



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

March 28, 2024, 6:00 PM, IN PERSON, DANCE BARN

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Candidate Interviews

Each candidate will be given 15 minutes for a personal introduction, then interviewed with questions from the Directors.

- Barbara Wahli
- Ray Meador

Item 3) Candidate Selection -- Board Voting

Item 4) Consent Agenda

Minutes-March 14, 2024

Item 5) Announcements

Item 6) Property Owner Comments – 15 Minutes Total

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

Item 7) Financial Report -- January 2024

Item 8) Continuing Business

8a. Approve Revisions to Code of Conduct/Grievance Procedure

Item 9) New Business

9a. Resolution for creation of a Safety Committee

9b. Resolution and Charter for the Communications Committee

9c. Approval Request - Reserve Study Contract

Adjournment



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, March 14, 2024

Minutes

DATE AND LOCATION: Dance Barn
CALLED TO ORDER AT: 7.02PM
AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

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

ATTENDING:

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

Call to Order

President McLean called the meeting to order at 7:02PM.
Land Acknowledgement and Anti-Racism Statement.

1. Director Van De Polder made a motion to amend the agenda by reversing the order of items 8a and 8b in Closed session.

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

President Moved to Adopt the Amended Agenda.

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

2. Consent Agenda

Director Voldt made a request to discuss item 2b. for content. Discussed revising the President's response and amend before publication.

Motion: Move to approve the February 8, 2024, minutes with corrections as agreed.

Motion By: Director Van de Polder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 6	Against:	Abstained	1

Director Asai noted error in date on the 2/28/204 minutes. Noted to make correction before minutes published.

3. Announcements

3a. The new Director of Golf, Kevin LeDuc, was announced.

3b. Candidates for the Board vacancy have received two applications, closing date is 3/18/2024 so still time to apply. Interviews and appointment will take place at the regular Board meeting on 3/28/2024. Check needed early start time. Other Committee vacancies: ACC-needs five members, LRPC-needs 2-3 members.

4. Property owner comments.

Members made comments.

Questions regarding unused space in Community Center.

Boy Scout presentation of proposed project at AM PM Park.

5. GM Report

6. Continuing Business

6a. Code of Conduct/Grievance Procedure—Reviewed suggested revisions and additional language to further clarify the actual grievance procedure. Both documents will be brought back to the next meeting for approval. The Code had previously been finalized, but not voted on until both procedures could be approved.

The motion on the table is to bring back the code of conduct and the grievance procedures for our next meeting.

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

6b. Date for the facilities tour set for March 22nd 1:00-4:00 for those wishing to tour and the Strategic Planning Retreat will be March 23, 2024. It will start at 10:00 o'clock and go to 3:00pm.

6c. Marina Wet Slip Update

Additional information was provided that the marina slips could cost more than anticipated. The project is so far out it is hard to determine material and labor costs now. Modifications could be made to the project to reduce the cost. It is premature at this time to try and get hard dollar amounts for a project scheduled six years out in 2029.

7. New Business

7a. 2024 Events List and Calendar Discussion

Motion: We select the events and the dates for these events that Joanne has for Sudden Valley: presented to us in this memo for the 2024 event dates

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

7b. LRPC Board Appointments

Motion: Nominate Sonia Voldt as second Board Director to the committee.

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

Motion: Appoint Kyle Kaltenbach as staff member for LRPC.

Motion By: Director McLean		Seconded: N/A	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 5	Against: 1	Abstained: 1	

7c. Appeals Committee Alternate Member

Motion: Move to nominate Rob Gibbs as alternate Appeals Committee Member for the upcoming appeal.

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

7d. Approval Requests

i. Lien Fees

Motion: Move that the SVCA Board of Directors approve the increase of lien fees from \$475 to \$675 to reflect the increase in fees assessed by Whatcom County.

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

ii. Pool Services Agreement

Motion: Move that the SVCA Board of Directors approve the 2024 pool services agreement with Cesco Solutions and authorize the General Manager to execute the agreement.

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

7e. Capital Requests

i. Tennis Court Contract Award

Motion 1: Move that the SVCA Board of Directors approve the allocation of \$302,615.38 from CRRRF as change order funding to capital code 9723.05 for construction of the Core Area: Tennis Court Resurfacing & Fencing project.

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

Motion 2:

Motion: Move that the SVCA Board of Directors approve contract award to Stremler Gravel, Inc. per their proposal dated February 9h, 2024, and authorize the General Manager to execute SVCA's standard construction contract.

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

8. Closed Session

Motion: Move to closed session at 9:09PM.

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

Motion: Move to open session at 10:54PM.

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

President McLean: Coming back from closed session. There was some action taken on the appeal and that will be in our minutes.

Motion: Move to adjourn.

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

Adjourned: 10:55PM

Approved by: _____
Linda Bradley, Board of Directors Secretary

Sudden Valley Community Association

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

	Unaudited** Jan 31, 2024	Unaudited** Dec 31, 2023	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 809,715	\$ 685,747	\$ 123,968
Building Completion Deposit Fund	501,745	511,445	(9,700)
Member Receivables - Operations*	-	43,985	(43,985)
Other Receivables	17,567	17,562	5
Prepaid Expenses	56,202	59,291	(3,089)
Operating Lease ROU Assets	4,476	5,023	(547)
Inventory	6,978	5,659	1,319
Total Current Assets	1,396,683	1,328,712	67,971
Current Liabilities			
Accounts Payable	(184,726)	(217,485)	32,759
Accrued Vacation Liability	(62,801)	(64,195)	1,394
Accrued Payroll	-	(64,114)	64,114
Prepaid Assessments	(384,341)	(230,966)	(153,375)
Building Completion Deposits	(501,745)	(511,445)	9,700
Other Refundable Deposits	(5,596)	(5,796)	200
Operating Lease Liability	(4,476)	(5,023)	547
Prepaid Golf Memberships	-	(112,089)	112,089
Total Current Liabilities	(1,143,685)	(1,211,113)	67,428
Operating Reserve Funds			
Emergency Operating Cash	362,390	362,252	138
Undesignated Reserves Cash	321,275	306,265	15,010
Total Operating Reserve Funds	683,665	668,517	15,148
Net Operating Assets	\$ 936,663	\$ 786,116	\$ 150,547
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,679,918	3,624,027	55,891
Roads Reserve Cash Fund	2,142,199	2,039,620	102,579
Board Density Reduction Cash Fund	87,707	87,688	19
Mailbox Cash Fund	128,563	126,445	2,118
CRRRF Capital Reserve Holding Cash	222,104	222,019	85
Mitigation Assignment of Savings Cash	49,700	49,688	12
LWWSD Assignment of Savings Cash	101,840	101,840	-
Member Receivables - Capital**	-	16,112	(16,112)
Total Capital Current Assets	6,412,031	6,267,439	144,592
Capital Fixed Assets			
Fixed Assets	15,339,595	15,391,586	(51,991)
Finance ROU Assets	129,980	136,464	(6,484)
Lots Held for Sale	228,041	228,041	-
Total Capital Assets	15,697,616	15,756,091	(58,475)
Long Term Liabilities			
CRRRF Loan 2022	(1,778,186)	(1,799,425)	21,238
Finance Leases	(101,499)	(106,597)	5,098
Total Long Term Liabilities	(1,879,685)	(1,906,021)	26,336
NET ASSETS	\$ 21,166,625	\$ 20,903,625	\$263,000
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	146,764	431,229	(284,465)
Net Income: Rec Special Assmt	-	(180,468)	180,468
Net Transfers Out from Operations to Capital	-	-	-
Current Year Net Income: Capital**	116,236	1,516,019	(1,399,783)
Net Transfers Into Capital from Operations	-	-	-
Retained Earnings**	5,200,882	4,950,121	250,761
Capital**	15,702,743	14,186,724	1,516,019
TOTAL MEMBER EQUITY	\$ 21,166,625	\$20,903,625	\$263,000

* 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 January 31, 2024, and December 31, 2023, the balances of receivables written off were \$696,633 and \$624,674, respectively.

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

Sudden Valley Community Association

**Sudden Valley Community Association
Income Statement Summary**

UNAUDITED	Current Month - January 2024			Year to Date - 1 Month Ending 1/31/2024			
	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	222,521		230,678	222,521			230,678
Bad Debt Reserve	(13,971)		(11,945)	(13,971)			(11,945)
Net Current Year Assessment Income	208,550	(2,734)	218,733	208,550	(2,734)	93.7%	218,733
Bad Debt Recoveries - Prior Years			8,844				8,844
Golf Income	167,091	222	-	167,091	222		-
Marina Income	506	506	-	506	506		-
Rec Center & Pools Income	812	812	-	812	812		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	13,515	6,631	-	13,515	6,631		-
Rental Income - Other	190	32	-	190	32		-
Area Z Rental Income	3,931	(1,830)	-	3,931	(1,830)		-
Lease Income	5,330	1,184	-	5,330	1,184		-
New Home Construction Fees	-	-	-	-	-		-
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		-
Investment Income	746	654	3,882	746	654		3,882
Total Revenue	400,671	5,477	231,459	400,671	5,477		231,459
EXPENSES							
Salaries & Benefits	84,851	14,928	-	84,851	14,928		-
Contracted & Professional Services	12,091	(2,031)	-	12,091	(2,031)		-
CC&Rs/ Mandates	40,715	(4,685)	-	40,715	(4,685)		-
Maintenance & Landscaping	16,744	27,415	-	16,744	27,415		-
Utilities	10,801	722	-	10,801	722		-
Administrative	15,119	598	-	15,119	598		-
Regulatory Compliance	29,128	(24,470)	-	29,128	(24,470)		-
Insurance Premiums	14,512	(280)	-	14,512	(280)		-
Other Expenses	-	83	-	-	83		-
Depreciation Expense	-	-	96,162	-	-		96,162
Interest expense	-	-	2,949	-	-		2,949
Total Expenses	223,961	12,280	99,111	223,961	12,280		99,111
Net Income (Loss)	176,710	17,757	132,348	176,710	17,757		132,348
Other Activity							
Net Other UDR Activity*	12,645			12,645			
AR Accrual - Prior Year Reversal	(43,985)		(16,112)	(43,985)			(16,112)
AR Accrual - Current Year	-		-	-			-
Vacation Liability Accrual	1,394			1,394			
Total Other Activity	(29,946)		(16,112)	(29,946)			(16,112)
Grand Total Activity	146,764	17,757	116,236	146,764	17,757		116,236

*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**

1 Month Actual, 11 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	3,624,027	2,039,620	222,019	87,688	126,445	151,528	\$ 6,251,327	362,252	306,265	\$ 668,517
Dues Received	110,714	114,799		-	2,071		227,584	-	15,213	15,213
Storm Water Mitigation Plan Fee		-					-			-
Investment Income	2,335	1,385	85	19	47	12	3,882	138	120	259
Sale of Assets	-			-			-			-
Mitigation Assignment	-	-				-	-			-
2024 Expenditures	(57,158)	(13,604)	-	-	-		(70,762)		(323)	(323)
Net Available Cash at 1/31/2024	3,679,918	2,142,199	222,104	87,707	128,563	151,540	\$ 6,412,031	362,390	321,275	\$ 683,665
11 Month Outlook										
Outlook - 2024 Dues (95% collections)	1,177,381	1,210,974			21,852		\$ 2,410,207			\$ -
Outlook - Prior Year Collections	18,237	18,758			338		37,333		36,000	36,000
CRRRF Loan Payments for year 2024	(305,286)						(305,286)			-
Obligated Expenses/Holdings	(1,788,010)	(166,481)	(222,104)			(151,540)	(2,328,134)		(15,068)	(15,068)
Net Usable Cash Balance 12/31/2024	2,782,240	3,205,450	-	87,707	150,754	-	\$ 6,226,151	362,390	342,207	\$ 704,597
Board Recommended Carryover Balance	(600,000)	(500,000)					\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2024, After Recommendation	\$ 2,182,240	\$ 2,705,450	\$ -	\$ 87,707	\$ 150,754	\$ -	\$ 5,126,151	\$ 362,390	\$ 342,207	\$ 704,597
Net Current Year Cash Increase (Decrease)	(841,787)	1,165,830	(222,019)	19	24,309	(151,528)	\$ (25,176)	138	35,942	\$ 36,080

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

Whole \$

UNAUDITED

Department	Actual Revenue	Revenue B / (W)	Actual Salary Benefits	Salary & Benefits B / (W)	Actual Other Expense *	Other Exp B / (W)*	Net Income / (Loss) *	Net B / (W)*
ACC / Security	5,600	5,433	-	3,953	61,120	(30,810)	(55,520)	(21,424)
Accounting	1,616	(1,842)	14,622	769	674	1,833	(13,680)	760
Administration	107	14	18,752	1,645	5,562	5,934	(24,207)	7,593
Common Costs	6,939	3,681	-	-	30,577	(5,367)	(23,638)	(1,686)
Facilities	8,160	(1,746)	1,884	633	9,995	6,499	(3,719)	5,386
Maintenance	-	-	18,762	235	2,820	9,759	(21,582)	9,994
Subtotal	22,422	5,540	54,020	7,235	110,748	(12,152)	(142,346)	623
Golf	167,091	222	25,823	4,232	24,658	7,657	116,610	12,111
Marina	506	506	-	-	604	484	(98)	990
Rec/ Pools/ Parks	2,102	1,944	5,008	3,461	3,100	1,362	(6,006)	6,767
Subtotal	169,699	2,672	30,831	7,693	28,362	9,503	110,506	19,868
Subtotal Operations before Ops Dues	192,121	8,212	84,851	14,928	139,110	(2,649)	(31,840)	20,491
Ops Dues Earned	222,521						222,521	
Curr Yr Bad Debts Activity	(13,971)						(13,971)	
Net Ops Dues	208,550	(2,734)					208,550	(2,734)
Net Operations	400,671	5,478	84,851	14,928	139,110	(2,649)	176,710	17,757
Other Operating Activity								
UDR Activity	13,032				387		12,645	
AR Accrual - Prior Year Reversal	(43,985)				-		(43,985)	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				(1,394)		1,394	
Total Other Operating Activity	(30,953)				(1,007)		(29,946)	
Grand Total Operations Activity	369,718	5,478	84,851	14,928	138,103	(2,649)	146,764	17,757

* Excludes Depreciation

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

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 January 1, 2024 to January 31, 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	5,600	5,433	-	3,953	61,120	(30,810)	(55,520)	(21,424)
Accounting	1,616	(1,842)	14,622	769	674	1,833	(13,680)	760
Administration	107	14	18,752	1,645	5,562	5,934	(24,207)	7,593
Common Costs	6,939	3,681	-	-	30,577	(5,367)	(23,638)	(1,686)
Facilities	8,160	(1,746)	1,884	633	9,995	6,499	(3,719)	5,386
Maintenance	-	-	18,762	235	2,820	9,759	(21,582)	9,994
Subtotal	22,422	5,540	54,020	7,235	110,748	(12,152)	(142,346)	623
Golf	167,091	222	25,823	4,232	24,658	7,657	116,610	12,111
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Other Operating Activity								
UDR Activity	13,032				387		12,645	
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AR Accrual - Current Year	-				-		-	
Total Other Operating Activity	(30,953)				(1,007)		(29,946)	
Grand Total Operations Activity	369,718	5,478	84,851	14,928	138,103	(2,649)	146,764	17,757

* 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				
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev					Total	Perm	WD10	Avail.	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	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
Mar	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
Apr	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
May	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
Jun	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
Jul	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
Aug	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
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
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
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
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

LLE = Lot Line Eraser
 CTB = Covenant to Bind

Policy: Code of Conduct
Policy#: 2024.1
Date: February 22, 2024

SVCA Board and Committee Code of Conduct Policy

BOARD/COMMITTEE MEMBER STATEMENT

As a member of the Board or Committee, I agree to uphold this Code of Conduct for Board and Committee Members, as adopted by the Association. I will conduct myself according to the following model of excellence:

- Recognize the worth of all individuals and appreciate their individual talents, perspectives, and contributions.
- Help create an atmosphere of respect and civility, where other Board and Committee Members, other Association members, and staff are free to express their ideas and work to their full potential.
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others.
- Respect the dignity and privacy of all Association members and partners.
- Keep the common good as my highest purpose and focusing on achieving constructive solutions for the benefit of the entire membership.
- Avoid and discourage conduct which is harmful to the best interests of the Association or its members.
- Disputes between the association, board directors, or committee members must be submitted to non-binding alternative dispute resolution as a pre-requisite to commencement of a judicial proceeding.

I affirm that I have read, understand, and agree to the Sudden Valley Community Association Code of Conduct.

Keith McLean _____

Taimi Van de Polder _____

Laurie Robinson _____

Linda Bradley _____

Rick Asai _____

Stu Mitchell _____

Andrew Tischleder _____

Sonia Voldt _____

History: Rescinded _____ Superseded/Replaced by Policy # _____

SVCA Resolution of Grievances Policy

Purpose

The Sudden Valley Community Association recognizes that there are times when the need arises for volunteers to express concerns in a formal manner. The following procedures will ensure that volunteers receive a fair and unbiased review of their concerns and can follow a defined path in an effort to achieve a resolution. This policy is independent of, and is not intended to supersede or affect, SVCA policies and reporting procedures for harassment and/or discrimination complaints.

Procedures

Step 1: Informal discussion with SVCA leadership (Confidential)

A volunteer's concerns should first be discussed with either the Chair of their committee, the President of the Board of Directors, or the General Manager. Many concerns can be resolved informally when a volunteer and leadership take time to review the concern and discuss options to address the issue.

If the volunteer's concern is with the actions or general behavior of another volunteer or volunteers, the Committee Chair, President, or General Manager will ask for permission before sharing the concern with the individual or individuals involved.

Step 2: Written complaint to SVCA leadership

If the volunteer is not satisfied with the results of the informal discussion described in Step 1, the volunteer may submit a written complaint within two weeks to either the Committee Chair, the President of the Board of Directors or the General Manager to include:

- The nature of the concern;
- Detailed information including evidence of the issue, witnesses, related policies, etc;
- The remedy or outcome desired.

A written complaint submitted by a committee member to their Committee Chair will automatically be shared with the President of the Board of Directors and the General Manager. A written complaint submitted by a Board Director will automatically be shared with all members of the Board of Directors. A report of the outcome/resolution of each complaint will also be shared with all members of the Board of Directors.

SVCA leadership will have two weeks to respond to the complainant in writing or to schedule a discussion between the complainant and other volunteer(s) that were named in the complaint. If a written complaint names a fellow volunteer(s) as the source of the concern, leadership will require that the complainant and the other named individual(s) meet to discuss the concern with both the President of the Board of Directors and the General Manager present. The President's role will be to facilitate the meeting; the General Manager will take notes detailing any agreement or follow-up actions.

If the complainant feels that the facilitated discussion has not adequately resolved their issues, they have the option of progressing to mediation as described in Step 3.

Step 3: Mediation by a third party

If the complainant feels that the facilitated discussion has not adequately resolved their issues, they have the option of progressing to mediation. The request for mediation should include:

Policy: SVCA Resolution of Grievances Policy

Policy#: 2024.2

Date: March 24, 2024

- An explanation of the concern and details of all previous efforts to resolve the issue;
- A copy of the written complaint submitted to SVCA leadership;
- A copy of SVCA leadership's written response to the volunteer's complaint;
- Detailed information regarding the complainant's dissatisfaction with SVCA leadership's response.

Requests for mediation will automatically be shared with all members of the Board of Directors. A report of the outcome/resolution of mediation, provided by the third-party mediation organization selected to facilitate the resolution of the identified issue, will also be shared with all members of the Board of Directors.

The President of the Board of Directors or the General Manager will facilitate the selection of a third-party mediator such as the Whatcom County Dispute Resolution Center. Once the mediation organization has been selected, that organization will manage the selection of a mediator and schedule discussions between the complainant and other individuals that were named in the complaint. SVCA will cover the cost of the third-party mediation organization. The outcome of mediation will be final unless new evidence or other circumstances warrant additional review of the concern.

Recordkeeping

The General Manager will maintain records of this process confidentially and securely.

The minutes of the Board will include notice of complaints upon resolution.

**RESOLUTION TO ESTABLISH
THE SUDDEN VALLEY COMMUNITY ASSOCIATION
Safety Committee**

WHEREAS, the Board of Directors is empowered to govern the affairs of the Association pursuant to Article III, Section C of the Bylaws, and;

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

WHEREAS, the Board deems it to be in its best interest to form an ad-hoc Safety Committee.

NOW, THEREFORE: IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Board approves the formation of an ad-hoc Safety Committee.

2. The first order of business of the committee shall be to write and submit to the board for approval the charter for the committee.

3. The Safety Committee shall remain in effect until amended or terminated by a majority vote of the Board of Directors.

ADOPTED this 28 day of March 2024 at a regularly scheduled meeting of the Board of Directors at which a quorum was present.

Director

Director

Director

Director

Director

**RESOLUTION TO ESTABLISH THE
SUDDEN VALLEY COMMUNITY ASSOCIATION
Communications Committee
2024**

WHEREAS Article V, Section 1 of the Sudden Valley Community Association (SVCA) Bylaws requires 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 Sudden Valley Board of Directors hereby establishes the Communications Committee. This charter will expire immediately following the 2024 Annual General Meeting (AGM) or such period as the Board may specify.

I. Purpose:

The purpose of the Communications Committee, as adopted by the SVCA Board, is to assist staff in the distribution of clear, factual, and timely release of information from the SVCA on upcoming events, current projects, weather and road conditions and follow up on Board plans and decisions.

II. 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. The committee may recommend prospective members to the Board; however, committee members shall be appointed by the Board. At least two Board Directors, one of which is appointed chair, must serve on the committee. Voting membership may not be less than three (3) or more than nine (9) members.

III. Meetings and Procedures:

The Communications Committee shall meet a minimum of four (4) times during 2024. Following the hierarchy of governing documents, the Communications Committee will adhere to all SVCA Resolutions, Bylaws, Policies, and County, State, and Federal laws, proclamations, and ordinances regarding remote meetings. Meetings shall be conducted in accordance with Robert's Rules of Order. A quorum is defined as 50% of membership, one of which shall be a Board member. No business shall be conducted with less than a quorum present. Notice and an agenda, giving place and time, shall be posted on the SVCA web page 48 hours in advance of the scheduled meeting. Written minutes shall be posted on the website and filed with the Secretary of the Board. The committee shall create a written report(s) as directed by the SVCA Board of Directors.

IV. Authority:

The committee is given the limited authority necessary for the reasonable execution of the stated purpose and responsibilities of this charter.

The committee Chair shall keep the Board and the GM informed of any discussions with outside organizations, agencies, or vendors. Discussions with outside Agencies must be approved by the Board of Directors and the GM.

No Communications 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.

V. Deliverables:

The specific duties and responsibilities of the Communications Committee shall consist of the following:

- a) Provide the Board, for approval, a New Member Welcome Packet including an updated Resident Handbook and any other pertinent documents the committee agrees should be included in the welcome packet.
- b) Establish protocols to enhance two-way communication between members and SVCA
- c) Publish information to keep members informed
- d) Co-ordinate with staff to plan community events and welcome new members to the Sudden Valley Community

Adopted by the Board of Directors:

President _____

Date _____

Secretary _____

Date _____

This charter was approved by the Board on _____.

FINANCE COMMITTEE

To: Sudden Valley Community Association Finance Committee
From: Joel Heverling, Finance Director
Date: March 28, 2024
Subject: Reserve Study Proposal (Level III Update)

Background/Analysis

The Sudden Valley Community Association (SVCA) is required by RCW 64.34.380 to complete a reserve study annually as part of the budget process. Additionally, the reserve study is further required as a component of the 2023 year-end audit process.

During fiscal year 2022, SVCA had a full on-site Level I reserve study performed by SmartProperty; therefore, just like the Level III update that was performed in the following year of 2023, SVCA is likewise only in need of a Level III update to be performed in 2024 for this year's 2025 budget planning process as well.

Funding

The total cost of the 2024 consolidated Level III reserve study update proposal invoice for the CRRRF, Roads, and Mailboxes funds from SmartProperty is \$5,104.68, which has been budgeted to be paid for from Operations.

Recommendation

It is recommended that the Finance Committee accepts the 2024 consolidated Level III reserve study update proposal invoice from SmartProperty for \$5,104.68, to be paid for from Operations, to immediately begin the Level III reserve study process.

Attachments

- SmartProperty 2024 consolidated Level III reserve study update proposal invoice



SmartProperty, Inc.

600 B Street, Suite 300
San Diego, CA 92101
(877) 864-8955
damian@smartproperty.com
www.smartproperty.com

INVOICE

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

INVOICE 2278
DATE 03/01/2024
TERMS Upon Receipt
DUE DATE 04/01/2024

SERVICE ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Pro Plan	Includes Professional Reserve Analyst consultation	1	5,104.68	5,104.68

Thank you for your business. We take credit cards, ACH payments, and checks can be mailed to 600 B Street, Suite 300, San Diego, CA 92101.

BALANCE DUE

\$5,104.68