



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Finance Committee Regular Meeting

October 16th, 2024, 6:30 PM, REMOTE via Zoom

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Announcements

Item 3) Property Owner Comments – 15 minutes Total

Please note that comments are limited to 3 minutes per person

Item 4) Approval of August 14, 2024 Minutes

Item 5) Financial Report – August Financials

Item 6) Continuing Business

6a. Change Order to Capital Project 9723.05, Tennis Court Resurfacing

Item 7) New Business

7a. Approval Request – Sale of SVCA-Owned Lots

Adjournment



Finance Committee

August 14, 2024

Minutes

DATE AND LOCATION: August 14, 2024 via Zoom

CALLED TO ORDER AT: 6:30 pm

AUDIENCE MEMBERS: Not Recorded

COMMITTEE MEMBERS PRESENT:

1. Laurie Robinson	4. Rob Gibbs	7.	
2. Karen Borchert	5. Mary Quinn		
3. Stu Mitchell	6. Wayne Lee		

ATTENDING:

Staff Members: Jo Anne Jensen, Joel Heverling

Call to Order

Director Robinson Called the meeting to order at 6:30 PM. Land Acknowledgement and Anti-Racism Statement was referenced as available on the website

1. Motion to Approve Agenda

Motion By: Karen		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 6	Against:	Abstained	

2. Announcements - None

3. Property Owner Comments – None

4. Motion to Approve July 24, 2024 Minutes

Motion By: Rob Gibbs		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 6	Against:	Abstained	

5. Review of Financials – May and June 2024 financial statements presented by Joel Heverling

6. Continuing Business:

6a. Operating Budget Discussion and questions

6b. Capital Budget Discussion and questions – Set goal for Reserve Balance

6c. Move that Finance Committee recommend the SVCA Board of Directors approve the 2025 Budget with the addition of the total employee headcount.

Motion By: Karen Borchert		Seconded By	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 6	Against:	Abstained	

7. New Business

7a. Move that Finance Committee recommend the SVCA Board of Directors approve an additional \$20,500.42 from CRRRF for capital project 9722.08, Maintenance Shop Remodel.

Motion By: Director Robinson		Seconded By	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 6	Against:	Abstained: 1	

7b. Discussed the proposed 2024 Fees and Fines and made appropriate changes of recommended fees for the Board of Directors to consider.

Adjourned 9:48 pm

Sudden Valley Community Association

Sudden Valley Community Association
Balance Sheet
August 31, 2024 and December 31, 2023

	Unaudited** Aug 31, 2024	Unaudited** Dec 31, 2023	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 838,825	\$ 678,244	\$ 160,581
Building Completion Deposit Fund	784,230	506,408	277,822
Member Receivables - Operations*	-	43,985	(43,985)
Other Receivables	16,913	16,560	353
Prepaid Expenses	132,775	70,215	62,560
Operating Lease ROU Assets	6,887	10,631	(3,744)
Inventory	7,371	5,659	1,713
Total Current Assets	1,787,001	1,331,702	455,300
Current Liabilities			
Accounts Payable	(89,905)	(226,676)	136,771
Accrued Vacation Liability	(81,634)	(64,195)	(17,439)
Accrued Payroll	-	(64,114)	64,114
Prepaid Assessments	(264,132)	(224,404)	(39,728)
Building Completion Deposits	(784,230)	(506,408)	(277,822)
Other Refundable Deposits	(9,556)	(5,896)	(3,660)
Operating Lease Liability	(6,887)	(10,631)	3,744
Prepaid Golf Memberships	-	(112,089)	112,089
Total Current Liabilities	(1,236,344)	(1,214,413)	(21,931)
Deferred Lease Revenue Liabilities			
Deferred Library Lease Revenue	(38,667)	-	(38,667)
Total Deferred Lease Revenue Liabilities	(38,667)	-	(38,667)
Operating Reserve Funds			
Emergency Operating Cash	363,342	362,252	1,090
Undesignated Reserves Cash	298,658	306,265	(7,607)
Total Operating Reserve Funds	662,000	668,517	(6,517)
Net Operating Assets	\$ 1,173,990	\$ 785,806	\$ 388,185
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,213,307	3,627,018	(413,711)
Roads Reserve Cash Fund	2,223,941	2,034,275	189,666
Board Density Reduction Cash Fund	87,833	87,688	145
Mailbox Cash Fund	143,425	126,445	16,980
CRRRF Capital Reserve Holding Cash	219,332	222,019	(2,687)
Mitigation Assignment of Savings Cash	49,783	49,688	95
LWWSD Assignment of Savings Cash	14,931	101,840	(86,909)
Member Receivables - Capital**	-	16,112	(16,112)
Total Capital Current Assets	5,952,552	6,265,085	(312,533)
Capital Fixed Assets			
Fixed Assets	16,548,672	15,373,162	1,175,510
Finance ROU Assets	84,596	136,464	(51,868)
Lots Held for Sale	236,456	236,456	-
Total Capital Assets	16,869,724	15,746,082	1,123,642
Long Term Liabilities			
CRRRF Loan 2022	(1,641,700)	(1,799,425)	157,725
Finance Leases	(65,301)	(106,596)	41,295
Total Long Term Liabilities	(1,690,869)	(1,906,021)	215,151
NET ASSETS	\$ 22,305,397	\$ 20,890,952	\$ 1,414,445
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	519,533	463,239	56,294
Net Income: Rec Special Assmt	-	(180,468)	180,468
Transfers Out from Operations to Capital	(145,600)	(32,799)	(112,801)
Current Year Net Income: Capital**	898,262	1,471,336	(573,074)
Transfers Into Capital from Operations	145,600	32,799	112,801
Retained Earnings**	5,232,892	4,950,121	282,771
Capital**	15,654,710	14,186,724	1,467,986
TOTAL MEMBER EQUITY	\$ 22,305,397	\$ 20,890,952	\$ 1,414,445

* 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 August 31, 2024, and December 31, 2023, the balances of receivables written off were \$761,378 and \$623,674, 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>	<u>Current Month - August 2024</u>			<u>Year to Date - 8 Months Ending 8/31/2024</u>			
	<u>Operations & Operating Reserves</u>	<u>Operations Better / (Worse) Budget</u>	<u>Capital Reserves**</u>	<u>Operations & Operating Reserves</u>	<u>Operations Better / (Worse) Budget</u>	<u>Coll %</u>	<u>Capital Reserves**</u>
REVENUE							
Current Year Dues & Assessments Income							
Dues & Assessments Income	222,585		230,752	1,781,634			1,847,058
Bad Debt Reserve	(4,392)		(3,358)	(43,765)			(35,108)
Net Current Year Assessment Income	218,193	6,911	227,394	1,737,869	47,601	97.5%	1,811,950
Bad Debt Recoveries - Prior Years			265				23,503
Golf Income	220,076	32,369	-	1,135,780	100,219		-
Marina Income	2,490	2,490	-	240,977	47,257		-
Rec Center & Pools Income	7,968	3,305	-	30,878	11,236		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	16,599	2,195	-	107,280	37,769		-
Rental Income - Other	361	(455)	-	9,788	2,575		-
Area Z Rental Income	829	613	-	15,588	(2,412)		-
Lease Income	5,632	1,486	-	43,841	10,673		-
New Home Construction Fees	30,100	30,100	-	195,900	120,900		2,500
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		1,368
Investment Income	967	876	4,209	5,685	4,952		32,606
Total Revenue	503,215	79,890	231,868	3,523,586	380,770		1,871,927
EXPENSES							
Salaries & Benefits	299,400	17,083	-	1,572,777	82,377		-
Contracted & Professional Services	17,348	5,776	-	162,029	(46,328)		-
CC&Rs/ Mandates	45,358	(9,586)	-	351,468	(60,669)		-
Maintenance & Landscaping	46,836	(21,223)	-	305,168	(3,963)		-
Utilities	27,122	(3,264)	-	145,078	(6,643)		-
Administrative	12,210	5,535	-	124,410	(11,088)		-
Regulatory Compliance	10,905	7,790	-	139,783	(37,759)		-
Insurance Premiums	18,552	(4,320)	-	124,879	(11,026)		-
Other Expenses	-	84	-	-	667		-
Depreciation Expense	-	-	112,312	-	-		912,344
Interest expense	-	-	5,958	-	-		45,209
Total Expenses	477,731	(2,125)	118,270	2,925,592	(94,432)		957,553
Net Income (Loss)	25,484	77,765	113,598	597,994	286,338		914,374
Net UDR Activity for Operations							
Firewise	-			(5,734)			
Hazardous Tree Removal	(8,051)			(41,612)			
GM Recruiting Search	(6,716)			(16,347)			
Net Income (Loss) with Board Approved UDR	10,717	77,765	113,598	534,301	286,338		914,374
Other Activity							
Net Other UDR Activity*	3,374			45,322			
AR Accrual - Prior Year Reversal	-		-	(43,985)			(16,112)
AR Accrual - Current Year	-		-	-			-
Lease Income- Library Prepaid Recognized	667			1,333			
Vacation Liability Accrual	(473)			(17,438)			
Total Other Activity	3,568		-	(14,768)			(16,112)
Grand Total Activity	14,285	77,765	113,598	519,533	286,338		898,262

*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

Sudden Valley Community Association
Reserve Cash Balance & Activity
 8 Months Actual, 4 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
Net Available Cash 12/31/2023	3,627,018	2,034,275	222,019	87,688	126,445	151,528	\$ 6,248,973	362,252	306,265	\$ 668,517
Dues Received	890,116	921,730		-	16,582		1,828,427	-	68,096	68,096
Storm Water Mitigation Plan Fee		2,500					2,500			-
Investment Income	18,648	12,642	663	145	398	110	32,606	1,090	954	2,045
Sale of Assets	1,368			-			1,368			-
Board Approved Transfer- Marina Dock Replacement	105,600									-
Board Approved Transfer- Other Transfers	40,000						40,000			-
Mitigation Release	-	86,923				(86,923)	-			-
2024 Expenditures	(1,469,442)	(834,129)	(3,350)	-	-		(2,306,921)		(76,657)	(76,657)
Net Available Cash at 8/31/2024	3,213,307	2,223,941	219,332	87,833	143,425	64,714	\$ 5,952,552	363,342	298,658	\$ 662,000
4 Month Outlook										
Outlook - 2024 Dues (95% collections)	428,139	440,354			7,946		\$ 876,439			\$ -
Outlook - Prior Year Collections	6,632	6,821			123		13,576		13,091	13,091
CRRRF Loan Payments for year 2024	(111,013)						(111,013)			-
Obligated Expenses/Holdings	(1,216,741)	(686,691)	(219,332)			(64,714)	(2,187,478)		(59,225)	(59,225)
Net Usable Cash Balance 12/31/2024	2,320,324	1,984,425	-	87,833	151,494	-	\$ 4,544,076	363,342	252,524	\$ 615,866
Board Recommended Carryover Balance	(600,000)	(500,000)					\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2024, After Recommendation	\$ 1,720,324	\$ 1,484,425	\$ -	\$ 87,833	\$ 151,494	\$ -	\$ 3,444,076	\$ 363,342	\$ 252,524	\$ 615,866
Net Current Year Cash Increase (Decrease)	(1,306,694)	(49,850)	(222,019)	145	25,049	(151,528)	\$ (1,704,897)	1,090	(53,741)	\$ (52,651)

*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
 August 1, 2024 to August 31, 2024
 CURRENT MONTH

Whole \$

UNAUDITED

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	40,650	40,422	-	10,247	26,340	5,959	14,310	56,628
Accounting	2,614	(7,511)	41,708	(1,060)	12,184	2,324	(51,278)	(6,247)
Administration	289	73	50,531	1,660	9,422	202	(59,664)	1,935
Common Costs	3,387	129	-	-	39,172	(13,962)	(35,785)	(13,833)
Facilities	6,460	2,098	5,573	365	16,202	4,369	(15,315)	6,832
Maintenance	-	-	45,466	4,650	8,761	(2,652)	(54,227)	1,998
Subtotal	53,400	35,211	143,278	15,862	112,081	(3,760)	(201,959)	47,313
Golf	220,076	32,369	106,706	(185)	48,102	(18,526)	65,268	13,658
Marina	3,215	2,548	-	-	945	428	2,270	2,976
Rec/ Pools/ Parks	8,330	2,851	49,416	1,406	17,202	2,650	(58,288)	6,907
Subtotal	231,621	37,768	156,122	1,221	66,249	(15,448)	9,250	23,541
Subtotal Operations before Ops Dues	285,021	72,979	299,400	17,083	178,330	(19,208)	(192,709)	70,854
Ops Dues Earned	222,585						222,585	
Curr Yr Bad Debts Activity	(4,392)						(4,392)	
Net Ops Dues	<u>218,193</u>	<u>6,911</u>					<u>218,193</u>	<u>6,911</u>
Net Operations	503,214	79,890	299,400	17,083	178,330	(19,208)	25,484	77,765
Net BOD Approved UDR Activity for Operations								
Firewise	-		-		-		-	
Hazardous Tree Removal	-		-		8,051		(8,051)	
GM Recruiting Search	-		-		6,716		(6,716)	
Net Operations with Board Approved UDR	503,214	79,890	299,400	17,083	193,097	(19,208)	10,717	77,765
Other Operating Activity								
UDR Activity	3,607				233		3,374	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	667				-		667	
Vacation Liability Accrual	-				473		(473)	
Total Other Operating Activity	<u>4,274</u>				<u>706</u>		<u>3,568</u>	
Grand Total Operations Activity	507,488	79,890	299,400	17,083	193,803	(19,208)	14,285	77,765

* Excludes Depreciation

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

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 January 1, 2024 to August 31, 2024
 YEAR TO DATE

Whole \$

UNAUDITED

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	244,610	167,777	-	59,936	307,353	(68,727)	(62,743)	158,986
Accounting	19,998	(16,542)	241,310	(3,466)	61,166	(15,325)	(282,478)	(35,333)
Administration	3,413	1,608	299,931	5,193	85,950	(23,034)	(382,468)	(16,233)
Common Costs	33,712	7,645	-	-	309,645	(76,468)	(275,933)	(68,823)
Facilities	59,430	8,262	31,797	3,730	105,064	42,604	(77,431)	54,596
Maintenance	-	-	259,719	5,503	48,890	12,407	(308,609)	17,910
Subtotal	361,163	168,750	832,757	70,896	918,068	(128,543)	(1,389,662)	111,103
Golf	1,135,780	100,219	549,696	7,366	314,804	(36,970)	271,280	70,615
Marina	248,110	50,390	-	-	11,138	1,708	236,972	52,098
Rec/ Pools/ Parks	40,666	13,811	190,324	4,115	108,807	(13,005)	(258,465)	4,921
Subtotal	1,424,556	164,420	740,020	11,481	434,749	(48,267)	249,787	127,634
Subtotal Operations before Ops Dues	1,785,719	333,170	1,572,777	82,377	1,352,817	(176,810)	(1,139,875)	238,737
Ops Dues Earned	1,781,634						1,781,634	
Curr Yr Bad Debts Activity	(43,765)						(43,765)	
Net Ops Dues	<u>1,737,869</u>	<u>47,601</u>					<u>1,737,869</u>	<u>47,601</u>
Net Operations	3,523,588	380,771	1,572,777	82,377	1,352,817	(176,810)	597,994	286,338
Net BOD Approved UDR Activity for Operations								
Firewise	-		-		5,734		(5,734)	
Hazardous Tree Removal	-		-		41,612		(41,612)	
GM Recruiting Search	-		-		16,347		(16,347)	
Net Operations with Board Approved UDR	3,523,588	380,771	1,572,777	82,377	1,416,510	(176,810)	534,301	286,338
Other Operating Activity								
UDR Activity	58,341				13,019		45,322	
AR Accrual - Prior Year Reversal	(43,985)				-		(43,985)	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	1,333				-		1,333	
Vacation Liability Accrual	-				17,438		(17,438)	
Total Other Operating Activity	<u>15,689</u>				<u>30,457</u>		<u>(14,768)</u>	
Grand Total Operations Activity	3,539,277	380,771	1,572,777	82,377	1,446,967	(176,810)	519,533	286,338

* Excludes Depreciation

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

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2024

	SVCA Owned Lots																											LLE & CTB	Dues Exempt	Total Non Billable Lots	Total All Lots			
	Actual Year Prepaid			Actual Current			Actual 1 Mth Due		Actual 2 Mth Due		Actual 3 Mth Due		Actual 4+ Mth Due		Pmt Plans		Total Prepaid & Current			Total Not Current			Total Billable Lots			Restricted						Avail.		
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Perm	WD10					Total	Total	
Jan	20	96	116	301	2,517	2,818	24	62	5	13	1	11	16	40	1	14	321	2,613	2,934	47	140	187	368	2,753	3,121	774	0	3	777	737	6	1,520	4,641	
Feb	22	104	126	303	2,508	2,811	14	59	10	22	3	6	15	42	1	12	325	2,612	2,937	43	141	184	368	2,753	3,121	774	0	3	777	737	6	1,520	4,641	
Mar	23	114	137	307	2,510	2,817	11	57	4	9	4	7	17	44	1	12	330	2,624	2,954	37	129	166	367	2,753	3,120	774	0	3	777	738	6	1,521	4,641	
Apr	27	121	148	308	2,532	2,840	5	31	4	13	1	4	21	38	1	14	335	2,653	2,988	32	100	132	367	2,753	3,120	774	0	3	777	738	6	1,521	4,641	
May	28	123	151	304	2,508	2,812	13	58	3	11	0	6	18	34	1	13	332	2,631	2,963	35	122	157	367	2,753	3,120	774	0	3	777	738	6	1,521	4,641	
Jun	29	136	165	293	2,482	2,775	17	65	9	17	1	5	16	37	2	11	322	2,618	2,940	45	135	180	367	2,753	3,120	774	0	3	777	738	6	1,521	4,641	
Jul	31	152	183	293	2,476	2,769	11	51	7	15	7	10	16	35	2	14	324	2,628	2,952	43	125	168	367	2,753	3,120	774	0	3	777	738	6	1,521	4,641	
Aug	31	169	200	293	2,436	2,729	8	79	4	10	6	9	22	37	2	14	324	2,605	2,929	42	149	191	366	2,754	3,120	774	0	3	777	738	6	1,521	4,641	
Sep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LLE = Lot Line Eraser
 CTB = Covenant to Bind



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

APPROVAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: October 24th, 2024
Subject: Approval Request – Change Order to Tennis Court Resurfacing, 9723.05

Purpose

To request board approval for a change in scope to Capital Project 9723.05, Tennis Court Resurfacing.

Background

The major elements of the 2024 Tennis Court Resurfacing project have been completed and the courts re-opened for play on August 20th. Within a few days, we had reports that the courts were being damaged by “small wheels” such as those found on skateboards and roller skates. Although signs were posted, it was clear that the courts were being used for activities other than racquet sports, so the gate to the new courts was locked with a padlock. This system controls access, but is inconvenient to members, since they have to wait for Rec Staff to come and unlock the courts. To improve access while still protecting the courts, we suggest the installation of a card reader on the gate as well as an additional security camera to allow staff to monitor the courts remotely.

Analysis

Guardian Security is the vendor that installed and supports our current card readers and security cameras. They provided a quote of \$9,449.17 for adding a card reader and a camera. Adding this equipment to our current system would increase our recurring monitoring costs by \$55.00 per month or \$660.00 annually.

Additional electric work is needed to provide power to the proposed security equipment. A quote of \$2,970.24 was submitted by Dillon Electric for this work. Dillon Electric supported the recent Barn 8 Structural Evaluation project and has worked on other elements of the electric service installed in and around the Rec Center. Because of this experience, they will be able to complete the needed work more efficiently, so we did not obtain additional quotes.

There is \$12,856 remaining in the funds obligated for project 9723.05. The work proposed to add a card reader and security camera totals \$12,419.41, so no additional funds are needed. Because this scope is outside of what was originally defined for this project, however, we are asking the board to approve a change in scope.



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Requests

Request that the Board of Directors approve a change in scope to allow the remaining \$12,856 of funds obligated for project 9723.05 to be used to add a card reader and security camera to the Rec Corridor Tennis Courts.

Motions

Move that the Board of Directors approve a change in scope to allow the remaining \$12,856 of funds obligated for project 9723.05 to be used to add a card reader and security camera to the Rec Corridor Tennis Courts.

Approvals

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



Proposal: 76833-1-0

Tennis Court Access

Proposal Issued:
9/16/2024

Proposal Valid To:
10/16/2024

Prepared for:
Mike Brock

**Sudden Valley Community
Association**

8 Barn View Ct
Sudden Valley WA, 98229

P
E Mike.brock@suddenvalley.com
W (360) 734-6430

SCOPE OF WORK

Name: Sudden Valley Community Association

Site

Sudden Valley Community
Association
8 Barn View Ct
Sudden Valley, WA 98229

Billing

4 Clubhouse Circle
Bellingham, Washington 98229

Contact

Mike Brock
P (360) 734-6430
E Mike.brock@suddenvalley.com

76833-1 Sudden Valley Community Association

Scope of work

Overview & Expectations

- Install access control on tennis court gate at Barn View Court
- Install surveillance cameras on tennis court on pole (2 each)

Existing Equipment

- Open Eye Camera System
- Brivo Access System

Installation Details

Access System

- Install access control on main entry gate to tennis court
- Program new access point to existing system
 - Locksmith and welder included in proposal

Surveillance System

- Install two cameras on customer provided pole angled to see inside tennis court and surround area outside main entry gate to court
- Point to point will be used to send signal back to Barn

Parts Note

- Customer requirements
 - Provide constant 120v power at tennis court for cameras and access point
 - outlet to be installed inside enclosure (see example photo for size and outdoor rating)
 - Provide 20ft from ground pole for access and surveillance equipment
- Proposal contingent upon existing equipment being in working condition
- Any work outside of this scope will require a change order at additional cost

Best Site Contact

Mike Brock
(360)-734-6430
Mike.brock@suddenvalley.com

Sales Contact

Larry Atwood
Latwood@guardiansecurity.com
360.644.4761

Example photo



Product Categories / Electrical / Electrical Boxes & Enclosures / Electrical Enclosures & Accessories / Electrical Enclosures / Submersible Enclosures / WIEGMANN Enclosure: 18 in Nomin



Roll over image to zoom.

WIEGMANN Enclosure: 18 in Nominal Ht, 16 in Nominal Wd, 8 in Nominal Dp, 8 in Overall Dp, Fiberglass

Item 52XC19 Mfr. Model HW-J181608SC

Cover Style **Solid**

Clear **Solid**

PROJECT INVESTMENT

Name: Sudden Valley Community Association

Site

8 Barn View Ct
Sudden Valley, WA 98229

Billing

4 Clubhouse Circle
Bellingham, Washington 98229

Contact

Mike Brock
P (360) 734-6430
E Mike.brock@suddenvalley.com

Tennis Court Access

\$6,049.66

QTY	Description
1	MULLION MOUNT CARD READER- TRI-TECH W/ BLUETOOTH
1	IP Door Controller w/ Wifi
2	Point to Point
2	4 PORT POE SWITCH, UNMANAGED
2	Wall Mount Braket 8 Stand Off
2	Battery 12v 8AH SLA
1	POWER SUPPLY/CHARGER 12/24VDC @1.75A, ENCLOSURE
1	24VAC 40VA PLUG IN TRANSFORMER

Professional Services:

Description	Ext.Price
Brivo OnAir Cloud Hosted Access Control	\$15.00

Tennis Court Surveillance

\$3,399.51

QTY	Description
2	Cloud License - Premium
2	BULLET CAMERA 8MP IR
2	POLE MOUNT KIT FOR BULLET CAMERA
2	BACK BOX FOR BULLET CAMERA OR WALL MOUNT

Professional Services:

Description	Ext.Price
Open Eye Web Services	\$40.00

Financial Summary

Total Proposal Amount	\$9,449.17
Monthly Professional Services	\$55.00

Note: Taxes are not included and will be charged at the time of invoice.

Project Investment Summary

Guardian Security will provide the proposed system as described in this proposal for the sum of: **\$9,449.17**

Guardian Security will provide services for 36 months and will charge this amount Monthly: **\$55.00**

The price above includes: materials, equipment and labor as described within this proposal. Taxes are not be included and will be charged additionally.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Guardian Security with payment in full due upon system deployment completion.

Payment shall be Net 30 of invoice date.

Guardian Security Systems, Inc.

By: _____

Title: _____

Date: _____

Sudden Valley Community Association

By: _____

Title: _____

Date: _____

P.O.# _____ Start Date: _____

3822 Fraser Street
 Bellingham, Washington 98229
 360-927-4844
 tdillonelectric@gmail.com



RECIPIENT:

Sudden Valley Community Association

10 Barn View Drive
 Bellingham, Washington 98229

Estimate #292	
Sent on	Oct 01, 2024
Total	\$2,970.24

Product/Service	Description	Qty.	Unit Price	Total
Power Low volt equipment	Run 120v circuit currently in pole light to J-box with room for transformer Set heavy duty concrete Pull box at Northwest pole light Run 3/4" PVC conduit in customer provided trench from pull box to 12"x12"x6" PVC j-box Run 1/2" conduit in customer provided trench from j-box to Card reader / Camera locations (low voltage contractor to pull own wires) Mount PVC j-box on supplied mounting bracket (couple 4x4 posts with 4X4s for mounting) Install GFI outlet in j-box Test for proper function	1	\$2,730.00	\$2,730.00

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$2,730.00
3737 Whatcom County Unincorp. PTBA (2.3%)	\$62.79
WA State (6.5%)	\$177.45
Total	\$2,970.24



Sudden Valley Community Association

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4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

APPROVAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: October 24th, 2024
Subject: Approval Request – Sale of SVCA-Owned Lots

Purpose

To request board approval to work with a real estate agent to sell three undeveloped lots owned by SVCA.

Background

SVCA gained ownership of three undeveloped lots in 2020 as the result of foreclosure proceedings against the prior owner. The lot addresses, appraised values, and 2024 taxes are as follows:

Property Address	Appraised Value	2024 Taxes
3 Louise View Drive	\$22,056	\$189.60
33 Louise View Drive	\$42,812	\$212.63
63 Louise View Drive	\$11,028	\$97.29

These are the only saleable lots that SVCA owns. It makes sense to sell them to avoid paying additional property taxes each year and to realize their value.

Analysis

I reached out to four different real estate agencies to ask if they were interested in handling the sale of these lots:

- John L Scott Real Estate
- Hansen Group Real Estate
- Bellingham Real Estate Co.
- Re/Max Whatcom County

Only one of the four, Re/Max, provided a quote for the sale of the lots. The other agencies declined after researching the properties.

The overview provided by Greg Paul, Re/Max, is attached. In summary, Mr. Paul was involved in almost half of all vacant lot sales in the Sudden Valley community over the past two years as either the listing or the selling broker and has been involved in Sudden Valley lot sales since 1988. His experience is vast. Mr. Paul's evaluations of the sale-ability and value of the three lots is shown below.



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4 Clubhouse Circle Bellingham, WA 98229

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3 Louise View Dr

Double lot with aggressive slope off of Louise View Dr. Since the property is a double lot, access for a driveway can be mitigated much better than with a single lot. The property also has access via the P-13 shared access easement which lies north of the lots - which the home at 1 Louise View Dr. currently uses for a driveway. Market value is \$40,000.

Potential sales price:	\$40,000.00
7% R.E. commission	-2,800.00 (4% to the Listing Broker; 3% to the Selling Broker)
1.6% WA State Excise Tax	-640.00
Title Insurance	-385.89
1/2 of the escrow charge	-309.80

Approximate net proceeds prior to pro-rations for County property taxes: \$35,864.31 +/-.

33 Louise View Dr

Accessed by a 30' shared easement (P-4). The access is not developed. The two properties closer to the street (29 and 31 Louise View) have previously been turned into greenbelt (common) by SVCA. Current value of 33 Louise View Dr. is \$20,000. If SVCA invested in a driveway (even roughed-in) and storm water drainage was enhanced with gravel and pipe providing access to the property off of the P-4, the value would be increased. Market value is \$20,000.

Potential sales price:	\$20,000.00
7% R.E. commission	-1,400.00
1.6% WA State Excise Tax	-320.00
Title Insurance	-298.93
1/2 of the escrow charge	-309.80

Approximate net proceeds prior to pro-rations for County property taxes: \$17,671.27 +/-.

63 Louise View Dr

This property is one of the worst and aggressive up-sloping properties that I have ever seen in Sudden Valley. It's borderline not build-able. I would price 63 Louise View Dr. at \$9,900 and see if there are any takers.

By listing these lots, SVCA has the potential to realize a conservative estimate of approximately \$50,000. Further, this is the right time of year to offer these lots for sale. Greg Paul says:

"The clearing ban in the Lake Whatcom Watershed has also created "seasons" for selling vacant lots. We are currently coming into that buying season. The developer's whom I assist are typically "open to buy" between November and about April each year. That timeframe provides time to close on a property; get it surveyed; have house plans developed; and start the permitting process with Whatcom County & Sudden Valley."



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Requests

Request that the Board of Directors approve the listing of 3, 33, and 63 Louise View Drive with Greg Paul of RE/Max. Any offers received on the properties will be brought back to the Board for direction before any action is taken.

Motions

Move that the Board of Directors approve the listing of 3, 33, and 63 Louise View Drive with Greg Paul of RE/Max, with the understanding that any offers received on the properties will be brought back to the Board for direction before any action is taken.

Approvals

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Fwd: Vacant Lot Sales - Sudden Valley

From greg paul <gregpaul5@comcast.net>
Date Tue 9/24/2024 11:54 AM
To General Manager <gm@suddenvalley.com>

Hi JoAnne,

I was asked to submit an email to you in regards to the valuations, and potential listing of 3 vacant lots owned by the Sudden Valley Community Association. The properties are: The double lot at 3 Louise View Dr.; the vacant lot with limited access at 33 Louise Dr.; and the very aggressive up-sloping lot at 63 Louise View Dr. In looking at my history on these properties, I have given SVCA price quotes in the past - once for Mitch Waterman and most recently to Brian Kruhlak.

In the Northwest MLS link below, you can view recent vacant lot sales in the Sudden Valley community over the past 2 years. I was involved in nearly 50% of all sales either as the Listing Broker or Selling Broker (or both). I've been marketing, selling (or purchasing) vacant lots in Sudden Valley since 1988. The attached 'sold comps' merely give you a representation of what has recently sold in the community. Values are typically driven by the amount of slope a property has, its location, view, and its proximity to critical areas. Some vacant lot sales include building permits from Whatcom County and / or Sudden Valley which can also increase the value of a property.

In the case of the 3 SVCA vacant lots, excessive slope or limited access plays a role in the value(s). I approximate the eventual sale price of the SVCA vacant lots as follows:

3 Louise View Dr. - Double lot with aggressive slope off of Louise View Dr. Since the property is a double lot, access for a driveway can be mitigated much better than with a single lot. The property also has access via the P-13 shared access easement which lies north of the lots - which the home at 1 Louise View Dr. currently uses for a driveway. Market value is \$40,000. Prices range drastically due to slope. We recently sold a double lot at 23A North Summit Dr. for \$19,500; and I personally just recently sold the double lot at 202 Harbor View Dr. for \$122,000. Access and slope drive the prices and also the cost to build.

Based on a \$40,000 sales price, the closing costs would look like the following:

Potential sales price:	\$40,000.00	
7% R.E. commission	-2,800.00	(4% to the Listing Broker; 3% to the Selling Broker)
1.6% WA State Excise Tax	-640.00	
Title Insurance	-385.89	
1/2 of the escrow charge	-309.80	

Approximate net proceeds prior to pro-rations for County property taxes: \$35,864.31 +/-.

33 Louise View Dr. - is accessed by a 30' shared easement (P-4). The access is not developed. The two properties closer to the street (29 and 31 Louise View) have previously

been turned into greenbelt (common) by SVCA. Current value of 33 Louise View Dr. is \$20,000. If SVCA invested in a driveway (even roughed-in) and the road side storm water drainage was enhanced with gravel and pipe providing access to the property off of the P-4, the value would be increased. Based on a \$20,000 sales price, the closing costs would look like the following:

Potential sales price:	\$20,000.00
7% R.E. commission	-1,400.00
1.6% WA State Excise Tax	-320.00
Title Insurance	-298.93
1/2 of the escrow charge	-309.80

Approximate net proceeds prior to pro-rations for County property taxes: \$17,671.27 +/-.

63 Louise View Dr. - This property is one of the worst and aggressive up-sloping properties that I have ever seen in Sudden Valley. Its borderline not build-able - and I never say that! It's amazing what local developers have been doing with many of our extremely steep vacant lots. I would price 63 Louise View Dr. at \$9,900 and see if there are any takers.

I have served the Sudden Valley Community Association on and off over the past 15 years in evaluating, marketing and selling vacant properties such as those above. I'm happy to assist again if SVCA would like my services. Please feel free to contact me if you have any questions on the information above. See the Northwest MLS link below for numerous recent vacant land sales in Sudden Valley. You will see that prices are all over the board.

Greg Paul
RE/MAX Whatcom County
1937 Lake Whatcom Blvd
Bellingham, WA 98229
www.DiscoverSuddenValley.com
360-647-5050
360-739-7354

----- Original Message -----

From: Greg Paul <nwmls@nwmlsmatrixmail.com>

To: gregpaul@remax.net

Date: 09/18/2024 9:33 AM PDT

Subject: Vacant Lot Sales - Sudden Valley

 onehome

Click the following link to view the Listings.