



# 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**

February 22, 2024, 7:00 PM, DANCE BARN

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### **Call to Order**

### **Land Acknowledgement & Anti-Racism Statement**

### **Roll Call**

### **Item 1) Adoption of Agenda**

### **Item 2) Consent Agenda**

2a. Minutes – February 8, 2024

### **Item 3) Announcements**

3a. Board Vacancy

3b. CTK Movie Night Recap

### **Item 4) Property Owner Comments – 15 Minutes Total**

*Please note that comments are limited to 3 minutes per person.*

### **Item 5) Financial Report – December 2023**

2023 Year End Capital Projects Reports

### **Item 6) Continuing Business**

6a. Code of Conduct

6b. Grievance Procedure

6c. Tour of Facilities Scheduling

### **Item 7) New Business**

7a. Form Appeals Committee

7b. Capital Requests

- i. Turf Care Tractor Replacement
- ii. Turf Care Sand Trap Rake Replacement
- iii. Clubhouse HVAC
- iv. 2024 Fast Response Drainage Funds
- v. 2024 CVC Funds
- vi. 2024 On-Call Engineering Funds
- vii. 2024 Pothole/Minor Road Repair Funds
- viii. Bridge Inspections
- ix. Bridge Design
- x. Road & Drainage Project

### **Item 8) Closed Session- Personnel**

### **Adjournment**



## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, February 08, 2024

Minutes

**DATE AND LOCATION:** Dance Barn  
**CALLED TO ORDER AT:** 7.01PM  
**AUDIENCE MEMBERS:** Not Recorded

**BOARD MEMBERS PRESENT:**

1. Keith McLean	4. Laurie Robinson-Zoom	7. AJ Tischleder-Excused	10. Robb Gibbs
2. Taimi Van de Polder-	5. Sonia Veldt	8. Rick Asai	11. Daniel Rodriguez
3. Linda Bradley	6. Sam Shahan	9 Stu Mitchell	

**ATTENDING:**

**Staff Members:** Jo Anne Jensen, General Manager. Kyle Kaltenbach, COS.

**Call to Order**

President McLean called the meeting to order at 7:01PM.  
 Land Acknowledgement and Anti-Racism Statement.

**1. President called for a motion to adopt the agenda. Director Bradley Moved to Adopt 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. President Moved to Approve Consent Agenda.**

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

**3. Announcements:** Movie night 2/16. Storm brush collection on Saturday at Area Z 2/10.

**4. Property owner comments.**

Comments regarding the upcoming Marina fees to be voted on by the Board.

**5. GM Report**

**6. Continuing Business**

**6a. Code of Conduct** – Discussed amending the 2017 Code of Conduct to include additional language and brought forward for Board’s final review at the next Board meeting. Suggest the Code be created as a policy so that it can be tracked and referenced when necessary. Then forwarded it to the attorney.

**6b. Grievance Process Revisions-** Discussed the procedure. Edits suggested and finalized the timing of the grievance process. Suggest the Grievance Procedure be created as a policy so that it can be tracked and referenced, when necessary, agreed to amend the procedure and submit for Board's final review at the next Board meeting.

**6c. Approval of LRPC Members**

**Motion:** make a motion to the board to approve, adding Tom Redd and Nancy Alyanak to the Long Range Planning Committee.

<b>Motion By:</b> Director Shahan		<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. Set date for Strategic Planning Meeting and Facilities Tour.** Send out email to the Board and LRPC members asking their availability to tour our facilities during the week then set the dates and who will be touring on which days. May need a weekend day. Arrange for a Strategic Planning Meeting date once everyone has taken the tour. Email to attendees be sent out by Monday 2/12.

**Point of Order:** Director Shahan raised a point of order to make a motion that we debate only the request that was approved by the members in the at the AGM ballot.

<b>Motion By:</b> Director Shahan		<b>Seconded By</b> Director Voldt	
<b>Approved:</b>	<b>Not Approved:</b> X	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 2	<b>Against:</b> 7	<b>Abstained</b>	

**Point of Order:** Director Voldt-according to the SVCA Bylaws, it specifically states that Board members shall recuse themselves from discussion of an action at issue and abstain from discussing and voting on any motion in which they have a direct or substantial interest not common for other members of the association.

**7b. Approval Request -2024 Marina Fees**

**Motion 1:** Amending the proposed fees for non-residents \$1,200.

<b>Motion By:</b> Director Mc Lean		<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>	

**Motion 2:** Move that the Board of directors approve the proposed Marina fees rate increase for residents, and the movement of \$105,600 from the operations to CRRRF.

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

**Motion 3:** Move reducing dry slip storage fees for residents from 5% to 2% increase from \$555.00 to \$539.00.

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

**7c. Volunteer Program Approval**

**Motion:** Move that the Board of Directors approve the proposed Sudden Valley Volunteers program.

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

**8. Closed Session**

**Move to go into closed session at 10:25PM.**

<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>	

Return to Open Session

**Motion:** Move to open session at 11:38.

<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>	

We have a motion to be taken out of closed session.

**Motion:** Move that the Board SVCA Board approve the Teamsters CBA for the year term beginning January 1, 2024, through December 31, 2026, including wage revisions for two individuals as noted.

<b>Motion By:</b> Director Bradley		<b>Seconded By</b> Director McLean	
<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 adjourn.

<b>Motion By:</b> Director Van De Polder		<b>Seconded By</b> Director Voldt	
<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>	

**Adjourned: 11:48PM**

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

Sudden Valley Community Association

Sudden Valley Community Association  
Balance Sheet  
December 31, 2023 and December 31, 2022

	Unaudited** Dec 31, 2023	See Note** Dec 31, 2022	Inc / (Dec)
<b>OPERATIONS</b>			
<b>Current Assets</b>			
Operating Cash	\$ 685,747	\$ 490,351	\$ 195,396
Building Completion Deposit Fund	511,445	492,620	18,825
Member Receivables - Operations*	43,985	46,750	(2,765)
Other Receivables	17,562	8,288	9,274
Prepaid Expenses	52,526	81,738	(29,212)
Operating Lease ROU Assets	5,023	11,441	(6,418)
Inventory	5,659	6,200	(541)
<b>Total Current Assets</b>	<b>1,321,947</b>	<b>1,137,388</b>	<b>184,559</b>
<b>Current Liabilities</b>			
Accounts Payable	(175,952)	(243,246)	67,294
Accrued Vacation Liability	(64,195)	(61,576)	(2,619)
Accrued Payroll	(64,114)	(54,127)	(9,987)
Prepaid Assessments	(230,966)	(181,106)	(49,860)
Building Completion Deposits	(511,445)	(492,620)	(18,825)
Other Refundable Deposits	(5,796)	(4,916)	(880)
Operating Lease Liability	(5,023)	(11,441)	6,418
Prepaid Golf Memberships	(112,089)	(153,151)	41,062
<b>Total Current Liabilities</b>	<b>(1,169,580)</b>	<b>(1,202,183)</b>	<b>32,603</b>
<b>Operating Reserve Funds</b>			
Emergency Operating Cash	362,252	361,096	1,156
Undesignated Reserves Cash	306,265	223,385	82,880
<b>Total Operating Reserve Funds</b>	<b>668,517</b>	<b>584,481</b>	<b>84,036</b>
<b>Net Operating Assets</b>	<b>\$ 820,884</b>	<b>\$ 519,686</b>	<b>\$ 301,198</b>
<b>CAPITAL</b>			
<b>Capital Current Assets</b>			
CRRRF (Capital Repair & Replacement) Cash Fund	3,624,027	3,236,221	387,806
Roads Reserve Cash Fund	2,039,620	2,560,947	(521,327)
Board Density Reduction Cash Fund	87,688	87,552	136
Mailbox Cash Fund	126,445	101,061	25,384
CRRRF Capital Reserve Holding Cash	222,019	262,193	(40,174)
Mitigation Assignment of Savings Cash	49,688	44,545	5,143
LWWSD Assignment of Savings Cash	101,840	9,076	92,764
Member Receivables - Capital**	16,112	19,262	(3,150)
<b>Total Capital Current Assets</b>	<b>6,267,439</b>	<b>6,320,857</b>	<b>(53,418)</b>
<b>Capital Fixed Assets</b>			
Fixed Assets	15,391,586	14,110,234	1,281,352
Finance ROU Assets	136,464	214,266	(77,802)
Lots Held for Sale	228,041	228,041	-
<b>Total Capital Assets</b>	<b>15,756,091</b>	<b>14,552,541</b>	<b>1,203,550</b>
<b>Long Term Liabilities</b>			
CRRRF Loan 2022	(1,799,425)	(2,049,012)	249,587
Finance Leases	(106,597)	(166,357)	59,760
<b>Total Long Term Liabilities</b>	<b>(1,906,021)</b>	<b>(2,215,369)</b>	<b>309,348</b>
<b>NET ASSETS</b>	<b>\$ 20,938,393</b>	<b>\$ 19,177,715</b>	<b>\$ 1,760,678</b>
<b>MEMBER EQUITY</b>			
<b>Member Equity</b>			
Current Year Net Income: Operations	465,997	(115,714)	581,711
Current Year Net Income: Rec Special Assmt	(180,468)	(2,572)	(177,896)
Net Transfers Out from Operations to Capital	-	(482,660)	482,660
Current Year Net Income: Capital**	1,516,019	1,567,594	(51,575)
Net Transfers Into Capital from Operations	-	482,660	(482,660)
Retained Earnings**	4,950,121	5,068,407	(118,286)
Capital**	14,186,724	12,660,000	1,526,724
<b>TOTAL MEMBER EQUITY</b>	<b>\$ 20,938,393</b>	<b>\$ 19,177,715</b>	<b>\$ 1,760,678</b>

\* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal 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 December 31, 2023, and December 31, 2022, the balances of receivables written off were \$624,674 and \$599,478, 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, 2021, and 2022 audited financial statements (2022 represents the most recently issued audited statements), which fully incorporate ASC 606 and comply with Generally Accepted Accounting Principals (GAAP).

**Sudden Valley Community Association  
Income Statement Summary**

<u>UNAUDITED</u>	Current Month - December 2023			Year to Date - 12 Months Ending 12/31/2023			
	Operations & Operating Reserves	Operations Better / (Worse) Budget	Capital Reserves**	Operations & Operating Reserves	Operations Better / (Worse) Budget	Coll %	Capital Reserves**
<b>REVENUE</b>							
Current Year Dues & Assessments Income							
Dues & Assessments Income	209,257		230,654	2,365,769			2,772,110
Bad Debt Reserve	(1,662)		1,240	(48,978)			(43,369)
Net Current Year Assessment Income	207,595	9,073	231,894	2,316,791	75,144	97.9%	2,728,741
Special Ops Assmt Income- Rec/ Pools/ Parks							
Dues & Assessments Income	-			182,249			
Bad Debt Reserve	446			3,908			
Net Special Ops Assmt Income	446	446		186,157	13,786		
Bad Debt Recoveries - Prior Years			2,445				42,154
Golf Income	35,192	19,158	-	1,468,110	326,480		-
Marina Income	(426)	(426)	-	181,903	18,825		-
Rec Center & Pools Income	407	315	-	24,121	(1,837)		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	8,558	1,725	-	135,546	48,989		1
Rental Income - Other	25	(242)	-	13,419	7,719		-
Area Z Rental Income	139	(1,861)	-	22,248	(1,752)		-
Lease Income	5,330	1,826	-	52,673	10,629		-
New Home Construction Fees	-	-	-	54,670	(20,330)		500
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		-
Investment Income	634	547	4,066	5,066	4,016		33,075
<b>Total Revenue</b>	<b>257,900</b>	<b>30,561</b>	<b>238,405</b>	<b>4,460,704</b>	<b>481,669</b>		<b>2,804,471</b>
<b>EXPENSES</b>							
Salaries & Benefits	235,896	(24,965)	79	2,075,211	257,237		-
Contracted & Professional Services	95,433	(81,693)	-	337,548	(177,662)		-
CC&Rs/ Mandates	20,231	18,507	-	479,466	(117,516)		-
Maintenance & Landscaping	25,459	6,609	-	446,237	(20,859)		-
Utilities	26,420	(5,840)	-	207,233	(13,606)		-
Administrative	62,795	(44,573)	-	241,025	(85,612)		-
Regulatory Compliance	12,408	(5,335)	(240)	265,536	(74,328)		-
Insurance Premiums	13,794	(617)	-	176,656	(18,531)		-
Other Expenses	163	(80)	-	163	837		-
Depreciation Expense	-	-	96,162	-	-		1,202,154
Interest expense	-	-	11,065	-	-		83,148
<b>Total Expenses</b>	<b>492,599</b>	<b>(137,987)</b>	<b>107,066</b>	<b>4,229,075</b>	<b>(250,040)</b>		<b>1,285,302</b>
<b>Net Income (Loss)</b>	<b>(234,699)</b>	<b>(107,426)</b>	<b>131,339</b>	<b>231,629</b>	<b>231,629</b>		<b>1,519,169</b>
<b>Net UDR Activity for Operations</b>							
Firewise	-			(23,769)			
Hazardous Tree Removal	-			-			
<b>Net Income (Loss) with Board Approved UDR</b>	<b>(234,699)</b>	<b>(107,426)</b>	<b>131,339</b>	<b>207,860</b>	<b>231,629</b>		<b>1,519,169</b>
<b>Other Activity</b>							
Net Other UDR Activity*	6,030			83,053			
AR Accrual - Prior Year Reversal	-		-	(46,750)			(19,262)
AR Accrual - Current Year	43,985		16,112	43,985			16,112
Vacation Liability Accrual	(2,188)			(2,619)			
<b>Total Other Activity</b>	<b>47,827</b>		<b>16,112</b>	<b>77,669</b>			<b>(3,150)</b>
<b>Grand Total Activity</b>	<b>(186,872)</b>	<b>(107,426)</b>	<b>147,451</b>	<b>285,529</b>	<b>231,629</b>		<b>1,516,019</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**  
12 Months Actual, 0 Months Projected

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
<b>Net Available Cash 12/31/2022</b>	<b>3,236,221</b>	<b>2,560,947</b>	<b>262,193</b>	<b>87,552</b>	<b>101,061</b>	<b>53,621</b>	<b>\$ 6,301,595</b>	<b>361,096</b>	<b>223,385</b>	<b>\$ 584,481</b>
Dues Received	1,344,873	1,387,034		1	25,014		2,756,922	-	118,802	118,802
Storm Water Mitigation Plan Fee		500					500			-
Investment Income	18,583	12,918	696	135	370	372	33,075	1,156	903	2,059
Sale of Assets	-			-			-			-
Mitigation Assignment	(5,000)	(92,535)				97,535	-			-
Transfers/Return of Funds	-	-	9,856			-	9,856			-
2023 Expenditures	(970,650)	(1,829,244)	(50,726)	-	-	-	(2,850,620)		(36,825)	(86,825)
<b>Net Available Cash at 12/31/2023</b>	<b>3,624,027</b>	<b>2,039,620</b>	<b>222,019</b>	<b>87,688</b>	<b>126,445</b>	<b>151,528</b>	<b>\$ 6,251,327</b>	<b>362,252</b>	<b>306,265</b>	<b>\$ 668,517</b>
0 Month Outlook	-	-			-		\$ -			\$ -
Outlook - 2023 Dues (95% collections)	-	-			-		-			-
Outlook - Prior Year Collections	-	-			-		-			-
CRRRF Loan Payments for Year 2023	(1,653,715)	(179,860)	(222,019)			(151,528)	(2,207,122)		(15,068)	(15,068)
Obligated Expenses/Holdings										
<b>Net Usable Cash Balance 12/31/2023</b>	<b>1,970,312</b>	<b>1,859,760</b>	<b>-</b>	<b>87,688</b>	<b>126,445</b>	<b>-</b>	<b>\$ 4,044,206</b>	<b>362,252</b>	<b>291,197</b>	<b>\$ 653,449</b>
Board Recommended Carryover Balance	(600,000)	(500,000)					\$ (1,100,000)			\$ -
<b>Net Usable Cash 12/31/2023, After Recommendation</b>	<b>\$ 1,370,312</b>	<b>\$ 1,359,760</b>	<b>\$ -</b>	<b>\$ 87,688</b>	<b>\$ 126,445</b>	<b>\$ -</b>	<b>\$ 2,944,206</b>	<b>\$ 362,252</b>	<b>\$ 291,197</b>	<b>\$ 653,449</b>
<b>Net Current Year Cash Increase (Decrease)</b>	<b>(1,265,909)</b>	<b>(701,187)</b>	<b>(262,193)</b>	<b>136</b>	<b>25,384</b>	<b>(53,621)</b>	<b>\$ (2,257,389)</b>	<b>1,156</b>	<b>67,812</b>	<b>\$ 68,968</b>

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

Sudden Valley Community Association

Sudden Valley Community Association  
Operations - By Department  
December 1, 2023 to December 31, 2023

Whole \$

CURRENT MONTH

<u>UNAUDITED</u>	Actual Revenue	Revenue B / (W)	Actual Salary Benefits	Salary & Benefits B / (W)	Actual Other Expense *	Other Exp B / (W)*	Net Income / (Loss) *	Net B / (W)*
Department								
ACC / Security	6,291	6,124	-	6,962	78,285	(51,869)	(71,994)	(38,783)
Accounting	2,080	(1,521)	37,110	(2,858)	9,561	2,417	(44,591)	(1,962)
Administration	218	76	50,799	(4,768)	11,072	5,603	(61,653)	3,911
Common Costs	580	(2,340)	-	-	30,055	(6,708)	(29,475)	(9,048)
Facilities	4,368	(384)	-	4,905	20,345	(7,962)	(15,977)	(3,441)
Maintenance	-	(83)	53,655	(21,819)	28,887	(7,375)	(82,542)	(29,277)
Subtotal	<b>13,537</b>	<b>1,872</b>	<b>141,564</b>	<b>(14,578)</b>	<b>178,205</b>	<b>(65,894)</b>	<b>(306,232)</b>	<b>(78,600)</b>
Golf	35,192	19,158	78,357	(3,562)	71,155	(50,849)	(114,320)	(35,253)
Marina	(402)	(402)	1	(1)	999	831	(1,402)	428
Subtotal	<b>48,327</b>	<b>20,628</b>	<b>219,922</b>	<b>(18,141)</b>	<b>250,359</b>	<b>(115,912)</b>	<b>(421,954)</b>	<b>(113,425)</b>
Rec/ Pools/ Parks								
Special Assmt Earned	-							
Curr Yr Bad Debts Activity	446	446						446
Net Special Assmt Dues	446	446						446
Rec/ Pools/ Parks	1,532	413	15,974	(6,824)	6,344	2,891	(20,786)	(3,520)
Subtotal Rec/ Pools/ Parks	<b>1,978</b>	<b>859</b>	<b>15,974</b>	<b>(6,824)</b>	<b>6,344</b>	<b>2,891</b>	<b>(20,340)</b>	<b>(3,074)</b>
Subtotal Operations before Ops Dues	<b>50,305</b>	<b>21,487</b>	<b>235,896</b>	<b>(24,965)</b>	<b>256,703</b>	<b>(113,021)</b>	<b>(442,294)</b>	<b>(116,499)</b>
Ops Dues Earned	209,257						209,257	
Curr Yr Bad Debts Activity	(1,662)						(1,662)	
Net Ops Dues	207,595	9,073					207,595	9,073
Net Operations	<b>257,900</b>	<b>30,560</b>	<b>235,896</b>	<b>(24,965)</b>	<b>256,703</b>	<b>(113,021)</b>	<b>(234,699)</b>	<b>(107,426)</b>
Net BOD Approved UDR Activity for Operations								
Firewise	-							
Hazardous Tree Removal	-							
Net Operations with Board Approved UDR	<b>257,900</b>	<b>30,560</b>	<b>235,896</b>	<b>(24,965)</b>	<b>256,703</b>	<b>(113,021)</b>	<b>(234,699)</b>	<b>(107,426)</b>
Other Operating Activity								
UDR Activity	6,215				185		6,030	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	43,985				-		43,985	
Vacation Liability Accrual	-				2,188		(2,188)	
Total Other Operating Activity	50,200				2,373		47,827	
Grand Total Operations Activity	<b>308,100</b>	<b>30,560</b>	<b>235,896</b>	<b>(24,965)</b>	<b>259,076</b>	<b>(113,021)</b>	<b>(186,872)</b>	<b>(107,426)</b>

\* Excludes Depreciation  
B / (W) = Better / (Worse) Than Budget



Sudden Valley Community Association

Whole \$

Sudden Valley Community Association  
Operations - By Department  
January 1, 2023 to December 31, 2023

YEAR TO DATE

Department	Actual Revenue	Revenue B / (W)	Actual Salary Benefits	Salary & Benefits B / (W)	Actual Other Expense *	Other Exp B / (W)*	Net Income / (Loss) *	Net B / (W)*
ACC / Security	66,872	(10,878)	-	89,775	520,498	(203,808)	(453,626)	(124,911)
Accounting	28,478	(14,722)	346,903	(10,248)	89,555	(9,030)	(407,980)	(34,000)
Administration	9,436	7,736	359,645	121,185	182,737	(66,406)	(532,946)	62,515
Common Costs	84,101	49,051	-	-	420,021	(81,067)	(335,920)	(32,016)
Facilities	62,620	5,596	7,364	39,965	187,538	(29,083)	(132,282)	16,478
Maintenance	-	(1,000)	313,093	(14,987)	151,528	(7,451)	(464,621)	(23,438)
<b>Subtotal</b>	<b>251,507</b>	<b>35,783</b>	<b>1,027,005</b>	<b>225,690</b>	<b>1,551,877</b>	<b>(396,845)</b>	<b>(2,327,375)</b>	<b>(135,372)</b>
Golf	1,468,110	326,480	776,252	25,915	445,145	(113,233)	246,713	239,162
Marina	188,297	21,413	-	-	12,329	10,216	175,968	31,629
<b>Subtotal</b>	<b>1,907,914</b>	<b>383,676</b>	<b>1,803,257</b>	<b>251,605</b>	<b>2,009,351</b>	<b>(499,862)</b>	<b>(1,904,694)</b>	<b>135,419</b>
Rec/ Pools/ Parks								
Special Assmt Earned	182,249						182,249	
Curr Yr Bad Debts Activity	3,908						3,908	
Net Special Assmt Dues	186,157	13,786					186,157	13,786
Rec/ Pools/ Parks	49,840	9,062	271,954	5,632	144,511	(7,414)	(366,625)	7,280
<b>Subtotal Rec/ Pools/ Parks</b>	<b>235,997</b>	<b>22,848</b>	<b>271,954</b>	<b>5,632</b>	<b>144,511</b>	<b>(7,414)</b>	<b>(180,468)</b>	<b>21,066</b>
<b>Subtotal Operations before Ops Dues</b>	<b>2,143,911</b>	<b>406,524</b>	<b>2,075,211</b>	<b>257,237</b>	<b>2,153,862</b>	<b>(507,276)</b>	<b>(2,085,162)</b>	<b>156,485</b>
Ops Dues Earned	2,365,769						2,365,769	
Curr Yr Bad Debts Activity	(48,978)						(48,978)	
Net Ops Dues	2,316,791	75,144					2,316,791	75,144
<b>Net Operations</b>	<b>4,460,702</b>	<b>481,668</b>	<b>2,075,211</b>	<b>257,237</b>	<b>2,153,862</b>	<b>(507,276)</b>	<b>231,629</b>	<b>231,629</b>
Net BOD Approved UDR Activity for Operations								
Firewise	-		-		23,769		(23,769)	
Hazardous Tree Removal	-		-		-		-	
<b>Net Operations with Board Approved UDR</b>	<b>4,460,702</b>	<b>481,668</b>	<b>2,075,211</b>	<b>257,237</b>	<b>2,177,631</b>	<b>(507,276)</b>	<b>207,860</b>	<b>231,629</b>
Other Operating Activity								
UDR Activity	97,641				14,588		83,053	
AR Accrual - Prior Year Reversal	(46,750)				-		(46,750)	
AR Accrual - Current Year	43,985				-		43,985	
Vacation Liability Accrual	-				2,619		(2,619)	
<b>Total Other Operating Activity</b>	<b>94,876</b>				<b>17,207</b>		<b>77,669</b>	
<b>Grand Total Operations Activity</b>	<b>4,555,578</b>	<b>481,668</b>	<b>2,075,211</b>	<b>257,237</b>	<b>2,194,838</b>	<b>(507,276)</b>	<b>285,529</b>	<b>231,629</b>

\* Excludes Depreciation  
B / (W) = Better / (Worse) Than Budget

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2023

	Actual Year Prepaid			Actual Current			Actual 1 Mth			Actual 2 Mth			Actual 3 Mth			Actual 4+ Mth			Pmt Plans			Total Prepaid & Current			Total Not Current			Total Billable Lots			Restricted			LLE & CTB	Dues Exempt	Total Non-Billable Lots	Total All Lots		
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Permi	Wdro	Avail.					Total	
Jan	18	37	55	322	2,520	2,842	20	96	23	6	23	3	3	9	16	29	16	29	3	3	3	20	340	2,557	2,897	48	177	225	388	2,734	3,122	774	3	0	777	734	8	1,519	4,641
Feb	22	36	60	310	2,483	2,793	27	130	7	24	3	10	30	3	17	30	3	17	30	2	2	19	332	2,521	2,853	56	213	269	388	2,734	3,122	774	3	0	777	734	8	1,519	4,641
Mar	25	68	93	308	2,513	2,821	22	77	10	19	6	9	16	9	16	28	16	28	1	20	333	2,581	2,914	55	153	208	388	2,734	3,122	774	3	0	777	734	8	1,519	4,641		
Apr	26	72	98	312	2,484	2,796	24	105	3	16	3	8	19	8	19	34	19	34	1	16	338	2,586	2,894	49	179	228	387	2,736	3,122	774	3	0	777	734	8	1,519	4,641		
May	28	110	138	309	2,485	2,794	16	71	10	16	2	6	17	6	17	34	17	34	1	17	337	2,595	2,932	46	144	190	383	2,739	3,122	774	3	0	777	734	8	1,519	4,641		
Jun	32	138	170	309	2,477	2,786	18	60	3	8	1	6	18	3	18	35	1	35	1	15	341	2,615	2,956	41	124	165	382	2,739	3,121	774	3	0	777	735	8	1,520	4,641		
Jul	32	149	181	309	2,450	2,759	13	70	7	19	2	5	31	5	31	1	15	341	2,599	2,940	1	15	341	2,599	2,940	41	140	181	382	2,739	3,121	774	3	0	777	735	8	1,520	4,641
Aug	34	165	199	303	2,446	2,749	14	61	8	18	7	7	15	7	15	30	1	30	1	12	337	2,611	2,948	45	128	173	382	2,739	3,121	774	3	0	777	735	8	1,520	4,641		
Sep	38	202	240	299	2,389	2,688	18	76	2	17	1	7	23	36	1	12	337	2,591	2,928	45	148	193	2,591	2,928	45	148	193	382	2,739	3,121	774	3	0	777	735	8	1,520	4,641	
Oct	50	293	343	286	2,331	2,617	12	49	8	13	2	8	21	8	21	32	1	32	1	13	336	2,624	2,960	44	115	159	380	2,739	3,119	774	3	0	777	737	8	1,522	4,641		
Nov	97	641	738	234	1,942	2,176	22	82	1	16	2	6	23	40	1	12	331	2,583	2,914	49	156	205	2,583	2,914	49	156	205	380	2,739	3,119	774	3	0	777	737	8	1,522	4,641	
Dec	2	39	41	331	2,553	2,884	28	73	2	16	0	6	16	6	16	38	1	38	1	14	333	2,582	2,925	47	147	194	380	2,739	3,119	774	3	0	777	737	8	1,522	4,641		

LLE = Lot Line Eraser  
CTB = Covenant to Bind

Sudden Valley Community Association - Capital Project Report										
CRRRF Projects Open in 2023										
Updated as of 12/31/2023										
BOARD APPROVED PROJECT										
Cost Manager	Approval Date	GL	Project Name	Fund	Status	BUDGETED		Acctg Funds Obligated		
						Board Approved	Total Invoiced			
Turf Manager	1/23/20	9719.18	Trim Mower- Turf	CRRRF	Open	●	44,050	30,836	13,214	LE
Turf Manager	1/23/20	9719.19	Utility Vehicles	CRRRF	Open	●	104,248	80,290	23,958	LE
GM	3/12/2020 & 5/25/23 & 9/14/23	9719.20	Marina Dock Replacement	CRRRF	Open	●	169,049	48,941	120,108	
Golf Director	11/5/20	9721.01	Golf Cart Fleet	CRRRF	Open	●	183,900	107,475	76,425	LE
Turf Manager	3/30/22	9722.02	2022 John Deere 7500A Fairway Mower	CRRRF	Open	●	84,703	84,703	-	
GM	6/23/22 & 8/1/22	9722.04	Security System	CRRRF	Open	●	70,116	70,116	-	
GM	6/9/22 & 12/14/23	9722.05	Rekeying of Facilities	CRRRF	Open	●	31,494	6,000	25,494	
Maint Manager	10/27/22 & 10/12/23	9722.08	Area Z Maintenance Facility Remodel	CRRRF	Open	●	483,398	38,480	444,918	
GM	10/27/22 & 9/28/23 & 11/2/23	9722.09	Barn 8 Refurbishment	CRRRF	Open	●	824,530	62,293	762,237	
Maint Manager	1/12/23	9723.01	Sno-Way Sander	CRRRF	Open	●	9,053	9,053	-	
GM	1/12/23	9723.02	Gate 9 Bus Shelter Roof	CRRRF	Open	●	1,665	1,662	3	
GM	1/26/23 & 4/13/23	9723.03	Playground ADA Improvements	CRRRF	Open	●	107,867	101,610	6,257	
GM	1/12/23	9723.04	Austin Creek Repair	CRRRF	Open	●	32,571	8,185	24,386	
GM	3/9/23	9723.05	Tennis Court Resurfacing & Fencing	CRRRF	Open	●	19,102	15,005	4,097	
GM	3/9/23	9723.06	Marina Dock Preliminary Design & Estimate	CRRRF	Open	●	12,188	12,188	-	
GM	3/9/23	9723.07	Website Improvements	CRRRF	Open	●	10,483	4,243	6,240	
GM	4/13/23 & 4/27/23 & 5/11/23	9723.08	Welcome Center HVAC	CRRRF	Open	●	47,977	47,976	1	
Maint Manager	4/27/23	9723.10	UTV for Snow Removal	CRRRF	Open	●	39,331	39,331	-	
Turf Manager	5/11/23	9723.11	Golf Course Irrigation System Control Panel	CRRRF	Open	●	44,981	19,548	25,433	
GM	5/25/23	9723.12	Main & Quiet Pool Furniture	CRRRF	Open	●	10,500	7,533	2,967	
GM	5/25/23	9723.13	Area Z Tall Barn Refurbishment	CRRRF	Open	●	59,475	41,368	18,107	
GM	9/14/23	9723.14	Turf Care Shed Roof Replacement	CRRRF	Open	●	19,022	17,042	1,980	
Maint Manager	9/28/23	9723.15	Backhoe 420E Repair	CRRRF	Open	●	25,586	25,586	-	
Maint Manager	10/12/23	9723.16	Maintenance Shop Generator	CRRRF	Open	●	16,290	-	16,290	
Golf Director	12/14/23	9723.17	10 Additional Golf Carts Lease	CRRRF	Open	●	81,600	-	81,600	LE
Open Projects Total, CRRRF							\$ 2,533,179	\$ 879,464	\$ 1,653,715	
LE These items represent 5 year finance leases, which means the obligated costs will be spread out over a five year period.										

Sudden Valley Community Association - Capital Project Report									
Roads Projects Open in 2023									
Updated as of		12/31/2023							
						A	B	A-B	
BOARD APPROVED PROJECT						BUDGETED		Acctg Funds Obligated	
Cost Manager	Approval Date	GL	Project Name	Fund	Status	Board Approved	Total Invoiced		
GM	3/25/21	9921.03	2021 Southern Court Stabilization & Ashpalt Repairs	ROADS	Open	●	189,271	170,304	18,967
GM	5/27/21 & 4/13/23	9921.05	Culvert C-315	ROADS	Open	●	481,615	438,822	42,793
GM	1/27/22	9922	Fast Response Unforseen Drainage Issues	ROADS	Open	●	83,208	83,207	1
GM	2/10/22	9922.1	2022 Roads Repair Project	ROADS	Open	●	30,000	29,599	401
GM	5/4/22 & 7/14/22	9922.5	Road & Drainage NOA Projects	ROADS	Open	●	573,239	573,238	1
GM	5/4/22	9922.6	Spring Road, Cascade Lane, Greenhill Road Repairs	ROADS	Open	●	850,199	850,198	1
GM	6/9/22	9922.7	Marina Parking Lot Grading	ROADS	Open	●	30,000	29,942	58
GM	10/13/22	9922.8	Cold Spring Drainage Repair	ROADS	Open	●	35,596	18,648	16,948
GM	2/9/23	9923.1	10 Year Capital Roads & Drainage Improvement Plan	ROADS	Open	●	132,350	119,069	13,281
GM	5/11/23	9923.2	2023 Pothole & Minor Roads Repairs	ROADS	Open	●	35,000	34,998	2
GM	4/27/23	9923.3	2023 Roads On-Call Engineering	ROADS	Open	●	40,000	32,469	7,531
GM	5/11/23	9923.41 & 9923.412	2023 Street Sign Replacement	ROADS	Open	●	31,084	29,881	1,203
GM	5/11/23 & 6/8/23	9923.42	2023 Street Pavement Markings	ROADS	Open	●	31,803	26,259	5,544
GM	5/11/23 & 6/8/23	9923.43	2023 Roads Project- Asphalt Repairs	ROADS	Open	●	295,735	261,914	33,821
GM	8/10/23	9923.5	2024 Road & Drainage Design - Permitting	ROADS	Open	●	36,619	-	36,619
GM	8/10/23	9923.6	2023 Culvert Replacements	ROADS	Open	●	109,712	109,710	2
Maint Manager	11/16/23	9923.7	2023 Fast Response Drainage Issues	ROADS	Open	●	85,000	84,998	2
Subtotal Roads Open Projects							\$ 3,070,431	\$ 2,893,256	\$ 177,175
Maint Manager	2/9/23 & 4/27/23	9923.08	Supplies & Outside Contractor	ROADS	Open	●	420,141	434,460	(14,319) A
Maint Manager	2/9/23	9923.082	CVC Wages, Taxes, & Benefits	ROADS	Open	●	69,860	52,856	17,004 A
Subtotal Roads CVC Project							\$ 490,001	\$ 487,316	\$ 2,685
Open Project Totals, Roads							\$ 3,560,432	\$ 3,380,572	\$ 179,860
		A	9923.08 and 9923.082 are the same project.						

**Sudden Valley Community Association - Capital Project Report**

**UDR Projects Open in 2023**

Updated as of **12/31/2023**

BOARD APPROVED PROJECT							A	B	A-B
Cost Manager	Approval Date	GL	Project Name	Fund	Status	BUDGETED			
						Board Approved	Total Invoiced	Acctg Funds Obligated	
GM	12/19/16	9902	Area Z Mitigation	UDR	Open ●	186,290	179,053	7,237	
GM	4/13/23	9623	Firewise	UDR	Open ●	4,000	6,723	(2,723) A	
GM	4/13/23	9623.02	Firewise Wages, Taxes, & Benefits	UDR	Open ●	27,600	17,046	10,554 A	
				Total Firewise		\$ 31,600	\$ 23,769	\$ 7,831	
				Open Project Totals, UDR		\$ 217,890	\$ 202,822	\$ 15,068	
		A	9623 and 9623.02 are the same project.						



# Sudden Valley Community Association

360-734-6430  
4 Clubhouse Circle Bellingham, WA 98229  
www.suddenvalley.com

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Greg Wadden, Golf Course Superintendent  
**Date:** February 15, 2024  
**Subject:** Capital Request – Replacement of NH 42 HP tractor model #TN55

---

### Purpose

To request funding to replace Ford turf tractor/loader or equivalent.

### Background

The Turf Care Ford tractor/loader (Asset #1037) has reached the end of its serviceable lifespan and although scheduled for replacement in 2026 should be replaced before the TN55 New Holland tractor (Asset #1064) that is budgeted for replacement on the capital reserve study in 2024.

### Analysis

Turfcare currently has two tractors: 1) the New Holland TN55; and 2) Ford tractor/loader model 1920. The hour meter reading on the Ford tractor currently sits at 5101 compared to 3584 for the New Holland TN55. This reading shows that the amount of wear and tear on the Ford tractor is substantially greater than that on the New Holland tractor and it is recommended to replace the Ford before the New Holland for this reason.

When looking for a replacement equivalent, the following quotes were generated:

Kubota M5660SUHD \$46,633.00 plus tax  
John Deere 4066M \$51,671.24. plus tax  
New Holland \$47,198.00 plus tax

Analysis for Tractor Replacement			
	John Deere 4066M	Kubota M5660SUHD	New Holland WM75
<b>Minimum Requirements:</b>			
PTO horsepower: 50 minimum	52	56	65
Tire requirement: turf tires	yes	yes	yes
Hydraulic pump flow: 10gpm	10.2 gpm	10.6 gpm	10.4 gpm
Loader capacity: 1150 lbs	2313 lbs	2536 lbs	3153 lbs
Transmission: 8x8	12x12	8x8	12x12
Front weight kit yes	yes	yes	yes
Quick detach bucket: yes	yes	yes	yes
Four wheel drive: yes	yes	yes	yes
Hydraulic lift capacity: 1881 lbs	3130 lbs	3307 lbs	3276 lbs
<b>Price:</b>	<b>51,671.24</b>	<b>46,633+ tx</b>	<b>47198 + tx</b>



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

Since all three models compared meet the minimum requirements, we recommend purchasing the least expensive model, the Kubota.

## Request

Request up to \$50,936.70 for the purchase of the Kubota M5660SUHD to be paid from CRRRF.

## Motion

Move that the SVCA Board of Directors approve the allocation of \$50,936.70 from CRRRF for the purchase of a Kubota M5660SUHD Golf Course Tractor and authorize the Golf Course Superintendent to work with the Finance Director on the purchase of this item.

## Approvals:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President





# 4 Series

Compact Utility Tractor



JOHN DEERE



## THE POWER OF 4 IS RISING

Introducing our latest 4 Series tractor. [See page 11.](#)



**4052M Tractor** with a canopy, front loader and wheel weights. ShadePro Canopy with optional fan is even cooler. **See page 4.**



**4075R Tractor** with 440R Mechanical Self-Leveling Loader (MSL), cab, heat and A/C and pallet forks. **See page 8.**



**TractorPlus™ app.** Better tools. Better information. With the TractorPlus™ App you'll get maintenance recommendations, tutorial videos and more. Available on all 4-Series Tractors. Download at the Apple Store or at Google Play.

**The Smart Connector option** enhances the user experience of the TractorPlus™ app by adding several features that help operators use and maintain equipment more efficiently.



**4066M Heavy Duty with Category 2 Implement Versatility. See page 6.**

### Table of Contents:

4M Tractors .....	4-5
New 4M HD Tractors .....	6-7
4R Tractors .....	8-9
Implements and Attachments .....	10-13
Warranty and Specifications .....	14-15

# THE POWER OF 4. UNLEASHED.

**Warning:** the power you will find inside these pages may well be the jolt you need to take a drive to your John Deere dealer and sit down in the seat of a 4 Series Compact Utility Tractor. Yes, the lineup is that powerful. There are nine models to choose from:

- **The 43.1 HP (31.7 kW) 4044M, 51.5 HP (37.9 kW) 4052M and 65.9 HP (48.5 kW) 4066M Tractors** have power and simplicity. To the power of 4. These open station models feature a standard PowrReverser™ Transmission designed to help make short work of loader work, with an easy forward/reverse lever mounted to the left of the steering column. The standard 4-Wheel Drive and tough Yanmar® diesel engines are essential. Learn all about it on [page 4](#).
- **The 51.5 HP (37.9 kW) 4052M Heavy Duty and 65.9 HP (48.5 kW) 4066M Heavy Duty Tractors** are all strength and versatility. To the power of 4. The standard eHydro™ Transmission, four work lights and low Roll Over Protection Structure (ROPS) hinge point on these open station models allow for efficient work in dim, tight spaces while the standard Category 1, 2 Three-point Hitch can fit a wide array of attachments without any costly aftermarket enhancements to switch between the two. Perfect for the most heavy duty jobs. Check it out on [page 6](#).
- **The 43.1 HP (31.7 kW) 4044R, 51.5 HP (37.9 kW) 4052R, 65.9 HP (48.5 kW) 4066R and 74.3 HP (55.4 kW) 4075R Tractors** are top of the line. To the power of 4. You'll get the eHydro Transmission with TwinTouch™ pedals, eThrottle™, SpeedMatch™, LoadMatch™, and Cruise Control for efficiency. The works. All standard. The options are powerful. Starting with the optional Cab with Heat and AC. Check it out on [page 8](#).



## A POWERFUL DEALER NETWORK IS HERE TOO.

Got a question? Can't decide which tractor is right for you? Talk to your local John Deere dealer. Your dealer is knowledgeable about landscaping, property care and 4 Series Tractors. Together, you two will find what you need.

Until then, page after page, check out the innovations and exceptional engineering to tackle any task quickly and easily. Or visit us at [JohnDeere.com/4Series](https://www.johndeere.com/4Series) or [JohnDeere.ca/4Series](https://www.johndeere.ca/4Series). Talk to your local dealer today.

# THE 4M TRACTOR

## Strength and Simplicity. To the Power of 4.

4M Tractors deliver dependable, economical power for work on landscape jobs, farms, horse operations, recreational properties and in municipal fleets.

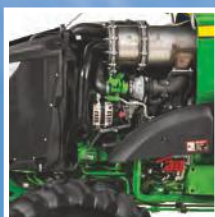
Choose from three open station models. The 43.1 HP (31.7 kW) 4044M, 51.5 HP (37.9 kW) 4052M and 65.9 HP (48.5 kW) 4066M all feature 4-wheel drive and a tough, 4-cylinder Yanmar® diesel engine with an ample torque reserve.

And that's just for starters.

What's standard  
is powerful



The optional 400E Front Loader transports mulch, soil or gravel.

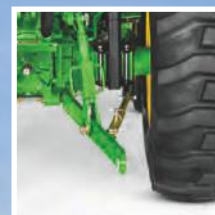


**Serviceability is strong.**  
A 200-hour oil change interval. A sliding front grill to service the battery and radiator. Convenient spots to check engine and hydraulic oil levels.

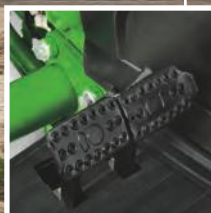
**The PowrReverser™ transmission.**  
This 12F/12R gear drive transmission features a reverser lever located by the left side of the steering wheel for direction changes with a foot throttle to free hands for loader work, steering and direction changes.

**Folding ROPS (Roll Over Protective Structure).**  
Keep it up and keep safe.

**Great rear hitch capacity.** The big, 15.9 gal/min (60.2 ltr/min) hydraulic pump offers power for fast loader cycles, responsive power steering, heavy 3-point-hitch lifts, and great backhoe performance.



**Planetary final drives** are the same as the design used on our high-horsepower John Deere tractors, offering exceptional reliability by spreading the load over three gears.



**John Deere wet disk brakes** are oil-cooled, so they virtually never wear out. And they almost never need adjusting. Work them hard, they can take it.



**Differential Lock** for exceptional traction gets you out of slick spots. Simply step on the foot pedal to send power equally to both rear wheels, which helps if one wheel starts spinning.



**The optional e-Hydro transmission.**  
With TwinTouch™ pedals, LoadMatch™, to help prevent stalls if the torque load increases on the engine, MotionMatch™, to control how quickly you accelerate or decelerate and a Cruise Control option. Just like in a car.



**iMatch™ Quick Hitch**  
Hooking up a rear implement? With iMatch™ Quick Hitch simply back in, lift up, lock down, and drive away.



**Canopies**  
Beat the sun and inclement weather. Canopy is installed to the ROPS. Available in metal and ABS plastic.

# THE 4M HEAVY DUTY TRACTOR

## Strength and Versatility. To the Power of 4.

Get a load of these impressively powerful and rugged John Deere 4M Heavy Duty Compact Tractors. The heavy-duty axle provides the strength to carry heavy loads on construction sites, clear land, and timber, and maintain acreage and farms. These tough, versatile machines were made for any heavy duty job that needs doing.

Choose from two open station, diesel, 4-wheel drive models: The 51.5 HP (37 kW) 4052M Heavy Duty and 65.9 HP (48.5 kW) 4066M Heavy Duty Tractor.



Category 2 Implements are no problem here. Attach AG Suitcase front weights to tractor for proper ballasting.

### What's standard is strong and remarkably versatile

**Rugged, rust and dent-resistant composite hood.** Leave the dents and rust that expose your engine to the elements to metal hoods.

**The Brush Guard and Front Weight Support.** For protection and to be ready for when you need weight up front to counterbalance heavy implements in the back if your front loader is off.



**The Factory Installed Hydraulics.** Toward the rear and right side for exceptional all-around tractor and implement performance.




**The Roll Over Protection System (ROPS) with a low hinge point.** For storing in low-clearance areas like a shed or garage. Raise when operating.

**Independent PTO with modulated engagement.** A modulated, wet disk clutch engages the PTO. Simply pull up on the yellow knob and the PTO gently engages.

**The LED work lights.** To illuminate any low light environment. Start earlier and keep working later.

**The big tires with the deep tread.** Designed for work in muck and mud. The lug capacity is strong. For when slipping and sliding is not an option.

**The Category 1, 2 Three-Point Hitch.** Simplifies implement management. Switch out Category 1 Implements and Category 2 Implements quickly and easily without hard-to-manage add-ons.



The 4066M Heavy Duty features 51.9 PTO HP (38.7 kW) and the 4052M Heavy Duty has 40.8 PTO HP (30.5 kW). To power Category 1 or 2 implements.

**The e-Hydro™ Transmission.** With TwinTouch™ forward/reverse pedals, LoadMatch™ to prevent stalls while lifting, SpeedMatch™ to slow max speeds for precision tasks, MotionMatch™ to protect turf from stops and starts, eThrottle™ for fuel efficiency and noise and Cruise Control. Just like a car.



**Optional 440R Quik-Park Loader.** Easy to attach/detach. The lift capacity at full height measured at the pivot is 2,539 lbs (1,154 kg). That's heavy lifting. Mechanical Self-Leveling option available.



**Telescoping draft links.** The lower links can extend, making it easier to line up mounting holes on the tractor and implement.



**Optional John Deere Quik-Knect™.** Click PTO driven implements (115 PTO HP or less) into the back of your tractor quickly and easily. Avoid scraped knuckles.



**Heavy Duty Front Axle.** Two big, round bales. Two feed spots. No problem.  
4M Heavy Duty Tractors only

# THE 4R TRACTOR

## The Pinnacle. To the Power of 4.

The tough, 4-cylinder Yanmar® diesel engine powered, 4052R, 65.9 HP (48.5 kW) 4066R, and the 74.3 HP (55.4 kW) 4075R have the best of just about everything. The overall benefits of these four-wheel drive tractors reach new heights of engineering excellence.



The 440R Mechanical Self-Leveling (MSL) Loader. Start level and stay level the easy way.

## The standard features are powerful



**LED Headlight and Work Lights.** High-visibility lighting for those who start earlier and finish later. You know who you are.



**HitchAssist™ 3-Point control.** Align an implement from the back of your tractor with controls that creep the tractor backwards or forwards and adjust link positions to connect easily.



**The e-Hydro™ Transmission.** With TwinTouch™ forward/reverse pedals, LoadMatch™ to prevent stalls during heavy load applications, SpeedMatch™ to slow max speeds for precision tasks, MotionMatch™ to protect turf from stops and starts, eThrottle™ for fuel efficiency and noise and Cruise Control. Just like a car.







**The operator cab with large, adjustable seat.** Reach controls in comfort and be able to check rear implements with ease.



**Serviceability is strong.** A 200-hour oil change interval. A sliding front grill to service the battery and radiator. Convenient spots to check engine and hydraulic oil levels. Power up.



**Electro-Hydraulic (EH) Hitch.** Set your electro-hydraulic hitch from inside the cab. Lock in the same depth level, every pass. No guesswork.



**Heavy Duty Front Axle.** Tackle heavier loads with confidence. Dig deeper and get more work done faster. The 4075R makes easy work of clearing snow, logs, rocks ... you name it.



**The optional Snow Cab with heat and A/C.** Great visibility, low noise, and you control the temperature. The air-ride seat is standard on the 4066R Tractor with a cab. Optional on others.



**The PowrReverser™ Transmission option.** This 12F/12R gear drive transmission features a reverser lever located by the left side of the steering wheel for direction changes with a foot throttle to free hands for loader work, steering and direction changes.



**John Deere Hydraulic Downforce Kit.** Add downward pressure in hard soil conditions.

# IMPLEMENTS AND ATTACHMENTS.

## Versatility. To the Power of 4.

More than 50 implements and hundreds of attachments are ready and waiting. From front loaders, backhoes and wheel rakes to canopies, work lights and batteries, John Deere and Frontier implements along with quality attachments do it all. Hookup is fast and easy, high performance is a given.



Rear attaching snow blower and 4-season cab with heat and A/C. (4R only).



Telescoping Draft Links



Front and Rear Hay Spear. 4M HD Tractor only.



485A Backhoe with lighting guards and wheel weights.



■ Posthole Diggers



4 SERIES

■ Rear Blades



■ Landscape Rakes



■ Rotary Cutters



■ 440R Quik-Park™ Loader

**Category 1 implements or Category 2 Implements?** Many large property owners with big projects and long task lists, landscapers, cow/calf operations and poultry houses use both category 1 and category 2 implements. We offer both. In fact, the category 1, 2 Three Point Hitch on 4M Heavy Duty Tractors make switching between the two categories easy and simplifies inventory management.

**400E, 440R or the 440R MSL Front Loaders** get it done with an easy-to-attach/detach Quik-Park™ loader or Mechanical Self-Leveling (MSL) loader (4M HDs and 4Rs only). Heavy-duty buckets, 4-in-1 buckets, pallet forks and snow pushes are available. Joystick loader controls are standard on all models.

**The 485A Backhoe** has a full 180-degree bucket rotation, fast cycle times and a bucket digging force of more than 3,700 pounds (1678 kg) with a dig depth of up to 8 ft. 6 in. (2438mm). Buckets range from 12- to 24-inches (305-610mm) wide. Optional Ripper, Trenching Bucket, Mechanical and Hydraulic Thumbs are available for Backhoes. The Quik-Tatch™ technology installs or detaches without removing the 3-point hitch. A real time-saver.



■ Tillers



■ Rear Box Blades



# Optional Attachments



**Forward Lighting Kit, Rear Work Light and 360° LED Lighting**  
Enjoy increased visibility when working in low-light conditions. Lights mount to brush guards located on the ROPS.



**Lighting Brush Guard Kits (Two Guards)**  
Available for both the warning lights and additional lighting options.



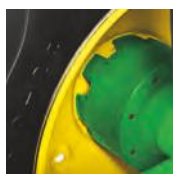
**Engine Coolant and Transmission Oil Heaters**  
For cold weather operation, be ready with these kits to warm your machine.



**Mirror Kits**  
For greater visibility of what's behind you while focusing on what's ahead.



**Rear Ballast Options**  
For enhanced loader performance and tractor stability, a ballast box with optional extension and rear wheel weights are available.



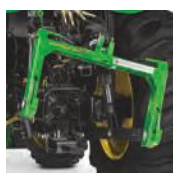
**Wheel Spacers (140 mm)**  
Widens the wheelbase for stability and a smooth ride when working on uneven ground and hillsides.



**Quik-Tatch Weights, 42 lb (19.1 kg) and 70 lb (32.7 kg)**  
Add some extra weight to the front of the machine easily and securely with Quik-Tatch weights.



**3rd Function Loader Hydraulics**  
Provides hydraulic couplers at the front of the loader boom for operating implements such as the Frontier 4-n-1 bucket, grapples and hydraulically adjusted blades.



**Top And Tilt Kit**  
Allows hydraulic positioning, left/right and forward/backward, from the operators seat using the loader joystick. Ideal for use in box blade or rear blade applications.



**Front Fenders And Rear Fender Extensions**  
Keep it clean by protecting yourself, the tractor and the implements from debris flying off the tractor tires.

For Front Fenders and Rear Fender Extensions. 4R Only



**Front Hitch**  
Add a category 1 front hitch to easily connect and disconnect a front non-PTO driven implement.

4M and 4R only



**Tool Storage**  
Tool Storage solutions provide a simple way to carry the most commonly used landscaping tools and power equipment on the tractor.



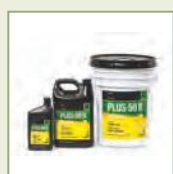
**Additional Selective Control Valves and Power Beyond Kits\***  
Add rear implements with hydraulic functions like blades, snow blowers and a backhoe with a third, fourth or fifth SCV and Power Beyond Kit.

\*For backhoes and wood chippers.

## Maintenance Parts



**Filter Pak**  
The key to do it yourself maintenance when it comes to changing your tractor filters.



**Plus-50™ II Oil**  
The only engine oil you really ever need on the farm, in the field, or on the highway.



**Batteries**  
John Deere StrongBox™ Batteries and high performance batteries are a versatile, reliable solution. Economy options available.



**Hy-Gard Hydraulic/Transmission Oil™**  
Provides the best performance and wear protection for John Deere hydraulic and transmission systems. Formulated with friction modifiers that provide smooth clutch engagement and high braking capacity with minimum chatter.

## 6-YEAR / 2,000 HOUR LIMITED POWERTRAIN WARRANTY

We're backing these tractors with a reliable 6-Year Powertrain Warranty.<sup>1</sup> It's standard, comes at no cost, and covers both residential AND commercial use. It's just one more reason why—Nothing Runs Like a Deere.™

<sup>1</sup>All Compact Utility Tractors purchased new from an authorized John Deere Dealer come standard with a 6 year/2000 hour (whichever comes first) Powertrain Warranty. See the Limited Warranty for New John Deere Turf & Utility Equipment at dealer for details.

### POWERGARD™ PROTECTION PLANS\*

Protect your 4 Series Tractor with a PowerGard Protection Plan. It provides parts and labor coverage up to five years beyond your manufacturer's warranty. And if you sell your machine before the coverage term ends, the remaining coverage is fully transferable to the next owner—adding value to your resale or trade-in. Talk to your dealer for details. Or visit us online.

\*Certain limitations and exclusions may apply. For complete terms and conditions, please refer to [www.johndeere.com/pppr](http://www.johndeere.com/pppr) or [www.johndeere.ca/pppr](http://www.johndeere.ca/pppr).



### The Augusta Georgia Factory

All 4 Series Tractors are **designed, assembled, tested and distributed** out of our Augusta, Georgia Factory. Learn more about how we run at [JohnDeere.com/4Series](http://JohnDeere.com/4Series) or [JohnDeere.ca/4Series](http://JohnDeere.ca/4Series).

## John Deere Financing

In the world of loader work, digging trenches, clearing ground, leveling driveways, putting in fences, sweeping sidewalks and caring for livestock and crops, you can count on John Deere Financial. Just like John Deere Tractors, our roots run deep in some of the healthiest, high producing fields and farms in the world and we're proud of the long-standing relationships we have with small farmers and large farming operations alike.

The lay of the land of commercial landscapers, sports turf complexes, golf courses, municipalities and federal governments are no strangers to us either. Put the strength and flexibility of John Deere Financing behind your purchase. We know the landscape you work in and we're committed to helping you get what you need. You can bank on it.

US: [JohnDeere.com/4Series](http://JohnDeere.com/4Series)

CA: [JohnDeere.ca/4Series](http://JohnDeere.ca/4Series)



## HELP YOURSELF

Our full list of implements and attachments would rival the longest to-do list. Let [TipsNotebook.com](http://TipsNotebook.com) show you how to use them.

# SPECIFICATIONS

	4044M	4052M	4066M	4052M Heavy Duty
<b>ENGINE</b>	Yanmar® 4TNV88C-MJT	Yanmar® 4TNV86CT-MJT	Yanmar® 4TNV86CHT-MJT	Yanmar® 4TNV86CT-MJT
Type	Naturally-aspirated 4-cylinder Diesel	Turbocharged 4-cylinder Diesel	Turbocharged 4-cylinder Diesel	Turbocharged 4-cylinder Diesel
HP (Kw)*	43.1 (31.7)	51.5 (37.9)	65.9 (48.5)	51.5 (37.9)
PTO HP Gear Transmission – hp(Kw)	34.6 (25.8)	42.2 (31.4)	58 (53.2)	—
PTO HP Hydro Transmission – hp(Kw)	33.6 (25.0)	41.2 (30.7)	57 (42.5)	40.8 (30.5)
Engine Displacement cu in. (L)	133.5 (2.189)	127.6 (2.091)	127.6 (2.091)	127.6 (2.091)
<b>ELECTRICAL</b>				
Battery Power	770 CCA	770 CCA	770 CCA	770 CCA
Alternator	75 A	75 A	75 A	75 A
<b>HYDRAULICS</b>				
Type	Open Center	Open Center	Open Center	Open Center
Pump Type	Dual Independent	Dual Independent	Dual Independent	Dual Independent
Remote Control Valves	3/4/5 optional	3/4/5 optional	3/4/5 optional	NA
Total Capacity gpm (l/min)	15.9 (60.2)	15.9 (60.2)	15.9 (60.2)	15.9 (60.2)
<b>TRANSMISSION</b>				
Standard Transmission	12F/12R PowrReverser™	12F/12R PowrReverser™	12F/12R PowrReverser™	3F/3R Hydrostatic
Optional Transmission	3F/3R Hydrostatic	3F/3R Hydrostatic	3F/3R Hydrostatic	—
Final Drive	Planetary	Planetary	Planetary	Planetary
Brakes	Wet Disk	Wet Disk	Wet Disk	Wet Disk
Steering	Power	Power	Power	Power
Clutch	Wet disk, PowrReverser	Wet disk, PowrReverser	Wet disk, PowrReverser	—
4WD	Standard MFWD	Standard MFWD	Standard MFWD	Standard MFWD
<b>PTO</b>				
PTO Type	Independent 540	Independent 540	Independent 540	Independent 540
PTO Locations	Rear	Rear	Rear	Rear
Economy PTO	No	No	No	No
<b>REAR HITCH</b>				
Type	Category 1	Category 1	Category 1	Category 1/2
Lift Capacity (24 in. behind link arms)	2,500 lb. (1,135 kg)	2,500 lb. (1,135 kg)	2,500 lb. (1,135 kg)	2,500 lb. (1,135 kg)
Lift Capacity (At link ends)	3,130 lb. (1,420 kg)	3,130 lb. (1,420 kg)	3,130 lb. (1,420 kg)	3,130 lb. (1,420 kg)
<b>OPERATING WEIGHT</b>				
OOS (Open Operator Station)	3,770 lb. (1,710 kg)	3,770 lb. (1,710 kg)	3,770 lb. (1,710 kg)	4,255 lb (1,934 kg)
Cab	—	—	—	—
<b>STANDARD TIRES**</b>				
Front	8-16 (6PR, R1 Bar, 2 Position)	8-16 (6PR, R1 Bar, 2 Position)	8-16 (6PR, R1 Bar, 2 Position)	31.5x13-16.5 (10PR, R4 Industrial, 2 Position)
Rear	13.6x28 R1	13.6x28 R1	13.6x28 R1	16.9-24 R4
Roll Over Protective Structure	Folding	Folding	Folding	Folding
ComfortGard™ Cab	No	No	No	No
Air Ride Seat	No	No	No	No
Wheelbase	73 in. (1,855 mm)	73 in. (1,855 mm)	73 in. (1,855 mm)	73 in. (1,855 mm)

\*Manufacturer's estimate of engine power 97/68/EC rated power (gross), hp (kW) \*\*Additional tire options available. See dealer for details.

4066M Heavy Duty	4044R	4052R	4066R	4075R
Yanmar® 4TNV86CHT-MJT	Yanmar® 4TNV88C-MJT	Yanmar® 4TNV86CT-MJT	Yanmar® 4TNV86CHT-MJT	Yanmar® 4TNV86CHT-MJT
Turbocharged 4-cylinder Diesel	Naturally-aspirated 4-cylinder Diesel	Turbocharged 4-cylinder Diesel	Turbocharged 4-cylinder Diesel	Turbocharged 4-cylinder Diesel
65.9 (48.5)	43.1 (32.1)	51.5 (37.9)	65.9 (48.5)	74.3 (55.4)
–	34.6 (25.8)	42.2 (31.4)	58 (53.2)	–
51.9 (38.7)	33.6 (25.0)	41.2 (30.7)	57 (42.5)	60 (44.7)
127.6 (2.091)	133.5 (2.189)	127.6 (2.091)	127.6 (2.091)	127.6 (2.091)
<b>ELECTRICAL</b>				
770 CCA	770 CCA	770 CCA	770 CCA	770 CCA
75 A	75 A	75 A	75 A	75 A
<b>HYDRAULICS</b>				
Open Center	Open Center	Open Center	Open Center	Open Center
Dual Independent	Dual Independent	Dual Independent	Dual Independent	Dual Independent
NA	3/4/5 optional	3/4/5 optional	3/4/5 optional	3/4/5 optional
15.9 (60.2)	15.9 (60.2)	15.9 (60.2)	15.9 (60.2)	15.9 (60.2)
<b>TRANSMISSION</b>				
3F/3R Hydrostatic	3F/3R Hydrostatic	3F/3R Hydrostatic	3F/3R Hydrostatic	3F/3R Hydrostatic
–	12F/12R PowrReverser™	12F/12R PowrReverser™	12F/12R PowrReverser™	12F/12R PowrReverser™
Planetary	Planetary	Planetary	Planetary	Planetary
Wet Disk	Wet Disk	Wet Disk	Wet Disk	Wet Disk
Power	Power	Power	Power	Power
–	Wet disk, PowrReverser	Wet disk, PowrReverser	Wet disk, PowrReverser	Wet disk, PowrReverser
Standard MFWD	Standard MFWD	Standard MFWD	Standard MFWD	Standard MFWD
<b>PTO</b>				
Independent 540	Independent 540	Independent 540	Independent 540	Independent 540
Rear	Rear	Rear	Rear	Rear
No	Optional	Optional	Optional	Optional
<b>REAR HITCH</b>				
Category 1/2	Category 1	Category 1	Category 1	Category 1
2,500 lb. (1,135 kg)	2,500 lb. (1,135 kg)	2,500 lb. (1,135 kg)	2,500 lb. (1,135 kg)	2500lb (1,135 kg)
3,130 lb. (1,420 kg)	3,130 lb. (1,420 kg)	3,130 lb. (1,420 kg)	3,130 lb. (1,420 kg)	3130 lb (1,420 kg)
<b>OPERATING WEIGHT</b>				
4,255 lb (1,934 kg)	3,770 lb. (1,710 kg)	3,770 lb. (1,710 kg)	3,770 lb. (1,710 kg)	–
–	4,675 lb. (2,120 kg)	4,675 lb. (2,120 kg)	4,675 lb. (2,120 kg)	4828 lb (2,190 kg)
<b>STANDARD TIRES**</b>				
31.5x13-16.5 (10PR, R4 Industrial, 2 Position)	8-16 (6PR, R1 Bar, 2 Position)	8-16 (6PR, R1 Bar, 2 Position)	8-16 (6PR, R1 Bar, 2 Position)	8-16 (6PR, R1 Bar, 2 Position)
16.9-24 R4	13.6x28 R1	13.6x28 R1	13.6x28 R1	13.6-28 (4PR, R1 Bar, 5 Position)
Folding	Folding	Folding	Folding	Folding
No	Optional	Optional	Optional	Standard
No	Optional with cab	Optional with cab	Optional / Standard on cab	Standard
73 in. (1,855 mm)	73 in. (1,855 mm)	73 in. (1,855 mm)	73 in. (1,855 mm)	73 in. (1,855 mm)



## Run With Us | Nothing Runs Like a Deere.™

Three helpful resources to find your new 4 Series Tractor:

US: [JohnDeere.com/4Series](https://JohnDeere.com/4Series)

CA: [JohnDeere.ca/4Series](https://JohnDeere.ca/4Series)

Visit your John Deere Dealer

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## Scholten's Equipment

8223 Guide Meridian Rd.  
 Lynden WA 98264  
 United States  
 360.354.4071



Printed 2024-01-10

### Quote

Page 1 of 1

Name/Company	SUDDEN VALLEY GOLF COURSE	Telephone	360-296-6497
Address		Account Manager	Tom Postma
City/Town, State/Province	Location Lynden Kubota	Quote No.	28252
Postal/Zip Code	Quote Date 2024-01-10	In Effect Until	2024-01-10

How did we get started 43 years ago? Hauling late model used equipment out of the Midwest. We put a 100hr. 90 day drivetrain warranty - money back guarantee on anything we sell over \$20K. We still do it today. Take the risk out of buying equipment. Let us do it for you and guarantee it.

Quantity	Description	Price \$
<b>Sales Items</b>		
<b>- New - Kubota M5660SUH/SUHD Tractor</b>		
Stock No.: 4403714		
1	M5660SUHD 4WD Utility 2 Post Foldable ROPS Tractor	34156.00
1	AMR8526/AMR8541 Front LSW305-521R3 Grizz LSW Soft Turf and Rear LSW570-648 R3 Grizz LSW S.TF 5.75	3660.00
1	M1059 Front Weight Bracket Kit for Loader Application Requires Bolt/Bar Kit to mount weights. Up to 8 Front Suitcase Weights. Loader must be detached.	192.00
1	M8079 Suitcase Weight - Qty 8	1008.00
1	M8074A Bolt/Bar Kit for M1875A and M8070 One Kit per 8 Front Suitcase Weights.	77.00
1	LA1154SU Front Loader 2 Lever Type Quick Coupler. Includes Mounting Kit, Loader Valve and Joystick, Parking Stands and 2 Lever QA Coupler. Does not include Bucket or Grill Guard. Must be ordered separately.	7522.00
1	M1811 72" 2 Lever Quick Attach	871.00
1	Setup Machine Setup and PDI	1500.00
1	Fluid Bio Ballast Tire Fluid	500.00

**Sub-Total** \$49,486.00

**Sale Items Subtotal** \$49,486.00

**Total Price of Sale Items** \$49,486.00

**Discount** (\$2,853.00)

**Balance** \$46,633.00

**Dealer Doc Fee** \$200.00

**Tax %** \$4,103.70

**Contract Amount** \$50,936.70

Account Manager \_\_\_\_\_ Accepted by \_\_\_\_\_

Tom Postma  
 Tel: 360-220-4174  
 Cell: 360-220-4174  
 Email: tom@scheq.com



For Earth, For Life  
Kubota

M

## KUBOTA DIESEL TRACTOR M5660SUH/M5660SUHD

Built with the power to tackle a wide range of jobs, the new M5660SU brings new and enhanced features to the task, including Kubota's easy-to-use hydraulic shuttle.



# SPECIAL UTILITY

## Everything you asked for and more: Power, Easy operation, Convenience.

We asked what you wanted, and you told us. You wanted power. Easy operation. And comfort. And you wanted it all in an affordable mid-size diesel tractor that could handle it all, from front-loader work to mowing and a whole lot more.

We listened. Introducing the Kubota M5660SU, a diesel tractor with the power, easy operation, and comfort you asked for. Power from a 56 horsepower engine with Electronic CRS Common Rail direct fuel injection for better fuel economy. Easier operation from a variety of new and enhanced features usually found only on bigger tractors or listed as options, including a hydraulic shuttle that simplifies front loader work by letting you smoothly and quickly shift from forward to reverse and back again with a single lever. A new transmission that offers 8 forward and 8 reverse speeds to let you choose the right speed for the job. And the comfort of ergonomically designed controls and a high-back bucket seat with lumbar support to help you work more efficiently and comfortably. Plus a telescopic lower link, rear remote valve, and high-lift loader—all standard equipment—to let you do more in less time and with less effort.

You asked for it, and we delivered. The new M5660SU diesel tractor from Kubota.



# ENGINE

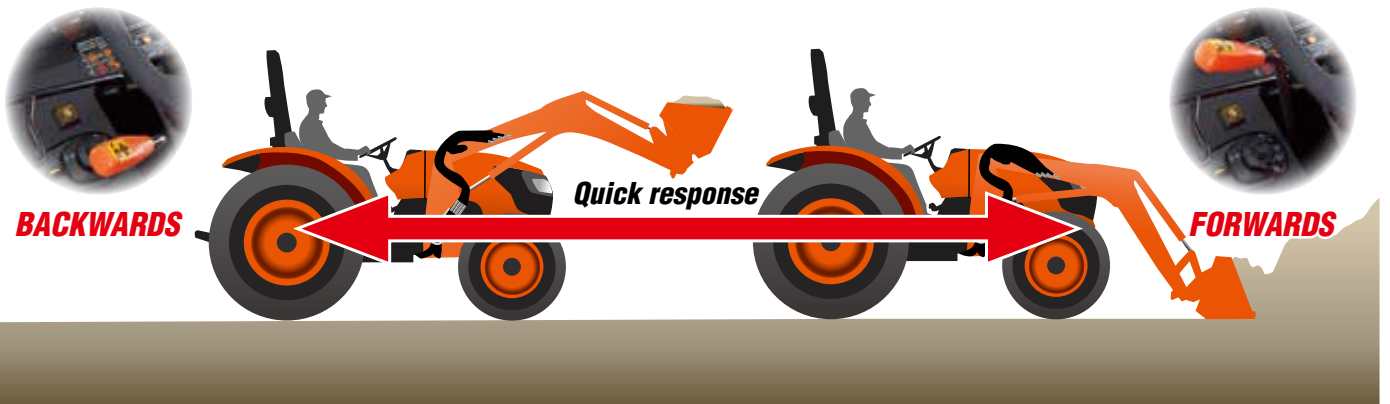


## Powerful and Clean

The M5660SU takes tractor performance to the next level in power even as it reduces emissions. The powerful 56 hp engine features Electronic CRS Common Rail direct fuel injection for better fuel economy. For cleaner emissions, the M5660SU is equipped with a Common Rail System (CRS) and Diesel Particulate Filter (DPF) that work together to ensure compliance with the latest EPA Tier 4 Final emission regulations.

<b>M5660SUH</b>	2WD	56 Engine hp
<b>M5660SUHD</b>	4WD	56 Engine hp

# TRANSMISSION



## Hydraulic Shuttle

New to this class of tractor, the M5660SU's hydraulic shuttle provides smooth, quick, and effortless shifting between forward and reverse via a single lever, eliminating the need to depress the clutch to change directions. Conveniently located next to the steering wheel, the hydraulic shuttle lever boosts productivity in any job that requires lots of forward/reverse movements, such as front loader work.



## Ergonomical Lever Layout

All levers, including the main shift lever and hydraulic shuttle lever, are located within easy reach from a sitting position. Drivers won't have to extend awkwardly or uncomfortably while performing tractor operations.

## F8/R8 Transmission

A new transmission provides 8 forward and 8 reverse speeds spread across four synchronized main shift speeds and high/low speed ranges, letting you choose the right speed for the task at hand.

# OPERABILITY



## Live-Independent Hydraulic PTO

The M5660SU offers smooth and self-modulating hydraulic independent PTO. A PTO brake ensures smooth stops while maintaining PTO shaft speed. The shaft can be rotated 60 degrees for easy hook-up even while the engine is off.

## 3-Point Hitch

Rear-mounted implements can be attached quickly and easily to the Category I and II 3-point hitch, thanks to the adjustable top link, turn-buckle type lift rod, and telescopic stabilizers. The hitch provides ample lifting: up to 3307 lbs. at 24 inches behind the lift point.

## Rear Remote Valve, SCD Type

The M5660SU offers one rear remote valve as standard equipment and up to three as options. SCD type is self canceling detent, and FD type has a float detent.

## Telescopic Lower Link and Adjustable Lift Rods

Now standard equipment on the M5660SU, Kubota's telescopic lower link ends and adjustable lift rods ensure quick and simple attachment and adjustment of implements.



## High-capacity Fuel Tank

The M5660SU now offers an ample 17.7-gallon (67 l) capacity fuel tank to keep you working longer between fill-ups.

## Bevel-Gear Front Axle

A bevel-gear front axle provides excellent maneuverability and an astonishingly tight 55-degree turning radius, letting you work efficiently in narrow spaces. Standard features include a differential lock on the rear for increased stability and traction when working under difficult ground conditions.



# COMFORT



## High-Back Bucket Suspension Seat

The M5660SU takes operator comfort to an all-new level to keep you working efficiently and with less fatigue. The high-back bucket seat features lumbar support to help you work efficiently and comfortably even when the work day is long.

## New Dash Panel

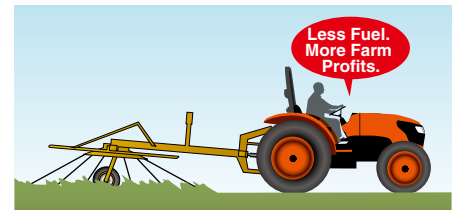
A redesigned dash panel with LCD display provides you with all the information you need to work efficiently and keep your M5660SU in peak condition. The easy-to-read gauges and indicators include a fuel consumption meter, parking indicator, ECU and fault code indicators.



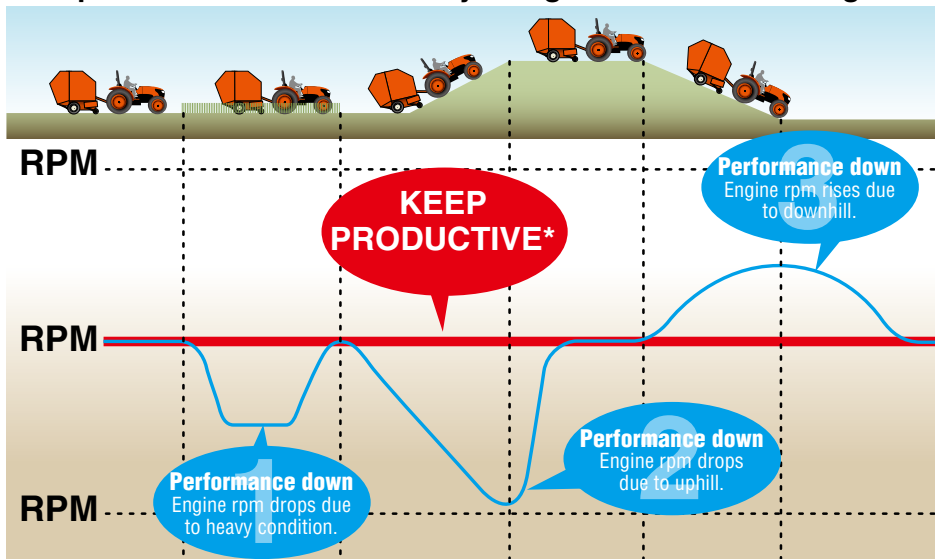
# PRODUCTIVITY

## Economy PTO (optional)

The M5660SU's optional economy PTO can save you money as well as reduce operating noise. Simply select "540E" and the PTO shaft rotation speed is maintained at 540 rpm while the engine speed runs at 1828 rpm with limitation to 2132 rpm, thereby reducing both operating noise and fuel consumption.



## • Keep Productive At Your Farm By Using Constant RPM Management



\*The engine speed drops when the load exceeds the engine performance.

## Constant RPM Management

The M5660SU is equipped with a constant rpm management system that maintains a constant rpm rate regardless of the terrain. When traveling across hilly terrain, simply turn the Constant RPM Management switch to "On", and the M5660SU will maintain a constant travel speed as well as a constant PTO rpm rate when using PTO-driven implements. Constant rpm management improves work accuracy without the need to constantly adjust the travel speed and PTO shaft rpm rate.

**— Constant RPM Management Switch ON**  
**— Constant RPM Management Switch OFF**

# FRONT LOADER



## Front Loader

Ideal for farm work, the M5660SU's new Front Loader is fully integrated with a slanted boom that offers greater visibility and clearer sight lines to the sides of the bucket and loader. The curved look is sleek, too, matching the lines of the hood and the tractor's overall design.

## 4-Bar Linkage

A 4-bar bucket linkage system increases the rollback and dumping angle for quicker scooping and dumping.

## Quick-Mount Attach/Detach

Attach or detach the front loader quickly without the use of tools. The boom stands and mounting pins make this task a snap, allowing an extra measure of productivity and tractor versatility.

## Frame

The frame of the front loader maintains its sturdy, thick steel frame, but its design has been simplified by removing braces and connectors. This helps to lessen effort and shorten the time it takes to attach the loader and offers increased visibility.

## 2-Lever Quick Coupler

This standard M-Series feature makes attaching buckets, bale spears and pallet forks quick and easy.



## 3rd Function Valve

The optional 3rd function valve broadens the scope of the front loader operation by enabling the use of a grapple bucket and various other hydraulically controlled attachments. The 3rd function valve can be activated with buttons located on the grip of the joystick.

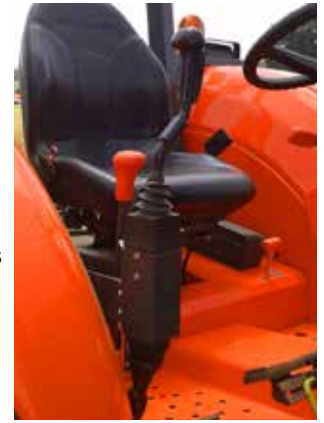
## Greater Lifting Power, Higher Lifting Height

The M5660SU now features an more powerful boom that provides even greater lifting power and height, so you can get more work done with less effort. Two boom cylinder fulcrum positions (Power and Height) let you adjust the boom to fit the job. When doing bucket work, which requires greater power, set the boom cylinder to the Power position. When performing pallet fork or bale spear tasks, which benefit from higher lifting heights, set the boom cylinder to the Height position.



## Joystick Control

An easy-to-operate joystick gives you complete control over the loader's movement and speed. The joystick is located in front of the control console for fast and easy access. The Series Circuit lets you simultaneously operate the boom and bucket, while the Regenerative Bucket Dump Circuit quick and efficient dumping.



## Protected Cylinder Tubes

To better protect the tractor hydraulics and offer the operator more visibility, the hydraulic tubes are neatly tucked inside the loader boom. Hydraulic tube covers further provide protection from wear and tear.



## Front loader specifications

Model	LA1154		
	M5660SUH / M5660SUHD		
Tractor Applications	M5660SUH / M5660SUHD		
Boom Cylinder Fulcrum	Height position	Power position	
Maximum Lift Height (Pivot Pin)	in. (mm)	130.9 (3326)	115.7 (2938)
Clearance w/Attachment Dump	in. (mm)	99.9 (2537)	84.0 (2133)
Reach @ Maximum Height	in. (mm)	19.1 (485)	38.4 (976)
Maximum Dump Angle	degrees	43	60
Reach w/Attachment on Ground	in. (mm)	78.1 (1984)	
Maximum Rollback Angle	degrees	45	
Digging Depth (When Bucket is Level)	in. (mm)	6.8 (173)	5.9 (150)
Overall Height in Carry Position	in. (mm)	59.6 (1513)	
Material Bucket Width / Capacity (Heaped)	in. /cu.ft.(m³)	72 / 19.43 (0.55)	
Lift Capacity (Bucket Center)	lbs. (kg)	2326 (1055)	2536 (1150)
Lift Capacity to Maximum Height at Pivot Pin	lbs. (kg)	2469(1120)	2928(1328)
Raising Time to Full Height w/out Load <sup>**</sup>	second	4.7	
Lowering time w/out Load (powerdown) <sup>**</sup>	second	3.6	
Attachment Rollback Time	second	3.0	
Attachment Dumping Time	second	2.8	

<sup>\*\*</sup>w/Standard valves.



# Specifications

Model	M5660SUH		M5660SUHD	
	2WD		4WD	
<b>Engine</b>	V2403-CR-TE4			
Type (Make: KUBOTA)	4 cylinder in-line, Common Rail Sytem, direct injection			
Rated Engine HP (97/68/EC)	HP (kW)	57.9 (43.2) @2600 rpm		
Engine net power (SAE J1349)	HP (kW)	56 (41.8) @2600 rpm		
PTO power (at rated engine RPM)	HP (kW)	50 (37.3)		
No. of cylinders/Aspiration	4 / Turbocharged			
Total displacement	cu. in. (cc)	148.5 (2434)		
Fuel tank capacity	US gal. (ℓ)	17.7 (67)		
Air cleaner	Dry, dual element			
Alternator	Amp	45		
<b>Transmission</b>	8F/8R			
No. of speeds	8F/8R			
Main gear shift (4 speeds)	Fully synchronized			
Shuttle	Hydraulic shuttle			
Main clutch	Multiple wet disk			
Brake	Mechanical wet disc			
Differential lock	Rear standard (mechanical)			
<b>PTO</b>	Live-independent, hydraulic PTO with PTO brake, multi-plate wet clutch			
PTO type	Live-independent, hydraulic PTO with PTO brake, multi-plate wet clutch			
Speed	@540 rpm (540/540E opt)			
<b>Hydraulic</b>	10.6 (40.2)			
Pump capacity (main)	gpm (ℓ/min)	10.6 (40.2)		
3-point hitch	Category I & II			
Control system	Position			
Lift capacity at 24 in. behind lift point	lbs. (kg)	3307 (1500)		
No. of remote valves	1 (2nd, 3rd & flow control valve optional)			
<b>Tires</b>	6.5–16 / 14.9–28			
Standard	2WD	Front/Rear	6.5–16 / 14.9–28	
	4WD	Front/Rear	8.3–24 / 14.9–28	
<b>Traveling speeds (w/std. 4WD Ag. tires)</b>				
No. of speeds (at rated engine speed)			Forward	Reverse
First	Fifth	mph (km/h)	1.6 (2.6) 6.1 ( 9.7)	1.6 (2.6) 6.2 ( 9.9)
Second	Sixth		2.2 (3.6) 8.5 (13.7)	2.3 (3.7) 8.7 (14.0)
Third	Seventh		3.1 (5.1) 12.0 (19.2)	3.2 (5.2) 12.2 (19.6)
Fourth	Eighth		4.8 (7.7) 18.2 (29.3)	4.9 (7.8) 18.6 (29.9)
<b>Other features</b>	Bevel gear type with 55 degree turning angle			
4WD drive system (4WD model)	Bevel gear type with 55 degree turning angle			
Steering	Hydrostatic power steering			
Hood type / Pedal type	Full open, slanted, steel / Hanging			
Deck type	Semi-flat			
<b>Dimensions</b>				
Overall length	in. (mm)	138.7 (3525)	136 (3455)	
Overall height (w/Foldable ROPS)	in. (mm)	95.3 (2420)		
Overall width (Minimum)	in. (mm)	73.2 (1860)		
Wheelbase	in. (mm)	82 (2085)	80.7 (2050)	
Min. ground clearance	in. (mm)	16.3 (415)		
Tread width	Front	in. (mm)	55.9, 71.7 (1420, 1820)	51.2, 55.1 (1300,1400)
	Rear	in. (mm)	52.0, 67.7 (1320, 1720)	
Turning radius (w/o brake)	ft. (m)	10.8 (3.6)	12.8 (3.9)	
<b>Weight (with ROPS)</b>	lbs. (kg)	4189 (1900)	4387 (1990)	

The company reserves the right to change the above specifications without notice. This brochure is for descriptive purposes only. Please contact your local Kubota dealer for warranty information. For your safety, KUBOTA strongly recommends the use of a Rollover Protective Structure (ROPS) and seat belt in almost all applications.

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## KUBOTA TRACTOR CORPORATION

Kubota Tractor Corporation, 3401 Del Amo Boulevard, Torrance CA 90503  
 Western Division: 1175 S. Guild Ave., Lodi, CA 95240 Tel (209) 334-9910  
 Central Division: 14855 FAA Boulevard, Fort Worth, TX 76155 Tel (817) 571-0900  
 Northern Division: 6300 at One Kubota Way, Groveport, OH 43125 Tel (614) 835-1100  
 Southeast Division: 1025 Northbrook Parkway, Suwanee, GA 30024 Tel (770) 995-8855

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# BRIM



# PURCHASE ORDER

*Lynden, Mt. Vernon, Pacific, Chehalis, Salem & Eugene*

BRIM Tractor Company 2500 Cedardale Road Mt. Vernon, WA 98274 360.424.1600



**Greg Wadden Sudden Valley Golf Course 360-746-8440**

**February 12, 2024**

[greg.wadden@suddenvalley.com](mailto:greg.wadden@suddenvalley.com)

**Salesperson: Jon Gouras**

MAKE	MODEL	DESCRIPTION	UNIT #	SERIAL #	HRS	AMOUNT
New Holland	WM75	75hp tractor/ 550LU loader, open station 3 rear remotes, 12x12 transmission,				\$ 47,900.00
discount		Only 4 left at this price				\$ (6,000.00)
		turf tires				\$ 5,298.00
		2) New 11.2-24/6 Goodyear SFT 105 TL R-3				
		2) New 16.9-30/6 Goodyear SFT 105 TL R-3				
<b>Trade In</b>						

<b>Warranty:</b>	SUBTOTAL	\$	47,198.00
	8.8 SALES TA	\$	4,153.42
	<b>TOTAL</b>	<b>\$</b>	<b>51,351.42</b>

Warranty coverage does not include travel/ hauling time or freight on parts.  
All sales are final.

- Cash
- Check
- Bank Card
- NH Plan

DOWN PAYMENT	
CONTRACT FEE/PDI	
<b>BALANCE DUE</b>	<b>\$ 51,351.42</b>
MONTHS	
INTEREST	
PAYMENT	

- Sale
- Transfer
- Demo
- Rental
- Consignment
  
- Brim to Haul
- Customer to Haul

<b>Special Instructions</b>

Initial Here Customer Warrants that Trade In Equipment or Consigned Equipment is Traded or Consigned with no Liens or Encumbrances

Purchaser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Sudden Valley Community Association

360-734-6430  
4 Clubhouse Circle Bellingham, WA 98229  
www.suddenvalley.com

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Greg Wadden, Golf Course Superintendent  
**Date:** February 15, 2024  
**Subject:** Capital Request – Replacement of Turfcare Sand Trap Rake, Asset ID#1047

---

### Purpose

To request funding to replace Turfcare Cushman Groom Master sand trap rake.

### Background

Turfcare’s Cushman Groom Master sand trap rake has reached the end of its serviceable lifespan and is budgeted for replacement in the 2024 Capital Budget. Many of the components of this unit have either been replaced or are currently not operational for example: broken steering wheel, engine issues, hydraulic rake lift inactive, and the three-wheel drive no longer works.

### Analysis

The table below summarizes the available equipment that meets our needs. The lower horsepower of the Smithco Sandstar, it’s unusual design (no steering wheel), and it’s lack of three-wheel drive cause it to fail our review. Of the two models left, the John Deere 1220 Utility Rake is less expensive and meets all of our needs.

Analysis of Available Models			
	John Deere 1220 Utility Rake	Toro 3040	Smithco Sandstar CVT
<b>Minimum Requirements</b>			
Wheel base width	58"	58"	61"
Rated Horse Power	15Hp	16Hp	10Hp
Rear serrated tooth rake	78"	73"	72"
LED light kit	Yes	Yes	Yes
40" front plow	40"	40"	40"
Mid mount scarifier	58"	58"	61"
Three wheel drive	Yes	Yes	No
Turning wheel radius in inches	12"	8"	12"
<b>Price</b>	<b>\$32,578.91</b>	<b>\$34,772.00</b>	<b>\$18,358.00</b>

### Proposal

Provide funding for the purchase of a John Deere Tru finish 1220 Utility Rake, equipped with the following accessories as above: not to exceed \$32,578.91 (this price includes sales tax).



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

## Motion

Move that the SVCA Board of Directors approve the allocation of \$32,578.91 from CRRRF for purchasing a Sand Trap Rake and authorize the Golf Course Superintendent to work with the Finance Director on purchase of this item.

## Approvals:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President

**Quote Summary**

**Prepared For:**  
 SUDDEN VALLEY COMMUNITY ASSN  
 4 CLUBHOUSE CIR  
 BELLINGHAM, WA 98229  
 Business: 360-734-6430  
 MAINTENANCE@SUDDENVALLEY.COM

**Prepared By:**  
 Rick Michel  
 Pacific Golf & Turf  
 1818 Bickford Avenue  
 Snohomish, WA 98290  
 Phone: 360-568-7798  
 rmicel@pacificgolfturf.com

**Quote Id:** 29892781  
**Created On:** 01 November 2023  
**Last Modified On:** 19 January 2024  
**Expiration Date:** 31 July 2024

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE TruFinish 1220 Utility Rake	\$ 29,999.00	1 =	\$ 29,999.00
SMITHCO SAND-STAR CVT MECHANICAL	\$ 18,358.00	1 =	\$ 18,358.00

**Equipment Total**

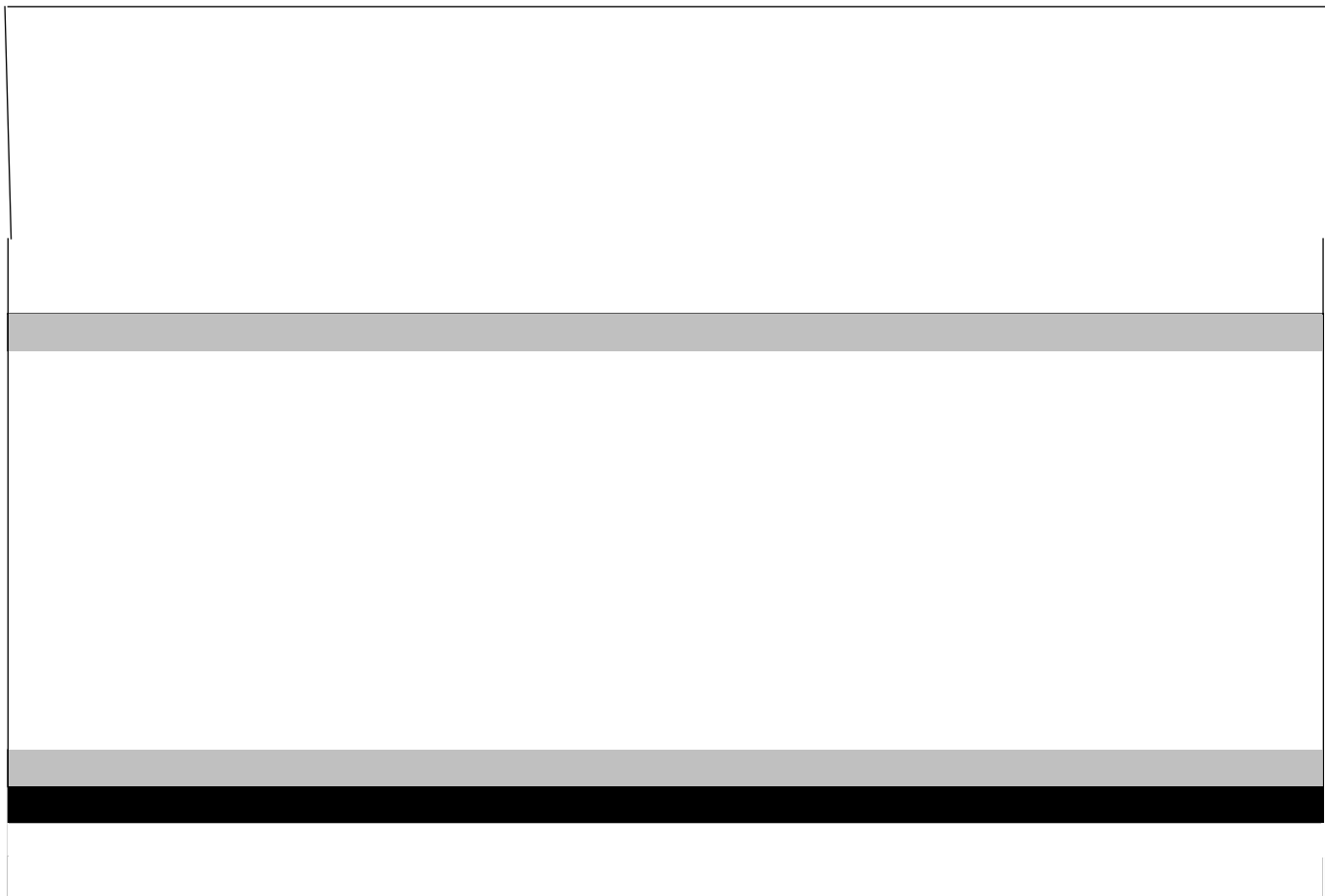
**Quote Summary**

Equipment Total  
 SubTotal  
 Sales Tax - (8.60 )  
 Est. Service Agreement Tax  
 Total  
 Down Payment  
 Rental Applied  
**Balance Due**

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

**Quote Id:** 29892781

**Customer:** SUDDEN VALLEY COMMUNITY ASSN


## JOHN DEERE TruFinish 1220 Utility Rake

**Equipment Notes:**
**Hours:**
**Stock Number:**

Code	Description	Qty
1901 F	TruFinish 1220 Utility Rake	1
<b>Standard Options - Per Unit</b>		
001A	US/Canada	1
0443	All Other Countries - Operator s Manual - English/Spanish	1
6426	Rear Serrated Blade Sand Rake	1
9700	40 In. Front Blade	1
9702	LED Light Kit	1
9703	Mid-Mount Scarifier Tines	1

**Quote Id:** 29892781**Customer:** SUDDEN VALLEY COMMUNITY ASSN

## SMITHCO SAND-STAR CVT MECHANICAL

**Equipment Notes:****Hours:** 0**Stock Number:**

<b>Code</b>	<b>Description</b>	<b>Qty</b>
41-000-A	SAND-STAR CVT MECHANICAL	1



1160  
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0114

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## TruFinish™ 1220 Utility Rake

[Select Another Model In This Series](#)

- Hydrostatic 2WD/3WD System. Shift with the push of a button
- Three-wheel stance with 42-in. (107-cm) wheelbase for a tight turning radius
- Lightweight, heavy-gauge aluminum front blade
- Three mid-mount rake options for the perfect finish
- Five rear rake options. For any infield skin or golf bunker need

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### Key Specs

<b>Transmission type</b>	Hydrostatic with 3 hydraulic wheel motors and selectable 2WD/3WD
<b>Ground clearance @ rake attachment</b>	5.5 - 7 in. 139 - 178 mm
<b>Travel Speed (forward or reverse)</b>	Forward: 0-12 mph (19 km/h) Reverse: 0-4 mph (6 km/h)
<b>Tank capacity</b>	18.9 L 5 U.S. gal.
<b>Displacement</b>	570 cc 34.8 cu in.
<b>Engine type</b>	Air-cooled
<b>Horsepower</b>	13.4 kW (18.0 HP) Engine Manufacturer Gross Power @3600 rpm per SAE J1940, tested in accordance with SAE J1995. The engine horsepower and torque information are provided by the engine manufacturer to be used for comparison purposes only. Actual operating horsepower and torque will be less. Refer to the engine manufacturer's web site for additional information

## Engine

<b>Manufacturer</b>	
<b>Type</b>	Air-cooled
<b>Displacement</b>	570 cc
<b>Horsepower</b>	13.4 kW (18.0 HP) Engine Manufacturer Gross Power @3600 rpm per SAE J1940, tested in accordance with SAE J1995. The engine horsepower and torque information are provided by the engine manufacturer to be used for comparison purposes only. Actual operating horsepower and torque will be less. Refer to the engine manufacturer's web site for additional information
<b>Compression ratio</b>	
<b>Lubrication</b>	Full-pressure
<b>Oil capacity</b>	Without filter: 1.4 L 1.5 U.S. qt
<b>Oil filter</b>	Standard
<b>Spark arrester muffler</b>	
<b>Idle speed</b>	Low speed: 1,750 rpm fast idle speed (low load): 3,300 rpm

## Electrical System

<b>Type</b>	12 V 16 amp
<b>Battery</b>	300 CCA

	12 V
<b>Starter</b>	Electric
<b>Ignition</b>	Transistor-type
<b>Light kit</b>	Available
<b>Fuel System</b>	
<b>Tank capacity</b>	18.9 L 5 U.S. gal.
<b>Fuel pump</b>	
<b>Fuel required</b>	Unleaded gasoline
<b>Transmission</b>	
<b>Type</b>	Hydrostatic with 3 hydraulic wheel motors and selectable 2WD/3WD
<b>Fluid capacity</b>	18.9 L 5 U.S. qt
<b>Travel Speed</b>	
<b>Forward or reverse</b>	Forward: 0-12 mph (19 km/h) Reverse: 0-5 mph (8 km/h)
<b>Brakes</b>	
<b>Type</b>	Dual rear wheel parking brakes; dynamic braking provided by closed loop hydrostatic powertrain

## Steering

<b>Type</b>	Chain drive to steering wheel
-------------	-------------------------------

## Tires

<b>Front</b>	One 22-11x10 Knobby Tire
--------------	--------------------------

<b>Rear</b>	Two 22-11x10 Knobby Tire
-------------	--------------------------

## Dimensions

<b>Width</b>	147 cm 58 in.
--------------	------------------

<b>Height</b>	189 cm 74.4 in.
---------------	--------------------

<b>Length</b>	173 cm 68 in.
---------------	------------------

<b>Wheelbase</b>	107 cm 42 in.
------------------	------------------

<b>Ground clearance @ rake attachment</b>	178 mm 7 in.
---	-----------------

<b>Turning radius</b>	
-----------------------	--

<b>Weight (approx.)</b>	431 kg 950 lb
-------------------------	------------------

<b>Rear-hitch towing capacity</b>	
---------------------------------------	--

## Attachments

<b>Rake</b>	
<b>Cultivator</b>	
<b>Front blade</b>	
<b>60-in. aluminum front blade</b>	
<b>Articulating front-mount core-removal blade</b>	
<b>Wide- and narrow-interval scarifier tines attachment</b>	
<b>Mid-mount 64.5-in. (164.9 mm) scraper blade attachment</b>	
<b>Rear-mounted 60-in. field finisher</b>	
<b>Hydraulic pump package</b>	

## Sound Levels

<b>Operator ear</b>	
<b>Measuring standard</b>	

**Attachments  
installed**

Additional information

**Date collected**

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Date: January 8, 2024

## Quotation for Sudden Valley Community Assoc

Quote No:8083393-00

<b>Prepared For:</b> Greg Wadden	<b>Quote No:</b> 8083393-00
Sudden Valley Community Assoc	<b>iQuote No:</b> 149171
4 Clubhouse Circle	<b>Sales Person:</b> Shawn Frisbee
Bellingham, WA 98229	shawn.frisbee@turfstar.com
	206-501-7248

## Summary

Configuration Name	Qty	Unit Price	Sub Total	Sales Tax	Total
010-Sand Pro 3040	1	\$32,018.59	\$32,018.59	\$2,753.60	\$34,772.19
020-Sand Pro 2040Z	1	\$19,693.07	\$19,693.07	\$1,693.61	\$21,386.68
<b>Totals:</b>			<b>\$51,711.66</b>	<b>\$4,447.21</b>	<b>\$56,158.87</b>



Date: January 8, 2024

## Quotation for Sudden Valley Community Assoc

Quote No:8083393-00

### Configuration Product Details 010-Sand Pro 3040

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
08743	Sand Pro 3040	1	\$23,566.67	\$23,566.67	\$2,026.73	\$25,593.40
08714	Manual Blade (40in)	1	\$2,057.69	\$2,057.69	\$176.96	\$2,234.65
08734	Solid Tine Toolbar	1	\$1,289.74	\$1,289.74	\$110.91	\$1,400.65
08838	Midmount Toolbar System Sand Pro 3040/5040	1	\$1,811.54	\$1,811.54	\$155.79	\$1,967.33
08751	Tooth Rake	1	\$1,976.92	\$1,976.92	\$170.02	\$2,146.94
08740	LED Light Kit Sand Pro	1	\$541.03	\$541.03	\$46.53	\$587.56
FSD2	Delivery	1	\$150.00	\$150.00	\$12.90	\$162.90
FSD1	Setup	1	\$625.00	\$625.00	\$53.76	\$678.76
<b>Totals:</b>						<b>\$34,772.19</b>





Date: January 8, 2024

**Quotation for Sudden Valley Community Assoc**

Quote No:8083393-00

**Configuration Product Details**  
**020-Sand Pro 2040Z**

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
FSD2	Delivery	1	\$150.00	\$150.00	\$12.90	\$162.90
FSD1	Setup	1	\$383.00	\$383.00	\$32.94	\$415.94
08706	Sand Pro 2040Z	1	\$16,049.35	\$16,049.35	\$1,380.25	\$17,429.60
08716	Tooth Rake-SandPro 2040Z	1	\$2,193.51	\$2,193.51	\$188.64	\$2,382.15
08721	SP 2040Z Light Kit	1	\$610.39	\$610.39	\$52.50	\$662.89
125-6469	SEAT ISOLATION KIT	1	\$306.82	\$306.82	\$26.38	\$333.20
<b>Totals:</b>						<b>\$21,386.68</b>



Date: January 8, 2024

## Quotation for Sudden Valley Community Assoc

Quote No:8083393-00

### Standard Terms and Conditions

Prices including all finance options are subject to change based on Turf Star Western's receipt of product and estimated shipments. Currently, product availability is a minimum of 6-18 months. Your Final Price will be determined at time of shipment. Delivery is FOB point of origin unless otherwise stated.

### Office Locations

#### **Northern California:**

3928 N.Blattela Lane  
Fresno, CA 93727  
Fax: (559) 277-7123

2438 Radley Court  
Hayward, CA 94545  
Fax: (510) 785-3576

11373 Sunrise Gold Circle  
Rancho Cordova, CA 95742  
Fax: (800) 241-1997

#### **Southern California:**

79-253 Country Club Drive  
Bermuda Dunes, CA 92203  
Fax: (760) 345-4297

955 Beacon Street  
Brea, CA 92821  
Fax: (800) 775-8873

2110 La Mirada Ste 100  
Vista, CA 92083  
Fax: (760) 734-4285

#### **Pacific Northwest:**

1750 Industrial Dr.NE  
Salem, OR 97301  
Ph: (503) 691-0250

5869 South 194th  
Kent, WA 98032  
Fax: (253) 872-6942

2824 East Garland  
Spokane, WA 99207  
Fax: (509) 483-7563



#### **WARNING:**

Cancer and Reproductive Harm-<http://www.P65Warnings.ca.gov>  
For more information, please visit <http://www.tcoCAProp65.com>

#### **CALIFORNIA SPARK ARRESTER WARNING**

Operation of this equipment in the State of California may create sparks that can start fires around dry vegetation. A spark arrester may be required. The operator should contact local fire agencies for laws or regulations relating to fire prevention requirements.

**TORO****Count on it.**

# SAND PRO® 3040/5040

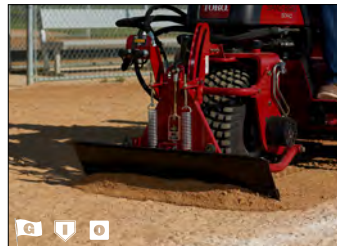
## ATTACHMENTS & ACCESSORIES

### Sand Pro 3040/5040

With the Quick Attach System™ (QAS) and over 30 attachments, the Sand Pro 3040 & 5040 are versatile utility vehicles with many uses on golf courses and sports fields. The QAS lets you change most attachments in under a minute, with no tools required. And the variety of attachments allows you to repair a bunker, groom wet or dry sand, blow debris or reconstruct a tee with one machine. The Sand Pro keeps your course or field in tournament condition every day.

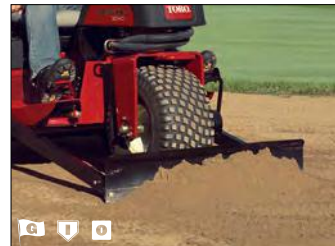


### Front Attachments



#### Hydraulic Flex Blade

- Steerable flex design provides ultimate control
- Levels, packs and smooths uneven areas in one pass
- Dual-function edge can be rotated on the jagged or smooth side



#### Manual Blade

- Spring-balanced steel blade is ideal for leveling uneven areas and pushing up bunker walls
  - Foot lever enables additional downward pressure
- 60" Blade Extension**
- 60" (152 cm) blade for leveling larger areas



#### Lip Broom

- Hydraulically-powered lip broom maintains infield lips by removing ridge buildup and sweeping material back into infield

Available from Rahn Industries  
RahnIndustries.com 800-298-1707



#### Nordic Plow

- Clears snow and debris from any surface
  - Rounded edge will not harm turf, making quick work of aeration core clean up
  - Mounts over Manual Blade or to front QAS (5040 only)
- Available from Nordic Plow  
NordicPlow.com 800-662-7569



#### Bunker Pump

- Throws water up to 40' (12 m) and can pump 95 gal/min (360 l/min)
- Adjustable throw direction and angle

#### Bunker Pump Remote Discharge

- 50' (15 m) discharge hose allows Bunker Pump to be placed in hard to reach areas



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8111 Lyndale Ave. S.  
Bloomington, MN 55420-1196  
Rev. 7/18

Specifications subject to change.  
Please contact your Toro distributor for details.



# Sand Pro® 3040/5040 Accessories and Attachments

## Rear Attachments



### Flex Tooth Rake

- Follows contours for superior grooming regardless of bunker undulations
- Gentle on turf and bunker liners



### Drag Mat Carrier System

- Carrier frame allows operators to hydraulically raise and lower drag mats from the operator's seat



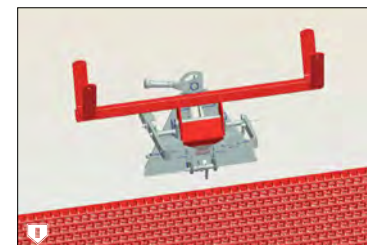
### Nail Drag

- Use to scarify, loosen, or weed before smoothing
- Easily adjust nail pattern and depth
- Accepts up to 40D common nail



### AutoMat Drag Mat

- Automatically engages the infield skin as the Nail Drag is lowered



### Basic Drag Mat System

- Simple drag mat system



### Spring Rake

- Leaf rake assembly great for collecting debris in groomed areas
- Can be used alone or with Tooth Rake



### Coco Drag Mat

- Quickly produces a premium finish on dry, level surfaces



### Flex Groomer

- Pairs with Nail Drag offering complete grooming in one pass



### Spiker

- Spikes greens and other formal turf to increase airflow



### Debris Blower

- Quickly clears debris from unwanted areas



### Tooth Rake

- Lightly scarify, pack, smooth, and groom in wet or dry conditions

### Weight Kit

- Increased performance in coarse or wet conditions

### Tooth Rake Broom

- Attaches behind the Tooth Rake for a smoother finish

### Pivoting Trowels Kit for Tooth Rake

- Provides full grooming in tight bunkers



### Steel Drag Mat

- Quickly groom and finish more rugged surfaces, both wet and dry



### Manual Drag Mat

- Works in tandem with Nail Drag to smooth and even scarified surfaces



### Bunker Pump

- Throws water up to 40' (12 m) and can pump 95 gal/min (360 l/min)
- Adjustable throw direction and angle

### Bunker Pump Remote Discharge

- 50' (15 m) discharge hose allows Bunker Pump to be placed in hard to reach areas



### Finish Grader

- Weeder, solid, or carbine tines can be mounted to Finish Grader to level or scarify large areas
- Spring load regulation allows for relief if obstruction is hit



Golf



Infields/Sports Fields



Synthetic Turf



Other Surfaces

# Sand Pro® 3040/5040 Accessories and Attachments

## Rear Attachments



### Lip Broom

- Maintains infield lips by removing ridge buildup and sweeping material back into infield
- Use traction unit controls to adjust aggressiveness and speed
- Optional edging attachments for trimming cart paths and walkways

Available from Rahn Industries  
RahnIndustries.com 800-298-1707



### Segmented Grooming Broom

- Minimizes top surface disruption, maximizes firmness, and provides a smooth finished look

#### Replacement Segmented Grooming Broom

- Broom with stiffer bristles

#### Weight Kit for Segmented Grooming Broom

- Improve performance in coarse or wet conditions

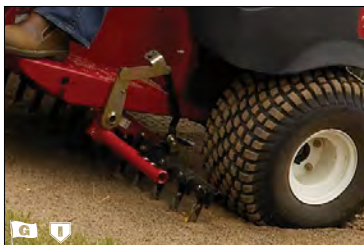


### Rahn Groomer

- Use lock or float position to level uneven playing fields
- Prevents ridge build up and creates a safer infield

Available from Rahn Industries  
RahnIndustries.com 800-298-1707

## Mid Attachments



### Weeder Tine Toolbar

- Ideal for removing weeds and grass from bunkers and infields



### Spring Tine Toolbar

- Use for light to moderate scarifying and daily maintenance on bunkers and infields



### Solid Tine Toolbar

- Great for loosening compact bunkers and scarifying infields
- Tines can be rotated to maximize life



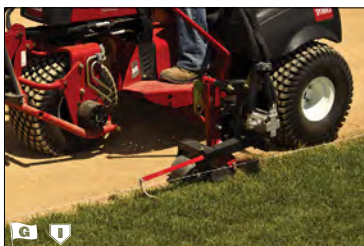
### Carbide Tine Toolbar

- Carbide tips withstand the harshest conditions
- Perfect for loosening compacted infields



### Leveling Blade

- Attach to any mid-mount toolbar
- Ability to lower blade independently of other toolbars
- Selectable depth setting for more consistent leveling



### Sports Field Edger

- Maintain or renovate ball fields by removing overgrown turf infield or warning track lip build up

# Sand Pro® 3040/5040 Accessories and Attachments

## Accessories

### Front Lift Frame Assembly

- Front QAS mounting assembly and hydraulic components  
50 lb. Front Weights
  - Allows Spiker or Rahn Groomer attachments without the Front Lift Frame Assembly to meet ANSI compliance

### Mid-Mount Assembly

- Base mounting assembly for mid-mount toolbars featuring spring-loaded relief if obstruction is hit

### Front Remote Hydraulics

- Quick connect design allows front powered attachments to be connected in under a minute

### Rear Remote Hydraulics

- Quick connect design allows rear powered attachments to be connected in under a minute

### Variable Orifice Kit

- Slows hydraulic lift and lower for increased precision

### QAS A-Frame

- Used to attach Spring Rake to be used independently

### 400 Hour Filter Maintenance

- 9 engine oil filters, 2 hydraulic oil filters, and 2 air filters

### Speed Control Kit

- Limits grooming to desired speed while allowing for full transport speed

### Hitch/Tow Bar

- Allows traction unit to transport materials or trailers

### Light Kit

- Front and rear flood lights

## Tires

### Smooth Tire

- Includes individual tire, wheel, and stem valve assembly
- Typically used on greens

### Turf Tire

- Turf tread tire

## CONFIGURATION CHART

	WORKING WIDTH	REQUIRED COMPONENTS	OPTIONAL ACCESSORIES
<b>FRONT ATTACHMENTS</b>			
HYDRAULIC FLEX BLADE	36"   91cm (w)	Front Lift Frame Assembly	
MANUAL BLADE	40"   102cm (w)		60" Blade Extension
BUNKER PUMP	-	Front Lift Frame Assembly, Front Remote Hydraulics, Rear Remote Hydraulics	Remote Discharge
LIP BROOM	-	Front Lift Frame Assembly, Front Remote Hydraulics, Rear Remote Hydraulics CHOOSE ONE: Poly Brush OR Cutting Disc OR Wire Brush	Hydraulic Flow Divider
NORDIC PLOW	64"   163cm (w)	Front Lift Frame Assembly	
<b>REAR ATTACHMENTS</b>			
TOOTH RAKE	73"   185cm (w)		Spring Rake, Pivoting Trowels Kit, Broom, Weight Kit
FLEX TOOTH RAKE	85"   216cm (w)		
SPRING RAKE	80"   203cm (w)	CHOOSE ONE: Tooth Rake OR QAS A-Frame	
COCO DRAG MAT	72" x 36"   183cm x 91cm	Drag Mat Carrier System	
STEEL DRAG MAT	72" x 36"   183cm x 91cm	Drag Mat Carrier System	
NAIL DRAG	65"   164cm (w)		Flex Groomer CHOOSE ONE: AutoMat OR Manual Drag Mat
FLEX GROOMER	72"   183cm (w)	Nail Drag	
AUTOMAT DRAG MAT	78" x 12"   198cm x 30cm	Nail Drag	
BASIC DRAG MAT SYSTEM	78" x 72"   198cm x 183cm	QAS Lift Arm Adapter, Hitch Tow Bar Kit	
MANUAL DRAG MAT	78" x 36"   183cm x 91cm	Nail Drag or Finish Grader	
FINISH GRADER	66"   168cm (w)		Manual Drag Mat CHOOSE ONE: Weeder Tines OR Carbide Tines OR Solid Tines
DEBRIS BLOWER	-	Rear Remote Hydraulics	
SPIKER	61"   155cm (w)		
LIP BROOM	-	Rear Remote Hydraulics CHOOSE ONE: Poly Brush OR Cutting Disc OR Wire Brush	
RAHN GROOMER	72"   183cm (w)		
SEGMENTED GROOMING BROOM	72"   183cm (w)		Stiffer Bristles, Weight Kit
BUNKER PUMP	-	Rear Remote Hydraulics	Remote Discharge
<b>MID ATTACHMENTS</b>			
WEEDER TINE TOOL BAR	58"   147cm	Mid-Mount Assembly	Leveling Blade
SPRING TINE TOOL BAR	58"   147cm	Mid-Mount Assembly	Leveling Blade
SOLID TINE TOOL BAR	58"   147cm	Mid-Mount Assembly	Leveling Blade
CARBIDE TINE TOOL BAR	58"   147cm	Mid-Mount Assembly	Leveling Blade
SPORTS FIELD EDGER*	-	Rear Remote Hydraulics	

\*Sports Field Edger can be installed in addition to with other mid-mount attachments



# Sand Pro<sup>®</sup> 2040Z

BUNKER RAKE

## FEATURES

- Kawasaki 12.2 hp (9.1 kW) gasoline, v-twin engine
- Flex tooth rake eliminates tire marks and mounts of sand
- Power steering via independent control sticks
- Unitized transmission minimizes hydraulic lines and connections
- Transport speed up to 12 mph (19.3 km/h)
- Hydraulic-powered groomer lift
- Two-post fixed ROPS, ISO/DIS 21299.2 certified



Only the Toro Sand Pro 2040Z with exclusive Lift in Turn deliver a perfect finish in the tightest of turns.

## Another industry first in bunker maintenance.

The Sand Pro 2040Z mechanical groomer is unlike anything else in the marketplace – a zero-turn bunker rake delivering unmatched productivity and maneuverability. The Sand Pro 2040Z is a daily bunker rake that will reduce your bunker maintenance labor cost. With the exclusive Flex Tooth Rake with patent-pending lift in turn technology, the 2040Z is the only mechanical groomer that can groom in a zero-turn without leaving tire marks or leaving unraked teardrops of sand. The nimble Sand Pro 2040Z will save you valuable time in your workday, improving bunkers' surface playability and consistency.



SAND PRO 2040Z, MODEL 08706																					
<b>ENGINE</b>	Kawasaki 2 cylinder, air cooled, gasoline engine; Gross HP 13.6 HP (10.1 kW), Governed HP 12.2 HP (9.1 kW) @ 2400 rpm; Max torque 27.3 ft-lbs (37.0 Nm) @1800 rpm; Displacement 36.7 cu-in. (603 cc); Oil capacity w/filter 1.7 qts. w/filter (1.5 w/o filter); Oil Filter External, spin-on																				
<b>AIR CLEANER SYSTEM</b>	Heavy duty single stage cyclonic air filter with replacement element																				
<b>FUEL CAPACITY</b>	4.5 gals (17 liters) of unleaded gas (maximum 10% ethanol)																				
<b>TRACTION DRIVE</b>	Belt driven independent infinitely variable unitized transmission, with automatic tensioning system.																				
<b>HYDRAULIC OIL</b>	Factory fill Mobil fluid 424 tractor transmission fluid; Left hand transmission section: 3.1 qt (3.25 liters); Right hand transmission section: 3.55 qt (3.75 liters)																				
<b>GROUND SPEED</b>	Forward 0-12 mph (0-19.3 km/h), Reverse 0-4 mph (0-6.4 km/h). See Speed Limiter Kits below for additional information.																				
<b>TIRES/WHEELS</b>	Drive Wheels 25x12- 9, 3 ply rating pneumatic tubeless demountable with a Turf Tamer (knobby) tread. Front Wheel 16x7.5-8 4 ply rating pneumatic tubeless demountable with turf traction tread. Recommended tire pressure: 7 psi all tires																				
<b>MAIN FRAME</b>	Rectangular structured steel tube and high strength steel plate welded construction.																				
<b>BRAKES</b>	Twin levers with dynamic braking through hydrostatic transmission. Hand actuated parking brake lever that controls two integral wet disc brakes contained within transmission.																				
<b>STEERING</b>	Power steering, controlled through two independent control sticks with integrated dampeners. Min. turning radius: 0 in (0 cm)																				
<b>CONTROLS/GAUGES</b>	Ignition: Off/Run/Start; Throttle: Low - High Idle; Choke: Open /Closes choke plate; Parking Brake: Off - On LCD logic cluster includes hour meter and safety interlocks for operator presence, neutral and parking brake.																				
<b>REAR ATTACHMENT HYDRAULIC LIFT</b>	Raise/Lower switch mounted at end of right handle.																				
<b>SEAT</b>	High back cushion vinyl seat with drain hole, integrated armrest and retractable seat belt; adjustment is 4 inches fore and aft.																				
<b>ROPS</b>	Two post fixed ROPS, certified per ISO/DIS 21299.2 specifications																				
<b>STORAGE</b>	Built-in cup holder, rake holder and personal storage reached from seat.																				
<b>ELECTRICAL FEATURES</b>	12-volt system, 20-amp alternator at 3,600 rpm. Battery Voltage is displayed when key switch is moved from off to run (Low Battery LED will illuminate if key voltage is less than 12.3V in run position)																				
<b>SOUND LEVEL</b>	88 dBA (Operator Ear)																				
<b>DIMENSIONS/WEIGHT</b>	<table border="1"> <thead> <tr> <th></th> <th>with Flex Tooth Rake</th> <th>with Nail Drag</th> <th></th> </tr> </thead> <tbody> <tr> <td><b>Length:</b></td> <td>89.0 in (226 cm)</td> <td>84.8 in (215 cm)</td> <td rowspan="5"><b>Wheelbase:</b> 58.0 in (147 cm) <b>Tread width (to centerline of tire):</b> 46.9 in (119 cm)</td> </tr> <tr> <td><b>Width:</b></td> <td>84.0 in (213 cm)</td> <td>71.5 in (182 cm)</td> </tr> <tr> <td><b>Overall Height:</b></td> <td>73.0 in (185 cm)</td> <td>73.0 in (185 cm)</td> </tr> <tr> <td><b>Weight:</b></td> <td>920 lbs (417 kg)</td> <td>970 lbs (439 kg)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		with Flex Tooth Rake	with Nail Drag		<b>Length:</b>	89.0 in (226 cm)	84.8 in (215 cm)	<b>Wheelbase:</b> 58.0 in (147 cm) <b>Tread width (to centerline of tire):</b> 46.9 in (119 cm)	<b>Width:</b>	84.0 in (213 cm)	71.5 in (182 cm)	<b>Overall Height:</b>	73.0 in (185 cm)	73.0 in (185 cm)	<b>Weight:</b>	920 lbs (417 kg)	970 lbs (439 kg)			
	with Flex Tooth Rake	with Nail Drag																			
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<b>Weight:</b>	920 lbs (417 kg)	970 lbs (439 kg)																			
<b>GROUND CLEARANCE</b>	5.5 in (14 cm) (at machine centerline 24 in tire)																				
<b>TIE DOWNS</b>	Four loops, one located on each corner of the machine.																				
<b>WARRANTY</b>	2-year limited warranty. Refer to the Operator's Manual for further details.																				
<b>SAFETY CERTIFICATIONS</b>	Certified to meet ANSI specification B71.4 - 2012 standards when equipped with weight kits supplied with attachments. Certified to meet ISO/DIS 21299 for ROPS. Engine meets all applicable emission standards per the manufacturer. Certified to meet C-Tick 2004/108/EC/EMC and the CE Machinery Directive.																				

REAR ATTACHMENTS (NOTE: Unit must always have a rear attachment installed to meet ANSI and CE specifications)	
<b>FLEX TOOTH RAKE (08716) (GOLF APPLICATIONS)</b>	<ul style="list-style-type: none"> <li>84" (213 cm) wide tooth rake with three reversible rubber trowels that will not tear bunker liners</li> <li>Convex Trowel Design is able to continuously groom a 70" (178 cm) radius surface</li> <li>Lift-in-turn design allows for continuous grooming during a zero radius turn</li> <li>Rubber trowel design reduces damage to bunker edges and liners</li> </ul>
<b>OPTIONAL ACCESSORIES FOR TOOTH RAKE</b>	Broom Finishing Kit (three section brush), Model 08719
<b>NAIL DRAG (08717) (INFIELD GROOMING APPLICATIONS)</b>	<ul style="list-style-type: none"> <li>66" (168 cm) wide with 88 removable nails arranged in diamond pattern</li> <li>3 height position for nails increases material flow and extends nail wear</li> <li>71.5" (182 cm) rubber groomer</li> <li>Back blade allows for moderate or small area leveling of infield surface</li> </ul>
<b>OPTIONAL ACCESSORIES FOR NAIL DRAG</b>	Drag mat finishing kit (08718): (78"W X 18"L 1"square steel mat); includes cradles to store mat during transport. Model 08718
OTHER TRACTION UNIT ACCESSORIES	
<b>LIGHT KIT</b>	2 LED lights, one in front one mounts to ROPS and points rearward. 3 Position switch, all lights on, front on or off. Model 08721
<b>SPEED LIMITER KIT</b>	Automatically reduces maximum speed of the traction unit when the rear attachment is lowered. Adjustable to maximum speed of 3 - 7 mph (4.8 - 11.3 km/h). Model 08720.
<b>TRANSPORT SPEED LIMITER KIT</b>	Reduces speed infinitely from top speed to approximately 7 mph (11 k/hr) or top speed of grooming speed. Part 130-7877
<b>SEAT SUSPENSION KIT</b>	Rubber isolators provide cushioning. PN 125-6469
<b>MESH BAG KIT</b>	Storage bag for maintenance tools, trash, debris, etc.; mounts to ROPS. PN 127-0359
<b>TURF TRAC TIRE</b>	Less aggressive tread for rear drive tires. PN 125-6462
<b>BIMINI SUNSHADE</b>	Canvas sunshade that mounts to ROPS. Model 30358
<b>RAKE HOLDER</b>	SP2040Z has a standard rake holder mounted on left hand side, a second optional rake holder can mount to right hand side of SP2040Z. PN 127-0353-03





**Quote Summary**

**Prepared For:**  
 SUDDEN VALLEY COMMUNITY ASSN  
 4 CLUBHOUSE CIR  
 BELLINGHAM, WA 98229  
 Business: 360-734-6430  
 MAINTENANCE@SUDDENVALLEY.COM

**Prepared By:**  
 Rick Michel  
 Pacific Golf & Turf  
 1818 Bickford Avenue  
 Snohomish, WA 98290  
 Phone: 360-568-7798  
 rmichel@pacificgolfturf.com

**Quote Id:** 29892781  
**Created On:** 01 November 2023  
**Last Modified On:** 23 January 2024  
**Expiration Date:** 31 July 2024

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE TruFinish 1220 Utility Rake	\$ 29,999.00	1 =	\$ 29,999.00
<b>Equipment Total</b>			<b>\$ 29,999.00</b>

**Quote Summary**

Equipment Total	\$ 29,999.00
SubTotal	\$ 29,999.00
Sales Tax - (8.60 %)	\$ 2,579.91
Est. Service Agreement Tax	\$ 0.00
<b>Total</b>	<b>\$ 32,578.91</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 32,578.91</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Quote Id: 29892781

Customer: SUDDEN VALLEY COMMUNITY ASSN

## JOHN DEERE TruFinish 1220 Utility Rake

Hours:

Stock Number:

Code	Description	Qty
1901 F	TruFinish 1220 Utility Rake	1

**Standard Options - Per Unit**

001A	US/Canada	1
0443	All Other Countries - Operator s Manual - English/Spanish	1
6426	Rear Serrated Blade Sand Rake	1
9700	40 In. Front Blade	1
9702	LED Light Kit	1
9703	Mid-Mount Scarifier Tines	1



# 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:** Jo Anne Jensen, General Manager  
**Date:** February 22, 2024  
**Subject:** Capital Request – Clubhouse HVAC 20 Ton

---

### **Purpose**

To request funding for the replacement of the HVAC 20 Ton unit located in the Clubhouse.

### **Background**

SVCA's 2024 budget includes \$83,200.00 for replacing this unit. Per PNW's summary dated February 3, 2024, the unit has been evaluated to be at the end of its lifecycle.

### **Analysis**

Funding is requested in the amount of \$22,176 for design and permitting per PNW's summary. Access for installation of a new unit is a major factor in this project and could possibly require the temporary removal of doors and/or walls to bring in new equipment. In addition, an economizer, see description attached, must be added to meet current code requirements. These two requirements create the majority of the work that is needed to design a replacement the current system system.

We propose to replace this unit in kind, since altering the overall HVAC system in the clubhouse would require bringing the existing building up to current energy code. A thorough evaluation of this hasn't been completed, but is estimated that it would be a very large project considering the Clubhouse was built in the early 1970's. An energy code upgrade would likely include other items such as building insulation, window replacement, other HVAC components, etc.

After the design is complete, and permits submitted, an engineer's estimate will be prepared. The project will then be brought back to the Board for funding approval. Following approval, the project would be issued for bid, and then brought back to the Board of Directors for contract award.

### **Proposal**

Authorize \$22,176.00 from CRRRF per PNW's summary dated February 3<sup>rd</sup>, 2024, for design and permitting for the Clubhouse HVAC 20 Ton unit replacement project.



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

## Motion

Move that the SVCA Board of Directors approve the allocation of \$22,176.00 from CRRRF for design and permitting per PNW's summary dated February 3, 2024, for the Clubhouse HVAC 20 Ton unit replacement project.

## Approvals

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President



February 3, 2024

Sudden Valley Community Association  
Attn: Michael Brock  
4 Clubhouse Circle  
Bellingham, WA 98229

RE: Project Scope Letter  
**Clubhouse HVAC 20 TON**

PNW is providing this overall project scope letter to SVCA for the proposed Clubhouse HVAC 20 TON replacement project. This specific unit is located on the first floor of the Clubhouse in Room 100, Mechanical Room (reference the attached drawing for this room location). SVCA's 2024 budget includes \$83,200.00 for replacing this unit. The unit has been identified to be at the end of its life cycle. This has been confirmed by Barron Heating, who is SVCA's current maintenance service provider, and Berona Engineers. Berona Engineers has assisted SVCA with HVAC design at Barn 8, and the Area Z Maintenance Shop.

There are 2 HVAC units located in this mechanical room along with numerous other items. The lower 20-ton unit was previously replaced. The upper 20-ton unit is now proposed. An in-kind replacement is proposed, and due to code changes an economizer will have to be added as noted in Berona's proposal. An in-kind replacement is generally a simple task. However, in this case it is not. With the addition of an economizer being required, and where the unit is located, it presents many challenges. The majority of the HVAC design time will be figuring out how to add the economizer within the space, and get a new unit into the room. Removal of the existing unit is relatively simple as it can be cut into pieces. To access this room a new unit will need to fit through a 3' door next to room 107. This would be relatively simple to remove temporarily if needed. However, navigating through room 102 is narrow at 3'10" opening width between a wall and electrical switchgear. To then enter room 100 requires navigating through a 3' door that is in a CMU (concrete masonry unit) wall. This is likely a structural wall that will be challenging to create a temporary larger opening in. The new unit will need to be broken down preferably into pieces less than 3' to fit, and then be reassembled in the room. Attached for reference are a few pictures of the existing unit, and access restrictions.

Depending on how the new HVAC unit is designed, this project might require a remodel permit in addition to the HVAC permit. An allowance has been included for Sarah Brown Architecture + Design to provide additional drawings and remodel permitting assistance if needed. This would be if any walls / doors needed to be temporarily removed and then rebuilt after the new unit is installed. The intent is to not do anything that requires structural modifications. Funding for a structural engineer isn't included at this time in this proposal.

At this time, we are seeking funding approval to proceed with design and permitting. After design is complete, an engineer's estimate will be prepared and submitted to the Board for funding approval. Once funded, the project will be issued for bid, and then brought back to the Board for contract award.



Summary of anticipated costs:

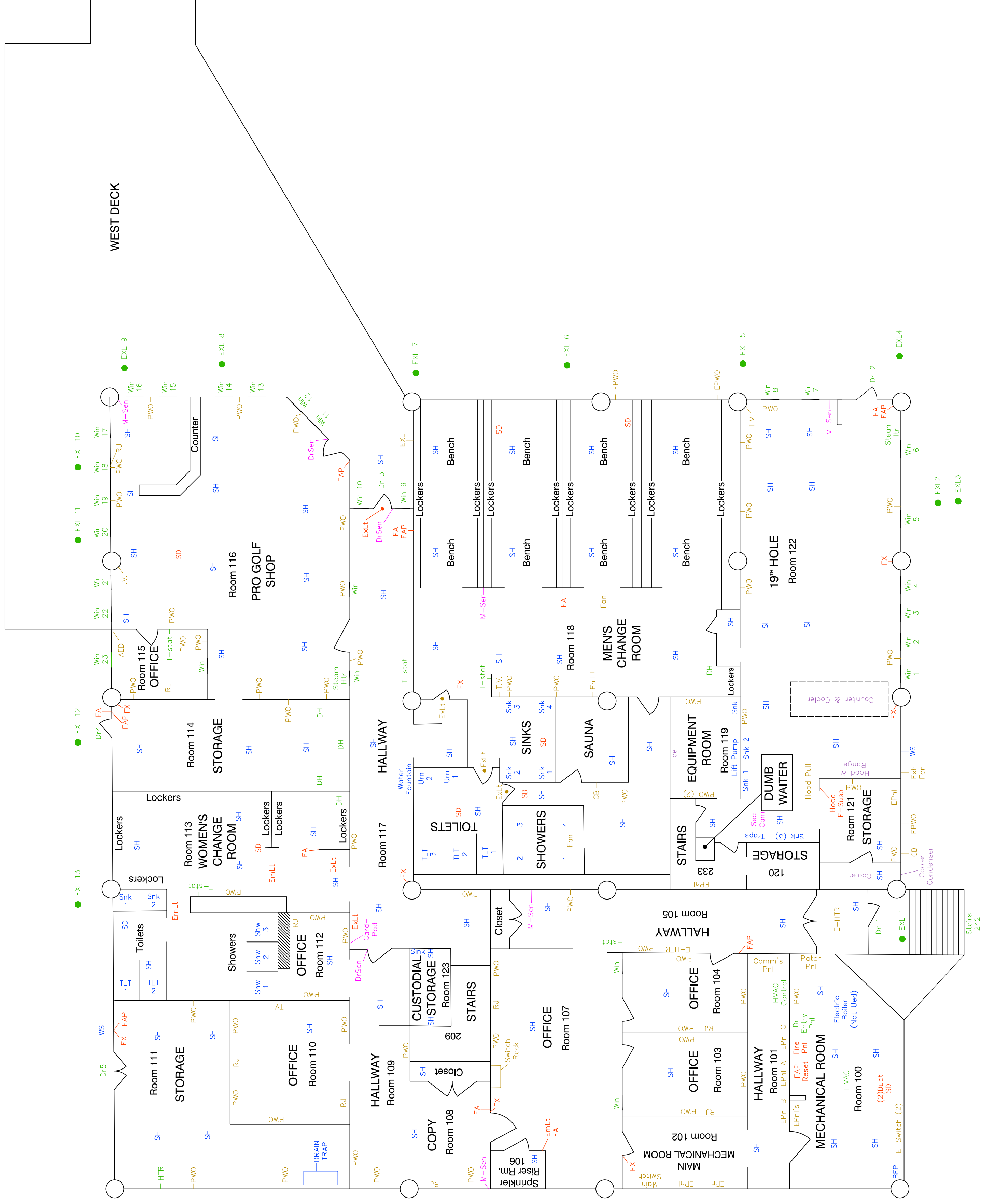
<b>Design &amp; Permitting Scope</b>	
- Berona Engineers, Inc. – HVAC design and permit application.	\$10,000.00
- Sarah Brown Architecture + Design – Remodel design and permitting support as needed.	\$6,000.00
- PNW Services, Inc. – Per Attached	\$2,160.00
- Permit Fees Allowance	\$2,000.00
<b>Total Design &amp; Permitting</b>	<b>\$20,160.00</b>
Contingency at 10%	\$2,016.00
<b>Total with Contingency</b>	<b>\$22,176.00</b>
<b>Contractor Bids &amp; Construction</b>	
- Under Separate Proposal	

Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews  
President

# SUDDEN VALLEY COMMUNITY ASSOCIATION CLUBHOUSE – FIRST FLOOR



- KEY:**
- LIFE SAFETY:**  
 FX = FIRE EXTINGUISHER  
 SD = SMOKE DETECTOR  
 FA = FIRE ALARM  
 FAP = FIRE ALARM PULL  
 FAP Reset = FIRE ALARM PULL RESET  
 EmLt = EMERGENCY EXIT LIGHT  
 Fire Pnl = FIRE ALARM PANEL  
 Hood F-Susp = HOOD FIRE SUPPRESSION
- PLUMBING:**  
 WS = WATER SPIGOT  
 Wshtr = DISH WASHER  
 WHTR = WATER HEATER  
 SH = SPRINKLER HEAD  
 Shw = SHOWER  
 Snk = SINK  
 TLT = TOILET  
 Urn = URINAL  
 WATER FOUNTAIN  
 TRAPS
- MECHANICAL/BUILDING:**  
 LIFT PUMP  
 DRAIN TRAP  
 T-stat = THERMOSTAT  
 WIN = WINDOW  
 Dr = DOOR  
 Dr Entry Pnl = DOOR ALARM ENTRY PANEL  
 HVAC = HEATING VENTILATION AND AIR CONDITIONING  
 HVAC Control = HEATING VENTILATION & AIR CONDITION CONTROL  
 Steam Htr = STEAM HEATER  
 EXL # = EXTERIOR LIGHTS  
 DS = DOWN SPOUT
- ELECTRICAL:**  
 PWO = POWER OUTLET  
 EPWO = EXTERIOR POWER OUTLET  
 EPnl = ELECTRICAL PANEL  
 T.V. = TELEVISION MONITOR  
 CB = CIRCUIT BREAKER  
 EPnl = ELECTRICAL PANEL  
 E-HTR = ELECTRIC HEATER  
 Exh Fon = EXHAUST FAN  
 Fan  
 RJ = RJ45, ETHERNET  
 MAIN SWITCH  
 EXL = EXIT LIGHT  
 EL SWITCH = ELECTRICAL SWITCH  
 Comm's Pnl = COMMUNICATION PANEL  
 SPKR = SPEAKER
- SECURITY:**  
 DrSen = DOOR SENSOR  
 MSen = MOTION SENSOR  
 Sec Cam = SECURITY CAMERA  
 CARD-PAD
- EQUIPMENT:**  
 COOLER  
 HOOD AND RANGE  
 COUNTER AND COOLER

SUDDEN VALLEY: B. BISHOP  
 PDF TO VISIO TO JPG

SHEET <b>1</b>	DATE NOV. 2017	SCALE AS SHOWN	JOB NUMBER 2016-148
	DESIGNED BY SUDDEN VALLEY COMMUNITY ASSOCIATION	DRAWN BY WASHINGTON	CHECKED BY
PAGE 1 OF 2	CLUBHOUSE – FIRST FLOOR		

Room 102 - 3'10" Opening Width Assumes all Files Removed





Room 100 Access Door - 3' Opening



Existing Unit (Yellow) - Left Side



Existing Unit (Yellow) - Right Side





## PROFESSIONAL SERVICES AGREEMENT

Jan 30, 2024

**CLIENT:** Tyler Andrews  
PNW Services  
PO Box 30498  
Bellingham, WA 98228  
(425)954-9614

**PROJECT:** Sudden Valley Recreation Center- Clubhouse HVAC  
Bellingham, WA

**SUBJECT:** MECHANICAL ENGINEERING SERVICES FEE PROPOSAL – Revised

**Berona Engineers, Inc. (BEI)** is pleased to submit this proposal to provide Mechanical (HVAC) design services for this project. This proposal is a statement of intent by **PNW Services** (Client), to engage Berona Engineers, Inc. to perform the following mentioned services for this project.

The project consists of replacing the existing (upper) airhandler and associated 20-ton air-cooled condensing unit for the Clubhouse. The existing unit is at its life expectancy and needs to be replaced. There is one newer (lower) 20-ton airhandler located on the bottom that is to remain. The basic scope of new work will include a site visit to examine existing conditions, new equipment selection, and modification of ductwork design in the mechanical room for connection of new airhandler. We will look at a like-for-like replacement as well as a more efficient Variable Refrigerant Flow (VRF) type of system for best space compatibility. As the current system does not have an economizer, adding an economizer will be required per code and is therefore included in this scope. Design will conform to the 2018 WA State Energy Code.

Addition of a Dedicated Outside Air System (DOAS) in lieu of an economizer is not included in this scope and will be additional services.

Our basic scope will be to design through the Permit stages. We will respond to Permit questions, comments and make the necessary revisions to the documents. Then submit to the Client the final permit set for their use and at this submittal will indicate the completion and fulfillment of this agreement. The Client shall take full responsibility and full liability for any changes made to these permit documents, where BEI is not involved in and/or has not been authorized by BEI. These set of documents are for the sole purpose of this project and this project site, and shall not be used for any other site without BEI authorization. Changes developed by the contractor and changes to our design, if any, will become the Contractor's responsibility for those changes.

Construction administration will be additional and invoiced on an hourly basis, plus expenses.

**8021 State Ave, Marysville, WA 98270**  
**ph: (425)744-6033**  
**website: [www.beronaengineers.com](http://www.beronaengineers.com)**

Changes developed by the contractor and changes to our design, if any, will become the Contractor's responsibility for those changes.

**Fees and Billings:**

Our fee to perform this work will be a lump sum of **\$10,000.00**.

Billings will be monthly based on our percent of completion of submittals.

Reimbursable expenses, if any, will be additional to our basic fee plus 15% and shall not exceed \$300. Payments for each invoice must be received within 30 calendar days of invoice date. A 1.5% finance charge or \$150, whichever is more will be assessed monthly on any balance remaining over 60 days after invoice date.

**Additional Services:**

Additional services will be any scope of work not listed above, scope changes by the Client. Additional services will be negotiated separately and either added to the basic agreement or performed under a separate agreement and will not proceed without written authorization.

**BEI Hourly rates are as follows:**

Principal: \$200/hr, Senior Engineer: \$ 180.00/hr, Project Engineer/Sr. Designer: \$ 160.00/hr  
Designer/Revit: \$ 140.00/hr, CAD Operator: \$ 120.00/hr, Administration: \$ 85.00/hr.

**Work not included:**

1. Building Envelope and Energy Modeling
2. Plumbing design
3. Stairwell Pressurization
4. Fire and Life Safety Analysis Narrative
5. Fire sprinkler Design
6. Electrical Design
7. Seismic and structural design as it relates to mechanical & plumbing
8. Acoustic engineering
9. Testing, adjusting and balancing, including building pressure testing
10. Redesign based on value engineering
11. All fees, permits and inspections.

**Client to Provide and Responsible for:**

1. Take out all Permits and order site inspections
2. Architectural backgrounds in pdf, CAD and/or Revit formats.
3. Site Utilities
4. Equipment cut sheets for all owner or by others specified equipment.
5. Copying of our documents.
6. Distribution of our copied and original documents for each submittal.

**TERMINATION OF SERVICES**

The failure to make payment to BEI in accordance with the payment terms herein shall constitute a material breach of this Agreement and shall be cause for termination by Berona Engineers, Inc.

Either the Client or BEI may terminate this AGREEMENT without penalty at any time with or without cause upon giving the other party 30 calendar days prior written notice. Client shall within (15) fifteen calendar days of termination pay BEI for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this AGREEMENT. CLIENT shall also reimburse BEI termination expenses, including but not limited to, those associated with, reassignment of personnel, and space and equipment cost.

Our scope only covers reviewing documents to be submitted to the Jurisdiction Having Authority (JHA) for review and comment, of which we will respond and revise our documents accordingly. These documents will be used for the basis of the JHA to issue a construction permit for the Client. Our understanding is that your firm will be the builder and that you will have the last say on selected products for us to design around and that we will confirm selections through load calculations. Also, the Client will be responsible for the full means and methods for the construction of the work that we will provide design review for under this agreement.

**INDEMNIFICATION**

The Client shall indemnify and hold harmless Berona Engineers, Inc. and all of its personnel, agents, sub consultants from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of, or resulting from, the performances of these services, provided that any such claim, damage, loss or expenses is caused by the sole negligent act, errors, or omissions and/or strict liability of the Client, including, but not limited to anyone directly or indirectly employed by the Client or anyone or entity (other than BEI), associated with the Client whose acts may be liable.

**APPLICABLE LAW:** This agreement shall be governed by the laws of the State of Washington.

**This proposal is good to the end of the day, Feb 29, 2024.**

If this proposal is acceptable, please sign below and return a copy for our records. We look forward to working with you on this project. If you have any questions or require more information, please call.

Sincerely,

*Berona Engineers, Inc.*



Rob Russell, PE  
Principal

**ACCEPTABLE TO PNW Services:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



January 9, 2024

Tyler Andrews  
PNW Services Inc.  
PO Box 30498  
Bellingham, WA 98228

Dear Tyler,

Thank you for allowing me the opportunity to propose on architectural services for the Mechanical Replacement located at the Sudden Valley Recreation Center-Clubhouse. The following provides a summary description of the project I have discussed with the Mechanical Engineer and describes the Agreement for Services between Tyler Andrews (Client), and Sarah Brown Architecture + Design, Architect (Consultant). By signing this Agreement for Services, Client accepts the scope, fees and timing as set forth herein, including the attached "CONSULTANT CONTRACT PROVISIONS" which is fully incorporated into this Agreement for Services.

#### **PROJECT SUMMARY DESCRIPTION**

The primary work will be to provide support drawings to the Mechanical Engineer and permit documents to Whatcom County Planning & Development for the replacement of mechanical units.

#### **SCOPE OF SERVICES TO BE PROVIDED**

The scope of work provided by Consultant will include:

- Preparation of Contract Documents consisting of Architectural Construction Drawings for the remodel and improvement in the subject projects.
- Assist the client with the submission to the Whatcom County for the project's building permit and respond to planning review comments. All other construction permit submissions are the responsibility of the project Contractors.

#### **PERMIT/CONSTRUCTION DOCUMENTS**

- Project Information & Code Requirements
- Site Plan
- Exiting/Demo Plan
- Floor Plan
- Reflected Ceiling Plan

#### **SERVICES NOT PROVIDED**

- The Consultant is not providing nor is the Consultant responsible for the following services:
- Structural, Electrical, Mechanical, Acoustical or Civil Engineering Design or their drawings for this Project.
- Fire suppression, Fire Alarm or Security System Design or their drawings for this Project.



- Construction budgets, cost estimates, or construction inspections, energy analysis or energy code compliance.
- Detailed Construction specifications.
- Energy Code calculations and submittal documentations.
- Fixtures or other equipment that have no permanent connection to the structure of the building.
- Interior Design or their drawings for this Project for selection of movable furniture, paint colors, finish materials selection including flooring.

**PROJECT FEES**

Fees for services provided will be billed on an hourly basis at the rate of \$195.00 per hour, plus reimbursable expense. Reimbursable expenses will be billed to the client at cost. Reimbursable expenses include but are not limited to computer downloads, photo charges, shipping, document printing and copying.

The estimated total fee for services under this agreement, based on digital files being provided by the Client, is \$5,800 but may vary depending on unforeseen issues (such as city questions or construction consulting) and the actual time required by the Consultant to complete this project.

Fees shall be invoiced monthly and will be paid by the Client within 30 days of receipt.

All additional costs associated with this project beyond the services described in this agreement, including but not limited to permit fees, application fees, contractor fees, etc. are the responsibility of Client, not the Consultant.

All limitations of liability, indemnifications, warranties and representations contained in this Agreement for Services shall survive the completion of this Agreement and shall remain in full force and effect.

Please indicate acceptance of this Agreement for Services where indicated below and return a signed copy to me.

Sincerely,

A handwritten signature in black ink that reads 'Sarah Brown'.

Sarah Brown

ACCEPTED:

By: \_\_\_\_\_

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





## CONSULTANT CONTRACT PROVISIONS

1. **CONTRACT** – These Contract Provisions and the accompanying Proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these Contract Provisions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, these Contract Provisions shall govern.

2. **RIGHT OF ENTRY** – When entry to property is required for the CONSULTANT to perform its services, the Client agrees to obtain legal right-of-entry on the property.

3. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents, including those in electronic form, prepared by CONSULTANT are instruments of CONSULTANT's service that shall remain CONSULTANT's property. The Client agrees not to use CONSULTANT-generated documents for marketing purposes, for projects other than the project for which the documents were prepared by CONSULTANT, or for future modifications to this project, without CONSULTANT's express written permission.

Any reuse or distribution to third parties without such express written permission or project-specific adaptation by CONSULTANT will be at the Client's sole risk and without liability to CONSULTANT or its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless CONSULTANT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

4. **DISPOSAL OF SAMPLES** – CONSULTANT will discard samples upon completion of the work covered under this Agreement, unless the Client instructs otherwise in writing.

5. **HAZARDOUS MATERIALS** – The scope of CONSULTANT's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

6. **CONSTRUCTION PHASE SERVICES** – If CONSULTANT performs any services during the construction phase of the project, CONSULTANT shall not supervise, direct, or have control over Contractor's work. CONSULTANT shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures for safety precautions and programs in connection with the work of the Contractor. CONSULTANT does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

7. **STANDARD OF CARE** – CONSULTANT and its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services. Client agrees that services provided will be rendered without any warranty, express or implied.

CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.



8. OPINION OF PROBABLE COSTS – When required as part of its work, CONSULTANT will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by CONSULTANT hereunder will be made on the basis of CONSULTANT's experience and qualifications and will represent CONSULTANT's judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that CONSULTANT does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.

9. SUSPENSION OF WORK – The Client may, at any time, by written notice, suspend further work by CONSULTANT. The Client shall remain liable for, and shall promptly pay CONSULTANT, for all services rendered to the date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on Client's behalf.

Client shall pay CONSULTANT pursuant to the rates and charges set forth in the Proposal. CONSULTANT will submit monthly invoices to Client for services rendered and expenses incurred. If Client does not pay invoices within thirty (30) days of submission of invoice, CONSULTANT may, upon written notice to the Client, suspend further work until payments are brought current. The Client agrees to indemnify and hold CONSULTANT harmless from any claim or liability resulting from such suspension.

Upon receipt of payment for services performed through the date of suspension, the CONSULTANT will provide copies of their draft work product, in electronic form, in the state of completion achieved prior to termination to the client.

10. CHANGES OR DELAYS – Unless the accompanying Proposal provides otherwise, the proposed fees constitute CONSULTANT's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information, or if CONSULTANT's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of CONSULTANT. Temporary work stoppage caused by any of the above may result in additional cost beyond that outlined in the accompanying Proposal.

11. LIABILITY – To the fullest extent permitted by law, the total liability, in the aggregate, of CONSULTANT and CONSULTANT's officers, directors, employees, agents, and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to CONSULTANT's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by CONSULTANT under this Agreement.

12. CONFLICTS OF INTEREST – This assignment may involve parties with adverse interests to clients with whom CONSULTANT has current or past relationships. It is CONSULTANT policy to make reasonable attempts to identify such relationships prior to acceptance of a professional assignment, but CONSULTANT cannot assure that conflicts or perceived conflicts will not arise, and CONSULTANT does not accept responsibility for such occurrences.



13. REIMBURSABLE EXPENSES – CONSULTANT will bill direct nonpayroll expenses at cost plus 10%. Direct expenses include all reasonable expenses resulting from required responses to subpoenas or court orders related to work under the Contract.

14. MISCELLANEOUS - Governing Law: The laws of the state in which the CONSULTANT office executing this Agreement is located shall govern the validity and interpretation of this Agreement.

Invalid Terms: In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

Mediation: The Client and CONSULTANT agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

CONSULTANT Reliance: CONSULTANT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

Certifications: CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT's having to certify, guaranty, or warrant the existence of conditions that CONSULTANT cannot ascertain.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or CONSULTANT. CONSULTANT's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against CONSULTANT because of this Agreement or CONSULTANT's performance of services hereunder.

Consequential Damages: Neither the Client nor the CONSULTANT shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

Sudden Valley Community Association  
**Clubhouse HVAC 20 Ton**  
 PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight	Oversight of Berona Engineers and Sarah Brown Architecture & Design, review drawings, and site visits as required.	12	
	<b>Total Estimated Design Oversight Hours</b>	12	<b>\$ 1,620.00</b>
Permitting	Oversight of permit applications, facilitate signatures / submittals / permit fees.	4	
	<b>Total Estimated Permitting Cost</b>	4	<b>\$ 540.00</b>
Contractor Bids	Under separate proposal.	0	
	<b>Total Estimated Bid Package Hours</b>	0	<b>\$ -</b>
Construction Management	Under separate proposal.	0	
	<b>Total Estimated Construction Management Hours</b>	0	<b>\$ -</b>
	<b>Total Estimated</b>		<b>\$ 2,160.00</b>

## Mike Brock

---

**From:** robr@beronaengineers.com  
**Sent:** Monday, February 5, 2024 1:52 PM  
**To:** 'Tyler Andrews'  
**Cc:** Mike Brock  
**Subject:** RE: SVCA - Clubhouse HVAC Replacement

Hi Tyler,

An economizer is used in HVAC systems to provide “free cooling” during certain temperatures in order to save energy. When the system is in cooling mode, and the outside temperature ranges from 45-65 degrees, the condensing unit shuts off and the HVAC system uses 100% outside air (or mixture of higher outside air with return air) to provide the required 55 degree air needed to cool the building. This set up requires a duct, sized for 100% of the supply air, to be routed to the outside, along with an exhaust duct, sized for full flow, to relieve the building of the excess air and pressure. There are certain exceptions to using an economizer, typically by using a Dedicated Outside Air System (DOAS) or Energy Recovery Ventilator (ERV), but those require the same things as the economizer and include additional equipment but also do not need to be as big as an economizer.

Hope that helps.

*Thanks.*

***Rob Russell, PE***

*Principal*



(425)744-6033 ext 102

---

**From:** Tyler Andrews <tylera@pnwcivil.com>  
**Sent:** Monday, February 5, 2024 12:52 PM  
**To:** robr@beronaengineers.com  
**Cc:** Michael Brock (mike.brock@suddenvalley.com) <mike.brock@suddenvalley.com>  
**Subject:** RE: SVCA - Clubhouse HVAC Replacement

Hi Rob,

Can you please provide a 1-2 sentence description of what an “economizer” is so we can correctly explain this to the Board?

Thanks,

Tyler

Tyler Andrews  
PNW Civil, Inc  
PO Box 30498  
Bellingham, WA 98228  
360-739-2072



# 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:** Jo Anne Jensen, General Manager  
**Date:** February 22, 2024  
**Subject:** Capital Request – 2024 Fast Response

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### Purpose

To request funding for the 2024 Fast Response for Unforeseen Drainage Issues project.

### Background

Sudden Valley Community Association (SVCA)'s 2024 budget includes \$88,400 for Fast Response for Unforeseen Drainage Issues. This budget item is intended to cover unexpected drainage issues that may occur throughout the year. In 2022, SVCA began restoring SVCA's drainage system to the original 1970's construction design, and, in 2023, aggressively continued restoration. In 2023, SVCA cleared and established positive drainage at all culverts previously known and located 99 additional culverts that were buried. SVCA has also adopted a new 10 Year Roads and Drainage Capital Plan. With these improvements, the risk of an unexpected infrastructure failure is reduced, but still present. It is important to maintain this budget item to cover unexpected drainage issues that may arise. Some examples of situations in which the Fast Response budget has been used include the 2021 November flood, and the 2023 October rain event. In addition, SVCA anticipates additional culverts will continue to be found as 3 new culverts were already located in 2024. This puts the total of new culverts found in the last year up to 102.

### Analysis

SVCA has approximately 40 miles of roads, typically with ditches on both sides, and 353 identified culverts. This infrastructure network winds through steep, heavily forested terrain, includes 1 lake, numerous drainage corridors, and 2 large creeks – Beaver Creek and Austin Creek. Given the scope of this network, it is not uncommon for drainage issues to develop during storm events. This capital request provides immediate financial assistance for SVCA to quickly address issues that may arise.

These unexpected events often require a quick response to reduce damage or re-establish access. This work is typically completed on a Time and Materials contract by external contractors if the scope is beyond the Maintenance Department's capabilities. A Time and Materials contract allows SVCA to quickly mobilize a contractor and complete the work. SVCA issued a request for bids for an on-call construction contract and received many responses (see attached). After review, we recommend that SVCA issue on-call contracts to the top 3 competitive bidders: Stremler Gravel, Inc.; Dirt Works Bellingham, Inc., and Tiger Construction LTD. With these contracts in place, the Maintenance & Facilities Manager will be able to



# Sudden Valley Community Association

360-734-6430  
4 Clubhouse Circle Bellingham, WA 98229  
www.suddenvalley.com

contact the contractors by order of bid (lowest to highest) when urgent or emergency situations occur.

## Request 1

Authorize \$88,400.00 from Roads for the 2024 Fast Response for Unforeseen Drainage Issues project. The funds will be monitored by SVCA’s Maintenance Manager who is responsible for the overall project, and will determine when it is necessary to use an external contractor.

## Request 2

Authorize the General Manager to execute SVCA’s standard construction contract (see attached) with the 3 recommended contractors per PNW’s proposal dated February 6<sup>th</sup>, 2024.

- Stremler Gravel, Inc.
- Dirt Works Bellingham, Inc.
- Tiger Construction LTD.

## Motion 1

Move that the SVCA Board of Directors approve the allocation of \$88,400 from Roads for the 2024 Fast Response for Unforeseen Drainage Issues project and name the Maintenance & Facilities Manager as the individual responsible for management of this project.

## Motion 2

Move that the SVCA Board of Directors authorize the General Manager to execute SVCA’s standard construction contract with Stremler Gravel, Inc., Dirt Works Bellingham, Inc. and Tiger Construction LTD.

## Approvals:

### Motion 1

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
ELECTED, SVCA Board President

### Motion 2

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

Signed: ELECTED, SVCA Board President \_\_\_\_\_ Date: \_\_\_\_\_



February 6, 2024

Sudden Valley Community Association  
Attn: Michael Brock  
4 Clubhouse Circle  
Bellingham, WA 98229

RE: Project Scope Letter  
**2024 On-Call Contractor**

PNW is providing this overall project scope letter to SVCA for the 2024 On-Call Contractor projects. On 1-23-24 PNW issued a bid package to 6 contractors requesting quotes for a Time and Materials contract with SVCA.

- Stremler Gravel Inc. – Quote Received
- Dirt Works Bellingham, Inc. – Quote Received
- Tiger Construction LTD. – Quote Received
- Western Refinery Services – Quote Received
- Strider Construction – No Quote
- Premium Services – No Quote

The quantities on the bid form reflect the types of labor and equipment that SVCA has regularly used for similar scopes of work the last 2 years. Scopes of work have included ditching, culvert cleaning, culvert replacements, road repairs, flood cleanups, slide repairs, etc. The bid form was generated solely for the purpose of comparing units to establish the best value between contractors. PNW is recommending SVCA issue contracts to the 3 lowest bidders per the attached bid results.

1. Stremler Gravel, Inc.
2. Dirt Works Bellingham, Inc.
3. Tiger Construction LTD.

The contracts are for a 1-year period, and expire on 3-1-25. The intent is next January/February a new bid will be issued, and a new 1-year contract executed. The contracts issued will be for a \$0.00 value, and strictly reference the unit prices per the bid forms. Only the actual quantities used would be paid. Each time SVCA has a project for this contract, the contractors would be called in order. Stremler Gravel would be called first, if they are unavailable Dirt Works would be called next, and then Tiger Construction. Attached is the bid package for reference.

Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews  
President



**February 6, 2024 - Bid Tabulation**

**Project: 2024 On-Call Contractor**

Item #	Description	Quantity	Unit	Stremler Gravel		Dirt Works Bellingham		Tiger Construction LTD.		WRS	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Equipment Mobilization to SVCA - 8,000LB Size Machine	2	EA	\$ 305.00	\$ 610.00	\$ 1,200.00	\$ 2,400.00	\$ 2,000.00	\$ 4,000.00	\$ 700.00	\$ 1,400.00
2	Equipment Mobilization to SVCA - 18,000LB Size Machine	2	EA	\$ 435.00	\$ 870.00	\$ 1,200.00	\$ 2,400.00	\$ 2,000.00	\$ 4,000.00	\$ 1,500.00	\$ 3,000.00
3	Equipment Mobilization to SVCA - 35,000LB Size Machine	2	EA	\$ 435.00	\$ 870.00	\$ 1,200.00	\$ 2,400.00	\$ 2,000.00	\$ 4,000.00	\$ 2,100.00	\$ 4,200.00
4	Foreman w/ Tool Truck	80	HRS	\$ 115.00	\$ 9,200.00	\$ 100.00	\$ 8,000.00	\$ 110.00	\$ 8,800.00	\$ 125.00	\$ 10,000.00
5	Operator	70	HRS	\$ 75.00	\$ 5,250.00	\$ 70.00	\$ 4,900.00	\$ 72.00	\$ 5,040.00	\$ 90.00	\$ 6,300.00
6	Laborer	70	HRS	\$ 75.00	\$ 5,250.00	\$ 60.00	\$ 4,200.00	\$ 52.00	\$ 3,640.00	\$ 72.00	\$ 5,040.00
7	Truck Driver	70	HRS	\$ 70.00	\$ 4,900.00	\$ 55.00	\$ 3,850.00	\$ 64.00	\$ 4,480.00	\$ 77.00	\$ 5,390.00
8	Traffic Spotter	70	HRS	\$ 75.00	\$ 5,250.00	\$ 65.00	\$ 4,550.00	\$ 44.00	\$ 3,080.00	\$ 72.00	\$ 5,040.00
9	Flagger	40	HRS	\$ 75.00	\$ 3,000.00	\$ 65.00	\$ 2,600.00	\$ 44.00	\$ 1,760.00	\$ 72.00	\$ 2,880.00
10	2nd Tool Truck if Required	40	HRS	\$ 35.00	\$ 1,400.00	\$ 40.00	\$ 1,600.00	\$ 38.00	\$ 1,520.00	\$ 35.00	\$ 1,400.00
11	Dump Truck - Solo	40	HRS	\$ 90.00	\$ 3,600.00	\$ 110.00	\$ 4,400.00	\$ 150.00	\$ 6,000.00	\$ 82.00	\$ 3,280.00
12	Dump Truck - 5 CY	40	HRS	\$ 80.00	\$ 3,200.00	\$ 100.00	\$ 4,000.00	\$ 150.00	\$ 6,000.00	\$ 50.00	\$ 2,000.00
13	Excavator - 8,000LB Size	40	HRS	\$ 60.00	\$ 2,400.00	\$ 45.00	\$ 1,800.00	\$ 44.00	\$ 1,760.00	\$ 68.00	\$ 2,720.00
14	Excavator - 18,000LB Size	40	HRS	\$ 65.00	\$ 2,600.00	\$ 75.00	\$ 3,000.00	\$ 78.00	\$ 3,120.00	\$ 120.00	\$ 4,800.00
15	Staging Area Reload Machine	10	HRS	\$ 75.00	\$ 750.00	\$ 125.00	\$ 1,250.00	\$ 102.00	\$ 1,020.00	\$ 170.00	\$ 1,700.00
16	Offsite Disposal via Truck & Trailer	500	TCY	\$ 18.50	\$ 9,250.00	\$ 20.00	\$ 10,000.00	\$ 30.00	\$ 15,000.00	\$ 30.00	\$ 15,000.00
17	Onsite Equipment Moves	20	HRS	\$ 165.00	\$ 3,300.00	\$ 160.00	\$ 3,200.00	\$ 137.00	\$ 2,740.00	\$ 170.00	\$ 3,400.00
18	Traffic Control Devices	1	LS	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
19	Materials	1	EST.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
20	Minor Changes	1	EST.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>Subtotal</b>				<b>\$ 72,200.00</b>		<b>\$ 75,300.00</b>		<b>\$ 87,460.00</b>		<b>\$ 89,550.00</b>
	<b>WSST @ 8.6%</b>				<b>\$ 6,209.20</b>		<b>\$ 6,475.80</b>		<b>\$ 7,521.56</b>		<b>\$ 7,701.30</b>
	<b>Total w/ WSST</b>				<b>\$ 78,409.20</b>		<b>\$ 81,775.80</b>		<b>\$ 94,981.56</b>		<b>\$ 97,251.30</b>



January 23, 2024

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)  
**Quote Request – 2024 On-Call Contractor**

SVCA is requesting quotes for the 2024 On Call Contractor projects. This contract will be for a 1-year period, and the rates provided shall be effective for the full 1-year without changes. The contract will expire on March 1<sup>st</sup>, 2025. This is a Time and Materials contract. The quantities listed on the bid form are for bidding purposes only, and the actual quantities used will be paid. SVCA will use the established quantities on the bid form to determine the on-call contractors. SVCA intends to issue contracts to the 3 most competitive bids. As SVCA has projects arise the lowest bid contractor will be called first, if that contractor is unavailable the 2<sup>nd</sup> lowest contractor will be called, and finally the 3<sup>rd</sup> contractor. Each time a new project arises the order of priority will restart to first calling the lowest contractor.

The scope of work for this project is primarily intended to cover is unforeseen road and drainage issues that need to be quickly addressed without going through a full design/bidding process. Activities could include culvert replacement, drainage improvements, road repairs, etc. Typically, these are related to storm events and take place between the fall and spring. The scope of work will vary each time and should be anticipated to take between a day to a couple of weeks or more each call out. The number of call outs in a year will vary depending on issues that arise. Projects are anticipated to be sequenced as:

- Mobilize to the Gate 5 Overflow Parking Lot that is used for contractor staging.
- From Gate 5 move to the work location daily if no staging is available at the immediate site.
- Stage bulk materials at Gate 5, and shuttle onsite with solo dump trucks / tool trucks. The majority of locations throughout SVCA have no staging areas available, and roads generally don't have shoulders. At Gate 5 truck and trailer access is available.
- Generally, the Gate 5 location will have a piece of equipment dedicated to it for reloading materials into dump trucks.
- Typical crew configuration based on historical events include a foreman with a tool truck, operator with either an 8,000LB or 18,000LB sized excavator, laborer, dump truck, and traffic spotter. A second unoperated machine is typically at the staging area for reloading of materials.

In addition, SVCA intends to utilize this Contract to assist with ditching maintenance. Each year SVCA identifies more locations that need ditches cleaned as they work to reestablish their drainage network. The majority of SVCA's ditches haven't been maintained since they were built in the 1970's. Cleaning typically consists of removing 1' to 3' of debris, and then lining with jute matting or 2x4 quarry spalls. The ditching each year will typically use the crew identified above, and last for a couple of weeks during the summer months.



Other Project Notes:

1. The project will be presented to SVCA's Board on Thursday, 2-22-24, for contract award.
2. SVCA typical work hours are 8:00am – 7:00pm Monday thru Friday, and 8:00am – 6:00pm Saturday. Exceptions to this may apply depending on the scope of work required.
3. SVCA will allow contractor staging in the overflow parking lot located across from Gate 5 along Lake Louis Road. There is very limited staging available at each work location.
4. The rates listed on the bid form shall include all overhead and markup. All other items such as materials, rental equipment, subcontractors, etc. shall receive a 15% markup on invoice cost.
5. If other equipment is required than provided on the bid form, a unit rate shall be agreed to prior to mobilization.
6. Fridays are garbage/recycling day in Sudden Valley. Contractor shall not interfere with this pickup. If Contractor plans to have the road obstructed on Friday's other arrangements shall be coordinated by the Contractor for garbage/recycling collection.
7. Traffic control shall follow MUTCD and WSDOT standards.
8. Installation shall follow WSDOT specifications and standards.
9. This is a private project, and prevailing wages are not applicable.

Scope of Work Clarifications:

- Items 1 – 3 – Equipment Mobilization
  - o These cover mobilizing machines to and from SVCA. Each mobilization shall be roundtrip. For example, a bid quantity of 2 means mobilizing 2 machines to and from SVCA.
- Item 4 – Foreman w/ Tool Truck
  - o It is assumed only 1 tool truck will be required at each work location. If multiple locations are worked at once, or a specific area requires additional tool truck(s), bid item 10 shall apply.
  - o Unless agreed to with SVCA additional tool trucks onsite will be incidental to the scope of work.
- Item 15 – Staging Area Reload Machine
  - o This will be paid for actual time used rounded up to the nearest hour each day.
  - o This machine is typically a loader or excavator depending on contractor availability. The machine is assumed to be capable of efficiently loading dump trucks.
- Item 16 – Offsite Disposal via Truck & Trailer
  - o Contractor shall assume this is a mix of dirt, gravel, and organics – typical ditch debris. The unit price shall include hauling and disposal fees, and will be measured by truck yards.
  - o If other disposal is required, it will covered under Item 20.
- Item 17 – Onsite Equipment Moves
  - o This item covers a vehicle and trailer to move equipment from Gate 5 around SVCA. The driver is covered under Item 7.



- Item 18 – Traffic Control Devices
  - This item shall cover flagging signs and devices. If flagging is required, the lane closure is typically 200' or less.
  - This also covers devices such as cones/candles to delineate the work zones. Typically, 20 devices is adequate to cover any location while being worked, and could include signage such as Shoulder Closed or Road Work Ahead signs.
  - If detours or other extensive traffic control devices are required, they will be covered under Item 19.

Attachments:

1. Bid Form – 2 Pages
2. SVCA Standard Contract – 12 Pages

Questions shall be directed to Tyler Andrews at [tylera@pnwcivil.com](mailto:tylera@pnwcivil.com) or 360-739-2072. Bids are due by 2:00 pm on Tuesday, 2-6-24. Email bid submissions to [tylera@pnwcivil.com](mailto:tylera@pnwcivil.com).



# 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:** Jo Anne Jensen, General Manager  
**Date:** February 22<sup>nd</sup>, 2024  
**Subject:** Capital Request – 2024 Ditches, Culverts, and Swales (CVC)

---

### Purpose

To request funding approval for maintenance of ditches, culverts, and swales per the 2016 Special General Meeting (SGM) Mandate for 2024.

### Background

The 2016 SGM required Sudden Valley Community Association (SVCA) to perform major maintenance of ditches, culverts, and swales on an annual basis. A memo from Larson Gross dated December 29<sup>th</sup>, 2015, outlined the work that could be completed under this program, see attached. Since the 2016 SGM, this project has been called Culvert and Vegetation Control (CVC). From 2016 to 2021 it appears most of the work completed under this project was focused on vegetation control. In 2022, SVCA's Board of Directors approved the 2022 Road and Drainage Notice of Activity (NOA) Project that focused on solving known storm drainage issues. Many of these issues had been known for years but had not been addressed. This project completed work at more than 40 locations throughout SVCA. The scope of work included excavating to restore ditches/swales for over 5,000 lineal feet, culvert cleaning, and numerous culvert replacements.

In 2022, SVCA's Maintenance Department took a new approach to maintaining SVCA's drainage infrastructure by incorporating preventive maintenance activities along with the focused vegetation control that been done previously. With this shift, additional work was included as part of the annual operating budget for maintenance:

- Roadside mowing of all SVCA road shoulders a minimum of twice per year.
- Proactive trimming of roadside trees/vegetation by Maintenance staff using SVCA's bucket truck.
- Scheduling annual Clean Green events where chip-able material is brought by homeowners to maintenance staff for chipping/disposal.
- Regularly chipping roadside branches directly into a truck instead of side casting.
- Road cleaning with sweeper trucks that collect the debris instead of side casting material onto the shoulders and into ditches (completed twice per year).



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In 2023 the budgeted CVC funds for 2022 and 2023 were combined to focus on locating and cleaning all of SVCA's culverts. In addition, as the culverts were located, positive drainage was provided at each location so water could enter and exit the culverts as originally designed. Before the completion of this project SVCA had 254 known culverts. After 2023's project, SVCA had mapped 353 culverts, adding 99 culverts to SVCA's total.

In 2023, a contract was awarded to Impact Design to develop an updated Road and Drainage Plan. The new 10 Year plan identified the culverts that need to be replaced and provides a schedule for replacing them. For example, 2024's Road budget proposes to replace 52 culverts. In addition, the new 10 Year plan also identified the importance of continuing maintenance ditches and culverts. The plan specifically calls for the use of CVC funds each year to complete ditching, and to keep culverts clear. In addition, it recommended that any unused funds from prior years should be allocated to the following year's CVC allowance.

## **Analysis**

SVCA has over 40 miles of roads with ditches typically on at least one side of the roadway, with many having ditches on both sides of the road. Last year, ditches where drainage issues had been identified were cleaned and restored. SVCA is continuing to prioritize locations for ditch improvements based on drainage issues. Areas where water is not flowing as intended will be prioritized for restoration with the funds available. This is a moving target, as each rain event typically identifies more locations where ditching is needed, and the maintenance department is maintaining a priority list as issues come to light. Rain events are also leading to the location of additional culverts being located. Any new culverts discovered will be cleaned and mapped as part of this year's proposed project. In 2024 we have already identified 3 new culverts and 2 catch basins that were previously unmapped.

This project is proposed to be a combined effort between SVCA's Maintenance Department, and outside contractors. When a scope of work is identified that is beyond Maintenance's ability, an approved vendor from the 2024 On-Call Contractor List will be engaged. Typically, a vendor will be used where heavy equipment not owned by SVCA is needed, which requires specialized experience, or when the scope of the work is beyond what can be handled by staff. A few examples of when an outside contractor will be utilized:

- Clearing a long culvert that is beyond the capabilities of SVCA's vac-trailer.
- Cleaning large stretches of ditches where larger equipment and full-size dump trucks would significantly reduce the cost per foot of ditching.
- Offsite disposal of materials generated during cleaning operations.

SVCA's maintenance department will undertake the cleaning of smaller culverts and structures that are suited to SVCA's vac-trailer, as well as complete isolated drainage improvements not suited for high volume production. In addition, SVCA's maintenance department will perform large scale pruning where appropriate to help drainage. Selective large-scale pruning is considered pruning that is required no more frequently than every 3-5 years, as defined by



# Sudden Valley Community Association

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Larson Gross’s memo from December 29<sup>th</sup>, 2015. SVCA’s anticipated costs for this work are detailed below.

- \$1,000 Water for jetting culverts – hydrant meter from LWWSD
- \$3,000 Fuel and Equipment Maintenance
- \$29,800.00 Supervisor – 500 hours at \$59.60/hr.
- \$32,000.00 Maintenance staff – 1,000 hours at \$32.00/hr.
- \$65,800.00 Total Estimate SVCA Maintenance Department

The Supervisory budget above is substantial for the following reasons:

- Receives and reviews all drainage related requests that are reported. In 2023 the Maintenance department received 135 service requests that were related to drainage.
- Determines if the needed improvement can be completed by SVCA staff or requires outsourcing.
- Plans projects that will be performed by SVCA staff.
- Coordinates and oversees outside contractors.

### Proposal

Authorize \$125,320.00 for 2024’s CVC project as identified in the Roads budget. The Maintenance & Facilities Manager will be responsible for project oversight and management of the funds. Funding breakdown is proposed to be:

- \$65,800.00 toward SVCA’s Maintenance Department
- \$59,520.00 for outside contractors utilizing the 2024 On-Call Contractor list.
- \$125,320.00 total project funds.

### Motion

Move that the Board of Directors approve the allocation of \$125,320.00 from Roads for the 2024 Ditches, Culverts, and Swales (CVC) project with funds to be administered by the Maintenance & Facilities Manager.

### Approvals:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President



# Sudden Valley Community Association

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## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** February 22, 2024  
**Subject:** Capital Request – 2024 On-Call Engineering Services

### Purpose

To request funding approval for On-Call Engineering Services from the 2024 Capital Road Budget.

### Background

The request will provide funding for On-Call Engineering Services to address emergency issues related to roadway and drainage infrastructure.

### Analysis

The requested funds will allow SVCA to respond quickly to unanticipated damage or issues that arise outside of planned capital improvements. Services provided from these funds may include but are not limited to technical evaluations, preliminary engineering, and permitting support for unplanned projects. Based on the age of SVCA’s infrastructure, we expect that emergency issues will occur.

### Proposal

Authorize \$41,600 as identified in SVCA’s 2024 Capital Budget for Roads for On-Call Engineering Services in 2024. Funds will be administered by the Maintenance & Facilities Manager.

### Motion

Move that the Board of Directors approve the allocation of \$41,600 from SVCA’s 2024 Capital Budget for Roads for On-Call Engineering Services in 2024 with funds to be administered by the Maintenance & Facilities Manager.

### Approvals:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President





# Sudden Valley Community Association

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## CAPITAL REQUEST MEMO

**To: Sudden Valley Community Association Board of Directors**  
**From: Jo Anne Jensen, General Manager**  
**Date: February 22, 2024**  
**Subject: Capital Request – 2024 Potholes & Minor Road Repairs**

---

### **Purpose**

To request funding approval for pothole and minor road repairs in 2024.

### **Background**

The Sudden Valley Community Association (SVCA)'s 2024 Roads budget includes a line item totaling \$36,400 for Pothole Repairs. The intended work to be covered by this line item includes minor road repairs in addition to pothole restoration.

### **Analysis**

As potholes are identified, SVCA's Maintenance Department will fill them temporarily with asphalt cold patch until a few potholes are identified. Once this occurs, permanent asphalt repairs are completed. This includes removal of the failed asphalt, subgrade preparation as needed, placement of new asphalt, and sealing the edges.

In addition, SVCA's Maintenance Department will also perform minor road repairs as part of this scope. Minor road repairs will be projects that don't require contractor expertise, specialized equipment, permitting, or are large scale projects. Minor road repairs will include activities such as:

- Repairing a washed-out shoulder. This could include aggregate placement to stabilize or repairing ruts off the edge of asphalt.
- Painting of stop bars at intersections.
- Painting of parking lots.
- Replacement of broken street signs/posts.
- Stabilizing a ditch with drainage issues.
- Installation of an asphalt berm for directing water flow.
- Etc.



# Sudden Valley Community Association

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The proposed 2024 budget for these repairs is:

- \$3,000.00 Asphalt materials – cold mix, hot mix, and tar.
- \$1,000.00 Disposal of asphalt and aggregates.
- \$4,180.00 Materials allowance – aggregates, erosion control materials, storm drainage, signs/signposts, etc.
- \$3,500.00 Fuel and equipment.
- \$11,920.00 Supervisor (200 hours at \$59.60/hr).
- \$12,800.00 Maintenance staff (400 hours at \$32.00/hr).
- \$36,400.00 Total estimate.

## Proposal

Authorize \$36,400.00 from Roads for SVCA’s Maintenance Department to complete pothole and minor road repairs in 2024.

## Motion

Move that the Board of Directors approve the allocation of \$36,400.00 from the 2024 Capital Budget for Roads for potholes and minor road repairs in 2024.

## Approvals

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** February 22<sup>nd</sup>, 2024  
**Subject:** Capital Request – 2024 Bi-Annual Bridge Inspections

---

### **Purpose**

To request funding for the 2024 Bi-Annual Bridge Inspections project.

### **Background**

Sudden Valley Community Association (SVCA)'s 2024 budget includes \$6,760.00 to complete bridge inspections every 2 years, following National Bridge Inspection Standards (NBIS). SVCA's bridges were last inspected in February of 2022, and are due for re-inspection in 2024. It is unknown if any evaluations were conducted prior to the 2022 inspections.

### **Analysis**

SVCA has four road bridges and eight golf course bridges to be inspected by a certified bridge inspector. Integrity Structural Engineering PLLC completed these inspections in 2022 and have submitted a proposal to complete inspections again in 2024, see attached. In 2022, the inspection fee was \$6,540.00, this year the inspection proposal is \$5,561.00. The reduction in cost is due to bridge details and data that can be reused from the 2022 inspection, resulting in approximately a 15% savings. Bridge inspections are proposed to be completed at the end of February, with reports submitted in March. Two reports will be submitted to SVCA, one for the four road bridges and one for the eight golf course bridges.

### **Proposal**

Authorize \$5,561.00 from Roads for the 2024 Bi-Annual Bridge Inspections project. Upon completion of the inspections, the submitted report will be shared with the Board of Directors.

### **Request**

Request \$5,561.00 from Roads for the 2024 Bi-Annual Bridge Inspections project.

### **Motion**

Move that the SVCA Board of Directors approve the allocation of \$5,561.00 from Roads for the 2024 Bi-Annual Bridge Inspections project, and authorize the General Manager to execute a contract with Integrity Structural Engineering per their proposal dated February 5<sup>th</sup>, 2024.



# Sudden Valley Community Association

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## Approvals

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President



February 5, 2024

Mr. Tyler Andrews  
PNW Services, Inc.  
P.O. Box 30498  
Bellingham, WA 98228

Dear Mr. Andrews:

**Re:** Proposal for Professional Bridge Inspection Services at Sudden Valley Community Assoc. Inspection and Reporting for Four Vehicle Bridges & Eight Golf Course Bridges

Thank you for your request and the opportunity to assist you again with the private Sudden Valley Community Association bridges. Integrity Structural Engineering s (ISE) scope of work is to perform a visual inspection, create/modify existing sketches, and take field measurements, for the four (4) vehicle bridges (one is used primarily for a utility support) and eight (8) golf course pedestrian type bridges some of which may be crossed by golf course maintenance equipment. The condition assessments for the vehicle bridge will match to that of the standard WSBIS reporting, while the others will not but shall be similar to my previous reporting containing engineering reporting and criteria consistent for their intended use. Scour observations, creek profile, bridge sketches/measurements, inspection notes, and structural condition state appraisal will be completed for each bridge and shall be provided electronically via email.

Specific work breakdown tasks are:

- Coordinate and perform one (1) site visit to inspect all bridges in a single day.
- Create field sketches, notes, and take measurements/photographs for reporting use.
- Complete a WSDOT type bridge inspection/reporting by a WSDOT/FHWA certified bridge inspector documenting current conditions for the four (4) vehicle bridges.
- Complete a bridge inspection/reporting and condition assessment of the eight (8) golf course bridges by a WSDOT/FHWA certified bridge inspector.
- Provide two written summary memos one for the vehicle bridges and one for the golf course bridges that will also include statements of the general observed conditions and maintenance recommendations.
- Electronic transmission of the completed reports, sketches, and photographic figures.

#### **SCHEDULE**

ISE s inspection work of this project will commence upon your written authorization with access coordinated directly with SVCA for completion in February 2024. Completed inspection reports will be transmitted within two (2) weeks after field inspection.

In consideration of the mutual covenants and agreements stated below, the parties agree:

**I. ISE's Services Provided**

A. On a Time & Material Basis for the compensation stated below, ISE shall provide to the Client professional services of:

1. Bridge Inspection and Technical Reporting.

B. These services are provided exclusively for the Client's use on the Private Sudden Valley Community Association Bridges and may not be used for any other purpose or by any other person or entity without the prior written consent of ISE.

**II. Compensation, Fee, and Billing**

Services will be provided and billed on a Time and Materials Basis at the consulting rate of \$170.00 per hour for Structural Engineer/Bridge Consultant and expenses at direct cost plus ten percent (10%) mark-up with a not to exceed Budget of \$5,561 without prior Client approval. Fees and costs are billed monthly and at completion of the reporting, which are due and payable upon receipt. Client must notify ISE in writing within ten (10) days of the date of the Invoice of any question, issue or discrepancy with the Invoice. Absent such written notification the Client agrees that the Invoice amount is correct, due and payable, and binding on Client. Client shall pay ISE the amount due within thirty (30) days of the date of each Invoice. Any amount not paid shall accrue interest at the rate of one percent (1%) per month from the date of the Invoice. Failure to pay the fees billed may result in the termination of ISE services.

**III. Client's Duties and Responsibilities**

In addition to Client's duties stated above with respect to the invoices and payment to ISE and except as otherwise specifically agreed in writing between the parties, the Client shall provide to ISE:

1. Copies of past inspection reporting, Plans, and/or permits for the bridges, if any.
2. Cooperation with ISE for the work and inspection including and not limited to right of access.

**IV. Limitations of Liability**

1. ISE shall not be responsible for nor held liable for any matter outside its control including, but not limited to: employee or contractor strikes or lockouts at job sites, delays or accidents caused by third parties, failure by Client to provide ISE information necessary to perform its services, and negligent work or intentional acts by other parties.

2. ISE makes no representations regarding the existing bridge structural condition, scour critical classification of foundations/slopes, or any cost figures made in connection with construction costs and/or fees.

3. Client understands and agrees that compensation, as set forth in Paragraph II, is based solely on the Services Provided in Paragraph I.

4. Regardless of the presence or absence of coverage, ISE shall not be liable for loss or damage beyond its control, or for loss of earnings, loss of use or other incidental or consequential damages suffered by Client or others, however caused. *Integrity Structural Engineering, PLLC's* liability hereunder, whether in tort or in contract, for any cause of action shall be limited to one hundred percent (100%) of the fee earned by ISE under this Agreement or \$50,000, whichever is greater.

Thank you for your request of my proposal Mr. Andrews. If accepted, provide me with a counter signed copy of this letter indicating your acceptance to initiate work and a \$1000 retainer that will be used to offset the balance due at final invoicing.

Sincerely,



Kenneth M. Wilson, PE SE  
Bridge Consultant / WSDOT Bridge Inspector D2038

Encl: Cost Estimate Spreadsheet



Notice to proceed and acceptance of this Proposal for Professional Engineering Services,

By:

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (Printed)

2024 Sudden Valley Br Inspection

2/5/24

Task	PM/Br Engr	Total Hrs ISE, PLLC
<b>2024 Sudden Valley Community Bridge Inspection &amp; Reporting for Four Vehicle Bridges &amp; Eight Golf Course Bridges</b>		
<b>1 Inspection, Condition Assessment, and Technical Reporting</b> a. Coordination, Phone & Email Technical Discussions, Admin. b. Background Review, Preparation, and Inspection Planning  c. Preparation, Travel, Bridge Inspection, Measurements, Photographic Figures, and Sketches (4 Vehicle Bridges 8 Golf Course Bridges, One Day Maximum)  d. Inspection Memorandum and WSBS Reporting Preparation, Photographic Figures, Maintenance Recommendations, and Email Summary (4 Vehicle Bridges)  e. General Bridge Inspection Reporting Memo, Sketches, Maintenance Recommendations, and Photographic Figures, and Email Summary (8 Golf Course Bridges)	1 2  13  8  8	1 2  13  8  8
<b>Subtotal Task 1</b>	<b>32</b>	<b>32</b> Subtotal Task 1
<b>2024 Sudden Valley Community Bridge Inspection &amp; Reporting for Four Vehicle Bridges &amp; Eight Golf Course Bridges</b>		
<b>1 Inspection, Condition Assessment, and Technical Reporting</b>	32	32 Subtotal Task 1
	32	
Billing Rate	\$ 170.00	
Fee	\$ 5,440 \$ 5,440	
Mileage	labor cost = \$ 5,440	
Courier, mail	direct costs = \$ 121	
Tolls	ISE, PLLC = \$ 5,561	
Reproduction	\$ -	
<u>ISE, PLLC Direct Expenses Subtotal:</u>	<u>\$ 121</u>	





# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** February 22<sup>nd</sup>, 2024  
**Subject:** Capital Request – 2024 Bridge Designs

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### **Purpose**

To request funding for the 2024 Bridge Designs project.

### **Background**

The Ten-Year Road & Drainage Plan calls for work to begin on the replacement of the Area Z Access Bridge (Bridge #2) and Culvert #4 in 2024. Sudden Valley Community Association (SVCA)'s 2024 budget includes \$31,200.00 for design and permitting of the Area Z Access Bridge (Bridge #2) but does not include funding for Culvert #4 because the final Ten-Year Plan was not available when the budget was finalized. Work on Culvert #4 was estimated by Impact Design at \$86,500 but the estimate didn't include utility coordination. PNW's summary dated February 6, 2024, (attached) identifies specifics for both bridges and summarizes the proposed expenses.

### **Analysis**

PNW's attached summary recommends SVCA proceed with design and permitting of both locations in 2024. Both locations cross Beaver Creek and are in close proximity. This creates efficiency:

- One set of permits can apply to both locations.
- 1 hydrologic analysis can be completed and applied to both locations.
- Geotechnical borings can be completed at the same time saving mobilizations, and only 1 report will need to be prepared.
- Bridge designs are anticipated to be similar allowing shared details – utility hangers, etc.

PNW's summary identifies a projected design and permitting budget of \$131,003.84 to complete both locations. SVCA's 2024 budget included \$31,200.00 for Area Z Access Bridge as noted above leaving a difference of \$99,803.84. We propose to take the needed \$99,803.84 from the budget allocation designated for culvert replacement in 2024.



# Sudden Valley Community Association

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4 Clubhouse Circle Bellingham, WA 98229  
www.suddenvalley.com

## Proposal

Authorize \$131,003.84 from Roads per PNW’s summary dated February 6<sup>th</sup>, 2024, for design and permitting to replace the Area Z Access Bridge, and Culvert #4, and authorize the General Manager to execute contracts with the following vendors:

- Chinook Engineering – Design and Permitting
  - \$38,810.00 – Area Z Access Bridge
  - \$38,810.00 – Culvert #4 Replacement with Bridge
- \$13,000.00 NW Geologic PLLC – Geotechnical Exploration

## Motion 1

Move that the SVCA Board of Directors approve the allocation of \$131,003.84 from the 2024 Capital Budget for Roads for design and permitting per PNW’s summary dated February 6, 2024, for the 2024 Bridge Design project.

## Motion 2

Move that the SVCA Board of Directors authorize the General Manager to execute contracts with Chinook Engineering per their proposals dated February 2<sup>nd</sup>, 2024, with total amounts not to exceed \$77,620.

## Motion 3

Move that the SVCA Board of Directors authorize the General Manager to execute a contract with NW Geologic PLLC per their proposal dated February 5, 2024, with a not to exceed amount of \$13,000.00.

## Approvals

### Motion 1

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
ELECTED, SVCA Board President

### Motion 2

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
ELECTED, SVCA Board President

### Motion 3

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

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

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

ELECTED, SVCA Board President



February 6, 2024

Sudden Valley Community Association  
Attn: Michael Brock  
4 Clubhouse Circle  
Bellingham, WA 98229

RE: Project Scope Letter  
**2024 Bridge Designs**

PNW is providing this overall project scope letter to SVCA for the 2024 Bridge Designs project. This project is proposed to replace an existing bridge, and replace a large culvert with a bridge. Specifically:

- Area Z Access Bridge (Road Bridge #2) – This bridge is located off Honeycomb Lane to access Area Z. The bridge is used by the maintenance department regularly for quick access to gates 3, 9, 13, and by community members to access the community gardens. The bridge is at the end of its life cycle, and currently has a 5-ton weight rating. This substantially limits the vehicles that can travel over it, and with continued deterioration the weight rating capacity will continue to decline.
- Culvert #4 Replacement with Bridge (Road Bridge #5) – Currently this is an 8’ diameter corrugated metal arch culvert identified in SVCA’s new 10-Year Road and Drainage plan prepared by Impact Design that needs replacement. The new 10-year plan identifies replacing this large culvert with a pre-engineered metal bridge. This is located on Polo Park Drive between the intersections of Lost Lake Lane and Sunnyside Lane. The bridge didn’t have capacity to handle the water volume during the November, 2021, flood event leading to a road failure and emergency repair. In addition, the culvert is substantially rusted out.

SVCA’s 2024 budget identified \$31,200.00 for design and permitting of the Area Z Access Bridge. The 2024 budget was based on a memo from Impact Design dated 6-30-23 that gave SVCA budget parameters until the 10-year plan was completed. When this memo was prepared, Impact Design didn’t know Culvert #4 needed replacing. The memo identified rebuilding Deer Run Lane, and replacing many other storm drainage culverts in 2024, see attached. The new 10-year plan that was finished in October, 2023, is planned to be incorporated into SVCA’s 2025 budget, and be incorporated into the reserve study update in 2024. Reference attached for Impact Design’s 10-year summary table.

The 10-year plan update included a preliminary engineer’s estimate for replacing Culvert #4, see attached. This budget identified \$86,500.00 for design/permitting, and under construction, line 26, identified a LWWS (Lake Whatcom Water & Sewer) budget of \$30,000 for DEA (Developer Extension Agreement) and oversight. LWWS’s participation is required to relocate the waterline. A portion of the LWWS budget is needed for establishing the DEA, and completing design review. The balance is related to construction oversight.



Bridge design and permitting requires a substantial amount of time – geotechnical borings and soils report, survey, design, and permitting. All of this combined could take up to a year on average. The permitting is the largest time component, and will likely take 6 months if not longer to complete. As stated previously, Culvert #4 failed during the November, 2021, flood event because it didn’t have the capacity to allow the required volume of water through. When this occurred, it washed out part of Polo Park Drive, and required an emergency repair. PNW is recommending a portion of the SVCA 2024 Road/Drainage budget be used to supplement the design funds needed for Culvert #4. Impact Design has indicated their overall plan has some flexibility, and if all the 2024 culverts proposed aren’t completed, they would shift some projects to the next available year when more funds are available. Impact Design agrees that potentially shifting a few of the smaller culverts to a later year is better than shifting the design for replacing Culvert #4. The basic logic is, if a small culvert fails it is simple to fix generally speaking. However, if Culvert #4 failed, it would close a major road, Polo Park Drive, and require this year long process to start plus ordering a bridge and construction.

The intent with completing the design and permitting for both projects in 2024 is to allow the projects to go to bid during January or February of 2025. This would allow contract award by March, and enough time to order pre-engineered bridges to arrive for summer 2025 construction as planned. In addition, design and permitting both projects at once has a substantial savings for SVCA as the same permits will apply to both locations, same hydrologic analysis, etc. A few details regarding each bridge proposed:

- Area Z – Road Bridge #2
  - o The new bridge design will slightly lengthen the existing span and straighten the bridge out so there isn’t a turn onto the bridge from Honeycomb Lane.
  - o There is one utility hanging on this bridge. It will be temporarily suspended during construction, and then mounted onto the new bridge.
- Culvert 4 Replacement with Bridge (Road Bridge #5)
  - o The creek will have a diversion installed for construction, and the existing corrugated metal culvert will be removed.
  - o A channel will be excavated to be similar in width to the existing creek above and below the current culvert. Utilities will be temporarily supported during this phase.
  - o A bridge will be constructed and utility lines will be hung from the bridge. This will include water, communications, and power lines.
  - o During construction Polo Park Drive will be closed and traffic detoured around.

Summary of anticipated costs:

<b>Design &amp; Permitting Scope</b>	
- Chinook Engineering – Area Z Access Bridge	\$38,810.00
- Chinook Engineering – Culvert 4 Replacement to SVCA Bridge #5	\$38,810.00
- NW Geologic PLLC – Geotechnical Borings and Design Report	\$13,000.00
- PNW Services, Inc. – Per Attached	\$7,425.00
- Permit Fees Allowance	\$4,000.00



- LWWSO – DEA & Design (Construction oversight not included) Allowance per Attached	\$12,049.40
- Utility Companies – Allowance for design reviews and coordination to hang utilities on bridges. (Construction assistance not included)	\$5,000.00
<b>Total Design &amp; Permitting</b>	<b>\$119,094.40</b>
Contingency at 10%	\$11,909.44
<b>Total with Contingency</b>	<b>\$131,003.84</b>
<b>Contractor Bids &amp; Construction</b>	
- Under Separate Proposal	

Chinook Engineering completed design and permitting for SVCA’s 8<sup>th</sup> Hole Golf Course Bridge Replacement project in 2022. A comparison quote was requested from Impact Design, and their estimate matched what was in the 10 Year plan. Chinook Engineering provided 2 quotes for completing the geotechnical scope of work (\$25,000 Palmer Geotechnical Consultants, and \$45,000 Aspect Engineering). PNW reached out to NW Geologic who has previously done a lot of geotechnical work for SVCA, and requested a quote. The quote came back substantially less and is included above. Chinook Engineering’s proposal assumes design and permitting is completed for both bridges at the same time, and that is why the proposals match. The total amount of work required was determined, and then split between the 2 locations.

Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews  
President



June 30<sup>th</sup>, 2023

Tyler Andrews  
 PNW Services, Inc.  
 PO Box 30498  
 Bellingham, WA 98228

Re: Technical Memorandum  
 SVCA 10-Year Capital Plan, 2023 Culvert Projects & 2024 Culvert/Road Projects.

The purpose of this Technical Memorandum is to give recommendations for the 2023 and 2024 infrastructure improvement projects and to give a preliminary cost estimate as a means to review the planned yearly budget amounts. Based on Impact Designs completed field investigation of the Sudden Valley Community Association roadway and drainage infrastructure for the 10-year Capital Improvements project, we found a total of 58 drainage culverts that appear to be in critical condition.

**2023 Culvert Projects:**

The following 10 culverts were found to be in the greatest critical condition and are recommended to be replaced this year. We estimate each project will have a cost of approximately \$10,000 - \$15,000 each depending on material/diameter/length. This gives a project budget range of \$100,000 - \$150,000 total.

Culvert ID	Zone Number	Road Name	Approximate Address	Culvert Length (ft.)	Culvert Diameter (in.)	Culvert Material
11	Zone 5	Big Leaf Ln	15 Big Leaf Ln	55	18/12	CMP
15	Zone 5	Shetland Ct	19 Tumbling Water Dr	58	12	CMP
17	Zone 5	Shetland Ct	3 Shetland Ct	41	18	CMP
FND 13	Zone 13	Yearling Pl	5 Meadow Ct	28	12	CMP
28	Zone 13	Granite Cir	67 Polo Park Dr	46	24	CMP
403	Zone 9	Polo Park Dr	230 Polo Park Dr	59	18	CMP
162	Zone 3B	Kinglet Ct	188 Sudden Valley Dr	41	12	CMP
FND 67	Zone 1	Gate 1 Mailboxes	Gate 1 Mailboxes	39	12	CMP
63	Zone 2	Lake Louise Dr	52 Lake Louise Dr	70	18	CMP
408.2	Zone 2	Larkspur Ct	7 Larkspur Ct	17	12	CMP

**2024 Culvert Projects:**

The following 48 culverts were all found to have a critical barrel condition and should be prioritized for the 2024 maintenance projects. All the culverts below appear to be simple conveyance pipes for roadway crossings, and do not have fish bearing capacity. We estimate each project will cost approximately \$10,000 - \$15,000 each depending on material/diameter/length. This gives a project a budget range of \$490,000 - \$735,000 total.

Culvert ID	Zone Number	Road Name	Approximate Address	Culvert Length (ft.)	Culvert Diameter (in.)	Culvert Material
66	Zone 5	Louis View Dr	20 Louise View Dr	62	18	CMP
67	Zone 5	Sweetclover Cir	12 Sweetclover Cir	48	12	Inlet-Concrete Pipe/Outlet-CMP
58	Zone 5	Louis View Dr	1 Catkin Ct	48	12	CMP
1	Zone 13	Polo Park Dr	150 Polo Park Dr	54	18	CMP
78	Zone 13	Sunnyside Ln	29 Sunnyside Ln	50	18	CMP
431	Zone 13	Lost Lake Ln	29 Lost Lake Ln	75	18	CMP
27	Zone 13	Misty Ridge Ct	66 Polo Park Dr	39	12	CMP
404	Zone 9	Polo Park Dr	230 Polo Park Dr	79	18	CMP
205	Zone 3A	Spring Rd	15 Spring Rd	40	24	CMP
406	Zone 3A	Rocky Ridge Dr	30 Rocky Ridge Dr	109	12	CMP
171	Zone 3B	Stable Ln	32 Stable Ln	32	12	CMP
178	Zone 3B	Canyon Ct	23 Canyon Ct	39	12	CMP
176	Zone 3B	Tawny Cir	24 Lost Fork Ln	50	12	CMP
432 433	Zone 3B	Strawberry Cyn Ct	13 Strawberry Cyn Ct	46	12 18	CMP
103	Zone 3C	Amberland Way	142 Harbor View Dr	42	24	CMP
99	Zone 3C	Plum Ln	28 Plum Ln	51	12	CMP
214	Zone 3C	Maple Ct	46 Maple Ct	67	18	CMP
126	Zone 3D	Sudden Valley Dr	1 Sudden Valley Dr	120	18/12	CMP/ CPP
89	Zone 3D	Indian Ridge Ct	39 Sudden Valley Dr	86	12	CMP
FND 38	Zone 3D	Indian Meadow Ct	1 Indian Meadow Ct	35	12	CMP
118	Zone 3D	Harbor View Dr	46 Harbor View Dr	43	18	CMP
117	Zone 3D	Harbor View Dr	54 Harbor View Dr	35	18	CMP
120	Zone 3D	Harbor View Dr	10 Harbor View Dr	42	18	CMP
FND 30	Zone 3D	Harbor View Dr	99 Harbor View Dr	39	18	CMP
109	Zone 3D	Green Hill Rd	55 Green Hill Rd	41	18	CPP/CMP
111	Zone 3D	Harbor View Dr	113 Harbor View Dr	40	18	CMP
122	Zone 3D	Rocky Ridge Dr	2 Rocky Ridge Dr	29	18	CMP
FND 48	Zone 1	Par Ln	20 Par Ln	55	12	CMP
147	Zone 1	Par Ln	20 Par Ln	20	12	CMP



441	Zone 1	Jubilee Ln	3 Jubilee Ln	59	12	CMP
148	Zone 1	Par Ln	11A Par Ln	189	12	CMP
415	Zone 1	Birdie Ln	28 Windward Dr	53	12	CMP
143	Zone 1	Inlet Cir	26 Longshore Ln	82	12	CMP
144	Zone 1	Inlet Cir	26 Longshore Ln	31	12	CMP
145	Zone 1	Spinnaker Ln	17 Marina Dr	72	12	CPP/CMP
FND 49	Zone 1	Marina Dr	17 Marina Dr	40	12	CMP
157	Zone 1	North Point Dr	5 North Point Dr	30	12	Green PVC/CMP
FND 52	Zone 1	Sanwick Pt Ct	36 North Point Dr	43	12	Concrete Pipe/PPP
81	Zone 2	Lake Louise Dr	1 Sparrow Ct	61	18	CMP
408.1	Zone 2	Larkspur Ct	7 Larkspur Ct	19	12	CMP
409	Zone 2	Whispering Cedars	Whispering Cedars Entrance	N/A	24	CMP
410	Zone 2	Lake Louise Dr	22 Lake Louise Dr	120	12	CMP
203	Zone 2	Lake Louise Dr	14 Lake Louise Dr	61	18	CMP
FND 61	Zone 2	Marigold Dr	37-30 Marigold Dr	283	12	CMP
75	Zone 2	Marigold Dr	43 Marigold Dr	40	12	CMP
FND 45	Zone 2	Sunflower Cir	23 Sunflower Cir	20	12	CMP
445	Zone 2	Lake Louise Dr	20 Lake Louise Dr (Outlet)	200	12	CMP
FND 62	Zone 2	Barn View Ct	3 Barn View Ct	83	12	CMP

### 2024 Road Projects:

Impact Design recommends that in addition to drainage improvement projects, at least one major asphalt overlay road project should be considered yearly. For the 2024 construction season Impact Design recommends Deer Run Lane should be overlaid. We estimate overlay projects will cost \$4.00 - \$5.00 per square foot. This gives the overlay of Deer Run Lane a project budget range of \$180,000 - \$225,000.

### Overall Conclusions

Should all culvert and roadway projects we have recommended for the 2024 construction season be completed, we estimate the total costs to be in the \$670,000 - \$960,000 range. The cost estimate per culvert replacement, and cost per square foot of asphalt overlay is based on local historical data alone, and no engineered design has been done. Prior to construction, an engineering analysis and civil/stormwater engineering drawings should be completed. Based on this analysis a yearly budget of \$900,000 to \$1,000,000 appears to be adequate to catch up with and maintain SVCA's infrastructure for the next 3-5 years.

Based on our current progress we expect to have the first draft of the SVCA 10-Year Capital Improvements Plan by the end of August.

Respectfully,



*6-30-2023*

Scott Goodall, MS, PE  
Principal  
Impact Design, LLC

## 10 Year CIP Summary Table

Year	CATEGORY	Corresponding Table	Project Name	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
2023	CONSTRUCTION	Table 2	2023 Culverts Remove and Replace	\$ 133,750.00										
	DESIGN	Table 3	2024 Culverts Remove and Replace	\$ 15,000.00										
2024	CONSTRUCTION	Table 3	2024 Culverts Remove and Replace		\$ 580,200.00									
	CONSTRUCTION	Table 9	2024 Repair and Overlay Deer Run Lane		\$ 225,445.52									
	DESIGN	-	2025 Area Z Bridge Replacement		\$ 30,000.00									
	DESIGN	Table 8	2025 Culvert 4 Remove and Install Bridge		\$ 86,500.00									
	DESIGN	-	Programatic Permit Reiew and Application		\$ 15,000.00									
2025	CONSTRUCTION	-	2025 Area Z Bridge Replacement			\$ 175,000.00								
	CONSTRUCTION	Table 8	2025 Culvert 4 Remove and Install Bridge			\$ 981,178.00								
	DESIGN	Table 4	2026 Culverts Remove and Replace			\$ 15,000.00								
	DESIGN	Table 9	2026 Road Repairs and Overlays			\$ 20,000.00								
2026	CONSTRUCTION	Table 4	2026 Culverts Remove and Replace				\$ 701,300.00							
	CONSTRUCTION	Table 9	2026 Road Repairs and Overlays				\$ 178,969.34							
	DESIGN	Table 8	2027 Culvert 24 Remove and Install Bridge				\$ 77,850.00							
2027	CONSTRUCTION	Table 8	2027 Culvert 24 Remove and Install Bridge					\$ 883,060.20						
	DESIGN	Table 8	2028 Culvert 22 Remove and Replace					\$ 86,500.00						
	DESIGN	-	5 Year CIP Review					\$ 17,000.00						
2028	CONSTRUCTION	Table 8	2028 Culvert 22 Remove and Install Bridge						\$ 981,178.00					
	DESIGN	Table 8	2029 Culvert 23 Remove and Replace						\$ 86,500.00					
2029	CONSTRUCTION	Table 8	2029 Culvert 23 Remove and Install Bridge							\$ 981,178.00				
	DESIGN	Table 5	2030 Culverts Remove and Replace							\$ 10,000.00				
	DESIGN	Table 9	2030 Road Repairs and Overlays							\$ 20,000.00				
2030	CONSTRUCTION	Table 5	2030 Culverts Remove and Replace								\$ 257,000.00			
	CONSTRUCTION	Table 9	2030 Road Repairs and Overlays								\$ 467,117.56			
	DESIGN	Table 6	2031 Culverts Remove and Replace								\$ 10,000.00			
	DESIGN	Table 9	2031 Road Repairs and Overlays								\$ 20,000.00			
2031	CONSTRUCTION	Table 6	2031 Culverts Remove and Replace									\$ 125,200.00		
	CONSTRUCTION	Table 9	2031 Road Repairs and Overlays									\$ 564,996.96		
	DESIGN	Table 8	2032 Culvert 54 Remove and Install Bridge									\$ 86,500.00		
2032	CONSTRUCTION	Table 8	2032 Culvert 54 Remove and Install Bridge										\$ 981,178.00	
	DESIGN	Table 7	2033 Culvert Remove and Replace										\$ 10,000.00	
	DESIGN	Table 9	2033 Road Repairs and Overlays										\$ 10,000.00	
2033	CONSTRUCTION	Table 7	2033 Culvert Remove and Replace											\$ 88,800.00
	CONSTRUCTION	Table 9	2033 Road Repairs and Overlays											\$ 537,176.20
	DESIGN	-	2034-2044 10 Year CIP											\$ 150,000.00
<b>Totals</b>				\$ 148,750.00	\$ 937,145.52	\$ 1,191,178.00	\$ 958,119.34	\$ 986,560.20	\$ 1,067,678.00	\$ 1,011,178.00	\$ 754,117.56	\$ 776,696.96	\$ 1,001,178.00	\$ 775,976.20

## Bridge Installation

### Engineer's Estimate

September 8, 2023



Estimate Prepared by:  
**Impact Design, LLC**  
 5426 Barrett Road, Suite A103  
 Ferndale, WA 98248  
 Phone: (360) 389-8138

Client:  
**Tyler Andrews**  
**PNW Services, Inc.**  
 PO Box 30498  
 Bellingham, WA 98228

NO.	ITEM	ESTIMATED CONSTRUCTION COST			
		QUANTITY	UNIT	UNIT COST	TOTAL
<b>Construction Costs</b>					
1	MOBILIZATION	1	L.S.	\$40,000.00	\$40,000.00
2	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$5,000.00	\$5,000.00
3	CLEARING & GRUBBING	0.3	AC	\$20,000.00	\$6,000.00
4	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	L.S.	\$8,000.00	\$8,000.00
5	ROADWAY EXCAVATION AND HAUL	1791	C.Y.	\$60.00	\$107,460.00
6	6" CSBS AT ABUTMENTS	20	TONS	\$150.00	\$3,000.00
7	GEOTEXTILE	45	S.Y.	\$20.00	\$900.00
8	PRECAST CONCRETE FOOTERS - UNLOAD & INSTALL	1	L.S.	\$8,000.00	\$8,000.00
9	STEEL BRIDGE COMPLETE	1	L.S.	\$340,000.00	\$340,000.00
10	BACKWALLS	1	L.S.	\$20,000.00	\$20,000.00
11	WELD BRIDGE HOLD DOWNS	1	L.S.	\$35,000.00	\$35,000.00
12	D.F. GUARDRAIL/HANDRAIL	200	LF	\$150.00	\$30,000.00
13	STREAMBED SEDIMENT	240	TONS	\$100.00	\$24,000.00
14	CRUSHED SURFACING TOP COURSE	35	TONS	\$100.00	\$3,500.00
15	CRUSHED SURFACING BASE COURSE	20	TONS	\$150.00	\$3,000.00
16	GRAVEL BASE	35	TONS	\$100.00	\$3,500.00
17	HMA CL 1/2-IN PG 64-22	35	TON	\$250.00	\$8,750.00
18	FISH EXCLUSION, DEWATERING AND STREAM DIVERSION	1	L.S.	\$40,000.00	\$40,000.00
19	RIPARIAN REVEGETATION	1	L.S.	\$10,000.00	\$10,000.00
20	RESTORATION & FINAL CLEANUP	1	L.S.	\$5,000.00	\$5,000.00
21	8 INCH WATERMAIN, DUCTILE IRON	100	LF	\$300.00	\$30,000.00
22	WATER TESTING, COMPLETE	1	L.S.	\$2,500.00	\$2,500.00
23	8 INCH SANITARY SEWER MAIN, DUCTILE IRON	100	LF	\$300.00	\$30,000.00
24	SANITARY SEWER MANHOLE	2	EA.	\$9,000.00	\$18,000.00
25	STRIPING	1	L.S.	\$2,500.00	\$2,500.00
26	LWWSD DEA & Oversight	1	LS	\$30,000.00	\$30,000.00
<i>Subtotal</i>					<i>\$814,110.00</i>
<i>Tax @ 8.6%</i>					<i>\$70,013.46</i>
<b>TOTAL CONSTRUCTION COST</b>					<b>\$884,123.46</b>
<b>Engineering and Permitting Costs</b>					
1	CRITICAL AREAS REPORT AND PERMITTING	1	L.S.	\$20,000.00	\$20,000.00
2	BOUNDARY AND TOPOGRAPHIC SURVEY	1	L.S.	\$5,000.00	\$5,000.00
3	GEOTECHNICAL REPORT	1	L.S.	\$6,500.00	\$6,500.00
4	CIVIL AND STRUCTURAL ENGINEERING DESIGN	1	L.S.	\$55,000.00	\$55,000.00
<b>TOTAL ENGINEERING AND PERMITTING COSTS</b>					<b>\$86,500.00</b>
<b>10% CONTINGENCY</b>					<b>\$97,054.54</b>
<b>PROJECT TOTAL</b>					<b>\$1,067,678.00</b>



Chinook Engineering  
 860 Windrose Drive  
 Coupeville, WA 98239  
 360.672.5528



Community Association  
 Sudden Valley Community Association  
 4 Clubhouse Circle  
 Bellingham, WA 98229

Proposal Number 23474  
 Proposal Date 02/02/2024

## Pricing

Description	Rate	Qty	Line Total
Job Name Bridge 2 Replacement – Area Z Access	\$0.00	1	\$0.00
Survey and Data Collection Scan Visit Site and collect preliminary and in depth topography survey information adequate to prepare site survey base map for design. Scan the site with LiDAR scanner and prepare base map with instruments for a base Map	\$170.00	25	\$4,250.00
Survey and Data Collection Prepare base with Topography	\$170.00	10	\$1,700.00
Hydraulic and Hydrologic Analysis Determine Hydrology and calculations for stream flows and tabulate	\$150.00	8	\$1,200.00
Hydraulic Computer Modeling Use measurements to numerically analyze the resulting hydraulics for the project. HECRAS to set up and perform what if modeling	\$170.00	20	\$3,400.00
Conceptual Design Conceptual Design and cost estimating in preparation of County Preapplication	\$170.00	20	\$3,400.00
Drawing Development Engineering modelling to prepare design drawings and sketches, to include surface models of existing and proposed.	\$170.00	40	\$6,800.00
Geotechnical Report Interpretation Review and use the Geotechnical report and any coordination with the Geotechnical Professional	\$170.00	5	\$850.00
Final Design Prepare Final Design Drawings and specifications ready to build or bid the project.	\$170.00	30	\$5,100.00
Drawing Development Graphics	\$6,000.00	1	\$6,000.00

Drawings are drafted with a sub-contractor to Chinook Engineering, Autoscan, Inc.

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Construction Cost Estimates Engineer's Construction Cost Estimates at 30%, 60%, 100%	\$170.00	4	\$680.00
Meetings	\$170.00	16	\$2,720.00
Permitting Assistance Assist in the preparation of permits	\$170.00	15	\$2,550.00
Travel Mileage	\$0.625	256	\$160.00
		Subtotal	38,810.00
		Tax	0.00
		<b>Proposal Total (USD)</b>	<b>\$38,810.00</b>

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## Notes

Tyler,  
I have revised the proposals for the two sites.

Under this Proposal we assume that the projects at two sites are finished concurrently with Culvert 4 Bridge 5, sharing some economy of scale to this site with similarities and shared tasks occurring for both sites. Permitting, Drawing Development Graphics, Surveying, Meetings and Travel are shared with each project. Other tasks shared economies in will also be expected.

We are assuming that one set of drawings and one permit application covering the two sites will be completed.

Borings and geotechnical report to be provided by others.

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Community Association, Sudden Valley Community Association

Chinook Engineering  
 860 Windrose Drive  
 Coupeville, WA 98239  
 360.672.5528



Community Association  
 Sudden Valley Community Association  
 4 Clubhouse Circle  
 Bellingham, WA 98229

Proposal Number 23476  
 Proposal Date 02/02/2024

## Pricing

Description	Rate	Qty	Line Total
Job Name Culvert 4 Replacement with Bridge #5	\$0.00	1	\$0.00
Survey and Data Collection Scan Visit Site and collect preliminary and in depth topography survey information adequate to prepare site survey base map for design. Scan the site with LiDAR scanner and prepare base map with instruments for a base Map	\$170.00	25	\$4,250.00
Survey and Data Collection Prepare base with Topography	\$170.00	10	\$1,700.00
Hydraulic and Hydrologic Analysis Determine Hydrology and calculations for stream flows and tabulate	\$150.00	8	\$1,200.00
Hydraulic Computer Modeling Use measurements to numerically analyze the resulting hydraulics for the project. HECRAS to set up and perform what if modeling	\$170.00	20	\$3,400.00
Conceptual Design Conceptual Design with short alternative analysis and cost estimating in preparation of County Preapplication	\$170.00	20	\$3,400.00
Drawing Development Engineering modeling to prepare design drawings and sketches, to include surface models of existing and proposed and calculations. Interaction, collaboration and guidance for drawings.	\$170.00	40	\$6,800.00
Geotechnical Report Interpretation Review and use the Geotechnical report and any coordination with the Geotechnical Professional	\$170.00	5	\$850.00
Final Design Prepare Final Design Drawings and specifications ready to build or bid the project. PE interaction and review with the Team and the Graphics.	\$170.00	30	\$5,100.00
Drawing Development Graphics	\$6,000.00	1	\$6,000.00

Drawings are drafted with a sub-contractor to Chinook Engineering, Autoscan, Inc.

Construction Cost Estimates Engineer's Construction Cost Estimates at 30%, 60%, 100%	\$170.00	4	\$680.00
Meetings	\$170.00	16	\$2,720.00
Permitting Assistance Assist in the preparation of permits	\$170.00	15	\$2,550.00
Travel Mileage	\$0.625	256	\$160.00
		Subtotal	38,810.00
		Tax	0.00
		<b>Proposal Total (USD)</b>	<b>\$38,810.00</b>

## Notes

Tyler,  
I have revised the proposals for the two sites.

Under this Proposal we assume that the projects at two sites are finished concurrently with Area Z Bridge sharing some economy of scale to this site with similarities and shared tasks occurring for both sites. Permitting, Drawing Development Graphics, Surveying, Meetings and Travel are shared with each project. Other tasks shared economies in will also be expected.

We are assuming that one set of drawings and one permit application covering the two sites will be completed.

Borings and geotechnical report to be provided by others.

---

Community Association, Sudden Valley Community Association



# NW Geologic PLLC

February 5, 2024

PNW Services, Inc.  
PO Box 30498  
Bellingham, WA 98228

Attn: Tyler Andrews

**RE: Subsurface Investigation for Culvert and Bridge Improvements, Sudden Valley, Washington**

Dear Mr. Andrews:

NW Geologic PLLC (NW Geo) thanks you for the opportunity, and respectfully submits the following proposal to provide a geotechnical subsurface investigation and report for the above-referenced project. We estimate the total cost of our services for this project to be **\$13,000.00**. All services will be provided on a *Time and Materials* basis. Due to the relatively high cost of obtaining a subcontractor, our firm requests a 50 percent of total cost deposit in order to commence the project. The remaining 50 percent of the project cost is due at the time of report delivery. No work will be performed beyond the scope and cost estimate without your prior authorization.

We understand that the Sudden Valley Community Association intends to replace two structures within the Sudden Valley neighborhood, near Bellingham, WA. The first location is a culvert replacement located on Polo Park Drive near the intersection with Sunnyside Lane and Lost Lake Lane. The location contains a paved roadway over the culvert that sustained damage during the November 2021 flood events. It is our understanding that the culvert that provides conveyance of the waters of Beaver Creek will be replaced with a premanufactured steel bridge. The second location is a steel bridge replacement at the north entrance to Area Z accessed from Honeycomb Lane. The bridge also provides roadway conveyance over Beaver Creek.

The project team has requested our services in support of new bridge foundation designs that would be installed by other parties based on our subsurface investigation recommendations. The purpose of our study is to provide limited subsurface exploration by Standard Penetration Test (SPT) hollow stem auger soil boring methods and a geotechnical report that will address subsurface conditions and provide recommendations that will be suitable for project planning. We are requested to provide allowable bearing capacity and lateral earth pressures for use in design.

If you wish to accept this proposal, we simply ask that you return a signed electronic copy of the service agreement enclosed. In closing, our experienced engineering geology staff will ensure the highest level of quality is brought to your project. We believe that our local staff and vast experience on projects of similar size and scope make NW Geo the clear team member of choice for this project. We look forward to working with you.

Respectfully Submitted,



Kurt Parker, Owner  
Licensed Engineering Geologist  
NW Geologic PLLC

Attachments: Services Provided, Cost Estimate, Assumptions, General Terms & Conditions, Service Agreement, 2024 Rate Sheet

# NW Geologic PLLC

## Services Provided

The purpose of our services is to collect subsurface data at four locations – two for each creek crossing – that will be used to make recommendations for project design. The final product will be an illustrated, limited scope subsurface investigation report containing a summary of subsurface conditions with appropriate allowable bearing capacity and lateral earth pressure recommendations for foundation design. Our services will include the following:

1. Perform an initial site visit to observe existing conditions and mark and file an underground utility locate request as required by Washington State Law. NW Geo is not responsible for mismarked or unlocatable utilities. We request any as-builts or other information related to existing utilities be provided prior to the primary field work.
2. Explore the soil and groundwater conditions underlying the project site by advancing four SPT hollow stem auger borings up to 30 feet below present grade (BPG) in depth at each location or until refusal conditions are encountered. The total planned drilling footage is approximately 120 feet. One boring will be advanced on either side of each creek crossing at an appropriate location determined by NW Geologic. The SPT borings will be subcontracted by a specialty drilling service coordinated by NW Geologic. The subcontractor will cut and patch asphalt as applicable and provide basic cleanup. The cuttings from the borings will be hauled away for disposal. Accordingly, the property owner must expect some disturbance by machinery across access and test locations.
3. NW Geo will review the information collected during the subsurface investigation and perform analyses to develop recommendations for this project. Our findings, conclusions and recommendations will be summarized in a subsurface investigation report that will contain the following information:
  - A description of site surface, subsurface, groundwater and mapped geologic conditions.
  - A site plan showing the approximate location of the explorations accomplished for this project.
  - Detailed SPT auger boring exploration logs based on subsurface exploration findings.
  - Laboratory analysis of select soil samples to determine the engineering properties.
  - Recommendations for allowable bearing capacity and lateral earth pressures based on soil conditions that are appropriate for engineering design of the new structures.
  - Recommendations for geotechnical consulting during construction.

This proposal for services *does not* include conditions for stormwater management, geologic hazards, slope stability analysis, environmental studies or monitoring of groundwater on this property.

## Cost Estimate

**The following is an approximate breakdown of our services. Costs may be shared between tasks in order to accommodate the project schedule and budgets.**

Project Coordination, Site Visit, Locates and Setup	\$300
Field Exploration (1 day)	\$1,000
Subcontracted CPT Services (Subcontracted)	\$8,500
Laboratory Services (Subcontracted)	\$300
Subsurface Investigation Report	\$2,500
Mileage	\$100
Project Management	\$300
<b>Total (estimated)</b>	<b>\$13,000</b>

# NW Geologic PLLC

The SPT subcontractor estimate may be more or less than the estimate provided above and is dependent on their schedule, current costs, availability and subsurface ground conditions.

## **Estimate Assumptions**

- NW Geologic PLLC will bill for services on a *Time and Materials* basis per the attached cost estimate.
- Unless accepted by Client by returning a signed copy of this service agreement to NW Geo, or otherwise expressed in writing, the cost estimate shall remain valid for not more than 90 days.
- Unforeseen circumstances may result in a requirement for additional site exploration or sampling. NW Geo will consult with client prior to modifying the scope of services if the total fees will exceed the proposed amount. Additional services not contained in the Cost Estimate for services (if required), will be billed in accordance with the unit rates shown in the 2024 Rate Sheet provided with the original proposal.
- Proposed services include subsurface exploration and characterization of site only. Pilot infiltration testing, grain size analysis, groundwater monitoring, mounding analysis, site monitoring, geologic hazards, slope stability analysis, construction observation and / or field-testing during construction are not included. Due to the specialized nature of NW Geo's work and the detailed knowledge of the site gained during this phase or work, it is recommended that NW Geo be retained for construction services.

## **General Terms & Conditions**

- NW Geologic PLLC (NW Geo) will provide professional services to Client, as defined by the scope of work, with that degree of care and skill ordinarily exercised under similar circumstances by members of the geotechnical engineering profession. This representation is in lieu of any warranties or other representations, either expressed or implied. If conditions differ during construction from what was reported by NW Geo during inspection, the Client shall immediately contact this consulting firm and make us aware of the changes, and authorize further and appropriate evaluation, if necessary. It is also understood and agreed to that statements made in NW Geo reports are independent opinions, based on professional judgment, education and experience, and should not be construed to be conclusive representations of fact.
- Utility repairs are not included within the scope of this contract. Despite our foremost efforts to avoid existing utilities, damage is sometimes unavoidable due to mis-marked or unlocatable utilities. In the unforeseen circumstance that existing underground utilities are damaged, the client shall be responsible for the cost of utility repairs.
- This proposal including those documents incorporated by reference reflect the entire agreement of both parties with respect to the terms and conditions with which NW Geo will service this project and supersedes any previous written or verbal agreements. If any portion of this agreement is found to be void or voidable, such portion shall be stricken, and the agreement reformed to match the stricken provisions as closely as permitted by law. Should any provisions be held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall continue unimpaired.
- Unless otherwise stated in writing, Client assumes sole responsibility for determining the quantity and nature of required work, and that it is adequate for its intended purpose. Client shall communicate these general conditions to each third party to whom Client conveys any part of NW Geo 's work. NW Geo shall have no obligation greater than that set forth in NW Geo's proposal to any of Client's third parties. Client shall cause all tests and inspection of the site, materials, and work performed by NW Geo or others, to be timely and properly performed, in accordance with project plans, specifications, contract documents, and Design Professionals' recommendations.
- The work proposed herein shall not include determining, supervising, or implementing the means, methods, techniques, sequences, or procedures of construction. NW Geo shall not be responsible for evaluating, reporting, or affecting job conditions concerning health, safety, or welfare. NW Geo's work, or failure to perform same, shall in no way excuse the contractor(s), subcontractor(s), and/or supplier(s) from performance of their work in accordance with the contract documents.
- NW Geo will not provide any manner of recommended solution or 'fix' for any site conditions or installed work that differ from project documents. In such instances, NW Geo's field report outlining the deviation from project documents will be provided to the Contractor and / or Client for clarification from the appropriate design professional.
- Client acknowledges that the laws of the State of Washington shall govern this agreement. Except for actions such as enforcement of mechanic's liens required to be brought in a specific venue, or unless otherwise agreed in writing, any mediation or other legal proceeding shall occur in Whatcom County, Washington. Client waives its right to have suit brought, tried in or removed to any other county or jurisdiction. The prevailing party shall be entitled to recovery of reasonable costs incurred, including court costs, reasonable attorney's fees and other direct expenses related to the claim.
- These terms and conditions shall survive the completion of proposed services and / or the termination of this agreement, whether for cause or convenience.

# NW Geologic PLLC

- This document may not be modified or altered except by written agreement signed by authorized Client and NW Geo representatives.
- Invoices are due and payable upon receipt. Any invoice not paid within thirty (30) days of the date rendered may be assessed a finance charge of one-and-one-half (1½) percent per month, for each month beyond thirty (30) days past due. Invoices not paid within sixty (60) days of the date rendered may result in NW Geo stopping work until such invoices are paid in full. Invoices not paid within ninety (90) days of the date rendered may be referred to an independent company for collection. Client will be responsible for all expenses incurred by NW Geo for the collection of any unpaid invoice(s), including collection fees, actual attorneys' fees, and costs for legal counsel. Furthermore, Client acknowledges that NW Geo may elect to withhold a Final Letter of Compliance for the project, and/or place a lien on any real property until all outstanding invoices and/or fees have been paid in full.
- Project management fees include required time to review field and laboratory reports. If Client requires any manner of backup documentation, changes to NW Geo's standard invoices, or entry / upload to third-party entities, the additional time to assemble the required information and / or complete alterations shall be billed as Project Management. Any fees required for participation in third-party payment processing shall be billed back to Client at cost plus 15%.
- NW Geo carries the standard insurance required by law in the State of Washington. If Client requires additional insurance, the Client agrees to pay any additional fees incurred by NW Geo to fulfill Client's request for such insurance, if obtainable.
- The Client agrees to indemnify, defend and hold NW Geo, its officers, employees, agents and independent contractors harmless from any and all claims, suits, losses, costs and expenses, including but not limited to court costs and reasonable attorney fees arising or alleging to have arisen from the performance of NW Geo's work. In the event that the Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against NW Geo to the extent that NW Geo shall prevail in such suit, cause of action, claim or counterclaim, the party initiating such action shall pay to NW Geo the costs and expenses incurred by NW Geo to answer and or defend, including reasonable attorney fees, court costs, witness fees and other related expenses.
- NW Geo shall retain the right to reuse copyrightable materials or patented / patentable concepts or processes arising from its services or documentation of services.
- By nature of providing professional services rather than supplying material goods to the project, NW Geo assumes itself exempt from sales or use taxes. Quoted unit rates do not include any required sales, use or excise taxes or TERO fees that may be collected by the Contracting Agency or others.

## **Service Agreement**

This agreement is made between NW Geologic PLLC also described herein as 'NW Geo,' and Client, as identified below, and fully incorporates the Services Provided, Cost Estimate, Estimate Assumptions, General Terms and Conditions, Service Agreement and 2024 Rate Sheet as attached to this document. These elements shall constitute the agreement in its entirety, superseding all prior correspondence, negotiations, or agreements, oral or written. This agreement shall be in effect as of the date signed by Client, or verbally requests services from NW Geo, whichever occurs first. The undersigned have read and understand all applicable documents comprising this agreement and accept this bid proposal and the exclusions and assumptions therein, and agrees to retain NW Geologic PLLC for the scope of services outlined in this proposal.

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Authorized Signature

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Printed Name & Title

Date

---

Billing Address

---

Email Address

---

Telephone Number

# NW Geologic PLLC

## 2024 Rate Sheet

### PROFESSIONAL SERVICES

Engineering Geologist .....	\$120.00 /hour
Project Manager .....	\$100.00 /hour
Geologist .....	\$90.00 /hour
Field Technician .....	\$80.00 /hour
Construction Support .....	\$90.00 /hour
Plan Review .....	\$100.00 /hour
Laboratory Services .....	Quote
Mining Services .....	Quote

- NW Geologic PLLC (NW Geo) requests advance notice for scheduling field services. Subcontracted excavation or drilling work may be delayed by 2 to 4 weeks depending on subcontractor schedules.
- A mileage charge shall be invoiced at \$0.70 per map mile from our office – round trip.
- There is no minimum charge per site visit. All field and related report work will be billed under the established contract.
- Overtime rates of 1.5 times the standard rate apply for work in excess of 8 hours per day. We typically do not charge overtime rates unless it becomes necessary and is agreed upon with the client.
- Field testing equipment expenses are included in the hourly rates except where specifically noted on a project specific proposal.
- Rental equipment, reimbursable expenses and subcontractor fees will be invoiced at cost plus 10 .
- Laboratory testing services will be subcontracted and the appropriate amount and type(s) of testing will be included in any proposals, if applicable.
- The ordering of work from NW Geo shall constitute acceptance of the 2024 Rate Sheet, General Conditions, and any project specific proposal.

Sudden Valley Community Association  
**2024 Bridge Designs**

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight	Oversight of Chinook Engineering and site visits for design.	14	
	Oversight of NW Geologic PLLC to complete borings and geotechnical report.	5	
	Coordination with utility providers to establish agreements with SVCA for relocating utilities to hang on bridge - power, comm, and water (LWWS Development Agreement).	24	
	<b>Total Estimated Design Oversight Hours</b>	43	<b>\$ 5,805.00</b>
Permitting	Site visits with permit agencies. Oversight of permit applications, facilitate signatures / submittals / permit fees.	12	
	<b>Total Estimated Permitting Cost</b>	12	<b>\$ 1,620.00</b>
Contractor Bids	Under separate proposal.	0	
	<b>Total Estimated Bid Package Hours</b>	0	<b>\$ -</b>
Construction Management	Under separate proposal.	0	
	<b>Total Estimated Construction Management Hours</b>	0	<b>\$ -</b>
	<b>Total Estimated</b>		<b>\$ 7,425.00</b>

**LAKE WHATCOM WATER AND SEWER DISTRICT**

**SVCA DEA - Utility Relocation**

Prepared by: M. Mankamy, P.E., Wilson Engineering LLC  
 Prepared for: Bill Hunter, P.E., LWWSD District Engineer/ Assistant General Manager  
 Proposal No.: 2020-001; Task Order 008  
 Date: July 1, 2020

Task Description		Principal Engineer	Senior CAD Design Technician	
Rate (\$/hr) =	L.S.	\$170	\$107	
<b>Task 1: Project Management / Meetings / Coordination</b>				
Track and report progress & expenditures monthly		4		\$ 680
Project Coordination with District		12	4	\$ 2,468
<b>Sub-Total</b>	<b>\$ -</b>	<b>16</b>	<b>4</b>	<b>\$ 3,148</b>
<b>Task 2: Plan Review</b>				
1 - Initial Plan Review and Comment/Response Letter		8	12	\$ 2,644
2 - Revised Plan Review and Comment/Response Letter		4	4	\$ 1,108
3 - Revised Plan Review and Approval Letter		2	2	\$ 554
<b>Sub-Total</b>	<b>\$ -</b>	<b>14</b>	<b>18</b>	<b>\$ 4,306</b>
<b>Task 3: Construction Inspection</b>				
1 - Prepare for / Attend Pre-construction meeting		4	4	\$ 1,108
2 - Inspection - on-site (assume 80 hours)			80	\$ 8,560
3 - Inspection - daily reports			16	\$ 1,712
<b>Sub-Total</b>	<b>\$ -</b>	<b>4</b>	<b>100</b>	<b>\$ 11,380</b>
<b>Task 4: Project Closeout</b>				
1 - Review Record Drawings (assume one revision)		4	8	\$ 1,536
2 - Prepare Bill of Sale		6	4	\$ 1,448
3 - Prepare Construction Completion Report		4	2	\$ 894
<b>Sub-Total</b>	<b>\$ -</b>	<b>14</b>	<b>14</b>	<b>\$ 3,878</b>
<b>Direct Expenses</b>				
				\$ -
<b>Project Total</b>	<b>\$ -</b>	<b>48</b>	<b>136</b>	<b>\$ 22,712</b>

Assumptions:

- District will provide Project Administration and correspondence with SVCA.
- Third plan submittal will meet all District requirements to be approved.
- Second Record Drawing submittal will meet all District requirements to be approved.

**2024 LWWSD Design Allowance:**  
 - \$3,148 Engineer's Project Management  
 - \$4,306 Engineer's Plan Review  
 - \$3,500 LWWSD Staff Fees  
 - \$10,954 Subtotal  
 - \$1,095.40 10% Contingency from 2020 to 2024  
 - \$12,049.40 Total LWWSD Design Allowance

## Tyler Andrews

---

**From:** Bill Hunter <bill.hunter@lwwsd.org>  
**Sent:** Monday, August 17, 2020 4:42 PM  
**To:** Tyler Andrews  
**Cc:** Joe Acla (gm@suddenvalley.com); Justin Clary  
**Subject:** RE: SVCA - 2021 Box Culvert Design Projects  
**Attachments:** Task Order 2020-008-SVCA Culverts Plan Review.doc; Engineering Fee Estimate-TO#8\_2020 Rates.pdf

Hi Tyler,

Estimated District labor and consultant resources is in the range of \$26k. I have attached the District's General Engineering consultant's estimate that outlines assumptions. The District staff administration cost estimate of \$3.5k is based on the previous SVCA Area Z Fire Hydrant cost.

District's consultant estimate:	\$22,712
District staff administration:	\$ 3,500
Estimate Total	\$26,212

The actual amount will depend on plan review/coordination, duration of construction, unforeseen challenges discovered during excavation, and coordination between contractor and District's consultant for field observations.

Bill Hunter, P.E. | Assistant General Manager / District Engineer



**LAKE WHATCOM WATER & SEWER DISTRICT**

1220 Lakeway Drive  
Bellingham, WA 98229

8am – 5pm, Monday – Thursday  
(360) 734-9224, Fax: (360) 738-8250  
[www.lwwsd.org](http://www.lwwsd.org)

Email from this address is subject to public disclosure pursuant to RCW 42.56.





# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** February 22, 2024  
**Subject:** Capital Request – 2024 Road & Drainage Construction

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### Purpose

To request construction funding for 2024 Road & Drainage projects.

### Background

On August 10, 2023 Sudden Valley Community Association (SVCA)'s Board of Directors approved capital code 9923.5 to proceed for designing and permitting the 2024 Road & Drainage project. Design and permitting will be finished this month, and this capital request is for construction funding. SVCA's 2024 budget included \$234,000 for Deer Run Lane Asphalt Overlay, and an additional \$624,000 to replace 48 culverts. Combined, these projects total \$858,000.

### Analysis

SVCA proposes to complete the following projects within this overall funding request:

- \$699,000 is requested for Deer Run Lane asphalt improvements and replacement of 40 to 45 culverts as per PNW's summary dated February 8, 2024.
- \$30,000 to complete the Cold Spring Drainage Repair that has been designed and permitted under capital code 9922.8. This project was expected to complete in 2023 but delayed due to permitting.
- \$15,000 to renew SVCA's Programmatic Permit with Whatcom County per Impact Design's proposal dated 2-8-24.
- \$15,000 to renew SVCA's 5-year permit with Whatcom County for maintaining the gravel surfaces at the marina parking lot, clubhouse parking lot, and trail around Lake Louis. This budget is based on Impact Design's proposal for renewing the programmatic permit plus a 50% contingency as the proposal hasn't been received yet.

### Proposal

Authorize \$699,000. from the 2024 Capital Roads budget as per PNW's summary dated February 8<sup>th</sup>, 2024 for Deer Run Lane and replacement of 40-45 culverts.

Authorize \$30,000.00 from Roads for completing Cold Spring Drainage Improvements.

Authorize \$30,000 for the renewal of 5-year Programmatic Permit, and renewal of 5-year permit with Whatcom County for allowance to maintain gravel surfaces at 3 locations per PNW's summary dated February 8<sup>th</sup>, 2024.



# Sudden Valley Community Association

360-734-6430  
4 Clubhouse Circle Bellingham, WA 98229  
www.suddenvalley.com

## Motion 1

Move that the SVCA Board of Directors approve the allocation of \$699,000. from 2024 Capital Budget for Roads per PNW’s summary dated February 8, 2024 for Deer Run Lane and replacement of the designated culverts.

## Motion 2

Move that the SVCA Board of Directors approve the allocation of \$30,000.00 from 2024 Capital Budget for Roads for completing Cold Spring Drainage Improvements.

## Motion 3

Move that the SVCA Board of Directors approve the allocation of \$30,000 from the 2024 Capital Budget for Roads for the renewal of 5-year Programmatic Permit, and renewal of 5-year permit with Whatcom County allowance maintenance of gravel surfaces at 3 locations per PNW’s summary dated February 8<sup>th</sup>, 2024.

## **Approvals**

### Motion 1

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President

### Motion 2

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President

### Motion 3

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Finance Committee

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

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

ELECTED, SVCA Board President



February 19, 2024

Sudden Valley Community Association  
Attn: Michael Brock  
4 Clubhouse Circle  
Bellingham, WA 98229

RE: Project Scope Letter  
**2024 Road & Drainage Project - Updated**

- PNW is providing this overall project scope letter to SVCA for the 2024 Road and Drainage project. This project was approved on 8-10-23 to have design and permitting take place under capital code 9923.5. Design and permitting is wrapping up this month, and this capital request is requesting construction funding for the proposed projects. SVCA's 2024 budget identifies \$858,000.00  
(\$234,000.00 Deer Run Lane Asphalt Overlay)  
(\$624,000.00 for 48 Culvert Replacements)  
available in funds plus an additional \$30,000.00 that was carried forward from the 2023 Road's budget for a combined total of \$888,000.00. The carryover funds from 2023 are intended to cover construction to complete the Cold Spring Drainage Repair designed and permitted under capital code 9922.8. On 5-11-23 SVCA's Board of Directors approved capital codes 9921.41, 9921.42, and 9921.43. Within this capital request it specifically identified \$30,000.00 being set aside from the 2023 Roads budget. This \$30,000.00 was not spent in any of the subsequent capital requests in 2023.

The following is a budget summary of each project proposed:

- \$250,261.11 – Deer Run Lane – This budget was provided by Impact Design to repair existing asphalt defects, and then overlay the road. This project models what SVCA completed at Cascade Lane and Green Hill in 2022. Reference attached engineer's estimate dated 2-8-24.
- \$99,803.84 – Culvert #4 design and permitting. This scope of work has been submitted under a separate capital request, but is funded as part of the overall 2024 Roads budget.
- \$30,000.00 – Construction of the Cold Spring Drainage Repair that was designed under capital code 9922.8. This project was originally scheduled to be completed in 2023, but was delayed due to permit approvals. Permit approvals are expected this spring, and this project is proposed to be part of this year's Road project.
- \$15,000.00 – Renewal of SVCA's Programmatic permit with Whatcom County per Impact Design's proposal dated 2-8-24. This is a 5-year permit that allows SVCA to complete simple projects under just a Notice of Activity (NOA) permit. This significantly streamlines the permit process for SVCA, and saves a substantial amount of time and expense each year. A few examples of simple projects this permit covers:
  - o Road repairs with full asphalt replacement less than 1,500SF.
  - o Asphalt repairs consisting of grinding and patching or asphalt overlay projects.
  - o Culvert replacements not adjacent to creeks, wetlands, etc.
  - o Culvert cleaning and ditching maintenance.



- \$15,000.00 – Renewal of SVCA’s 5-year permit with Whatcom County that allows the gravel surfaces to be maintained at the marina parking lots, clubhouse parking lot, and Lake Louis Trail. A proposal from Impact Design hasn’t been received. This budget allowance matches the Programmatic permit renewal estimate as the scope of work is similar.
- \$433,810.05 – Replace up to 53 culverts identified on the attached spreadsheet provided by Impact Design. This value is the balance of funds available from the \$888,000.00 total budget after the other necessary items are subtracted. Any culverts that aren’t completed in 2024 will be pushed to the following years as coordinated with Impact Design. Culverts are proposed to be replaced in the order identified on the spreadsheet.
  - o If the engineer’s estimates are accurate, SVCA will complete 42 of the proposed 53 culvert replacements using \$418,050.00. The final number will be determined with bid results. These values are reflected by the red cells on the attached spreadsheet.
  - o If 42 culverts are completed, this would push 11 culverts to later years with an estimated value of \$306,400.00.

Summary of anticipated costs:

<b>2024 Road &amp; Drainage Projects</b>	
- Deer Run Lane Asphalt Improvements per Impact Designs engineer’s estimate dated 2-8-24.	\$250,261.11
- Replacement of up to 53 culverts per Impact Designs attached spreadsheet.	\$433,810.05
- PNW Services Inc. – Construction management of Deer Run Lane and replacement of 53 culverts per attached spreadsheet.	\$37,125.00
- Impact Design Allowance – Paint asphalt repair locations prior to overlay, and answer any construction questions.	\$3,000.00
- Testing Allowance – Asphalt overlay installation.	\$4,000.00
<b>Subtotal – Deer Run Lane &amp; Culvert Replacements</b>	<b>\$728,196.16</b>
- Culvert #4 Design & Permitting – This is covered under a separate capital request.	\$0.00
- Cold Spring Drainage Repair – Allowance carried forward from 2023.	\$30,000.00
- Renewal of 5-Year Programmatic Permit per Impact Design’s proposal dated 2-8-24.	\$15,000.00
- Renewal of 5-Year permit with Whatcom County to maintain gravel surfaces at 3 locations identified above.	\$15,000.00
<b>Subtotal of Other 2024 Projects</b>	<b>\$60,000.00</b>
<b>Total of Proposed Projects</b> (This doesn’t include the \$99,803.84 set aside for bridge designs under separate capital request. If this is added, the total \$888,000.00 is used.)	<b>\$788,196.16</b>



Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews  
President

## Deer Run Lane Roadway Repair and Maintenance

### Engineer's Estimate

February 8, 2024



Estimate Prepared by:  
**Impact Design, LLC**  
 5426 Barrett Road, Suite A103  
 Ferndale, WA 98248  
 Phone: (360) 389-8138

Client:  
 Tyler Andrews  
 PNW Services, Inc.  
 PO Box 30498  
 Bellingham, WA 98228

		ESTIMATED CONSTRUCTION COST			
NO.	ITEM	QUANTITY	UNIT	UNIT COST	TOTAL
<b>Construction Costs</b>					
1	MOBILIZATION	1	L.S.	\$19,000.00	\$19,000.00
2	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$20,000.00	\$15,000.00
3	REMOVAL OF STRUCTURES AND OBSTRUCTIONS INCL. SAWCUTTING	1	L.S.	\$4,600.00	\$4,600.00
4	BITUMINOUS GRINDING	1100	S.Y.	\$30.00	\$33,000.00
5	ROADWAY EXCAVATION INCL. HAUL	60	C.Y.	\$90.00	\$5,410.00
6	HMA CL 1/2-IN PG 64-22	521	TON	\$200.00	\$104,147.50
7	RAISE CASTING TO GRADE	10	EA.	\$500.00	\$5,000.00
8	MINOR DRAINAGE IMPROVEMENTS ALONG ROADWAY SHOULDER	1	L.S.	\$10,000.00	\$10,000.00
9	TEMPORARY EROSION AND SEDIMENT CONTROL	1	L.S.	\$5,000.00	\$5,000.00
10	PROJECT SURVEY SUPPORT	1	L.S.	\$9,500.00	\$9,500.00
<i>Subtotal</i>					\$210,657.50
<i>Tax @ 8.8%</i>					\$18,537.86
<i>10% Contingency</i>					\$21,065.75
<b>PROJECT TOTAL</b>					<b>\$250,261.11</b>



2-8-2024

Culvert ID	Zone Number	Approximate Address	Culvert Length (ft.)	Culvert Diameter (in.)	Culvert Material	Estimated Cost
403	Zone 9	230 Polo Park Dr	59	18	CMP	\$ 14,750.00
404	Zone 9	230 Polo Park Dr	79	18	CMP	\$ 19,750.00
FND67	Zone 1	Gate 1 Mailbox Entrance	39	12	CMP	\$ 7,800.00
FND 68.2	Area Z	Maintenance Parking	12	12	CPP	\$ 2,400.00
FND 68.3	Area Z	Maintenance Parking	90	12	PVC/ CPP	\$ 18,000.00
FND 68.4	Area Z	Btwn Maintenance/Tall Barn	40	12	CPP	\$ 8,000.00
FND 68.1	Area Z	Toward Community Garden	37	12	CMP	\$ 7,400.00
FND 21.2	Zone 3A	Newberry Ct	27	18	CMP	\$ 6,750.00
205	Zone 3A	15 Spring Rd	40	24	CMP	\$ 10,000.00
176	Zone 3B	24 Lost Fork Ln	50	12	CMP	\$ 10,000.00
432 433	Zone 3B	13 Strawberry Cyn Ct	46	18	CMP	\$ 11,500.00
402	Zone 3B	7 Lost Fork Ln	39	24	CMP	\$ 9,750.00
103	Zone 3C	142 Harbor View Dr	42	24	CMP	\$ 10,500.00
99	Zone 3C	28 Plum Ln	51	12	CMP	\$ 10,200.00
214	Zone 3C	46 Maple Ct	67	18	CMP	\$ 16,750.00
122	Zone 3D	2 Rocky Ridge Dr	29	18	CMP	\$ 7,250.00
117	Zone 3D	54 Harbor View Dr	35	18	CMP	\$ 8,750.00
FND 30	Zone 3D	99 Harbor View Dr	39	18	CMP	\$ 9,750.00
111	Zone 3D	113 Harbor View Dr	40	18	CMP	\$ 10,000.00
109	Zone 3D	55 Green Hill Rd	41	18	CPP/CMP	\$ 10,250.00
120	Zone 3D	10 Harbor View Dr	42	18	CMP	\$ 10,500.00
118	Zone 3D	46 Harbor View Dr	43	18	CMP	\$ 10,750.00
110	Zone 3D	125 Harbor View	52	18	CMP	\$ 13,000.00
39	Zone 9	8 Horseshoe Cir	34	12	CMP	\$ 6,800.00
27	Zone 13	66 Polo Park Dr	39	12	CMP	\$ 7,800.00
20	Zone 13	168 Polo Park Dr	42	12	CPP/CMP	\$ 8,400.00
55	Zone 13	5 River Ridge Loop	45	12	CMP	\$ 9,000.00
78	Zone 13	29 Sunnyside Ln	50	18	CMP	\$ 12,500.00
1	Zone 13	150 Polo Park Dr	54	18	CMP	\$ 13,500.00
13	Zone 5	18 Big Leaf In	60	24	CMP	\$ 15,000.00
157	Zone 1	5 North Point Dr	30	12	Green PVC/CN	\$ 6,000.00
144	Zone 1	26 Longshore Ln	31	12	CMP	\$ 6,200.00
155	Zone 1	83 Windward Dr	35	12	CMP	\$ 7,000.00
FND 49	Zone 1	17 Marina Dr	40	12	CMP	\$ 8,000.00
139	Zone 1	17 Clear Lake Ct	40	12	CMP	\$ 8,000.00
FND 53	Zone 1	142 Windward Dr	41	12	CMP	\$ 8,200.00
142	Zone 1	65 Windward Dr	45	12	CMP	\$ 9,000.00
415	Zone 1	28 Windward Dr	53	12	CMP	\$ 10,600.00
FND 48	Zone 1	20 Par Ln	55	12	CMP	\$ 11,000.00
FND 45	Zone 2	23 Sunflower Cir	20	12	CMP	\$ 4,000.00
75	Zone 2	43 Marigold Dr	40	12	CMP	\$ 8,000.00
203	Zone 2	14 Lake Louise Dr	61	18	CMP	\$ 15,250.00
63	Zone 2	52 Lake Louise Dr	70	18	CMP	\$ 17,500.00
25	Zone 13	3 Huckleberry Ct	60	24	CMP	\$ 15,000.00
431	Zone 13	29 Lost Lake Ln	75	18	CMP	\$ 18,750.00
143	Zone 1	26 Longshore Ln	82	12	CMP	\$ 16,400.00

133	Zone 3C	4 North Summit Dr	83	24 CMP	\$ 20,750.00
FND 62	Zone 2	3 Barn View Ct	83	12 CMP	\$ 16,600.00
410	Zone 2	22 Lake Louise Dr	120	12 CMP	\$ 24,000.00
126	Zone 3D	1 Sudden Valley Dr	120	18 CMP/PPP	\$ 30,000.00
445	Zone 2	20 Lake Louise Dr (Outlet)	200	12 CMP	\$ 40,000.00
FND 42	Zone 2	6 Lake Louise Dr	254	12 CMP	\$ 50,800.00
FND 61	Zone 2	37-30 Marigold Dr	283	12 CMP	\$ 56,600.00
Totals			3284		\$ 724,450.00



Sudden Valley Community Association

**2024 Road & Drainage Project**

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight	Completed under separate proposal.	0	
	<b>Total Estimated Design Oversight Hours</b>	0	\$ -
Permitting	Completed under separate proposal.	0	
	<b>Total Estimated Permitting Cost</b>	0	\$ -
Contractor Bids	Completed under separate proposal.	0	
	<b>Total Estimated Bid Package Hours</b>	0	\$ -
Construction Management	Contract award, preconstruction meeting, and initial project coordination.	6	
	Deer Run Lane - General project oversight - prep and cleanup.	8	
	Deer Run Lane - Asphalt grinding and asphalt placement - full time supervision assumed for 4 working days.	40	
	Culverts - Initial coordination and site reviews with contractor.	16	
	Culverts - Part time oversight assumed for replacement of 53 culverts. Duration assumed at 40 working days for 5 hours per day.	200	
	Project closeout.	5	
	<b>Total Estimated Construction Management Hours</b>	275	\$ 37,125.00
	<b>Total Estimated</b>		\$ 37,125.00



February 8, 2023

Tyler Andrews

PNW Services, Inc

PO Box 30498

Bellingham, WA 98228

360-739-2072

RE: Sudden Valley Community Association  
5-Year Programmatic Permit Update

Thank you for the opportunity to submit a proposal to update the 5-Year Programmatic Permit Update. The existing document that has been accepted by the Whatcom County will expire at the end of 2024. This document was created 5 years ago and was intended to be used for stormwater maintenance. Since then, this permit has been used for many other types of maintenance and repair in Sudden Valley that has saved substantial time and costs from permit fees and consultant permit preparation costs.

The intention of this proposal is to expand the scope and reach of the 5-Year Programmatic Permit to allow for even more projects to be permitted *faster and more efficiently*. We will attempt to include projects within the shorelines jurisdiction, projects that include roadway focused repairs, larger culvert replacements, emergency projects, in-stream repairs and other work.

We propose to conduct the permit support for this project on a Not To Exceed basis in accordance with the rate sheets attached and a budget of \$15,000.

**Scope of Work:**

Impact Design will provide an updated 5-Year Programmatic Permit document to be submitted to Whatcom County including the following Whatcom County Land Use Permits under its umbrella:

- Programmatic Land Disturbance Permit
- Programmatic Shorelines Permit
- Programmatic SEPA Process
- Programmatic Whatcom County Critical Areas Permit

- Programmatic Typical Temporary Erosion and Sedimentation Control Plan
- Programmatic Typical Stormwater Pollution and Prevention Control Plan
- Programmatic Typical Ditch and Culvert Details
- Programmatic Typical Project and Process
- Programmatic Phosphorous Mitigation Plan complying with Whatcom County Code 20.51

It is assumed that there will be several meetings with Whatcom County Planning and the Whatcom County Public Works Stormwater Division to discuss the details of this proposal.

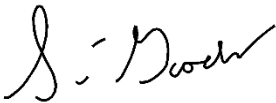
**Excluded Scope:** Survey or GIS work, geotechnical work, environmental work, permit fees, traffic studies, critical areas work, structural engineering, architectural design, title reports, construction support and as-built drawings are not included in this scope.

**Not To Exceed:** This proposal is for a time and materials budget based on the attached rate sheet. The total estimated cost to complete the contract is **\$15,000.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I am available and ready to get started on this project,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



2024 Rate Sheet

<b>Office</b>	<b>Hourly Rate</b>
Principal Engineer	\$140
Design Engineer/Landscape Architect	\$125
Engineering Technician	\$90
CAD Technician (Level 1)	\$70

<b>Field</b>	<b>Hourly Rate</b>
Construction Inspection	\$90
Drone Pilot (UAV Certified)	\$90
Photogrammetry Technician	\$75

**Sub-Consultants** 15% Markup

**Equipment** 15% Markup

**Travel Expenses** 15% Markup

**Mileage** \$0.50 / Mile