



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

November 14, 2024, 7:00 PM, COMMUNITY CENTER, MULTIPURPOSE ROOM A

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) Consent Agenda

4a. Minutes – October 4, 2024

4b. Minutes – October 24, 2024

Item 5) Financial Reports – September Financials, Capital Reserves

Item 6) GM Report – October

Item 7) Continuing Business

7a. Ratification of Executive Action – Transition Contract

7b. Approval Request – Sale of SVCA Lots

Item 8) New Business

8a. Certification of 2024 Election

8b. Director Assignments for Standing Committees

8c. Reapproval of Charters for Ad Hoc Committees

8d. Approval Request – Native Plant Garden

8e. Approval Request – Pacific Security Contract Terms

8f. Approval Request – 2025 Fines & Fees Schedule

8g. GM Transition Plan

Item 9) Closed Session -- Legal

Adjournment

Community Members may participate in the meeting via Zoom by using the link below:

<https://us02web.zoom.us/j/86704997445>



SPECIAL SESSION OF THE BOARD OF DIRECTORS

Thursday, October 4, 2024

Minutes

DATE AND LOCATION: MPR-Multipurpose Room

CALLED TO ORDER AT: 5:02PM

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

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

ATTENDING:

Staff Members: Jo Anne Jenson, GM Spencer Huston, IT.

Call to Order

Vice President Van De Polder called the meeting to order at 5:02PM.

Land Acknowledgement and Anti-Racism Statement.

1. Adoption of Agenda

The Vice President called for a motion to adopt the agenda.

Motion: Move to adopt the agenda.

Motion By: Director Bradley		Seconded By: Director Robinson	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Motion: Move to Closed Session at 5:30PM

Motion By: Director Bradley		Seconded By: Director Van De Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

2. Personnel

GM Candidate discussion.

Motion: Move to Open Session at 6:06PM

Motion By: Director Van De Polder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Motion: Move that the Board authorize the Executive Committee to continue negotiation for a new General Manager with the agreed parameters discussed in closed session.

Motion By: Director Bradley		Seconded By: Director Van De Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Adjourned: 6:07PM

Approved by: _____
Linda Bradley, Board of Directors Secretary

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REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, October 26, 2024

Minutes

DATE AND LOCATION: MULTIPURPOSE ROOM A

CALLED TO ORDER AT: 6:01PM.

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

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

ATTENDING:

Staff Members: Jo Anne Jensen, General Manager. Joel Heverling, Director of Finance, Spencer Huston, IT.

Guest Presenter: Ben Hancock from Larson Gross.

Call to Order

President McLean called the meeting to order at 6:01PM.

Land Acknowledgement and Anti-Racism Statement.

1. President called for motion to adopt the agenda.

Motion: Move to adopt the agenda.

Motion By: Director Bradley		Seconded By: Director Van De Polder	
Approved:	Not Approved:	Tabled:	Died:
In Favor:	Against:	Abstained	

Motion: Move to amend the agenda. Add formation of the Appeals Committee Item 8f.

Motion By: Director Van De Polder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

2. Announcements.

- Remind all Committee Chairs reports are due by 10/29 to be included in posting for the AGM.
- Trunk or Treat scheduled for 10/26 at 5:00PM
- Community Clean Up scheduled for Saturday 10/26 from 10:00AM-2:00PM in Gate 5 overflow parking area.

3. Property owner comments.

Homeowners made comments.

Commented on agenda items for lot sales and parcel lockers.

Commented on article in Views regarding the new GM announcement.

Commented on when the membership would be receiving the Barn 8 Structural Report from the engineer.

4. Financial Reports

4a. 2023 Financial Audit Report Presentation _Ben Hancock from Larson Gross.

4b. August Financial Reports-Joel Heverling

5. Consent Agenda

Minutes from September 5th, 12th, 19th, 23rd and 26.

Motion: To have those minutes approved as submitted.

Motion By: Director Bradley		Seconded By: Director Robinson	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 7	Against:	Abstained: 1	

6. GM September Report

7. Continuing Business

7a. Ratification of Executive Action: Execution of GM Contract

Motion: Move to ratify the execution of the new GM contract authorized by the Board on 9/26/24, and again on 10/4/24.

Motion By: Director Bradley		Seconded By: Director Robinson	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 5	Against: 2	Abstained: 1	

7b. New GM Announcement

The President announced Michael Bennett has accepted the position of Sudden Valley General Manager. He brings over 20 years of management experience, particularly in California and Washington.

7c. Revised Policy: Board Member & Committee Chair Involvement in Association Management.

Motion: To approve the final amendments to the policy.

Motion By: Director Bradley		Seconded By: Director McLean	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

7d. Tennis Court Resurfacing-Change Order

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

Motion By: Director McLean		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

8. New Business

8a. Scheduling: Organizational Meeting: Nov/Dec Meetings; 2025 Meeting Schedule

Discussion

Motion: Move that the Board of directors approve the following meeting schedule for November. Our meeting will be November 14th at 7:00 PM. We will also do December 12th at 7:00 PM and we will keep our schedule on the 2nd and 4th Thursdays of the month at 7:00PM.

Motion By: Director McLean		Seconded By Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

Note: December meeting to be scheduled for 6:00PM start with reception for new GM.

8b. Approval Request-WTA Property Use Agreement

Motion: Moved that the Board of Directors approve the proposed property, use agreement, and give permission to the general manager to execute the agreement on behalf of the Association.

Motion By: Director McLean		Seconded By Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

8c. Approval Request-Sale of SVCA Owned Lots

Motion: Move that the Board of directors approve the listings of 3, 33 and 63 Louise 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.

Motion By: Director McLean		Seconded By Director Bradley	
Approved:	Not Approved: 0	Tabled:	Died:
In Favor: 0	Against: Unanimous	Abstained:	

Note: The GM has been directed to bring back added information based on our discussions before any decision is made on this item.

8d. Approval Request-Easement 18 Sudden Valley Drive

Motion: Move that the Board of Directors approve the proposed retaining wall easement for 18 Sudden Valley Drive, give the GM permission to execute the agreement and set a fee of \$3,250 to cover legal, recording and surveying costs.

Motion By: Director McLean		Seconded By Director Bradley	
Approved: X	Not Approved: 0	Tabled:	Died:
In Favor: 7	Against:	Abstained: 1	

8e. Capital Request -Additional Parcel Lockers

Motion: Move that the Board of Directors approve \$29,859.19 from the Mailbox Fund for the addition of (11) eleven new parcel lockers to SVCA's mailbox clusters.

Motion By: Director McLean		Seconded By Director Bradley	
Approved:	Not Approved: X	Tabled:	Died:
In Favor: 1	Against: 7	Abstained:	

8f. Members for Appeal Committee

Director Vande Polder: We have 4 appeals that need to be heard, and I need 2 people to help me on my Appeals Committee?

Consensus: Board approved Director Bradley and Director Meador to serve on the Committee.

Closed Session: President Moved to go into closed session for personnel.

Motion: Moved into closed session at 8:42PM.

Motion By: Director McLean		Seconded By: N/A	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

Motion: President moved that the Board of Directors move back into open session at 9:34PM.

Motion By: Director McLean		Seconded By: N/A	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Closed Session Action:

Motion: Move the Board approve the extension agreement for Jo Anne Jensen to serve during the new GM transition period and direct the Board President to execute the agreement.

Motion By: Director Bradley		Seconded By: Van De Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Adjourned 9:35PM

Approved by: _____

Linda Bradley, Board of Directors Secretary

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Sudden Valley Community Association

Sudden Valley Community Association
Balance Sheet
September 30, 2024 and December 31, 2023

	Unaudited** Sep 30, 2024	See Note** Dec 31, 2023	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 835,342	\$ 678,244	\$ 157,098
Building Completion Deposit Fund	769,910	506,408	263,502
Member Receivables - Operations*	-	43,985	(43,985)
Other Receivables	16,077	16,560	(483)
Prepaid Expenses	127,063	70,215	56,848
Operating Lease ROU Assets	6,719	10,631	(3,912)
Inventory	5,213	5,659	(446)
Total Current Assets	1,760,324	1,331,702	428,623
Current Liabilities			
Accounts Payable	(70,556)	(226,676)	156,120
Accrued Vacation Liability	(84,412)	(64,195)	(20,217)
Accrued Payroll	-	(64,114)	64,114
Prepaid Assessments	(230,989)	(224,404)	(6,585)
Building Completion Deposits	(769,910)	(506,408)	(263,502)
Other Refundable Deposits	(9,556)	(5,896)	(3,660)
Operating Lease Liability	(6,719)	(10,631)	3,912
Prepaid Golf Memberships	-	(112,089)	112,089
Total Current Liabilities	(1,172,142)	(3,214,413)	42,271
Deferred Lease Revenue Liabilities			
Deferred Library Lease Revenue	(38,000)	-	(38,000)
Total Deferred Lease Revenue Liabilities	(38,000)	-	(38,000)
Operating Reserve Funds			
Emergency Operating Cash	363,476	362,252	1,224
Undesignated Reserves Cash	298,005	306,265	(8,260)
Total Operating Reserve Funds	661,481	668,517	(7,036)
Net Operating Assets	\$ 1,211,663	\$ 785,806	\$ 425,858
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,218,258	3,627,018	(408,760)
Roads Reserve Cash Fund	2,055,066	2,034,275	20,791
Board Density Reduction Cash Fund	87,851	87,688	163
Mailbox Cash Fund	145,582	126,445	19,137
CRRRF Capital Reserve Holding Cash	219,413	222,019	(2,606)
Mitigation Assignment of Savings Cash	49,795	49,688	107
LWWSD Assignment of Savings Cash	14,935	101,840	(86,905)
Member Receivables - Capital**	-	16,112	(16,112)
Total Capital Current Assets	5,790,900	6,265,085	(474,185)
Capital Fixed Assets			
Fixed Assets	16,809,942	15,373,162	1,436,780
Finance ROU Assets	78,112	136,464	(58,352)
Lots Held for Sale	236,456	236,456	-
Total Capital Assets	17,124,510	15,746,082	1,378,428
Long Term Liabilities			
CRRRF Loan 2022	(1,619,636)	(1,799,425)	179,789
Finance Leases	(60,055)	(106,596)	46,541
Total Long Term Liabilities	(1,663,559)	(1,906,021)	242,461
NET ASSETS	\$ 22,463,514	\$ 20,890,952	\$ 1,572,562
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	559,126	463,239	95,887
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**	1,016,786	1,471,336	(454,550)
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	\$ 22,463,514	\$ 20,890,952	\$ 1,572,562

* 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 September 30, 2024, and December 31, 2023, the balances of receivables written off were \$770,710 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 through 2023 audited financial statements (2023 represents the most recently issued audited statements), which fully incorporate ASC 606 and comply with Generally Accepted Accounting Principals (GAAP).

Sudden Valley Community Association

**Sudden Valley Community Association
Income Statement Summary**

<u>UNAUDITED</u>	Current Month - September 2024			Year to Date - 9 Months Ending 9/30/2024			
	Operations & Operating Reserves	Operations Better / (Worse) Budget	Capital Reserves**	Operations & Operating Reserves	Operations Better / (Worse) Budget	Coll %	Capital Reserves**
REVENUE							
Current Year Dues & Assessments Income							
Dues & Assessments Income	223,370		231,639	2,005,004			2,078,698
Bad Debt Reserve	(957)		(103)	(44,722)			(35,211)
Net Current Year Assessment Income	<u>222,413</u>	<u>11,130</u>	<u>231,536</u>	<u>1,960,282</u>	<u>58,731</u>	97.8%	<u>2,043,487</u>
Bad Debt Recoveries - Prior Years			1,302				24,842
Golf Income	157,962	13,796	-	1,293,742	114,015		-
Marina Income	-	-	-	240,977	47,257		-
Rec Center & Pools Income	1,295	(963)	-	32,172	10,272		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	4,000	(724)	-	111,281	37,045		-
Rental Income - Other	25	(193)	-	9,813	2,382		-
Area Z Rental Income	234	234	-	15,823	(2,177)		-
Lease Income	5,632	1,486	-	49,473	12,159		-
New Home Construction Fees	5,000	5,000	-	200,900	125,900		2,500
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		1,368
Investment Income	967	875	3,650	6,652	5,827		36,256
Total Revenue	<u>397,528</u>	<u>30,641</u>	<u>236,488</u>	<u>3,921,115</u>	<u>411,411</u>		<u>2,108,453</u>
EXPENSES							
Salaries & Benefits	183,996	28,404	-	1,756,775	110,780		-
Contracted & Professional Services	14,118	5,720	-	176,147	(40,608)		-
CC&Rs/ Mandates	45,417	(8,732)	-	396,886	(69,403)		-
Maintenance & Landscaping	39,756	(15,320)	-	344,922	(19,281)		-
Utilities	7,299	4,213	-	152,377	(2,430)		-
Administrative	12,538	4,772	-	136,948	(6,316)		-
Regulatory Compliance	33,902	13,995	-	173,685	(23,763)		-
Insurance Premiums	16,274	(2,042)	-	141,153	(13,069)		-
Other Expenses	-	83	-	-	750		-
Depreciation Expense	-	-	112,312	-	-		1,024,656
Interest expense	-	-	5,689	-	-		50,899
Total Expenses	<u>353,300</u>	<u>31,093</u>	<u>118,001</u>	<u>3,278,893</u>	<u>(63,340)</u>		<u>1,075,555</u>
Net Income (Loss)	<u>44,228</u>	<u>61,734</u>	<u>118,487</u>	<u>642,222</u>	<u>348,071</u>		<u>1,032,898</u>
Net UDR Activity for Operations							
Firewise	-			(5,734)			
Hazardous Tree Removal	(6,928)			(48,540)			
GM Recruiting Search	(1,604)			(17,951)			
Net Income (Loss) with Board Approved UDR	<u>35,696</u>	<u>61,734</u>	<u>118,487</u>	<u>569,997</u>	<u>348,071</u>		<u>1,032,898</u>
Other Activity							
Net Other UDR Activity*	6,008			51,330			
AR Accrual - Prior Year Reversal	-		-	(43,985)			(16,112)
AR Accrual - Current Year	-		-	-			-
Lease Income- Library Prepaid Recognized	667			2,000			
Vacation Liability Accrual	(2,778)			(20,216)			
Total Other Activity	<u>3,897</u>		<u>-</u>	<u>(10,871)</u>			<u>(16,112)</u>
Grand Total Activity	<u>39,593</u>	<u>61,734</u>	<u>118,487</u>	<u>559,126</u>	<u>348,071</u>		<u>1,016,786</u>

*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
 9 Months Actual, 3 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	1,003,251	1,038,498		-	18,687		2,060,435	-	79,568	79,568
Storm Water Mitigation Plan Fee		2,500					2,500			-
Investment Income	20,722	14,052	744	163	450	126	36,256	1,224	1,061	2,285
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	(1,579,701)	(1,121,182)	(3,350)	-	-		(2,704,233)		(88,889)	(88,889)
Net Available Cash at 9/30/2024	3,218,258	2,055,066	219,413	87,851	145,582	64,730	\$ 5,790,900	363,476	298,005	\$ 661,481
3 Month Outlook										
Outlook - 2024 Dues (95% collections)	321,104	330,266			5,960		\$ 657,330			\$ -
Outlook - Prior Year Collections	4,974	5,116			92		10,182		9,818	9,818
CRRRF Loan Payments for year 2024	(83,260)						(83,260)			-
Obligated Expenses/Holdings	(1,156,911)	(443,910)	(219,413)			(64,730)	(1,884,964)		(50,693)	(50,693)
Net Usable Cash Balance 12/31/2024	2,304,165	1,946,538	-	87,851	151,634	-	\$ 4,490,188	363,476	257,131	\$ 620,606
Board Recommended Carryover Balance	(600,000)	(500,000)					(1,100,000)			-
Net Usable Cash 12/31/2024, After Recommendation	\$ 1,704,165	\$ 1,446,538	\$ -	\$ 87,851	\$ 151,634	\$ -	\$ 3,390,188	\$ 363,476	\$ 257,131	\$ 620,606
Net Current Year Cash Increase (Decrease)	(1,322,853)	(87,737)	(222,019)	163	25,189	(151,528)	\$ (1,758,785)	1,224	(49,134)	\$ (47,911)

*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
 September 1, 2024 to September 30, 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	5,000	4,770	-	7,098	25,364	7,293	(20,364)	19,161
Accounting	2,047	786	27,670	500	6,833	5,022	(32,456)	6,308
Administration	355	289	35,305	827	9,886	6,391	(44,836)	7,507
Common Costs	2,564	(694)	-	-	66,222	(9,513)	(63,658)	(10,207)
Facilities	5,866	1,720	3,770	456	4,274	6,335	(2,178)	8,511
Maintenance	-	-	31,706	856	6,593	1,782	(38,299)	2,638
Subtotal	15,832	6,871	98,451	9,737	119,172	17,310	(201,791)	33,918
Golf	157,962	13,796	66,390	20,471	40,823	(15,160)	50,749	19,107
Marina	-	-	-	-	513	577	(513)	577
Rec/ Pools/ Parks	1,319	(1,156)	19,155	(1,804)	8,794	(38)	(26,630)	(2,998)
Subtotal	159,281	12,640	85,545	18,667	50,130	(14,621)	23,606	16,686
Subtotal Operations before Ops Dues	175,113	19,511	183,996	28,404	169,302	2,689	(178,185)	50,604
Ops Dues Earned	223,370						223,370	
Curr Yr Bad Debts Activity	(957)						(957)	
Net Ops Dues	222,413	11,130					222,413	11,130
Net Operations	397,526	30,641	183,996	28,404	169,302	2,689	44,228	61,734
Net BOD Approved UDR Activity for Operations								
Firewise	-		-		-		-	
Hazardous Tree Removal	-		-		6,928		(6,928)	
GM Recruiting Search	-		-		1,604		(1,604)	
Net Operations with Board Approved UDR	397,526	30,641	183,996	28,404	177,834	2,689	35,696	61,734
Other Operating Activity								
UDR Activity	9,544				3,536		6,008	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	667				-		667	
Vacation Liability Accrual	-				2,778		(2,778)	
Total Other Operating Activity	10,211				6,314		3,897	
Grand Total Operations Activity	407,737	30,641	183,996	28,404	184,148	2,689	39,593	61,734

* Excludes Depreciation

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

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 January 1, 2024 to September 30, 2024
 YEAR TO DATE

Whole \$

UNAUDITED

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary & Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	249,610	172,547	-	67,034	332,717	(61,434)	(83,107)	178,147
Accounting	22,046	(15,755)	268,980	(2,966)	67,996	(10,302)	(314,930)	(29,023)
Administration	3,768	1,897	335,236	6,020	95,836	(16,643)	(427,304)	(8,726)
Common Costs	36,276	6,951	-	-	375,867	(85,981)	(339,591)	(79,030)
Facilities	65,295	9,981	35,568	4,186	109,338	48,940	(79,611)	63,107
Maintenance	-	-	291,425	6,359	55,483	14,189	(346,908)	20,548
Subtotal	376,995	175,621	931,209	80,633	1,037,237	(111,231)	(1,591,451)	145,023
Golf	1,293,742	114,015	616,086	27,837	355,628	(52,131)	322,028	89,721
Marina	248,110	50,390	-	-	11,651	2,285	236,459	52,675
Rec/ Pools/ Parks	41,985	12,654	209,480	2,310	117,601	(13,043)	(285,096)	1,921
Subtotal	1,583,837	177,059	825,566	30,147	484,880	(62,889)	273,391	144,317
Subtotal Operations before Ops Dues	1,960,832	352,680	1,756,775	110,780	1,522,117	(174,120)	(1,318,060)	289,340
Ops Dues Earned	2,005,004						2,005,004	
Curr Yr Bad Debts Activity	(44,722)						(44,722)	
Net Ops Dues	1,960,282	58,731					1,960,282	58,731
Net Operations	3,921,114	411,411	1,756,775	110,780	1,522,117	(174,120)	642,222	348,071
Net BOD Approved UDR Activity for Operations								
Firewise	-		-		5,734		(5,734)	
Hazardous Tree Removal	-		-		48,540		(48,540)	
GM Recruiting Search	-		-		17,951		(17,951)	
Net Operations with Board Approved UDR	3,921,114	411,411	1,756,775	110,780	1,594,342	(174,120)	569,997	348,071
Other Operating Activity								
UDR Activity	67,885				16,555		51,330	
AR Accrual - Prior Year Reversal	(43,985)				-		(43,985)	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	2,000				-		2,000	
Vacation Liability Accrual	-				20,216		(20,216)	
Total Other Operating Activity	25,900				36,771		(10,871)	
Grand Total Operations Activity	3,947,014	411,411	1,756,775	110,780	1,631,113	(174,120)	559,126	348,071

* 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.	Total	
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Perm	WD10	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	34	201	235	290	2,427	2,717	11	58	0	14	4	6	24	35	2	13	324	2,628	2,952	41	126	167	365	2,754	3,119	774	0	3	777	739	6	1,522	4,641	
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 - Capital Project Report

Roads Projects Open in 2024

Updated as of

9/30/2024

A

B

A-B

BOARD APPROVED PROJECT

BUDGETED

Acctg Funds Obligated

Cost Manager	Approval Date	GL	Project Name	Fund	Status	Board Approved	Total Invoiced	Acctg Funds Obligated
GM	3/25/21	9921.03	2021 Southern Court Stabilization & Asphalt Repairs	ROADS	Open	189,271	171,969	17,302
GM	10/13/22 & 2/22/24	9922.8	Cold Spring Drainage Repair	ROADS	Open	65,596	54,923	10,673
GM	2/9/23	9923.1	10 Year Capital Roads & Drainage Improvement Plan	ROADS	Open	132,350	132,348	2
GM	4/27/23	9923.3	2023 Roads On-Call Engineering	ROADS	Open	40,000	39,995	5
GM	5/11/23	9923.41 & 9923.412	2023 Street Sign Replacement	ROADS	Open	31,084	30,536	548
GM	5/11/23 & 6/8/23	9923.42	2023 Street Pavement Markings	ROADS	Open	31,803	26,259	5,544
GM	8/10/23	9923.5	2024 Road & Drainage Design - Permitting	ROADS	Open	36,619	36,619	-
Maint Manager	2/22/24	9924.1	2024 Fast Response Drainage Issues	ROADS	Open	88,400	19,728	68,672
GM	2/22/24	9924.2	2024 On- Call Engineering	ROADS	Open	41,600	33,831	7,769
GM	2/22/24	9924.3	2024 Potholes & Minor Road Repairs	ROADS	Open	36,400	25,899	10,501
GM	2/22/24 & 4/25/24 & 9/5/24	9924.4	2024 Deer Run Lane & SVCA Culvert Replacements	ROADS	Open	984,779	812,834	171,945
GM	2/22/24	9924.5	2024 Renewal of 5-yr programmatic Permits	ROADS	Open	30,000	-	30,000
GM	2/22/24	9924.6	2024 Area Z Access Bridge Design/permitting & Culv	ROADS	Open	131,004	27,840	103,164
GM	2/22/24	9924.9	2024 Bi-Annual Bridge Inspections	ROADS	Open	5,561	5,561	-
Subtotal Roads Open Projects						\$ 1,844,467	\$ 1,418,342	\$ 426,125
Maint Manager	2/22/24	9924.7	2024 CVC Supplies & Outside Contractor	ROADS	Open	59,520	63,520	(4,000) A
Maint Manager	2/22/24	9924.72	2024 CVC Wages, Taxes, & Benefits	ROADS	Open	65,800	44,015	21,785 A
Subtotal 2024 Roads CVC Project						\$ 125,320	\$ 107,535	\$ 17,785
Open Project Totals, Roads						\$ 1,969,787	\$ 1,525,877	\$ 443,910
		A	9924.7 and 9924.72 are the same project.					

Sudden Valley Community Association - Capital Project Report										
UDR Projects Open in 2024										
Updated as of 9/30/2024										
A B A-B										
BOARD APPROVED PROJECT							BUDGETED			
Cost Manager	Approval Date	GL	Project Name	Fund	Status		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	12,457	(8,457) A	
GM	4/13/23	9623.02	Firewise Wages, Taxes, & Benefits	UDR	Open	●	27,600	17,046	10,554 A	
			Total Firewise				\$ 31,600	\$ 29,503	\$ 2,097	
GM	3/28/24	9624.01	2024 Hazardous Tree Removal	UDR	Open	●	55,000	48,540	6,460	
GM	6/13/24	9624.02	2024 GM Search	UDR	Open	●	32,850	17,951	14,899	
GM	5/23/24 & 8/8/24	9624.03	2024 Accounting Manager Funding	UDR	Closed	●	45,000	-	-	
GM	8/22/24	9624.04	Legal Exp. for Past Due Accts Collection	UDR	Open	●	20,000	-	20,000	
			Open Project Totals, UDR				\$ 370,740	\$ 275,047	\$ 50,693	
		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

APPROVAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: November 14th, 2024
Subject: Approval Request – Sale of SVCA-Owned Lots

Purpose

To request board approval of proposed actions to appropriately disposition lots received as a result of foreclosure actions.

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	\$24,812	\$212.63
63 Louise View Drive	\$11,028	\$97.29

Maps showing each lot and the status of the surrounding properties are attached.

These are the only saleable individual building lots that SVCA owns. Because these lots became the property of SVCA in partial payment of uncollected assessments, every effort should be made to realize their value.

On October 24th, the Board directed me to outline steps to be taken toward the sale of these lots. This memo outlines proposed actions.

Process

I propose the following general process:

- Obtain valuations from real estate agent
- Offer property to neighbors at the established value (One month response time)
- Announce availability of property in Sudden Valley Views
- Offer property to list of builders in good standing (Two week response time)
- List property with real estate agent (List for eighteen months)
- Take property off the market and re-evaluate in two years

3 Louise View Drive

- Market value established at \$40,000



Sudden Valley Community Association

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- Offer to 1 to 22 Louise View Drive residents, 1 and 3 Rosebud, 10 and 3 Sweet Clover
- Announce availability of property in Sudden Valley Views
- Offer to builder list
- List with Greg Paul
- Re-evaluate after 18 months on market

33 Louise View Drive

- Market value established at \$20,000
- Offer to 22 through 41 Louise View residents, 8 and 16 Bramble Way, 4 Clematis
- Offer to builder list
- List with Greg Paul
- Re-evaluate after 18 months on market

63 Louise View Drive

- Market value established at \$10,000
- Offer to Catkin Court residents and 16 Loganberry
- Announce availability of property in Sudden Valley Views
- Offer to builder list
- List with Greg Paul
- Re-evaluate after 18 months on market

Requests

Request that the Board of Directors approve the proposed activities for 3, 33, and 63 Louise View Drive with the goal of selling the properties. 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 proposed activities for 3, 33, and 63 Louise View Drive with the goal of selling the properties, 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

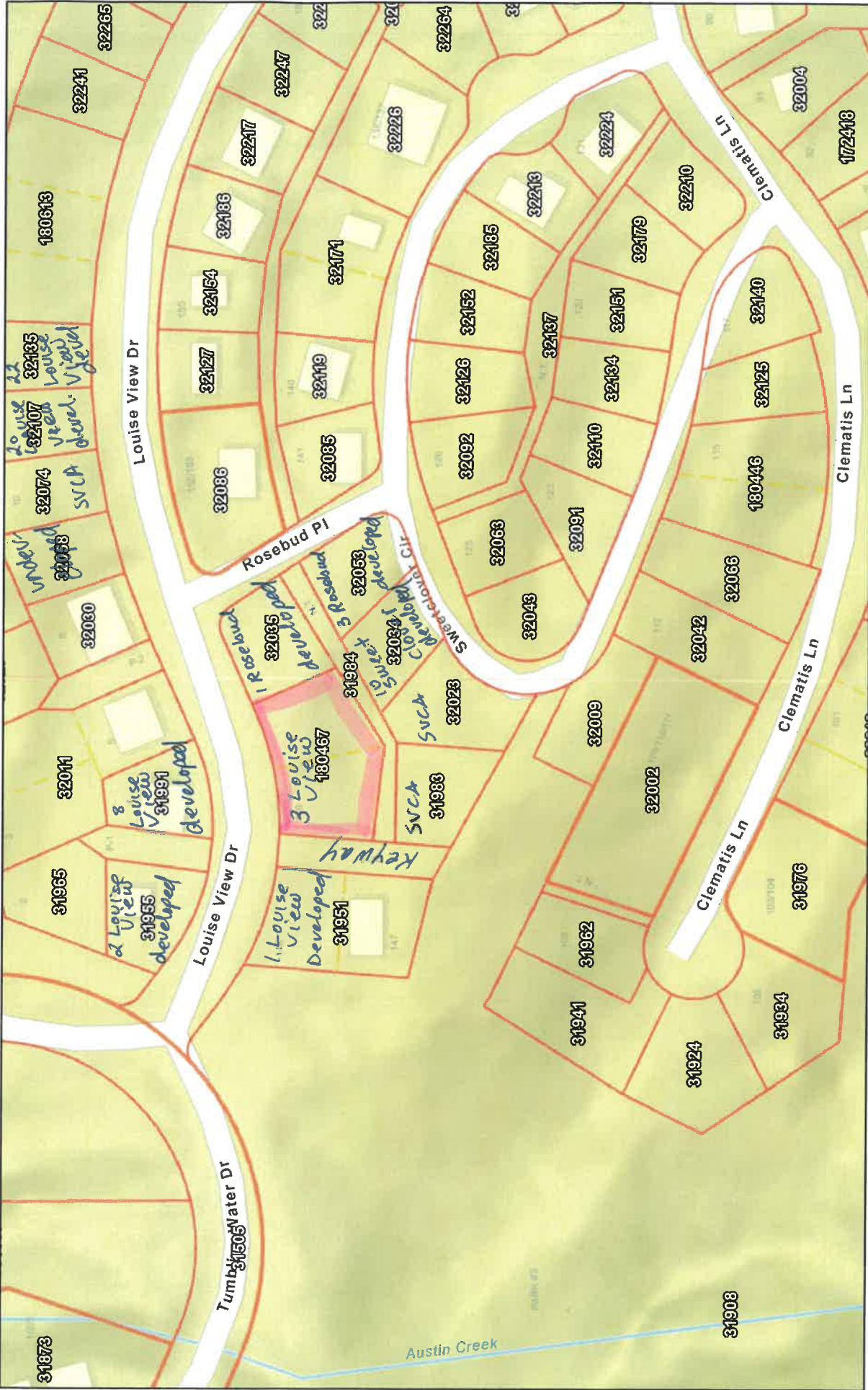
Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Whatcom Tax Parcel Map # 1



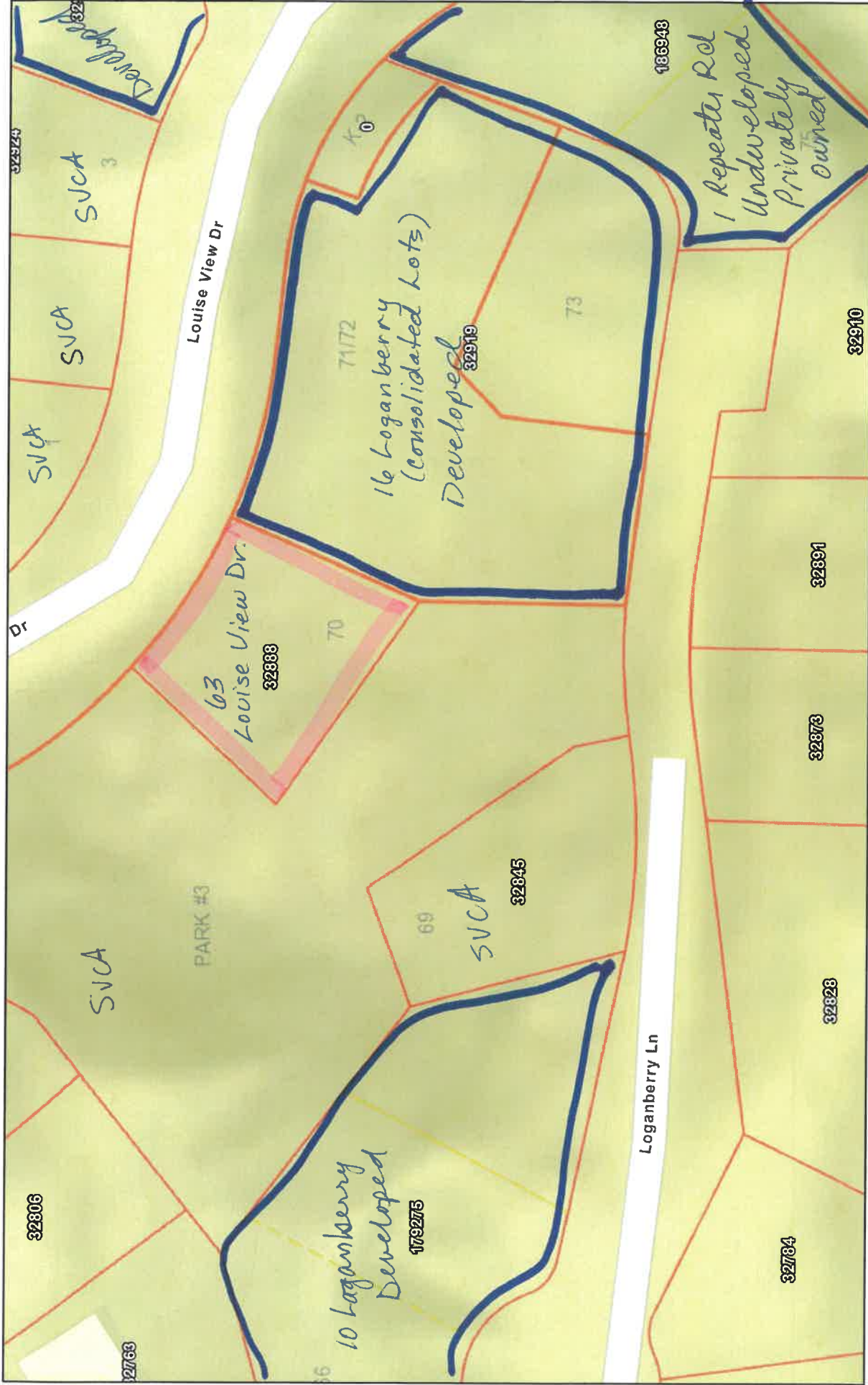
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-  Subdivisions
-  Tax Parcels
-  Lots
-  Quarter Sections
-  Sections
-  Encumbrances

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Web AppBuilder for ArcGIS

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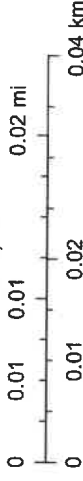
Whatcom Tax Parcel Map #3



11/5/2024, 4:15:01 PM

- Subdivisions
- Tax Parcels
- Lots
- Quarter Sections
- Sections
- Encumbrances

1:1,128



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**RESOLUTION TO ESTABLISH THE
SUDDEN VALLEY COMMUNITY ASSOCIATION
SAFETY COMMITTEE**

WHEREAS Article V, Section 1 of the Sudden Valley Community Association (SVCA) Bylaws required committees established by the SVCA Board of Directors (Board) to be created utilizing a resolution, and

WHEREAS the resolution is required to identify and describe the specific duties of the ad-hoc committee being established,

THEREFORE, be it resolved that the Board hereby establishes the Safety Committee. This charter will expire immediately following the 2024 Annual General Meeting.

- I. **Purpose:** The purpose of the Safety Committee, as adopted by the SVCA Board, is to educate community members regarding various aspects of community and personal safety.
- II. The Committee will consist of a diverse group of community members to initiate, advise, organize, recommend and propose events, activities and literature educating the membership of safety practices of the community, within the parameters approved by the SVCA Board.
- III. **Membership:** The members of the committee shall be members of SVCA in good standing throughout their term and agree to follow SVCA Bylaws, Resolutions, Policies, Rules and Regulations and Code of Conduct. The committee may recommend prospective members to the Board; however, committee members shall be appointed by the board. The committee shall be made up of a minimum of three members (two of which must be directors, one appointed as committee Chair) and not more than seven voting members. (Three of which must be non-directors).
- IV. **Meetings and Procedures:** The Safety Committee shall meet a minimum of four times during the year. The Safety Committee will adhere to all SVCA Resolutions, Bylaws, Policies, Washington State Proclamations and State and Federal laws regarding remote meetings, following the hierarchy of governing documents. Meetings shall be conducted in accordance with Robert's Rules of Order. A quorum is defined as 50% of the committee members, one of which is a Board member. No business shall be conducted with less than a quorum present. Notice of the meeting and an agenda shall be posted on the SVCA website a minimum of 48 hours in advance. Notice shall state date, time, and place of the meeting. Written minutes shall be posted on the website and filed with the Board Secretary. The committee shall deliver a report, written or oral, as requested by the SVCA Board.

V. **Authority:** The committee is given the limited authority necessary for the reasonable execution of the stated purpose and responsibilities of the charter. The committee Chair shall keep the Board and the GM informed of any discussions with outside organizations, agencies, or vendors. No Safety Committee member has authority to sign or otherwise enter into any contract or other agreement binding or committing the Association to obligation, acquisition, service, purchase, lease, or other agreement.

VI. **Deliverables:** The specific duties and responsibilities of the Safety Committee, working with the General Manager shall consist of the following:

1. Arrange events and programs such as Wildfire Preparedness Presentation by local experts. (Firewise)
2. Facilitate the involvement of and encourage the participation of all local community groups and members.
3. Recruit and coordinate volunteers interested in participating and supporting ongoing safety activities in the community.
4. Promote and advertise committee events and activities on the various SVCA information platforms; Views, Eblast and the SVCA website announcements.
5. Develop monthly Views “safety-wise” articles for the Views.
6. Form a volunteer traffic/safety group for school bus stops and SVCA events.
7. The committee Chair will report regularly to the Board, suggesting methods for support and approval of the activities of the committee.

Adopted by the Board of Directors:

President _____

Date _____

Secretary _____

Date _____

This charter was approved by the Board on April 11, 2024.



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: November 14th, 2024

Subject: Approval Request – Native Landscaping Project

Purpose

To request board approval for a proposed 2025 native landscaping project.

Background

Whatcom County supports the Lake Whatcom Neighborhood Native Landscaping Program (NNLP). This past year, a representative of the program contacted me to describe their work and ask if SVCA had any common areas that might benefit from native landscaping. We met on site to look at a few areas that might be appropriate and determined that the best project to pursue would be a demonstration garden located on the un-landscaped grounds surrounding the Welcome Center. The NNLP prepared a proposal and asks that SVCA commit to preparing the ground for planting and maintaining the plantings for five years. In return, the NNLP will plant an assortment of native plants and provide interpretive signs that describe the benefits of such plantings to the local environment and watershed.

Analysis

Exhibit A of the attached Maintenance Agreement shows where the garden would be planted. Covering an area of 6,475 square feet, the garden would showcase native plants, improve the appearance of this highly trafficked area, and improve the moisture retention of the soil next to the lake. It would offer practical inspiration to residents unfamiliar with native plants and encourage the use of plants that require little intervention to flourish in this environment. Ultimately, the use of native plants in landscaping is good for the community because it reduces the amount of water and fertilizer that is used to maintain more traditional landscaping.

Maintenance & Facilities Manager, Mike Brock, and Turfcare Superintendent, Greg Wadden, reviewed the requirements for preparing the ground in advance of the planting and performing annual maintenance. Their estimates for initial site preparation and annual maintenance are shown in the tables below.

External Cost Estimate – Site Preparation

Site Prep, Area A: Mow and rototill; remove gravel and fill with topsoil; place parking backstops	
Site Prep, Area C: Remove wooden sign; mow weeds; rototill as needed; install gravel pad for table and chairs	
Supplies	
110 yards of topsoil	\$5,000



Sudden Valley Community Association

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Disposal of material	\$600
Rototiller rental	\$500
Gravel	\$175
Backstops (12)	\$840
Total Supplies	\$7,115
WA State Sales Tax	\$626.12
Total Cost	\$7,741.12

Annual Maintenance

Weekly, during first 3 summers: water as needed to achieve a total of 1" of irrigation from July 4 th through Labor Day	
Once a year: Pull weeds; replace dead plants	
As needed: Remove invasive species and noxious weeds	
Watering (with Turfcare Tank Waterer)	\$300 labor per year
Weeding	Volunteers
Mulch/Replacement plants	\$500 per year

The external cost of site preparation can be paid out of budgeted operational funds in 2025. Specifically, \$5,000 is allocated to "Landscape Repair & Maintenance" along with \$40,000 allocated to "Building repair and maintenance" and \$7,500 in "Equipment rental."

The initial and ongoing labor costs are negligible and can be offset by recruiting volunteers to help maintain this new community feature.

Requests

Request that the Board of Directors approve the NNLP Maintenance Agreement and authorize the General Manager to sign it on their behalf.

Motion

Move that the Board of Directors approve the NNLP Maintenance Agreement and authorize the General Manager to sign it on their behalf.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Whatcom County Public Works
322 N. Commercial Street
Bellingham, WA 98225

**MAINTENANCE AGREEMENT FOR PROJECTS INSTALLED THROUGH THE LAKE WHATCOM
NEIGHBORHOOD NATIVE LANDSCAPING PROGRAM (NNLP)**

This Agreement is made between:

Landowner(s): Sudden Valley Community Association

and

Whatcom County: a political subdivision of the State of Washington.

This Agreement identifies and confirms the terms, conditions and obligations agreed upon between Whatcom County (County) and the Landowner(s) for a native landscaping project on the property described herein, as part of the Lake Whatcom Neighborhood Native Landscaping Program (NNLP).

Completed improvements are depicted in **Exhibit "A"**, attached and incorporated, on lands owned by Landowner described as:

Tract 3, as delineated on Sudden Valley Short Plat No. 37, according to the Plat thereof, recorded in Volume 2 of Short Plats, pages 31 through 33, under Auditor's File No. 1238149, records of Whatcom County, Washington.

Situate in Whatcom County, Washington

and designated by tax parcel number(s) **3704081122160000** located on **1850 Lake Whatcom Boulevard, Bellingham, WA, 98229** within Whatcom County, Washington.

1. The Landowner agrees:

- 1.1 To permit the County, its agents, employees and contractors to complete NNLP work on the property described above.
- 1.2 To participate in NNLP work parties and install native plants to ensure completion of an approved Native Landscaping planting plan on the property described above.
- 1.3 To preserve and not intentionally compromise the integrity of the NNLP improvements completed through this project and described in Exhibit "A".
- 1.4 To conduct in good-faith the inspection and maintenance activities identified in Exhibit "B".
- 1.5 To submit, upon request from the County, its agents, employees and contractors, current photos of the improvements to confirm that improvements have been preserved and maintained in accordance with this Agreement for a period of five (5) years or upon sale of the property, whichever comes sooner

OR

To provide the County, its agents, employees and contractors reasonable property access upon receiving at least one (1) week notice of intent to inspect property (or with such other notice as may be otherwise mutually agreed in writing by and between the parties), and

during daytime hours, Monday through Saturday (unless otherwise arranged between the parties). Such access shall be for purposes of periodically inspecting the project.

1.6 To inform the County, its agents, employees and contractors of all known safety hazards on the property.

1.7 If the property is sold within the first five years of project installation, the Landowner agrees to disclose the terms of this Agreement to any future buyers of the property by completing MLS Form 17, Seller's Disclosure Form, and notifying the County in writing at close of sale.

2. Conditions

2.1 This Agreement may not be amended or abrogated, in part or entirely, without the express written consent of the parties.

2.2 This Agreement does not authorize the County or any third party to assume jurisdiction over, or to otherwise obtain any ownership interest in, the premises. The Landowner retains all rights, consistent with the terms of this Agreement, to control trespass except as authorized in this Agreement.

2.3 Landowner retains all responsibility for taxes, assessments, and damage claims related to the property.

3. Remedies. In the event the Landowner fails to comply with the terms of this Agreement for the five years following project installation, the County may give written notice of non-compliance to owner. If notice is provided, and Landowner does not satisfy the conditions for compliance with this agreement, the County retains the right to require the owner to remit the full amount of the financial support received through the NNLP within thirty (30) days of receipt of written notice of non-compliance. If the amount thus owing is not remitted by the Landowner, the County may obtain a judgment that may include the amount owing plus attorney's fees and costs, which judgment can then be filed as a lien against the property; the County may also utilize any other methods of collection that are legally available. Alternatively, the County may elect to require specific performance by the Landowner rather than reimbursement.

4. Waiver and Release of Claims Against Whatcom County. Landowner(s) by entering into this Agreement expressly agree(s) to save and hold harmless WHATCOM COUNTY, a municipal corporation, its officers, directors, employees, volunteers, agents, representatives and insurers from any and all claims, causes of action, demands, losses, damages and liabilities for indemnities, contribution or otherwise arising from the terms, conditions, and obligations of this Agreement, including attorneys' fees related thereto, which Landowner(s), their heirs, representatives, executors, administrators and assigns may have, now or in the future, with respect to any personal injury, property damage, death or accident of any kind, arising out of or in any way related to work or services performed under this Agreement. Further, by entering into this Agreement Landowner(s) expressly agree(s) that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Washington and that this release shall be governed in accordance with the laws of the State of Washington. Landowner(s) agree(s) that in the event that any clause or provision of this Waiver and Release is deemed invalid, the enforceability of the remaining provisions of this Waiver and Release shall not be affected.

Landowner(s) guarantee(s) their ownership of the above-described real property, and further guarantee(s) that there are no outstanding rights or legal interests that interfere with this Agreement.

By signing this Agreement, Landowner(s) acknowledges that Landowner(s) have received and read, understood and accepted all the terms, all conditions and restrictions of this Agreement, including the waiver and release provisions contained in paragraph 4 herein.

Landowner(s) Signature(s):

On this _____ day of _____, 20____, before me personally appeared

_____ to me personally known to be the person(s) individually or jointly described in and who executed the above instrument and who acknowledged to me the act of signing thereof.

NOTARY PUBLIC, in and for the State of Washington,
residing at:

My Commission Expires_____

Whatcom County

Acknowledged and Accepted By:

Elizabeth Kosa
Public Works Director

Date

APPROVED AS TO FORM:

Christopher Quinn
Chief Civil Deputy Prosecuting Attorney

Date

EXHIBIT "A"
GRAPHIC DEPICTION OF PROJECT LOCATION



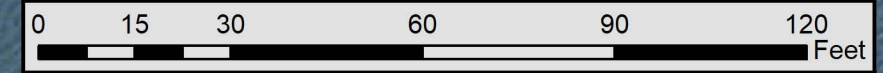
Legend

-  Interpretive Signage
-  Existing Stormwater Structures
-  PLanting Areas
-  Roads (CountyCL)

Sudden Valley Demonstration Garden
 Planting Areas (sf)

A-1	2,863	Gravel TBR
A-2	1,564	
C-1	1,144	
C-2	904	
Total	6,475	

DISCLAIMER: While every precaution was taken in preparing this map, the publisher disclaims any warranty of fitness or accuracy of the data. The map is approximate in nature, based on compilation of data from multiple sources, and should not be relied upon or referenced in legal documents, including property deeds, title reports, and contract documents, nor substituted for appropriate survey and/or engineering analysis. The user of the map acknowledges its limitations, assumes all responsibility for its use, and agrees to hold the publisher harmless for any damages that may result from the use of this map.



1:360 

Project: Sudden Valley Native Plant Demonstration Garden
Location: 1850 Lake Whatcom Blvd, Bellingham, WA 98229
Date: 09/24 **Cartographer:** Emily Hirsch **Figure:** 1

EXHIBIT "B"

MAINTENANCE AGREEMENT

A: Maintenance activities that involve either simple observation or routine clean-up similar to typical maintenance and care of other property amenities.

B: Maintenance activities that may qualify for technical and/or financial assistance from the County, as available, upon the occasion that major repairs or replacements are necessary, provided that the repairs are not required as a result of intentional damage or any violation of applicable regulations. Landowner(s) are to have satisfactorily completed "A"-designated activities to be eligible.

Schedule of Activities for Native Landscaping

Designation	Action	Frequency	Notes
A	Pull weeds	Once per year, in spring, or as desired for aesthetics	Remove any easily-pulled weeds and grass growing in landscaped areas. Weeds are not required to be pulled as long as native plants remain unaffected by weed growth.
A	Water plants	Once every other week during first three summers, more often during drought years	Water plants as needed to achieve a total of 1" of irrigation per week from July 4 th - Labor Day. If rain occurs during that period, irrigation may not be necessary.
A	Replace dead plants	Once per year for first five years, as needed, in fall.	Goal is to achieve 80% survivorship of minimum NNLP plant densities after three years. Replace plants that die with more appropriate plants as needed. Overall goal is for the planting area to become mostly covered with plants over time. If more than the minimum number of plants were installed or plants spread, it may not be necessary to replace dead plants.
B	Identify and remove invasive species and/or noxious weeds	As needed	If known invasive species (e.g., Himalayan blackberry, Bohemian knotweed, yellow-flag iris) are identified, control using guidance provided by Whatcom County Noxious Weed program at www.whatcomcounty.us/914
B	Replace mulch	Every five years or as needed	Ensure a minimum of 4" of woody mulch covers all landscaped areas. If your system is planted effectively, and maintenance occurs as described above, mulch may not need to be replaced for many years.



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: November 14th, 2024
Subject: Approval Request – Pacific Security Revised Contract Terms

Purpose

To request board approval for a revision to the term defining eligible guards in our contract with Pacific Security.

Background

SVCA’s current contract with Pacific Security includes a requirement that the guards assigned to our account must be “approved drivers”. This requirement has a specific meaning for Pacific Security; it requires three years of driving experience with a clean record. Because many young people cannot afford either a car or auto insurance, a much smaller percentage of Pacific Security’s staff meet this requirement.

Mark Lann, the Regional Manager for Pacific Security, recommends that we make this change to improve the quality and availability of the guards that staff our account. In our discussion of the proposed change, he noted that despite having this requirement in place, two guards had to be removed from SVCA’s roster because of accidents that occurred while driving SVCA’s security vehicles. (None of the accidents were serious and all of the cosmetic damage caused by these accidents was repaired internally.)

Analysis

I checked with HUB International, SVCA’s insurance broker, to confirm that our auto insurance policy will not be affected by this change. Mark Lann has been a responsive and reliable partner to SVCA and I believe it is prudent to follow his recommendation.

Requests

Request that the Board of Directors approve the change to contract terms proposed by Pacific Security and authorize the General Manager to sign the Work Order formalizing this change.

Motions

Move that the Board of Directors approve the change to contract terms proposed by Pacific Security and authorize the General Manager to sign the Work Order formalizing this change.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, SVCA Board President

Pacific Security Work Order

This work order is to be used when adding additional services under an existing Security Services Agreement. All terms and conditions in the existing agreement apply. A work order cannot be used to add a new type of service.



www.pacsecurity.com
(800) 743-2737

General Information

Client Name:	Sudden Valley Community Association
Project Name:	Updating Security Officer Driving Qualifications
Site Address:	4 Clubhouse Circle, Bellingham, WA 98228 - The Sudden Valley Community

Pacific Security Dispatch

DID Response Phone Number Issued (number to call us for response):
--

Schedule of Service

Start Date:	11/01/2024	End Date:	
DAY	HOURS	MOBILE PATROL SERVICE	
Sunday	24	Checks per Night:	
Monday	24	Number of Days per Week:	
Tuesday	24	Additional Instructions: Modifying Security Officer driving requirements / qualifications: (1) must have a valid WA driver's license and (2) be at least 18 YOA. Sudden Valley will continue to provide the (1) patrol vehicle and (2) required liability insurance.	
Wednesday	24		
Thursday	24		
Friday	24		
Saturday	24		
TO BE FILLED OUT BY CLIENT			
Site Contact:	Jo Anne Jensen	Site Phone:	206-550-6880
Email Electronic Reports To:			

Emergency Call Out List

ORDER	NAME	TITLE/POSITION	PHONE	NOTE
1 st				
2 nd				
3 rd				

Facility

Alarm Code:	Lock Combinations:
Restrooms Available On-Site: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <i>If no, list instructions:</i>	
Additional Instructions:	

Cost for Services (the "Fees"): The following fees are applicable if checked:

Mobile Patrol and On-Site Security Services:

- Mobile patrol services are billed at a rate of \$ _____ per month.
- On-site security services are billed at a rate of \$ _____ per hour, per guard.
 - Unarmed Less Lethal Armed Site Supervisor Loss Prevention Includes Vehicle
- On-site security services are billed at a rate of \$ _____ per hour, per guard.
 - Unarmed Less Lethal Armed Site Supervisor Loss Prevention Includes Vehicle
- Marked security vehicles are billed at a rate of \$ _____ per month day
- Guard management systems & cell phone are billed at a rate of \$ _____ per month.
- Other Status quo financial & schedule arrangement

All hourly services are subject to a four-hour minimum charge. Pacific employee breaks are included in scheduled time in accordance with Washington state law. Scheduling changes made with less than 24 hours' notice, overtime, and service provided on New Years' Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, and Christmas will be billed at a time and a half rate. Services canceled by Client with less than 12 hours' notice will be subject to a four-hour minimum charge per security officer.

Pacific Security Services

Client

Signature: _____

Signature: _____

By: _____,

By: Sudden valley Community Association,

its: _____

its: _____

Dated: _____

Dated: _____



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APPROVAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: November 14th, 2024
Subject: Approval Request – 2025 Fines & Fees, Marina and New Construction Extensions

Purpose

To request board approval for proposed 2025 fees.

Background

On August 22, 2024, the Board of Director's approved revised Fines & Fees to take effect on January 1, 2025. At that time, the Board did NOT approve the proposed Marina fees. Instead, the Board asked that I propose a new set of fees to reduce the complexity of the Marina fee structure.

Also, on April 11, 2024, the Board approved immediate increases to the Architectural Control fines & fees. These increases included changes to the fees charged for extensions to building permission for new construction projects. Since that time, some builders have objected to the increases and several Association members have criticized these new fees as well.

Analysis: Marina Fees

SVCA's Marina has three categories of wet slips: Select, Premium, and Standard. The categories are based on the length of boat that each can accommodate:

- Standard: Up to 19'
- Premium: Up to 23'
- Select: Up to 26'

In the past, three types of rental agreements were available:

- Wet Slip Only
- Dry Slip Only
- Wet & Dry Slip Combo

Since the Marina rental agreement requires that a trailer be on site for each boat moored at a wet slip, it does not make sense to allow people to rent a wet slip only. The purpose of requiring the presence of a trailer is to ensure that, if a boat needs to be pulled out of the water, the trailer is ready to accommodate it. For this reason, I propose to eliminate the Wet Slip Only type of rental agreement. This reduces the complexity of the rate schedule.

The table shown below summarizes the Marina rental rates paid between 2020 and 2025 (proposed) with a comparison to the annual CRRRF assessment paid by each member. As you can see, while rental rates doubled or almost doubled, CRRRF contribution has remained the same until the planned 7% increase for 2025. Effectively, marina renters who had slips for the five-year period 2020 through 2024 paid the Association between \$5,638.50 (Standard Wet/Dry Combo) and \$7,075.00 (Select Wet/Dry Combo) each for the privilege of parking their boat at a wet slip. In 2025,



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renters of a standard slip will pay an extra amount to the Association that is almost four times the assessed annual CRRRF contribution.

Summary of Member Rates for Marina Rentals, 2020 - 2025													
Category	2020		2021		2022		2023		2024		2025*		% Increase 2020-2025
	\$	%Δ	\$	%Δ	\$	%Δ	\$	%Δ	\$	%Δ	\$	%Δ	
Wet/Dry Select	\$ 1,150.00	-	\$ 1,150.00	0.0%	\$ 1,265.00	10.0%	\$ 1,455.00	15.0%	\$ 2,055.00	41.2%	\$ 2,155.00	4.9%	87.4%
Wet/Dry Premium	\$ 1,005.00	-	\$ 1,005.00	0.0%	\$ 1,105.50	10.0%	\$ 1,271.00	15.0%	\$ 1,871.00	47.2%	\$ 1,971.00	5.3%	96.1%
Wet/Dry Standard	\$ 895.00	-	\$ 895.00	0.0%	\$ 984.50	10.0%	\$ 1,132.00	15.0%	\$ 1,732.00	53.0%	\$ 1,832.00	5.8%	104.7%
Dry Slip Only	\$ 400.00	-	\$ 400.00	0.0%	\$ 440.00	10.0%	\$ 506.00	15.0%	\$ 555.00	9.7%	\$ 600.00	8.1%	50.0%
Select Wet Slip only	\$ 990.00	-	\$ 990.00	0.0%	\$ 1,089.00	10.0%	\$ 1,252.00	15.0%	\$ 1,852.00	47.9%	NA		
Premium Wet Slip Only	\$ 845.00	-	\$ 845.00	0.0%	\$ 929.50	10.0%	\$ 1,069.00	15.0%	\$ 1,669.00	56.1%	NA		
Standard Wet Slip Only	\$ 735.00	-	\$ 735.00	0.0%	\$ 808.50	10.0%	\$ 930.00	15.0%	\$ 1,530.00	64.5%	NA		
Annual Contribution to CRRRF	\$ 433.20	-	\$ 433.20	0.0%	\$ 433.20	0.0%	\$ 433.20	0.0%	\$ 433.20	0.0%	\$ 463.56	7.0%	7.0%

* Proposed Fees

The table below shows a breakdown of the 2025 proposed Marina rental fees. Please note that after the dry skip fee is subtracted from the total, the remaining amount (representing the wet slip portion of the fee) is just under \$300 less than the amount charged in 2024 for the rental of a wet slip alone.

Breakdown of Proposed 2025 Marina Rental Fee			
Category	Total Fee	Dry Slip Fee	Wet Slip Fee
Wet/Dry Select	\$ 2,155.00	\$ 600.00	\$ 1,555.00
Wet/Dry Premium	\$ 1,971.00	\$ 600.00	\$ 1,371.00
Wet/Dry Standard	\$ 1,832.00	\$ 600.00	\$ 1,232.00
Dry Slip Only	\$ 600.00	\$ 600.00	\$ -

The table below shows the current (2024) rates in comparison to the proposed 2025 rates.

MARINA (Annual Fees include boat launch access)	2024 Rates		Proposed 2025 Rates	
	Member	Non-Member	Members	Non-Members
Annual Wet/Dry Storage - Select Slip	\$2,055.00	\$3,946.00	\$2,155.00	NA
Annual Wet/Dry Storage - Premium Slip	\$1,871.00	\$3,602.00	\$1,971.00	NA
Annual Wet/Dry Storage - Standard Slip	\$1,732.00	\$3,332.00	\$1,832.00	NA
Select Slip	1,852.00	3,563.00	NA	NA
Premium Slip	1,669.00	3,220.00	NA	NA
Standard Slip	1530.00	2,956.00	NA	NA
Annual Dry Storage	\$555.00	\$1,200.00	\$600.00	NA
Other Fees				
Seasonal Boat Launch Access Card (no moorage)- 1 person/ card	\$100.00	\$200.00	\$100.00	\$400.00
Daily Boat Launch Access Card (no moorage) - per person/ card	\$25.00	\$50.00	25.00	50.00
Annual Kayak Storage	\$138.00	\$265.00	\$140.00	\$275.00
One-Time Waiting List Fee – Wet Slip – (Applied to payment when contract is signed; forfeit if member declines the slip when offered.)			\$100	NA
One-Time Waiting List Fee – Dry Slip – (Applied to payment when contract is signed; forfeit if member declines the slip when offered.)			\$50.00	NA



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If the proposed Marina fees are adopted and all slips are rented to members, SVCA will collect \$233,146 in Marina revenue. In 2024, \$240,976.50 was collected in revenue related to Marina rental contracts. The difference between the actual 2024 revenue and the projected 2025 revenue (-\$7,830.50) is accounted for by the 15 rental contracts that were held by non-members in 2024. We collected \$35,114 in non-member Marina rental revenue in 2024.

Analysis: New Construction Extension Fees

On May 9th, 2024, the Board approved the proposed extension timeline shown in the table below. This change created a system that is much more consistent and easier to administer.

Current Permit & Extension Timeline	Proposed Permit & Extension Timeline
Original Permit = 9 months (Application fee of \$3,500)	Original Permit = 12 months (Application fee of \$7,000)
First Extension = 3 months (free)	First Extension = up to 6 months (\$5,000)
Second Extension = 6 months/Variable (\$100)	Second Extension = up to 6 months (\$10,000)
Third Extension = 6 months/Variable (\$5,000)	Final Extension = up to 12 Months (\$20,000)

Two criticisms, however, have been made of the new system: builders object that it is very expensive; and homeowners have pointed out that it offers no incentive for the builders to complete their projects earlier than the time allotted by the extension.

To address both of these issues, I propose to change to the way the fees are charged. Instead of requiring the builder to pay the entire fee in advance, I believe it is advantageous to bill the fee monthly, in advance. If the builder completes in less than the time allotted, they will save money and give homeowners earlier relief from the inconvenience of living next to a construction site. The table below shows how the relevant section of the Fines & Fees Schedule would change.

ARCHITECTURAL CONTROL GUIDELINES & VIOLATIONS SECTION	Reference	Amount
FEES & FINE AMOUNTS		
New Home Construction & Exterior Remodel/ Addition Fees		
Exceeding the nine-month construction time limit.	AC 14.7.5(e)	\$1,000
1st extension of Construction Permit (6 Months)	AC 14.7.5 (f)	\$5,000 833.33 per month Billed monthly in advance
2nd extension of Construction Permit (6 Months)	AC 14.7.5 (f)	\$10,000 1,666.67 per month Billed monthly in advance
3rd extension of Construction Permit (12 Months)	AC 14.7.5 (f)	\$20,000 1,666.67 per month Billed monthly in advance
Occupancy prior to final inspection	AC 14.8.9(c)	\$1,000+possible forfeiture of completion deposit
Public Utility Easement	Per Board Policy	\$1,500.00

This approach offers a significant incentive to builders to finish construction sooner. For example, if a project could not be finished in the original twelve (12) months, the current system would require a builder to pay \$5,000 for another six (6) months of time. If they finished in thirteen (13) months, they would still have to pay \$5,000. In the new system, if they finished in thirteen (13) months, they would only have to pay \$833.33, a savings of \$4,166.67 for the builder and five months of infrastructure wear & tear in addition to less inconvenience for the neighboring homeowners.



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Another advantage to this approach is that the ACC does not need to re-review the extension request each month. They will approve the extension up to the maximum number of months and administration will manage the monthly payments.

Requests

Request that the Board of Directors approve the proposed changes to the 2025 Fines & Fees Schedule.

Motion 1

Move that the Board of Directors approve the proposed changes to the new construction extension fees.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Motion 2

Move that the Board of Directors approve the proposed changes to the Marina Rental fees.

Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

General Manager Transition Plan

Overview

This transition will focus on:

- A. Association history, governance documents, where to find information
- B. Organizational chart, GM role and responsibilities
- C. Current active projects, contracts, & issues
- D. 2025 Capital and Operational budgets
- E. Annual calendar, communication, and events
- F. Introductions to internal and external partners

Information will be:

- Reviewed in meetings that include appropriate staff
- Provided in relevant documents

A. History, Governance, Archives

- History: founding, lawsuits, transition to non-profit, WUCIOA/RCW 64.90
- Governance: Plat Maps, Articles of incorporation, Restrictive Covenants, Bylaws, Rules & Regulations, AC Policies, Board Policies, Fines & Fees
- Watershed restrictions, Department of Emergency Management, Whatcom County Sheriff, Lake Whatcom Water & Sewer
- Board, Committees, Volunteers
- Website, network structure, working paper files, archives

B. Organizational Structure

- GM role & responsibilities
- Current org chart and supporting job descriptions
- Teamsters, Collective Bargaining Agreement, MOUs
- Union interactions
- Human Resources function & responsibilities
- Personnel Manual

C. Current Projects, Contracts, Issues

- Review of Capital Projects
- Ten-Year Roads Plan
- Current vendor contracts
- Tenants/leases
- Legal
- Compliance
- Land holdings and types

D. Review of 2025 Budgets, SVCA Financials

- 2025 Budget presentation
- Line by line review
- Budget process
- Reserve Study
- 2024 Year-to-date performance
- Financial reporting schedule

- Reserve Funds
- Insurance
- Cost tracking & approvals
- Annual Financial Audit
- Tax Return

E. Calendar, Communication, & Events

- Review yearly, monthly, weekly activities
- Website announcements, Facebook, eBlasts, SV Views
- Gate signs, flyers, posting rules
- SVCA events
- Other community events

F. Introductions

- Staff
- Contractors
- External partners

Supporting Actions (to be completed by staff)

- Credit card
- POC for security systems, etc.
- Establish network access and O365 account
- Onboarding paperwork