: _____ SVCA Board of Directors



P.O. Box 527
LYNDEN, WA 98264

PHONE (360) 354-8585
FAX (360) 354-8504

Estimate

Estimate #Flood Gate Ph. 2 R1
9/10/2025

TO: SVCA
ATTN: Tyler Andrews

JOB DESCRIPTION:

Estimate for R&R concrete headworks, grout fill between HDPE sleeve & CMP casing, installation of new flood gate.

Mobilization **\$1,335.00**

1 EA	Equipment Mobilization - Lowboy	\$465.00 EA	\$465.00
2 EA	Equipment Mobilization - 35,000LB	\$435.00 EA	\$870.00

Remove Concrete & Excavation **\$8,857.00**

4 Week	Light Tower / Pump	\$1,250.00 UNIT	\$5,000.00
4 HR	Excavator - 54,000LB Size	\$115.00 HR	\$460.00
8 HR	Dump Truck - Solo	\$90.00 HR	\$720.00
3 CY	Concrete Waste Export	\$125.00 CY	\$375.00
12 CY	Offsite Disposal via Truck & Trailer	\$18.50 CY	\$222.00
8 HR	Foreman W/ Tool Truck	\$115.00 HR	\$920.00
8 HR	Truck Driver	\$70.00 HR	\$560.00
8 HR	Laborer	\$75.00 HR	\$600.00

Grout & Concrete **\$9,920.00**

1 EST.	Grout Existing Casing	\$1,000.00 EST.	\$1,000.00
8 HR	Foreman W/ Tool Truck	\$115.00 HR	\$920.00
1 EST.	Concrete Headworks	\$8,000.00 EST.	\$8,000.00

Gate Installation **\$2,120.00**

8 HR	Foreman W/ Tool Truck	\$115.00 HR	\$920.00
16 HR	Laborer	\$75.00 HR	\$1,200.00

Backfill & Restoration **\$6,991.25**

12 HR	Excavator - 54,000LB Size	\$115.00 HR	\$1,380.00
8 HR	Dump Truck - Solo	\$90.00 HR	\$720.00
8 HR	Truck Driver	\$70.00 HR	\$560.00
12 HR	Foreman W/ Tool Truck	\$115.00 HR	\$1,380.00
24 HR	Laborer	\$75.00 HR	\$1,800.00
15 TON	Quarry Spalls	\$43.25 TON	\$648.75
15 TON	CSBC	\$33.50 TON	\$502.50

Total **\$29,223.25**

Standard Exclusions: *Engineering; Permitting; Surveying; Bonding; Materials Testing; Striping And Permanent Signage; Utility Purveyor Applications &/or Fees; Utility Ducting; Landscaping, Erosion Control Measures Not Listed On TESC Plan Or Listed In Proposal*

Specific Exclusions: *_Sales Tax*

We Propose to furnish equipment and labor to perform project to be billed on a time and materials basis for work completed.

Payment Terms - Monthly Pay Request - % Complete - Net 30 Days

All material is guaranteed to be as specified. All work to be completed according to contract terms and conditions. Any alterations or deviation from above specifications involving extra costs should be executed upon written orders, and will become an extra charge over and above the proposal. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. In the event of a dispute, the prevailing party shall be entitled to recover attorney's fees and costs.

Authorized
Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



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CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Michael Bennett, General Manager

Date: October 23rd, 2025

Subject: Capital Request – Snow Removal Equipment

Purpose

To request funding authorization to replace two snowplows and sanders essential to SVCA’s winter operations.

Background

The 2025 Capital Reserve Study allocates \$40,000 for the replacement of two sanders and two snowplows. SVCA operates six plow-equipped trucks used during snow events to maintain accessibility on community roads. Staff inspected all snow removal equipment and determined that the sander on OP-28 is beyond its useful life. Additionally, the new maintenance truck (replacing OP-23) requires plow and sander installation. The Kubota UTV snowplow blade is also worn and should be replaced. The remaining snow removal equipment is in serviceable condition.

Analysis

Quotes were solicited from local vendors Ferrotek Corporation and Scholten’s Equipment. Due to the importance of this equipment during snow events and the need for rapid access to parts and repairs, staff recommends a sole-source purchase from Ferrotek, which is local, supports Snow-Way equipment, and maintains a compatible parts inventory. This approach ensures operational continuity and consistent equipment interchangeability.

Vendor	Equipment	Price
Ferrotek Corporation	(2) RVB 2500 Sanders	\$15,428.00
Ferrotek Corporation	29 HD 8’ Series 2 Plow	\$10,782.80
Scholten’s Equipment	Kubota Snowplow Blade	\$1,713.87

Subtotal: \$27,924.67 + WSST (approx. \$2,790) = \$30,714.67 total estimated cost.

The sanders and plows being replaced have limited value, so they will be kept for emergency backup or parted out for repairs.

Sources of Funding

The 2025 capital reserve study allocates \$40,000 for the replacement of snow removal equipment. Initial estimates are \$27,924.67 plus WSST tax for the equipment listed above.



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Requests

Staff requests authorization to expend up to \$35,000 from CRRRF to cover the purchase, installation, freight, and taxes, with any unused funds to be returned to CRRRF upon project completion.

Motions

Move that the SVCA Board of Directors approve the allocation of up to \$35,000 from CRRRF for the purchase and installation of snow removal equipment as outlined, authorizing the Maintenance & Facilities Manager to proceed with procurement and installation.

Recommendation

Recommended: _____ Not Recommended : _____ SVCA Finance Committee

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

SNO-WAY SPREADERS

Date: 9/11/2025

Customer: _____

Address: _____

Contact: Rafael Torres

Phone: 305.342.4152

Fax: _____

E-mail: Rafael.Torres@suddenvalley.com

Vehicle Information	Year	Make	Model	Notes

Description	Price
Model RVB 10 10 cu. Ft. 50:1 auger gear ratio	
Model RVB 750 3/4 cu. Yd. includes inverted V	
Model RVB 1500 1.5 cu. Yd. includes inverted V & 2nd.vibrator	
Model RVB 2000 2.0 cu. Yd. includes inverted V & 2nd.vibrator	
Model RVB 2500 2.5 cu. Yd. includes inverted V & 2nd.vibrator	\$ 5,899.00
RVB 2500 extension kit makes 3 cu. yd. total	
Transport brush for RVB spreaders 96116366	
2" nylon ratchet & web hold down kit for 8' spreaders	
16" Easy on/off short chute 99101113	\$ 799.00
29" Easy on/off short chute 99101116	
RVB spreader control 99101248	\$ 329.00
Power harness full size truck 99101260	\$ 262.00
Poly vinyl tarp 99101	per model
Vibrator kit	
Auxiliary light kit 99101310	
SWS 30 gallon wetting system 99101218	
30 gallon 2nd tank (add on) 99101219	
	\$ 7,289.00
	added to order no estimate
Total charge for unit uninstalled	Freight in
	Total Matl.
Labor to install	
Hours: 5	Rate: \$85.00
	\$425.00
	\$ 425.00
	Total Installed

Dealer: **Ferrotek Corporation**

7135 Delta Line Rd, Ferndale, WA 98248 Phone 360-366-7444, Fax 360-366-7445

SNO-WAY PLOWS

Date: 9/11/2025

Contact: Rafael Torres

Phone: 305.342.4152

Customer: Sudden Valley

Fax: _____

Address: _____

E-mail: Rafael.Torres@suddenvalley.com

Vehicle Information	Year	Make	Model	Notes
				SERIES 2

Description	Price
29 HD 7'-6" Series 2 steel blade plow package with downpressure & ESS	
29 HD 8' Series 2 steel blade plow package with downpressure & ESS	\$ 8,103.06
Options:	
99101398 Wireless ProControl 2 plus (comes standard with wired control)	\$ 126.14
99101449 ESS Smart Sight System (series 2 only)	\$ 199.00
99101450 ESS Smart Flash System add \$83.00 for install	\$ 189.00
99101252 Emergency Parts Kit	\$ 160.80
99101042 E-Z fit deflector	\$ 309.60
99101435 8' Rubber Deflector	\$ 300.00
96113251 Plow shoe set (2 shoes)	\$ 104.68
99100986 9" scoop wing extension set (29 HD only)	\$ 1,012.80
99100975 3" box wing set (29 HD only)	\$ 675.60
99101213 Plow Parka cover	\$ 201.60
Est. Freight in Total Matl.	\$ 600.00
Total charge for unit uninstalled	

	Hours	Rate		
Labor to install	17	\$ 85.00	\$ 1,445.00	\$ 1,445.00
Total Installed				

Scholten's Equipment, Inc.

8223 Guide Meridian Rd.
Lynden, WA 98264
(360) 354-4071 FAX: (360) 354-4094

9534 Green Rd.
Burlington, WA 98233
(360) 755-0560

KUBOTA
AGCO-ALLIS
CLAAS

AGCO-HESSTON
TRIOLIET
JCB



Website: www.scholtensequipment.com

SOLD TO
SUDDEN VALLEY COMMUNITY
4 CLUBHOUSE CIRCLE
BELLINGHAM WA 98229-2735

PAGE 1		
CASH	CHG.	F.P.
ACCT. NO. 15970		



SALESMAN DM	PURCHASE ORDER NO.	R.O. NO.	P.T. NO. Q196132	INVOICE DATE 09/12/2025	TIME 09:48 AM	INVOICE NO.	QUOTE
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QUANTITIES			PART NUMBER	DESCRIPTION	VENDOR BIN LOC.	PRICES		
ORDERED	B/O	SHIPPED						
1		1	77700-06248	ASSY MOLDB		1570.92	1570.92	1570.92

Kubota

THANK YOU FOR YOUR BUSINESS!
WE APPRECIATE IT.

SHIP VIA

Accounts due and payable on the 10th of the month following date of purchase. There will be a service charge of 1 1/2% per month with a \$1.00 minimum on past due accounts. After 60 days additional charges on approval only, after 90 days C.O.D. only until 90 day balance is paid.

Received By: _____

DESCRIPTION	ACCOUNT	AMOUNT
PARTS		
TAXABLE		1570.92
FREIGHT		
SALES TAX		142.95
PLEASE PAY THIS TOTAL		1713.87

scholten_invoice.template Copyright (c) 2022 HBS Systems

No returns without a copy of this invoice.
No returns on electrical parts that have been installed.
25% restock charge on special order parts.

"FARM PLAN" INVOICES ARE SUBJECT TO THE TERMS OF THE "FARM PLAN" AGREEMENT.



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CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager, Mike Brock, Maintenance Manager
Date: October 23, 2025
Subject: Capital Request – Replacement of Maintenance Truck OP-23

Purpose

To request approval to replace SVCA Maintenance Truck OP-23 (2016 Chevrolet 3500) with a new 2025 or 2024 equivalent truck (Ford F-350, Chevrolet Silverado 3500, or RAM 3500), using funds allocated in the 2025 Capital Reserve Study.

Background

Maintenance Truck OP-23 is identified in the Capital Reserve Study for replacement in 2025, with \$56,243 reserved for this purpose. OP-23, although relatively low in mileage, exhibits undercarriage rust and is approaching the age when maintenance costs will accelerate and its resale value will diminish.

This vehicle is an essential fleet asset for the Maintenance Department, used daily for:

- Towing vac-trailers and dump trailers
- Snowplowing and sanding during winter months
- General maintenance and operational support

Replacing the truck on schedule ensures continued operational reliability and maximizes trade-in value.

Analysis

Three dealerships provided quotes for equivalent trucks capable of meeting SVCA’s operational needs.

Vendor	Model	Quoted Price	Trade-in Allowance (est.)	Net Estimated Cost	Notes
Kendall Commercial Vehicle Sales	2025 Ford F-350	\$53,245	~\$17,000	~\$36,245	Lowest base price; solid trade-in allowance offered
Kendall Chevrolet	2025 Silverado 3500	\$56,875	~\$25,000	~\$31,875	Strongest trade-in allowance; net cost potentially lowest



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Vendor	Model	Quoted Price	Trade-in Allowance (est.)	Net Estimated Cost	Notes
Dwayne Lane's	2024 RAM 3500	\$71,470	~\$22,000	~\$49,470	Highest MSRP; less favorable net cost, but newer incentives available

Sources of Funding

- **2025 Capital Reserve Study Allocation:** \$56,243
- **Offset:** Proceeds from trade-in or sale of OP-23 (estimated \$15,000–\$25,000)
- **Net Impact:** Replacement can be completed within budget, with any unspent funds returned to CRRRF

Requests

- Approve allocation of up to \$56,243 from CRRRF for the purchase of a replacement maintenance truck.
- Authorize staff to negotiate with the selected vendor to maximize trade-in value and finalize purchase.
- Direct Finance and Maintenance staff to complete transaction, including trade-in/sale of OP-23, with any unused funds returned to CRRRF.

Motion(s)

Move that the SVCA Board of Directors approve the allocation of \$56,243 from CRRRF for the purchase of a replacement maintenance truck for OP-23, and authorize the General Manager and Maintenance Manager to negotiate final purchase terms with the selected vendor, including trade-in or sale of OP-23, with any unspent funds returned to CRRRF.

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

BUYER		CO-BUYER		Deal #:	29069
SUDDEN VALLEY COMMUNITY ASSOCIATION 4 CLUBHOUSE CIRCLE BELLINGHAM, WA 98229				Deal Type:	Retail
Cell #:	(360) 526-7034			Deal Date:	08/12/2025
Email:	RAFAEL.TORRES@SUDDENVALLEY.COM			Print Time:	09:15am
				Salesperson:	

VEHICLE

New	<input checked="" type="checkbox"/>	Stock #:	Description:	VIN:	Mileage:
Used	<input type="checkbox"/>	18485	2025 FORD TRUCK 5-DTY F-350 SRW	1FTRF3BAX5ED29341	
Demo	<input type="checkbox"/>				

TRADE

Vehicle:	2018 CHEVROLET TRUCK SILVERA...				
VIN:	1GC0KYEG8JZ129860				
Mileage:	19,471				
Allowance:	\$	17,000.00			
Payoff:	\$	0.00			

AFTERMARKETS

		MSRP:	\$	55,245.00
		Discount:	\$	2,000.00
		Sale Price:	\$	53,245.00
		Total Financed Aftermarkets:	\$	0.00
		Total Trade Allowance:	\$	17,000.00
		Trade Difference:	\$	36,245.00
		Doc Fee:	\$	200.00
		State & Local Taxes:	\$	3,479.52
		Total License and Fees:	\$	1,005.50
		Total Cash Price:	\$	40,930.02
		Total Trade Payoff:	\$	0.00
		Delivered Price:	\$	40,930.02
		Cash Down Payment + Deposit:	\$	0.00
		Total Rebates:	\$	1,500.00
		Sub Total:	\$	39,430.02
		Service Agreement:	\$	0.00
		Maintenance Agreement:	\$	0.00
		GAP Insurance:	\$	0.00
		Credit Life, Accident & Health:	\$	0.00
		Other:	\$	13.24
		Amount Financed:	\$	39,443.27
Total Aftermarkets:	\$	0.00		
Rate:				
Amount Financed:	\$	39,443.27		

X _____
Buyer

X _____
Dealer

KENDALL CHEVROLET OF MARYSVILLE

6616 35TH AVE NE
TULALIP, WA
(360) 659-6236

BUYER	CO-BUYER	Deal #: 10702
SUDDEN VALLEY COMMUNITY ASSOCIATION		Deal Type: Retail
Home #: (360) 734-6430		Deal Date: 09/02/2025
Email: rafael.torres@suddenvalley.com		Print Time: 10:34am
		Salesperson: NICHOLAS BUCKLES

VEHICLE					
New	<input checked="" type="checkbox"/>	Stock #:	Description:	VIN:	Mileage:
Used	<input type="checkbox"/>	V12720	2025 CHEVROLET TRUCK SILVERAD...	1GC3KSEY7SF174567	7
Demo	<input type="checkbox"/>				

TRADE	
Vehicle:	
VIN:	
Mileage:	
Allowance: \$	25,000.00
Payoff: \$	0.00

			PAYMENTS
Suggested Retail:	\$	63,375.00	Option 1: (retail) Cash
Discount:	\$	6,500.00	
Kendall Price:	\$	56,875.00	
Rebates:	\$	500.00	
Price after Rebate:	\$	56,375.00	
Trade Allowance:	\$	25,000.00	
Trade Payoff:	\$	0.00	
Cash Down/Deposit:	\$	0.00	
Doc Fee:	\$	200.00	
Dealer Fees:	\$	13.25	
DMV Fees:	\$	1,077.50	
Taxes:	\$	2,996.25	
ESC Premium:	\$	0.00	
Maintenance:	\$	0.00	
GAP Insurance:	\$	0.00	
Balance:	\$	35,662.00	

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing below, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

Days to First Payment: 0

X _____
Customer Approval

X 
Management Approval

2024 RAM 3500, Body Type:

VIN:3C63R3GL7RG132421

Purchase	60 Months @ 11.99%	72 Months @ 12.99%
\$ Down	Est. \$/Monthly	Est. \$/Monthly
\$0	\$1,227	\$1,108
\$5,000	\$1,115	\$1,007
\$10,000	\$1,003	\$906



Total Trade Allowance: **\$22,000**
 Total Trade Adjustments: **\$0**

 Net Trade Allowance: **\$22,000**

MSRP/Retail	\$80,245.00
Selling Price	\$71,470.00
Rebate	\$4,500.00
Total Savings + Rebate	\$13,275.00
WA State Est. Lic. Fee	\$1,495.00
Proc/Doc Fee	\$202.50
Ethos Repel Upgrade	\$1,896.00
Ethos Select Premier	\$997.00
Total Taxes	\$5,341.02
Trade Allowance	\$22,000.00
Amount Financed	\$54,901.52