



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

## **Board of Directors Regular Meeting**

November 16th, 2023, 7:00 PM, IN-PERSON, DANCE BARN

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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) Certification of 2023 Election

Item 5) Financial Report

August Financials

Item 6) Director Appointments

6a. Committees (Long Range Planning, Document Review; Finance)

6b. Union Negotiation Representatives

6c. Resolution designating signing authority

Item 7) Architectural Control Committee Member Appointments

Item 8) New Business

8a. Capital Request – 2023 Fast Response (Roads)

Item 9) Closed Session

9a. Personnel: Vacation Policy for Exempt Employees

9b. Legal: Update on contract negotiation, lease negotiation, compliance

Item 10) Code of Conduct

Adjournment



Date: November 10, 2023  
 To: Keith McLean, President, SVCA Board of Directors  
 From: Gail Chiarello, Chair, 2023 Nominations & Elections (5/25/2023-11/06/2023)  
 Rob Gibbs, Chair, 2023-2024 Nominations & Elections  
 Subject: Certification AGM Held November 4, 2023

This report is presented pursuant to SVCA By-laws Article III, Section 3 (f) and the 2022 Nominations & Elections Committee Manual.

On 11/04/2023 the N&E Committee performed a final canvass of election materials. Two (2) UniLect election representatives (Catherine Burkhart and Andrew Burkhart) and three (3) volunteer SVCA members (Lore Bendure, Norm Bendure, Grace Shaffner), one to two (1-2) N&E members (Gail Chiarello and/or Karen Borchert), and one (1) SVCA Admin person (Kyle Katzenbach) were always in the counting room.

**Summary:**

- 3121 ballots mailed (Postage statements attached)
- 1025 ballots were counted, comprised of:
  - 507 US mail-in ballots
  - 13 Canada Post mail-in ballots
  - 463 Dropped-off SVCA Ballot Box Ballots
  - 42 voted the day of the AGM
- 51 ballots were not counted, comprising:
  - 0 members not current, budget only ballots
  - 1 ballot was returned late
  - 5 ballots had no signature
  - 11 ballots were “secrecy only,” i.e., lacked the pink identifying envelope
  - 32 ballots were returned as undeliverable
  - 2 ballots were invalid (owner discrepancies)

A total of 1 replacement ballot was issued.

**Candidates**

There were 5 candidates for the 3 open Board positions. The elected candidates are:

Candidate	No. of Votes	Term
JOSH BOWENS	563	3
KEITH McLEAN	548	3
LAURIE ROBINSON	525	3

There were 2 candidates for the 8 open ACC positions. The elected candidates are:

Candidate	No. of Votes	Term
JO JEAN KOS	607	3
PATRIC ZWOLENSKI	588	3

There was 1 candidate for the 4 open N&E positions. The elected candidate is:

Candidate	No. of Votes	Term
ROB GIBBS	736	2

**Ballot Measures**

Measure #1 Budget  Approved-749  Rejected-191

The result of the vote on this measure was determined by Washington State Law (RCW 64.90.525) which provides that the budget is ratified if it is not rejected by owners holding a majority of votes in the Association.

Current total number of owners 3,121. Rejection threshold: 1,587 votes needed to reject.

Advisory Vote #1: Barn 6

Remove & replace with open-air pavilion	604
Remove & replace with enclosed structure	208
Remove & do not replace	191

Advisory Vote #2: Marina Wet Slip Docks

Increase annual wet slip use fees an additional \$1200	634
Do not replace Marina Wet Slip Docks	197
6-year Special Assessment on all members	162

**2023 Voting Issues:** In mid-October, SVCA began receiving complaints that our Canadian members had not received mail-in ballots from UniLect. As a result, a second mailing of 99 packets of election materials, including ballots and stamped ballot return envelopes, were mailed by the GM from within Canada on October 20, 2023. The return envelopes were marked with the address of a postal box in Surrey, BC, to facilitate the Canadian mailing. On November 3, 2023, the GM and the N&E Chair drove to Surrey and retrieved 14 ballots from this postal box. These 14 ballots were added to the count of 267 ballots in the Clubhouse ballot box for a total of 295 ballots collected on November 3rd.

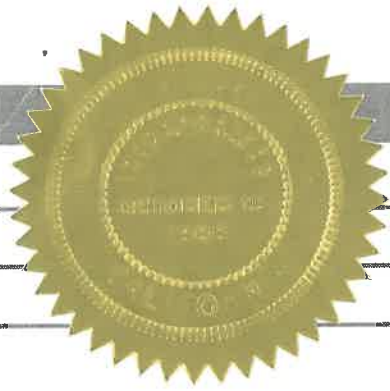
Respectfully Submitted,

Gail Chiarello  
 Chair, 2023 Nominations & Elections (5/25/2023-11/06/2023)

Rob Gibbs  
 Chair, 2023-2024 Nominations& Elections

## Attachments

1. Certification Report Information
2. UniLect "Gold Seal" Documents (2 pages)
3. UniLect Contract (Signature Page)
4. UniLect USPS Postage Statement
5. UniLect Roadrunner Affidavit of International Ballots Mailed



# SVCA Annual General Meeting

## Election Results

Date of Tabulation: November 4, 2023

Total Ballots Counted: 1025

### Budget - Measure 1 (Vote for one)

Response	Frequency	Valid Percent
Approve	749	79.68
Reject	191	20.32
<b>Total Valid</b>	940	100.00
<b>No Response (Undervotes)</b>	85	
<b>Total</b>	1025	

### Advisory Vote 1 - Barn 6 (Choose no more than one)

Response	Frequency	Valid Percent
Remove & replace with open-air pavilion	604	60.22
Remove & replace with enclosed structure	208	20.74
Remove & do not replace	191	19.04
<b>Total Valid</b>	1003	100.00
<b>No Response (Undervotes)</b>	22	
<b>Total</b>	1025	

### Advisory Vote 2 - Marina Wet Slip Docks (Choose no more than one)

Response	Frequency	Valid Percent
Increase annual wet slip use fees an additional \$1200	634	63.85
Do not replace Marina Wet Slip Docks	197	19.84
6-year Special Assesment on all members	162	16.31
<b>Total Valid</b>	993	100.00
<b>No Response (Undervotes)</b>	31	
<b>Multiple Responses (Overvotes)</b>	1	
<b>Total</b>	1025	

### Board of Directors (Choose no more than three)

Response	Frequency	Valid Percent
Joshua Bowens	563	56.13
Keith Mclean	548	54.64
Laurie Robinson	525	52.34
Tom Redd	515	51.35
Mary Stidham	387	38.58
<b>Total Valid</b>	1003	100.00
<b>No Response (Undervotes)</b>	22	
<b>Total</b>	1025	

N&E Committee (Vote for one)

Response	Frequency	Valid Percent
Rob Gibbs	736	100.00
<b>Total Valid</b>	736	100.00
<b>No Response (Undervotes)</b>	289	
<b>Total</b>	1025	

ACC Committee (Vote for two)

Response	Frequency	Valid Percent
Jo Jean Kos	607	73.40
Pat Zwolenski	588	71.10
<b>Total Valid</b>	827	100.00
<b>No Response (Undervotes)</b>	198	
<b>Total</b>	1025	



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*Handwritten signature*



100 Ryan Industrial Ct.  
San Ramon, CA 94583-1527  
(925) 820-8272  
gm@roadrunnerprintmail.com  
www.roadrunnerprintmail.com

November 9, 2023

Dear UniLect,

On September 27, 2023, Roadrunner Print Mail dropped at the USPS a total of one-hundred and five (105) Sudden Valley Community Association ballots with International Addresses.

**The USPS does not provide a U.S. Postage Statement for International Mail.**

Please let this letter serve as an affidavit that these International Ballots were mailed.

The 105 International Ballots were dropped at the USPS at the same time the 3,016 Sudden Valley Community Association ballots were mailed to Domestic Addresses.

(See attached dated 9/27/23 USPS postage statement to account for the 3,016 domestic ballots.)

The combined ballot mailing was for three thousand, one hundred and twenty-one (3,121) ballots.

Regards,

Annamaria Zuniga  
General Manager  
Roadrunner Print/Mail



## 2023 CERTIFICATION REPORT DATA

BALLOTS MAILED of which	3121
Domestic	3016
Foreign	105
ALL BALLOTS CAST & COLLECTED of which	1025
Mailed to Unilect via US Mail	507
Mailed to UniLect via Canada Post	13
Dropped in SVCA Ballot Box	463
Cast in person at the AGM	42
Proxy ballots	0
BALLOTS NOT COUNTED of which	51
Invalid ballots	2
Budget-only ballots	0
Blank ballots	0
Ballot envelopes not signed	5
Ballts lacking pink ID envelope	11
Undeliverable ballots	32
Returned late	1



<b>Company Detail</b>	
<b>Company Name</b>	ROADRUNNER MAILING SERVICES
<b>Address</b>	100 RYAN INDUSTRIAL CT SAN RAMON, CA 94583-1527
<b>Contact Name</b>	ANNAMARIA ZUNIGA
<b>Phone Number</b>	(925)820-8272
<b>Profit Indicator</b>	P
<b>PS Form 3607R - Mailing Transaction Receipt</b>	
<b>Account Holder Account Number</b>	1000042894
<b>Account Holder Permit Number</b>	810
<b>Account Holder Permit Type</b>	PI
<b>Account Holder CRID</b>	4804124
<b>Post Office of Permit</b>	OAKLAND CA 94615-9651
<b>Post Office of Mailing</b>	OAKLAND CA 94615-9651
<b>Post Office of Permit Cost Center</b>	055508-0040
<b>Post Office of Mailing Cost Center</b>	055508-0040
<b>Mailing Agent Name</b>	ROADRUNNER MAILING SERVICES
<b>Mailing Agent CRID</b>	4804124
<b>Mail Owner Name</b>	UNILECT ELECTION SERVICES
<b>Mail Owner CRID</b>	2830653
<b>JOB ID</b>	Job#13543
<b>Customer Reference ID</b>	Job#13543 UES SVCA AGM Ballot
<b>Class of Mail</b>	First-Class Mail and USPS Ground Advantage
<b>Processing Category</b>	Letters (may include Postcards)
<b>Postage Statement ID</b>	569373730
<b>Mailing Group ID</b>	433840476
<b>Mailer's Mailing Date</b>	09/27/2023
<b>Mailer Declared Total Pieces</b>	3,016 pcs.
<b>Mailer Declared Total Weight</b>	303.4096 lbs.
<b>Mailer Declared Weight of a single-piece</b>	0.1006 lbs.
<b>USPS Determined Total Pieces</b>	3,016 pcs.
<b>USPS Determined Total Weight</b>	303.4096 lbs.
<b>USPS Determined Weight of a single-piece</b>	0.1006 lbs.
<b>Total Number of Containers</b>	24
<b>Total Adjusted Postage</b>	\$ 1,529.52
<b>Payment Date and Time</b>	09/27/2023 16:41
<b>Payment Transaction Number</b>	202327018413376M0
<b>Adjustment Transaction Number</b>	
<b>Mailer Figures Adjusted?</b>	No
<b>Person authorizing adjustment</b>	
<b>Name</b>	
<b>Phone Number</b>	
<b>Acceptance Site Mailer ID</b>	
<b>Clerk Initials</b>	MER
<b>Mail Arrival Date and Time</b>	09/27/2023 16:40



**ATTACHMENT A**  
**CONTRACT OF ELECTION MANAGEMENT SERVICES**  
**FOR SUDDEN VALLEY COMMUNITY ASSOCIATION ANNUAL MEETING & ELECTION 2023**  
 Costs are based on proposal dated March 18, 2023

MAIN ITEM	\$
<b>UniLect Election Management Services</b> Includes: *Full Service election management of SVCA Annual Election (See proposal for details.) *Design of all Balloting materials, Printing and Mailing Services for 3,300 Official Ballot Packets w/ extras for remailings. Design of (1) Ballot Style. *Each Ballot Packet will consist of: One (1) Official Ballot; One (1) Voter Guide; One Carrier Envelope; One Return Envelope; and One (1) Secret Ballot Envelope. 8.5" x 5.5" Voter Guide (20 pages) *UniLect Post Box address for ballot returns and use of UniLect Business Reply Mail Permit *UniLect managing Member ballots submitted by-mail with regular communication to N&E Committee. *One (1) On-site Inspector of Election Service w/ two (2) Election Staff to manage Voter Sign-In; In-person Ballot Disbursement; Final Tally and Certification of Election Results *One (1) Toll-Free phone number for Members to contact UniLect for requests of duplicate ballots with Activity Report *Full management of un-deliverables, duplicate ballot requests with detailed log activity	\$14,300.00
<b>ELECTION MANAGEMENT SERVICES TOTAL</b>	\$14,300.00

ESTIMATED OUTBOUND POSTAGE	\$
<b>OUTBOUND: 3,150 (Active Members) 1st Class Ballot Packets (2 ounce per packet) at .525 per ballot. Discounted/Pre-Sort. (Does not include International ballots.)</b>	\$1,653.75
<b>ESTIMATED OUTBOUND POSTAGE TOTAL</b>	\$1,653.75

ESTIMATED RETURN POSTAGE	\$
<b>Estimated Return Postage is based on anticipated 750 absentee ballots returned at \$1.52 each ballot, using UniLect's Business Reply Mail Permit. SVCA will pay only for ballots returned by-mail. Estimate uses the 2022 ballot returns of 748 ballots. Analysis of past returns makes it is less expensive for SVCA to pay standard BRM rate as opposed to high volume rate. In past elections we added in the high volume maintenance fee of \$800.00 (raised to \$860.00 this year) to get the lower per piece BRM postage rate.</b>	\$1,140.00
<b>ESTIMATED RETURN POSTAGE TOTAL</b>	\$1,140.00

**STANDARD PAYMENT TERMS:**

Actual postage costs are the responsibility of SVCA and will be billed separately.

50% percent deposit for Inspector of Election Services due upon invoicing and 50% balance due after Annual Meeting-Election 11/4/23, upon invoicing. 25% Cancellation Fee for calendar reservation.

X Cather Buel 3/18/2023  
 UniLect Representative Date

X Janne Jensen 3/20/23  
 Sudden Valley Community Association Date

Contract parameters rely solely on the information made available with regards to the scope of work requested.  
 UniLect reserves the right to revise this Contract if the scope of work is modified.

Sudden Valley Community Association

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

	Unaudited** Aug 31, 2023	See Note** Dec 31, 2022	Inc / (Dec)
<b>OPERATIONS</b>			
<b>Current Assets</b>			
Operating Cash	\$ 740,128	\$ 490,351	\$ 249,777
Building Completion Deposit Fund	532,950	492,620	40,330
Member Receivables - Operations*	-	46,750	(46,750)
Other Receivables	10,691	8,288	2,403
Prepaid Expenses	122,028	81,738	40,290
Operating Lease ROU Assets	7,192	11,441	(4,249)
Inventory	7,530	6,200	1,330
<b>Total Current Assets</b>	<b>1,420,519</b>	<b>1,137,388</b>	<b>283,131</b>
<b>Current Liabilities</b>			
Accounts Payable	(17,915)	(243,246)	225,331
Accrued Vacation Liability	(82,996)	(61,576)	(21,420)
Accrued Payroll	-	(54,127)	54,127
Prepaid Assessments	(281,821)	(181,106)	(100,715)
Building Completion Deposits	(532,950)	(492,620)	(40,330)
Other Refundable Deposits	(5,896)	(4,916)	(980)
Operating Lease Liability	(7,192)	(11,441)	4,249
Prepaid Golf Memberships	-	(153,151)	153,151
<b>Total Current Liabilities</b>	<b>(928,770)</b>	<b>(1,202,183)</b>	<b>273,413</b>
<b>Operating Reserve Funds</b>			
Emergency Operating Cash	361,708	361,096	612
Undesignated Reserves Cash	295,879	223,385	72,494
<b>Total Operating Reserve Funds</b>	<b>657,587</b>	<b>584,481</b>	<b>73,106</b>
<b>Net Operating Assets</b>	<b>\$ 1,149,336</b>	<b>\$ 519,686</b>	<b>\$ 629,650</b>
<b>CAPITAL</b>			
<b>Capital Current Assets</b>			
CRRRF (Capital Repair & Replacement) Cash Fund	3,538,934	3,236,221	302,713
Roads Reserve Cash Fund	2,330,162	2,560,947	(230,785)
Board Density Reduction Cash Fund	87,616	87,552	64
Mailbox Cash Fund	117,882	101,061	16,821
CRRRF Capital Reserve Holding Cash	211,837	262,193	(50,356)
Mitigation Assignment of Savings Cash	49,634	44,545	5,089
LWWSO Assignment of Savings Cash	101,611	9,076	92,535
Member Receivables - Capital**	-	19,262	(19,262)
<b>Total Capital Current Assets</b>	<b>6,437,676</b>	<b>6,320,857</b>	<b>116,819</b>
<b>Capital Fixed Assets</b>			
Fixed Assets	14,766,358	14,110,234	656,124
Finance ROU Assets	162,398	214,266	(51,868)
Lots Held for Sale	228,041	228,041	-
<b>Total Capital Assets</b>	<b>15,156,797</b>	<b>14,552,541</b>	<b>604,256</b>
<b>Long Term Liabilities</b>			
CRRRF Loan 2022	(1,877,473)	(2,049,012)	171,539
Finance Leases	(126,804)	(166,357)	39,553
<b>Total Long Term Liabilities</b>	<b>(2,004,277)</b>	<b>(2,215,369)</b>	<b>211,092</b>
<b>NET ASSETS</b>	<b>\$ 20,739,532</b>	<b>\$ 19,177,715</b>	<b>\$1,561,817</b>
<b>MEMBER EQUITY</b>			
<b>Member Equity</b>			
Current Year Net Income: Operations	726,141	(115,714)	841,855
Current Year Net Income: Rec Special Assmt	(87,675)	(2,572)	(85,103)
Net Transfers Out from Operations to Capital	-	(482,660)	482,660
Current Year Net Income: Capital**	974,077	1,567,594	(593,517)
Net Transfers Into Capital from Operations	-	482,660	482,660
Retained Earnings**	4,950,121	5,068,407	(118,286)
Capital**	14,176,868	12,660,000	1,516,868
<b>TOTAL MEMBER EQUITY</b>	<b>\$ 20,739,532</b>	<b>\$19,177,715</b>	<b>\$1,561,817</b>

\* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal financial statement purposes. As per SVCA policy, Management continues to pursue collection of these receivables via all avenues allowed by Washington State laws. In addition, the Association records and bills finance charges on receivables that are thirty days past due at 1% per month. At August 31, 2023, and December 31, 2022, the balances of receivables written off were \$701,689 and \$599,478, respectively.

\*\* Beginning with the 2020 year end audited financial statements, Accounting Standards Codification (ASC) 606 requires issued audited financial statements to reclassify unspent capital dues revenue, including related capital transfer fee collections, as a contract liability balance (unearned revenue), which is then reversed out in future years when capital dues/capital transfer fee collections are actually expended on capital related expenditures. This particular accounting standard change is only incorporated into the issued audited financial statements and is not factored into SVCA's internal monthly statements as it would obscure the reality of monthly capital dues/capital transfer fee revenues collected for internal monthly presentation purposes. See SVCA's 2020, 2021, and 2022 audited financial statements (2022 represents the most recently issued audited statements), which fully incorporates ASC 606 and complies with Generally Accepted Accounting Principals (GAAP).

Sudden Valley Community Association

Sudden Valley Community Association  
Income Statement Summary

UNAUDITED	Current Month - August 2023			Year to Date - 8 Months Ending 8/31/2023			
	Operations & Operating Reserves	Operations Better / (Worse) Budget	Capital Reserves**	Operations & Operating Reserves	Operations Better / (Worse) Budget	Coll %	Capital Reserves**
<b>REVENUE</b>							
Current Year Dues & Assessments Income							
Dues & Assessments Income	209,274		230,842	1,527,189			1,847,488
Bad Debt Reserve	(3,275)		(2,885)	(36,587)			(34,853)
Net Current Year Assessment Income	205,999	7,482	227,957	1,490,602	43,031	97.6%	1,812,635
Special Ops Assmt Income- Rec/ Pools/ Parks							
Dues & Assessments Income	-			182,163			
Bad Debt Reserve	185			1,454			
Net Special Ops Assmt Income	185	185		183,617	11,246		
Bad Debt Recoveries - Prior Years			1,229				31,709
Golf Income	227,989	59,799	-	1,159,625	267,541		-
Marina Income	1,886	(4,799)	-	182,329	19,251		-
Rec Center & Pools Income	5,851	(317)	-	20,396	283		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	13,267	5,798	1	97,105	37,882		1
Rental Income - Other	1,160	394	-	12,239	8,106		-
Area Z Rental Income	863	(1,137)	-	16,891	891		-
Lease Income	4,019	516	-	31,354	3,325		-
New Home Construction Fees	4,250	(14,500)	-	54,670	(20,330)		500
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		-
Investment Income	567	480	4,025	2,125	1,425		17,361
<b>Total Revenue</b>	<b>466,036</b>	<b>53,901</b>	<b>233,212</b>	<b>3,250,953</b>	<b>372,651</b>		<b>1,862,206</b>
<b>EXPENSES</b>							
Salaries & Benefits	193,947	24,769	-	1,264,483	242,737		-
Contracted & Professional Services	32,785	(18,212)	-	192,012	(88,755)		-
CC&Rs/ Mandates	41,780	(12,156)	-	309,109	(80,483)		-
Maintenance & Landscaping	25,477	5,045	-	289,566	12,848		-
Utilities	28,422	(4,241)	-	141,479	(16,233)		-
Administrative	25,623	(9,777)	-	133,707	(24,251)		-
Regulatory Compliance	36,015	(20,267)	-	139,961	(31,199)		-
Insurance Premiums	15,809	(2,632)	-	115,433	(10,016)		-
Other Expenses	-	84	-	-	667		-
Depreciation Expense	-	-	98,582	-	-		812,716
Interest expense	-	-	6,898	-	-		56,151
<b>Total Expenses</b>	<b>399,858</b>	<b>(37,387)</b>	<b>105,480</b>	<b>2,585,750</b>	<b>5,315</b>		<b>868,867</b>
<b>Net Income (Loss)</b>	<b>66,178</b>	<b>16,514</b>	<b>127,732</b>	<b>665,203</b>	<b>377,966</b>		<b>993,339</b>
<b>Net UDR Activity for Operations</b>							
Firewise	(330)			(23,677)			
Hazardous Tree Removal	-			-			
<b>Net Income (Loss) with Board Approved UDR</b>	<b>65,848</b>	<b>16,514</b>	<b>127,732</b>	<b>641,526</b>	<b>377,966</b>		<b>993,339</b>
<b>Other Activity</b>							
Net Other UDR Activity*	11,238			65,110			
AR Accrual - Prior Year Reversal	-		-	(46,750)			(19,262)
AR Accrual - Current Year	-		-	-			-
Vacation Liability Accrual	(2,997)			(21,420)			
<b>Total Other Activity</b>	<b>8,241</b>		<b>-</b>	<b>(3,060)</b>			<b>(19,262)</b>
<b>Grand Total Activity</b>	<b>74,089</b>	<b>16,514</b>	<b>127,732</b>	<b>638,466</b>	<b>377,966</b>		<b>974,077</b>

\*Prior year recoveries for operations are deposited into the Undesignated Reserve Account (UDR).

\*\*Refer to the last footnote on the Balance Sheet (prior page) for a discussion of Accounting Standards Codification (ASC) 606 and capital dues revenue collections.

**Sudden Valley Community Association  
Reserve Cash Balance & Activity**

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
<b>Net Available Cash 12/31/2022</b>	<b>3,236,221</b>	<b>2,560,947</b>	<b>262,193</b>	<b>87,552</b>	<b>101,061</b>	<b>53,621</b>	<b>\$ 6,301,595</b>	<b>361,096</b>	<b>223,385</b>	<b>\$ 584,481</b>
Dues Received	893,974	922,299		1	16,636		1,832,910	-	83,993	83,993
Storm Water Mitigation Plan Fee		500					500			-
Investment Income	9,415	7,238	370	63	185	89	17,361	612	455	1,067
Sale of Assets	-			-			-			-
Mitigation Assignment	(5,000)	(92,535)				97,535	-			-
2023 Expenditures	(595,676)	(1,068,287)	(50,726)	-	-		(1,714,689)		(11,954)	(11,954)
<b>Net Available Cash at 8/31/2023</b>	<b>3,538,934</b>	<b>2,330,162</b>	<b>211,837</b>	<b>87,616</b>	<b>117,882</b>	<b>151,245</b>	<b>\$ 6,437,676</b>	<b>361,708</b>	<b>295,879</b>	<b>\$ 657,587</b>
4 Month Outlook										
Outlook - 2023 Dues (95% collections)	428,552	440,776			7,952		877,280			\$ -
Outlook - Prior Year Collections	6,794	6,988		7	126		13,916		11,847	11,847
CRRRF Loan Payments for year 2023	(111,013)						(111,013)			-
Obligated Expenses\Holdings	(855,968)	(838,051)	(211,837)			(151,245)	(2,057,100)		(15,160)	(15,160)
<b>Net Usable Cash Balance 12/31/2023</b>	<b>3,007,300</b>	<b>1,939,875</b>	<b>-</b>	<b>87,623</b>	<b>125,960</b>	<b>-</b>	<b>\$ 5,160,759</b>	<b>361,708</b>	<b>292,566</b>	<b>\$ 654,274</b>
Board Recommended Carryover Balance	(600,000)	(500,000)					(1,100,000)			\$ -
<b>Net Usable Cash 12/31/2023, After Recommendation</b>	<b>\$ 2,407,300</b>	<b>\$ 1,439,875</b>	<b>\$ -</b>	<b>\$ 87,623</b>	<b>\$ 125,960</b>	<b>\$ -</b>	<b>\$ 4,060,759</b>	<b>\$ 361,708</b>	<b>\$ 292,566</b>	<b>\$ 654,274</b>
<b>Net Current Year Cash Increase (Decrease)</b>	<b>(228,921)</b>	<b>(621,072)</b>	<b>(262,193)</b>	<b>71</b>	<b>24,899</b>	<b>(53,621)</b>	<b>\$ (1,140,836)</b>	<b>612</b>	<b>69,181</b>	<b>\$ 69,793</b>

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

Sudden Valley Community Association

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

Whole \$

CURRENT MONTH

UNAUDITED	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	6,953	(11,964)	-	6,961	43,108	(16,690)	(36,155)	(21,693)
Accounting	3,723	123	26,080	41	20,767	(10,172)	(43,124)	(10,008)
Administration	4,277	4,136	30,536	6,731	22,596	(13,374)	(48,855)	(2,507)
Common Costs	2,931	10	-	-	33,629	(10,284)	(30,698)	(10,274)
Facilities	3,782	(970)	-	3,676	22,723	(7,757)	(18,941)	(5,051)
Maintenance	-	(84)	24,810	3,153	8,512	(1,204)	(33,322)	1,865
Subtotal	<b>21,666</b>	<b>(8,749)</b>	<b>81,426</b>	<b>20,562</b>	<b>151,335</b>	<b>(59,481)</b>	<b>(211,095)</b>	<b>(47,668)</b>
Golf	227,989	59,799	80,755	(546)	31,989	(1,036)	115,245	58,217
Marina	2,086	(5,233)	-	-	1,032	795	1,054	(4,438)
Subtotal	<b>251,741</b>	<b>45,817</b>	<b>162,181</b>	<b>20,016</b>	<b>184,356</b>	<b>(59,722)</b>	<b>(94,796)</b>	<b>6,111</b>
Rec/ Pools/ Parks	-	-	-	-	-	-	-	-
Special Assmt Earned	185	185	-	-	-	-	185	185
Curr Yr Bad Debts Activity	185	185	-	-	-	-	185	185
Net Special Assmt Dues	8,111	417	31,766	4,753	21,555	(2,434)	(45,210)	2,736
Rec/ Pools/ Parks	8,296	602	31,766	4,753	21,555	(2,434)	(45,025)	2,921
Subtotal Rec/ Pools/ Parks	<b>260,037</b>	<b>46,419</b>	<b>193,947</b>	<b>24,769</b>	<b>205,911</b>	<b>(62,156)</b>	<b>(139,821)</b>	<b>9,032</b>
Subtotal Operations before Ops Dues								
Ops Dues Earned	209,274	-	-	-	-	-	209,274	-
Curr Yr Bad Debts Activity	(3,275)	-	-	-	-	-	(3,275)	-
Net Ops Dues	205,999	7,482	-	-	-	-	205,999	7,482
Net Operations	<b>466,036</b>	<b>53,901</b>	<b>193,947</b>	<b>24,769</b>	<b>205,911</b>	<b>(62,156)</b>	<b>66,178</b>	<b>16,514</b>
Net BOD Approved UDR Activity for Operations								
Firewise	-	-	-	-	330	-	(330)	-
Hazardous Tree Removal	-	-	-	-	-	-	-	-
Net Operations with Board Approved UDR	<b>466,036</b>	<b>53,901</b>	<b>193,947</b>	<b>24,769</b>	<b>206,241</b>	<b>(62,156)</b>	<b>65,848</b>	<b>16,514</b>
Other Operating Activity								
UDR Activity	11,949	-	-	-	711	-	11,238	-
AR Accrual - Prior Year Reversal	-	-	-	-	-	-	-	-
AR Accrual - Current Year	-	-	-	-	-	-	-	-
Vacation Liability Accrual	-	-	2,997	-	2,997	-	(2,997)	-
Total Other Operating Activity	11,949	-	3,708	-	3,708	-	8,241	-
Grand Total Operations Activity	<b>477,985</b>	<b>53,901</b>	<b>193,947</b>	<b>24,769</b>	<b>209,949</b>	<b>(62,156)</b>	<b>74,089</b>	<b>16,514</b>

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

Sudden Valley Community Association

Sudden Valley Community Association  
 Operations - By Department  
 January 1, 2023 to August 31, 2023  
 YEAR TO DATE

Whole \$

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	60,574	(16,509)	-	58,812	294,308	(83,284)	(233,734)	(40,981)
Accounting	19,142	(9,658)	211,210	1,233	50,603	(13,842)	(242,671)	(22,267)
Administration	7,384	6,251	187,187	116,005	118,387	(51,101)	(298,190)	71,155
Common Costs	60,554	37,187	-	-	252,735	(36,565)	(192,181)	622
Facilities	40,345	2,329	7,364	22,424	128,491	(11,951)	(95,510)	12,802
Maintenance	-	(667)	172,287	(340)	58,098	30,273	(230,385)	29,266
<b>Subtotal</b>	<b>187,999</b>	<b>18,933</b>	<b>578,048</b>	<b>198,134</b>	<b>902,622</b>	<b>(166,470)</b>	<b>(1,292,671)</b>	<b>50,597</b>
Golf	1,159,625	267,541	491,288	30,116	292,959	(53,493)	375,398	244,164
Marina	188,575	21,691	(1)	1	9,027	6,502	179,549	28,194
<b>Subtotal</b>	<b>1,536,199</b>	<b>308,165</b>	<b>1,069,335</b>	<b>228,251</b>	<b>1,204,588</b>	<b>(213,461)</b>	<b>(737,724)</b>	<b>322,955</b>
Rec/ Pools/ Parks								
Special Assmt Earned	182,163						182,163	
Curr Yr Bad Debts Activity	1,454						1,454	
Net Special Assmt Dues	183,617	11,246					183,617	11,246
Rec/ Pools/ Parks	40,535	10,209	195,148	14,486	116,679	(23,961)	(271,292)	734
<b>Subtotal Rec/ Pools/ Parks</b>	<b>224,152</b>	<b>21,455</b>	<b>195,148</b>	<b>14,486</b>	<b>116,679</b>	<b>(23,961)</b>	<b>(87,675)</b>	<b>11,980</b>
<b>Subtotal Operations before Ops Dues</b>	<b>1,760,351</b>	<b>329,620</b>	<b>1,264,483</b>	<b>242,737</b>	<b>1,321,267</b>	<b>(237,422)</b>	<b>(825,399)</b>	<b>334,935</b>
Ops Dues Earned	1,527,189						1,527,189	
Curr Yr Bad Debts Activity	(36,587)						(36,587)	
Net Ops Dues	1,490,602	43,031					1,490,602	43,031
<b>Net Operations</b>	<b>3,250,953</b>	<b>372,651</b>	<b>1,264,483</b>	<b>242,737</b>	<b>1,321,267</b>	<b>(237,422)</b>	<b>665,203</b>	<b>377,966</b>
Net BOD Approved UDR Activity for Operations								
Firewise	-		-		23,677		(23,677)	
Hazardous Tree Removal	-		-		-		-	
<b>Net Operations with Board Approved UDR</b>	<b>3,250,953</b>	<b>372,651</b>	<b>1,264,483</b>	<b>242,737</b>	<b>1,344,944</b>	<b>(237,422)</b>	<b>641,526</b>	<b>377,966</b>
Other Operating Activity								
UDR Activity	72,740				7,630		65,110	
AR Accrual - Prior Year Reversal	(46,750)				-		(46,750)	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				21,420		(21,420)	
<b>Total Other Operating Activity</b>	<b>25,990</b>				<b>29,050</b>		<b>(3,060)</b>	
<b>Grand Total Operations Activity</b>	<b>3,276,943</b>	<b>372,651</b>	<b>1,264,483</b>	<b>242,737</b>	<b>1,373,994</b>	<b>(237,422)</b>	<b>638,466</b>	<b>377,966</b>

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

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2023

	Actual Year Prepaid			Actual Current			Actual 1 Mth			Actual 2 Mth			Actual 3 Mth			Actual 4+ Mth			Pmt Plans			Total Prepaid & Current			Total Not Current			Total Billable Lots			Restricted			LLE & CTB	Dues Exempt	Total Non-Billable Lots	Total All Lots	
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Due	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Perm	Wdro	Avail.					Total
Jan	18	37	55	322	2,520	2,842	20	96	116	6	23	29	3	9	12	16	29	45	20	340	2,557	2,897	48	177	225	388	2,734	3,122	774	3	0	777	734	8	1,519	4,641		
Feb	22	38	60	310	2,483	2,793	27	130	157	7	24	31	3	10	13	17	30	47	19	332	2,521	2,853	56	213	269	388	2,734	3,122	774	3	0	777	734	8	1,519	4,641		
Mar	25	68	93	308	2,513	2,821	22	77	99	10	19	29	6	9	15	16	28	44	20	333	2,581	2,914	55	153	208	388	2,734	3,122	774	3	0	777	734	8	1,519	4,641		
Apr	26	72	98	312	2,484	2,796	24	105	129	3	16	19	8	19	27	16	34	50	16	338	2,556	2,894	49	179	228	387	2,735	3,122	774	3	0	777	734	8	1,519	4,641		
May	28	110	138	309	2,485	2,794	16	71	87	10	16	26	6	17	23	17	34	51	17	337	2,595	2,932	46	144	190	383	2,739	3,121	774	3	0	777	734	8	1,519	4,641		
Jun	32	138	170	309	2,477	2,786	18	60	78	3	8	11	6	18	24	35	1	36	15	341	2,615	2,956	41	124	165	382	2,739	3,121	774	3	0	777	735	8	1,520	4,641		
Jul	32	149	181	309	2,450	2,759	13	70	83	7	19	26	5	18	23	31	1	32	15	341	2,589	2,940	41	140	181	382	2,739	3,121	774	3	0	777	735	8	1,520	4,641		
Aug	34	165	199	303	2,446	2,749	14	61	75	8	18	26	7	15	22	30	1	31	12	337	2,611	2,948	45	128	173	382	2,739	3,121	774	3	0	777	735	8	1,520	4,641		
Sep	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	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	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	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	0	0	0	0

LLE = Lot Line Eraser  
CTB = Covenant to Bind



**CORPORATE RESOLUTIONS FOR ASSOCIATION SIGNING AUTHORITY**

The undersigned officer(s) of Sudden Valley Community Association, a Washington non-profit corporation, hereby certify that the following resolutions have been adopted by the Board of Directors ("Board"):

RESOLVED, that the Board is hereby authorized and approved to authorize and empower the following individuals to make, execute, endorse, and deliver in the name of and on behalf of the Corporation, but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates, checks, drafts, promissory notes, and other instruments of whatever nature entered into by this Corporation.

FURTHER RESOLVED, that the Board is hereby authorized and approved to authorize and empower the following individuals as signatories on all Corporation bank accounts held at all financial institutions.

FURTHER RESOLVED, that the Board is hereby authorized and approved to authorize that all other signing authority resolutions are superseded by this resolution.

Name: Keith McLean

Title: President

Name: Taimi Van De Polder

Title: Vice President

Name: Laurie Robinson

Title: Treasurer

Name: Linda Bradley

Title: Secretary

IT IS HEREBY CERTIFIED that the foregoing resolutions were duly adopted at a meeting of the Board held in accordance with the Governing Documents and applicable law. It is further certified that the Board has full power and authority to bind the Corporation in accordance herewith and that the foregoing resolutions are in full force and effect as of this date, that the resolutions have not been altered, amended, modified or rescinded, and that the same shall be true, valid and binding upon the Corporation.

Sudden Valley Community Association, a Washington non-profit corporation

By:

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Keith McLean, President

By:

-----

Taimi Van De Polder, Vice President

By:

-----

Laurie Robinson, Treasurer

By:

-----

Linda Bradley, Secretary



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** November 16<sup>th</sup>, 2023  
**Subject:** Capital Request – 2023 Fast Response Drainage Issues

---

### Purpose

To request funding for enhancements to ditches, culverts, and roads that support improved drainage throughout Sudden Valley.

### Background

The 2023 capital budget for roads includes \$85,000 for Fast Response for Unforeseen Drainage Issues. It is requested these funds become available to pay for work to address drainage issues that have developed after the October 16<sup>th</sup> heavy rain event, and additional drainage issues that come up as wet weather continues this fall / winter. [Note: The 2024 budget also includes \$88,400.00 for Fast Response for Unforeseen Drainage Issues that will be available in 2024.]

### Analysis

On October 16<sup>th</sup>, SVCA received over an inch of rain in a 1-hour period. The large amount of water that was deposited by the storm overwhelmed some components of SVCA's stormwater drainage system. These problem areas were identified by Mike Brock, Maintenance & Facilities Manager, and Tyler Andrews, Project Manager, after inspecting sites reported by residents or known to be problematic from previous storms. There is currently an active list of about 40 locations that need some level of work to function correctly. It is expected that additional locations will be identified this fall as future rain events take place.

With the drainage improvements completed earlier this year, it is not surprising that we are identifying new problems. The work completed to expose and clean all culverts has resulted in significant changes to the movement of stormwater throughout the Association. During the culvert evaluation process, 59 additional culverts were found that weren't previously mapped in the 2014 drainage plan, and an additional four culverts were found after this recent rain event. Some of these old culverts were buried by more than three feet. This demonstrates that as SVCA works to restore the overall drainage system to how it was originally designed, the water is going to flow quite differently than it had previously.

It is not expected that the currently planned drainage work will require spending all \$85,000.00 that was budgeted for 2023. The needed repairs will be completed by both maintenance staff and Stremler Gravel operating under their existing time and materials contract. (As a reminder, Stremler is onsite working on replacing the 2023 Culverts, SVCA Capital Code 9923.6.) Stremler



# Sudden Valley Community Association

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will only be asked to assist in this work when the task requires equipment and/or experience that is beyond SVCA's capabilities.

## **Proposal**

Authorize the allocation of \$85,000.00 from Roads for the 2023 Fast Response for Unforeseen Drainage Issues project. The funds will be monitored by SVCA's Maintenance Manager who is responsible for the overall project, and determining whether outsourcing is needed. If SVCA is unable to complete a repair, the Maintenance Manager will coordinate with Stremmer Gravel, PNW Services, Inc. or WRS to complete the work required. Each of these companies have existing contracts with SVCA, and are currently working throughout SVCA on other projects.

## **Motion**

Move that the SVCA Board of Directors approve the allocation of \$85,000.00 from Roads for the 2023 Fast Response for Unforeseen Drainage Issues project, with spending managed by Mike Brock, Maintenance & Facilities Manager using internal labor and resources, or currently contracted vendors Stremmer Gravel, WRS, and PNW.

## **Board of Directors Approval 1**

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

## Drainage Repair List

Complete

Additional Work to Complete

To Be Completed

Notes: All work completed is less than 500SF of soil disturbance so nothing is in conflict with the Lake Whatcom Watershed restrictions.  
All evaluations completed by SVCA Maintenance Staff with PNW Services, Inc. assistance as needed.

Date Added to List	Gate	Nearest Address	Work Completed By	Comments	Additional Comments
<b>Items Over \$10,000</b>					
10/22/2023	9	12 Cedar Place	Stremler & WRS	Add asphalt berm at end of Cedar Place to direct street water to culvert. At end of berm install quarry spall dispersion pad 4' wide by 10' long. Expose culvert inlet, and armor around pipe at 4' width extending 10' uphill. Jet culvert and expose outlet. Add quarry spall dispersion pad at outlet for 4' width by minimum 10' length. Shift rockery as needed, and shape keyway to slope away from concrete. Install asphalt approach on keyway slope with berm on diagonal to direct surface water to ditch. Install quarry spall dispersion at end of berm to channel water into ditch. Rebuild end of keyway where it washed out.	Work is complete except asphalt paving scheduled for 11-15-23.
10/22/2023	3	15 Sigma Cir	SVCA, Stremler, & WRS	Abandon existing culvert 196.1 under road, and fill with CDF. Install new 12" SDR35 culvert under road and daylight to SVCA lot. At outlet install 10' long dispersion T with holes drilled and ends capped. Install quarry spall pad under T, and extending 5' down hill. DO NOT disturb any vegetation downhill of spalls. Clean ditch and spall from new culvert inlet to intersection of Green Hill. On 15 Sigma side of road install asphalt berm along shoulder from intersection to approximately 20' beyond driveway to low point. At low point install 10' long by 4' wide quarry spall dispersion pad.	Work is complete except asphalt paving scheduled for 11-15-23.

### Items \$5,000 to \$10,000

10/15/23	3	123 Sudden Valley Dr.	SVCA, Stremler, & WRS	Install 12" ADS pipe across SV Drive to restore drainage pattern. Quarry spall both ends of pipe to armor.	Work is complete except for asphalt paving scheduled for 11-15-23.
11/9/2023	1	Gate 1 Guardshack	SVCA, Stremler, & WRS	Install 4" perforated pipe infiltration ditch parallel to guard shack, install catch basin close to guard shack at drive lane corner to capture surface water. Install pipe heading towards Lake Whatcom Blvd and intercept existing pipe with installation of catch basin.	

Items Less Than \$5,000

10/22/2023	3	19 Green Hill Rd	Stremler	Ditch and spall from driveway culvert outlet to intersection with Sigma Cir.	
10/17/23	9	32 Holly View Way	SVCA & Stremler	Excavate and armor culvert inlet and outlet of ditch for 30' with spalls.	
10/17/23	13	5 Stable Ln	SVCA & Stremler	Clean ditch as needed to provide positive drainage between 5 and 3. Line ditch with jute matting.	
10/17/23	13	186 Harbor View Dr	SVCA & Stremler	Install quarry spall dispersion pad 8'x10' from edge of asphalt, and restore gravel channelling below.	
10/19/23	3	42 Deer Run Ln.	SVCA & Stremler	Clean ditch and spall from driveway culvert outlet to road crossing culvert inlet.	
10/19/23	3	44 Deer Run Ln.	SVCA & Stremler	Clean ditch as needed between 42 and 44 to provide positive drainage. Line full length with quarry spalls.	
10/19/23	3	65 - 57 Deer run	SVCA & Stremler	Remove shoulder between 57 and 61 to a 6" depth, and place quarry spalls along full length down to ditch flowline.	
10/19/23	9	3/7 Holly View Way	SVCA & Stremler	Ditch and spall uphill side of driveway between culverts for 7'. Ditch and spall between 3 and 7. At outlet to 7 ditch and spall to daylight culvert.	
10/19/23	3	28/30 Parkview Cir	SVCA & Stremler	Clean ditch and line with spalls starting 30' above 30, and continue to 28.	
10/19/23	3	24 Parkview Cir	SVCA & Stremler	Ditch and spall from 24 up to 28.	
10/19/23	3	22 Parkview Cir	SVCA & Stremler	Ditch and spall from driveway culvert outlet to daylight. Ditch and spall from above 22 to 24.	
10/24/23	3	3 Lookout Mountain	Stremler	Ditch and spall starting downhill side of #3 to intersection with Sudden Valley Drive.	
10/24/23	3	5 Lookout Mountain	Stremler	Ditch and spall starting downhill side of #5 extending to #3. At large trees in corner install shallow swale to minimize tree root damage.	
10/17/23	3	39 Green Hill Rd	Stremler, & WRS	Uphill side of driveway - clean ditch and spall for 40' extending spalls to edge of asphalt matching uphill. Expose and armor culvert inlet. Expose and armor outlet side of culvert for 30'. Install asphalt swale along edge of road for length of gravel driveway.	
11/10/2023	3	31-35 Green Hill	Stremler, & WRS	Clean ditch and spall from downhill side of 31 driveway to uphill side of 35 concrete driveway. Above 31 ditch and spall approximately 20' to connect to existing ditch. Armor ends of driveway culverts, and extend spalls to edge of pavement to protect shoulder from channeling. Daylight driveway 35 outlet to connect with 39 ditch improvements, and spall. At 35 install asphalt swale along edge of road for length of driveway.	
10/19/23	3	31 Deer Run	WRS	Install asphalt berm in front of driveway starting 20' above 33's driveway and extending to end of 31 connecting to 29's berm.	

10/18/23	3	21 Hillside Pl	Stremler	Ditch and spall between 19 and 21.
10/18/23	3	23 Hillside Pl	SVCA & Stremler	Above 21 replace catch basin with Type 1 CB (maintenance has a Type 1 at Area Z you can use) where existing is broken. Install so F&G is 6" below asphalt. Create quarry spall pad around CB from edge of asphalt extending 10' uphill. Above 23 ditch and spall for 30' uphill from culvert inlet.
10/17/23	13	4 Westbrook Ct	Stremler & WRS	Install asphalt berm starting above 6 between driveway culverts to channel water down past 2. From #2 to intersection ditch and spall.
10/17/23	13	6 Westbrook CT	Stremler	Ditch and spall from uphill side of #6 to driveway culvert outlet at #10.
10/17/23	13	14 Westbrook Ct	Stremler	Starting at downhill side of driveway ditch and spall to driveway inlet culvert at #10.
10/18/23	9	2 Whistling Swan Pl	Stremler	Ditch and spall from #2 to intersection with Meadow Ct.
10/18/23	9	4 Whistling Swan Pl	Stremler	Starting above 4 Whistling Swan ditch and spall to #2.
10/18/23	9	Meadow Ct. & Whistling	Stremler	Ditch and spall from intersection with Whistling Swan along Meadow Ct. to Yearling Pl. On Meadow Ct. ditch and spall opposite side of road as well to intersection.
10/19/23	5	Clematis Ln & Bramble Way	Stremler	Above stop sign on Bramble remove shoulder and install quarry spall dispersion pad for 15' from edge of asphalt to flow line of ditch. Across from stop sign on Clematis remove shoulder for 30' and install quarry spall dispersion pad from edge of asphalt to flow line of ditch. Restore shoulder to intersection below spalls.
10/19/23	5	2 Louise View Dr.	Stremler	Between 2 and 8 clean ditch and spall. Spall up to edge of asphalt to capture surface water.
10/19/23	5	8 Louise View Dr.	Stremler	Above 8 clean and spall ditch for 40', and line shoulder with spalls to edge of asphalt.
10/26/23	5	32 Louise View Dr.	Stremler	Above 32 Louise View clean ditch and spall to re-establish between culverts. Spall to edge of asphalt to capture road surface water. Between 30 and 32 Louise View repeat.
10/26/23	5	30 Louise View Dr.	Stremler	Below 30 Louise View to corner removed crushed gravel shoulder and regrade. Install 2" ballast on shoulder from edge of asphalt. Regrade for slight swale in shoulder directing drainage to catch basin nearest intersection. Swale to be slight to maintain parking spot.
10/26/23	5	3 Wintercress	Stremler	Ditch between driveway culverts to re-establish and line with spalls between 3 and 5 Wintercress.
10/26/23	5	7 Wintercress	Stremler	Ditch and spall below 7 to daylight. Ditch and spall between 5 and 7, extend spalls to edge of asphalt to capture surface water. Report if 5 driveway rocks block driveway culvert outlet.
10/17/23	1	11 Horizon Hill	Stremler	On Horizon Hill at intersection with Caddie Ln ditch and spall. Place spalls to edge of asphalt.

10/20/23	2	10/12 Marigold Dr	Stremmer & WRS	Above driveway, ditch and spill inlet to culvert for 20'. Extend spalls to edge of asphalt. Install berm as marked from above driveway to below driveway. At end of berm install 10' long x 5' wide quarry spill dispersion pad starting at edge of asphalt. 10' length to parallel asphalt.	
11/9/2023	1	Tee Place	SVCA, Stremmer, & WRS	Intercept existing pipe in golf cart path at end of Tee Place, and install catch basin. CB to allow surface water to drain. Install berm from across driveway to left of golf cart path to direct surface water to new CB.	



**RESOLUTION**

**CODE OF CONDUCT FOR DIRECTORS & COMMITTEE MEMBERS**

WHEREAS, the Board of Directors is empowered to govern the affairs of the Association pursuant to Section \_\_\_\_\_ of the Bylaws, and;

WHEREAS, the Board deems it to be in its best interest to adopt a Code of Conduct for Directors serving on the Board, as well as Directors who are appointed to various committees of the Board.

NOW, THEREFORE: IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Board adopts the following policy attached, hereto as Exhibit A (the "Code of Conduct"). The Code of Conduct hereby supersedes and replaces any previously adopted Code of Conduct.
2. The Code of Conduct shall be effective immediately.
3. The Code of Conduct shall remain in effect until amended or terminated by a majority vote of the Board of Directors.

ADOPTED this \_\_\_ day of 201\_\_\_ at a regularly scheduled meeting of the Board of Directors at which a quorum was present.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**EXHIBIT A**  
**CODE OF CONDUCT**  
**BOARD OF DIRECTORS AND COMMITTEE MEMBERS**

The Board of Directors (“Board”) of \_\_\_\_\_ (the “Association”) has adopted the following Code of Conduct (the “Code”) for members of the Board and committee members (collectively referred to as “Directors”). This Code is not intended to deal with every situation that may arise.

The provisions of this Code may only be enforced by the Board. Nothing in this Code will create any right or cause of action for any member of the Association.

Directors who have questions about the Code are encouraged to bring questions to the attention of the President, who may consult with legal counsel as appropriate.

**1. STANDARDS OF CONDUCT**

1.1 Directors are required to maintain full compliance with all governing documents of the Association and to be in good standing throughout their term of service on the Board.

**2. DUTIES AND RESPONSIBILITIES**

2.1 Directors have the following duties: enforce the Association’s governing documents as written, preserve the Association’s resources, and keep the common areas in a state of good repair. To fulfill these duties, Directors must:

- Regularly attend Board meetings;
- Be informed of laws affecting the Association and its governing documents;
- Review materials prior to making decisions and be informed of all relevant facts;
- Recuse themselves whenever a perceived or potential conflict may exist, and;
- Review the Association’s financial reports.

**3. CONDUCT**

3.1. Conflicts. Board members shall immediately disclose to the Board any perceived or potential conflicts of interests. Directors must withdraw from participation in any decision in which they have a material interest.

3.2 Self-Dealing. Board members shall refrain from engaging in self-dealing. Self-dealing occurs when an individual makes decisions that materially benefit themselves or their relatives at the expense of the Association. Without limiting the generality of the foregoing, no Director or committee member may:

- Solicit or receive any compensation from the Association for serving on the Board or any committee;
- Solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the Association, or;

- Seek preferential treatment for themselves or their relatives.

3.3 Protection of Confidential Information. Directors are responsible for protecting the Association's confidential information. Except when disclosure is duly authorized or legally mandated, no Director or committee member may disclose confidential information.

Confidential information includes, without limitation:

- Attorney-client privileged communications;
- Private personal information of fellow Directors or Association employees;
- Disciplinary actions against members of the Association, and;
- Assessment collection information against members of the Association.

3.4. Misrepresentation. Directors may not knowingly misrepresent facts to the members. To ensure accuracy, Directors are encouraged to verify factual information with SVCA staff before disseminating facts to the membership.. All Association data, records, and reports must be accurate and truthful and prepared in a proper manner. If a factual misrepresentation is made publicly and is not timely and publicly withdrawn after becoming aware of its falsity, it is deemed to have been an intentional misrepresentation.

3.5. Interaction with Employees. To ensure efficient management operations and avoid conflicting instructions from the Board to management, Directors shall observe the following guidelines:

- The president of the Board shall serve as liaison between the Board and staff and shall provide direction as necessary to the general manager.
- Only the president may give direction to Association employees.
- No Director may threaten or retaliate against an employee who brings information to the Board regarding improper actions of a Director or committee member.
- Directors are prohibited from harassing or threatening employees, whether verbally, physically or otherwise.

3.6. Proper Decorum. Directors must act with proper decorum in all mediums of communication including in person, in meetings and on social media. Although they may disagree with the opinions of others on the Board or committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, Directors must focus on issues, not personalities, and conduct themselves with courtesy toward each other, employees, and members of the Association. Directors shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board's decisions.

#### **4. Violations of Policy**

4.1 Directors who violate the Association's ethic's policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

- Formal censure or reprimand, which will be communicated to the membership;
- Removal from committees;

- Request for the Director to resign from the Board, or an elected Committee;
- Removal from Committee (if not elected by the membership);
- Recall by the membership, and;
- Legal proceedings.

Prior to taking any of the disciplinary actions, the Board shall appoint an impartial committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the Director believed to be in violation, confer with the Association's legal counsel, and present its findings and recommendations to the Board for appropriate action. The Board shall endeavor to meet with the Director in executive session prior to imposing disciplinary action.

## **Commitment to Civil Behavior**

To maintain a productive working environment and to provide a model for a civil community, members of the Sudden Valley Board of Directors commit to:

1. Support the Association's mission.
2. Bring Association related concerns, issues, and conflicts to the Board of Directors for discussion and resolution.
3. Offer and be open to alternative solutions when addressing a problem or issue.
4. Show respect to each other as elected representatives of the membership, both during meetings and when commenting publicly outside of meetings.
5. Promote civility during Board meetings and tolerate nothing less.
6. Maintain the confidentiality of material discussed during closed sessions and do not disclose the content or substance of confidential or privileged communications relating to Association business.

### **Mission**

Our mission is to foster a livable and inclusive community through exceptional service, transparency, and responsible stewardship of our shared resources.

### **Vision**

Our vision of Sudden Valley is a sustainable and collaborative community where natural beauty, recreation, and civic engagement create a strong sense of belonging for our diverse membership.