



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

November 13, 2025, 7:00 PM, 8 Barn View Ct. Multipurpose Room A

Call to Order

Roll Call

- 1) Adoption of Agenda**
- 2) Announcements**
- 3) Property Owner Comments – 15 Minutes Total**
Please note that comments are limited to 3 minutes per person.
- 4) Consent Agenda**
 - a) Approval of Minutes – October 9, 2025
 - b) Approval of Minutes – October 23, 2025
- 5) Reports**
 - a) None
- 6) Continuing Business**
 - a) Area Z Garden Lease Renewal
- 7) Executive Session – Legal and Personnel**
- 8) New Business**
 - a) Board Vacancy
 - b) 2025 Election Certification
 - (i) 2025 AGM Minutes
 - c) Board Code of Conduct
 - d) Committee Discussion
 - e) Board Orientation Schedule
 - f) 2026 Golf Fee Increases

Adjournment



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, October 09, 2025,
Minutes

DATE AND LOCATION: MULTIPURPOSE ROOM A

CALLED TO ORDER AT: 7:00PM

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

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

ATTENDING:

Staff Members: Michael Bennett General Manager, Spencer Huston, IT

Call to Order

President McLean called the meeting to order at 7:00 PM.

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: X | Not Approved: | Tabled: | Died: |
| In Favor: Unanimous | Against: | Abstained | |

2. Announcements.

- Sudden Valley Candidate Forum on Saturday 10/11 at 6:30PM in the Dance Barn.
- Saturday, October 18th, from 11am to 3pm at the Library the Garden Club will have their Daffy Days giving away daffodil bulbs. Refreshments being served.
- Trunk or Treat is being held this year on Saturday, October 25th, and please note that it is exceptionally early this year. from 1pm to 3pm.
- Saturday, November 22nd, we will be holding our annual holiday market from 10:00am-3:00pm.
- Sunday October 26th Candidates Meet & Greet at 3:00PM in the Dance Barn.

3. Property owner comments.

- A member of the STR Taskforce made a recommendation regarding registering STRs timing and cost.
- A member discussed comments coming out of the recent County Town Hall and items of interest to the community.

4. Consent Agenda-Approval of Minutes: September 25, 2025, Draft Minutes

Motion: Move to approve the minutes.

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| Motion By: Director Bradley | Seconded By: Director Henning |
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|-----------------------|----------------------|------------------------|--------------|
| Approved: X | Not Approved: | Tabled: | Died: |
| In Favor: 6 | Against: | Abstained: 1 | |

5. Reports

5a. GM September-October Report (Pages 6-7)

5b. Committee/Task force Updates

- i) **Architectural Control**-Nothing to report. New member of the committee.
- ii) **Document Review**- Meeting next week with more policies to come to the Board later this month.
- iii) **Finance Committee**- Meeting next week.
- iv) **Long-Range Planning**- Still moving forward with coffee shop. PSE reviewing air strip solar cluster. Sticker program for SVCA vehicles is still moving ahead.
- v) **N&E Committee**- Candidate forum and “meet & greet” dates given. Printed ballots have been delivered to the Valley membership.
- vi) **Safety Committee**-Meeting next week.

6. Continuing Business-None

7. New Business -None

8. Executive Session

a) Personnel

Motion: Move to Closed session at 7:36pm. So moved.

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

Return to Open Session

Motion: Move to return to open session at 9:15PM.

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

Action coming out of closed session:

There was no action taken in closed session.

Motion to Adjourn

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

Approved by: _____

Linda Bradley, Board of Directors Secretary



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, October 23, 2025 Minutes

DATE AND LOCATION: MULTIPURPOSE ROOM A

CALLED TO ORDER AT: 6:03PM

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

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

Note: Director Tischleder, as of this meeting, has four total absences unexcused by the President and is automatically removed from the Board per the Bylaws Article III, Section 5, (b)(iii).

ATTENDING:

Guest Presenter: Ben Hancock- Larson Gross

Staff Members: Michael Bennett General Manager, Spencer Huston, IT

Call to Order

President McLean called the meeting to order at 6:03 PM.

1. President called for motion to adopt the agenda.

Motion: Motion to adopt the agenda.

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

2. Announcements.

- Trunk or Treat is this Saturday from 1 to 3. Early due to a wedding in the Barn. If we have high winds the location will be moved but will still happen and not be canceled.
- We have a Candidate Meet and Greet. Sunday 3:00-6:30 in the Dance Barn.
- Native Garden Plant Team of Parkview this Saturday at the Welcome Center. All the plants are potted out there, and we have sandwiches for volunteers.

3. Property owner comments.

- Area Z Garden Manager spoke to charging the garden for water and a need for finalized decision.

4. Consent Agenda-None

5. Reports

a) Financial Reports

- Audit Report Presentation-Ben Hancock, Larson Gross.
(pages 3-28)
- August 2025 Financials Joel Heverling, Finance Director

(pages 29-34)

- b) GM October Report (pages 35-39)
- c) **Committee Updates**-Yearly reports due to Secretary by Friday.
 - i) **Architectural Control**-Nothing.
 - ii) **Document Review**- Policies to present later in meeting
 - iii) **Finance Committee**- Capital requests later in meeting.
 - iv) **Long-Range Planning**- Had meeting and working on a survey.
 - v) **N&E Committee**- Two candidate forums went well. Meet & Greet soon. Reported on closing voting dates coming up as the AGM gets close.
 - vi) **Safety Committee**- None

6. Continuing Business

i.) **Discussion Area Z Garden License Renewal**

..: The Board of Directors of SVCA sign a 5-year lease with Area Z Garden and charge the garden club \$10 per plot per year.

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|---------------------------------|--------------------------------------|-------------------|--------------|
| Motion By: Director Asai | Seconded By: Director Bradley | | |
| Approved: X | Not Approved: | Tabled: | Died: |
| In Favor: 6 | Against: 2 | Abstained: | |

Note: GM to put lease together to present to the Garden Club to discuss among themselves. Bring the lease back to the November 13th meeting for Board to review,

7. New Business

i) **Discussion/Approval 2026 Board Meeting Schedule**

Motion: To accept this 2026 board calendar schedule (with changes as discussed) and schedule November 13th, 2025. our November meeting, of the board in November this year, and December 11th for our December board meeting.

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

ii) **Capital Request-Lake Louise Slide Gate Replacement, Phase 2**

Motion: Move that the SVCA Board of Directors approve the allocation of \$40,890.48 from CRRF funds as a change order to CRRRF Capital Code 9725.08 to complete Phase 2 of the Lake Louise Slide Gate Replacement Project and authorize the General Manager to execute a change order with Stremler Gravel, Inc. as per the proposal dated September 10th, 2025.

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

iii) **Capital Request-Snow Removal Equipment**

Motion: Move that the SVCA Board of Directors approve the allocation of up to \$35,000 from CRRRF for the purchase and installation of snow removal equipment as outlined, authorizing the maintenance and facilities manager to proceed with procurement and installation.

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| Motion By: Director McLean | Seconded By: Director Bradley | | |
| Approved: X | Not Approved: | Tabled: | Died: |

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| In Favor: Unanimous | Against: | Abstained: | |
|-------------------------------|-----------------|-------------------|--|

iv) Capital Request-Maintenance Truck OP-23 Replacement

Motion: Move that the SVCA Board of Directors approve the allocation of \$56,243 from CRRRF for the purchase of a replacement maintenance truck, for OP-23, and authorize the general manager and maintenance manager to negotiate final purchase terms with the selected vendor, including trade-in or sale of OP23, with any unspent funds returned to CRRRF.

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

v) Amend or Rescind SVCA Policies

Motion: I would make a motion to amend the Procurement and Purchasing Policy as written. To remove removing item number 3 out of the purchasing procurement Policy?

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

Motion: Move that the SVCA Board of Directors approve the procurement and purchasing policy with amendments and the Association Involvement in Member Property Matters and rescind the ACC Policy 1996-07 building permits.

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

Motion: Move to closed session at 8:51pm

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

8 Executive Session

- a. Personnel
- b. Contract /Lot Sale Negotiation

Motion: Return to Open Session at 10:26pm

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

Actions coming out of closed session.

Motion 1: Move that the Board of Directors authorize the General Manager to execute the purchase and sale agreement

for the sale of the SVCA-owned lot at 33 Louise View Drive for \$25,000. Subject to the terms and contingencies outlined in the offer, and to proceed with closing through Whatcom Land & Title

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

Motion 2: Move that the Board of Directors extend an offer of employment to the preferred candidate for GM.

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|------------------------------------|--|-------------------|--------------|
| Motion By: Director Bradley | Seconded By: Director Van de Polder | | |
| Approved: X | Not Approved: | Tabled: | Died: |
| In Favor: 5 | Against: 2 | Abstained: | |

Adjournment: 9:10:28PM

Approved by: _____
Linda Bradley, Board of Directors Secretary



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 13, 2025
Subject: Approval Request – Revised Area Z Garden License

Purpose

To submit a revised version of the License Agreement between SVCA and the Area Z Garden Club for review and approval by the Board of Directors.

Background

During the October 23, 2025 meeting, the Board directed GM Michael Bennett to revise the standard Garden License agreement to include a charge for water. The attached document incorporates that change.

Request

Request that the SVCA Board of Directors approve the attached revised License Agreement for the Area Z Garden Club.

Motion

Move that the SVCA Board of Directors approve the attached revised License Agreement for the Area Z Garden Club.



Sudden Valley Area Z Community Garden Club

LICENSE FOR COMMUNITY GARDEN

THIS LICENSE FOR COMMUNITY GARDEN (the "License") is made and entered into on the date of the last signature below by the **Sudden Valley Community Association**, a Washington nonprofit corporation (the "Association"), and the **Sudden Valley Area Z Community Garden Club**, an unincorporated member-run group (the "Club"). The Association and the Club shall be collectively referred to as the Parties.

WHEREAS, the Association owns specific real property within the Sudden Valley Community as common area for the benefit of its members;

WHEREAS, with permission of the Association, the Club currently utilizes a plot of the Association's real property described and/or depicted on Exhibit A hereto as a community garden ("Garden Plot 1");

WHEREAS, Garden Plot 1 shall be collectively called the "**Garden Plots**."

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties agree to the following terms and conditions:

1. **Grant of License.** The Association grants the Club a non-exclusive, revocable license to utilize the Garden Plots as community gardens. The Club shall not use the Garden Plots for any other purpose without the express prior written permission of the Association, which gives the Association sole and exclusive authority to deny, condition, or delay. The Club shall not utilize any of the Association's real property outside the Garden Plots for community garden purposes.
 - 1.1 **No Interest in Real Property.** This License shall not be deemed to transfer any interest in the underlying Association's real property to the Club or its members. Instead, it grants the Club and its members permission to use the Association's property under the terms and conditions and for the purposes set forth herein.
2. **Compliance with Club Rules.** At all times, the Club and its members shall utilize the Garden Plots in compliance with the Sudden Valley Community Garden Rules dated January 1, 2025, which are attached hereto as Exhibit C (the "Club Rules"). ***The Club shall not modify, alter, or otherwise change the Club Rules without the Association's prior written approval.***
3. **Indemnification.** Without limiting the generality of Paragraph 2 above, the Club shall ensure that it receives and transmits hold harmless agreements to the Association from all Club members utilizing the Garden Plots no later than January 1st of each year and within three (3) days of a new member joining the Club after February 1st of each year.
4. **Irrigation Water Reimbursement.** Beginning in the 2026 season, and payable at the end of the 2026 growing season, and at the end of each subsequent growing season under this agreement, the Club agrees to reimburse the Association for irrigation water obtained by SVCA from Lake Whatcom Water and Sewer at the rate of \$10 per Area Z garden plot, per year (e.g. 50 plots x \$10 = \$500 per year)
5. **Duration.** This License shall remain in full force and effect for five (5) years from the date of the last signature below. Notwithstanding the foregoing, either Party may terminate this Agreement upon thirty (30) days' advance written notice to the other Party for any reason or no reason. Upon termination of this License, the Club shall remove all improvements installed on the Garden Plots, including the raised beds, storage sheds, added soil, hoses, netting, and other gardening equipment or tools. If the Club fails to complete such removal within a reasonable period of time

following termination, the Association may remove the improvements and restore the area at the Club's expense. The Association shall be entitled to recover all reasonable costs incurred in such removal and restoration, including labor, disposal, and administrative expenses. The Club agrees that such costs shall be assessed as a special charge to its members. If any Club member fails to pay their share of such costs within the timeframe specified by the Association's governing documents, the Association may enforce collection through the remedies available under the Association's governing documents and applicable Washington State law, including but not limited to the recording of a lien against the delinquent member's real property and foreclosure thereof in accordance with RCW 64.38 and the Association's governing documents.

6. **Not a Public Dedication.** Nothing herein contained shall be deemed a gift or dedication of any portion of real property described herein to the general public or for any public use or purpose whatsoever, except as may be expressly provided herein.
7. **Severability.** In case any one or more of the provisions contained in this License shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this License shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
8. **Litigation.** If, because of any default or breach on the part of either Party in the performance of any of the provisions of this License, a legal action is instituted, the substantially prevailing Party shall be entitled to an award of its attorneys' fees and costs incurred in connection therewith. It is agreed that the jurisdiction and venue of any legal actions brought under the terms of this Agreement shall be exclusively in the Superior Court for Whatcom County, Washington. Washington law shall apply to this Agreement.
9. **Amendments.** This License may not be modified, amended, or terminated except by the written agreement of all Parties or their successors and assigns.
10. **Entire Agreement.** The entire agreement between the Parties concerning the subject matter herein is contained in this License; this supersedes all of their previous understandings and agreements, written and oral, concerning the subject matter.

IN WITNESS WHEREOF, the Parties have set their hands and signed this License on the day and year written below.

SUDDEN VALLEY COMMUNITY GARDEN CLUB

SUDDEN VALLEY COMMUNITY ASSOCIATION

Print Name: _____

Print Name: _____

Position: _____

Position: _____

Date: _____

Date: _____

EXHIBIT A | GARDEN PLOT 1

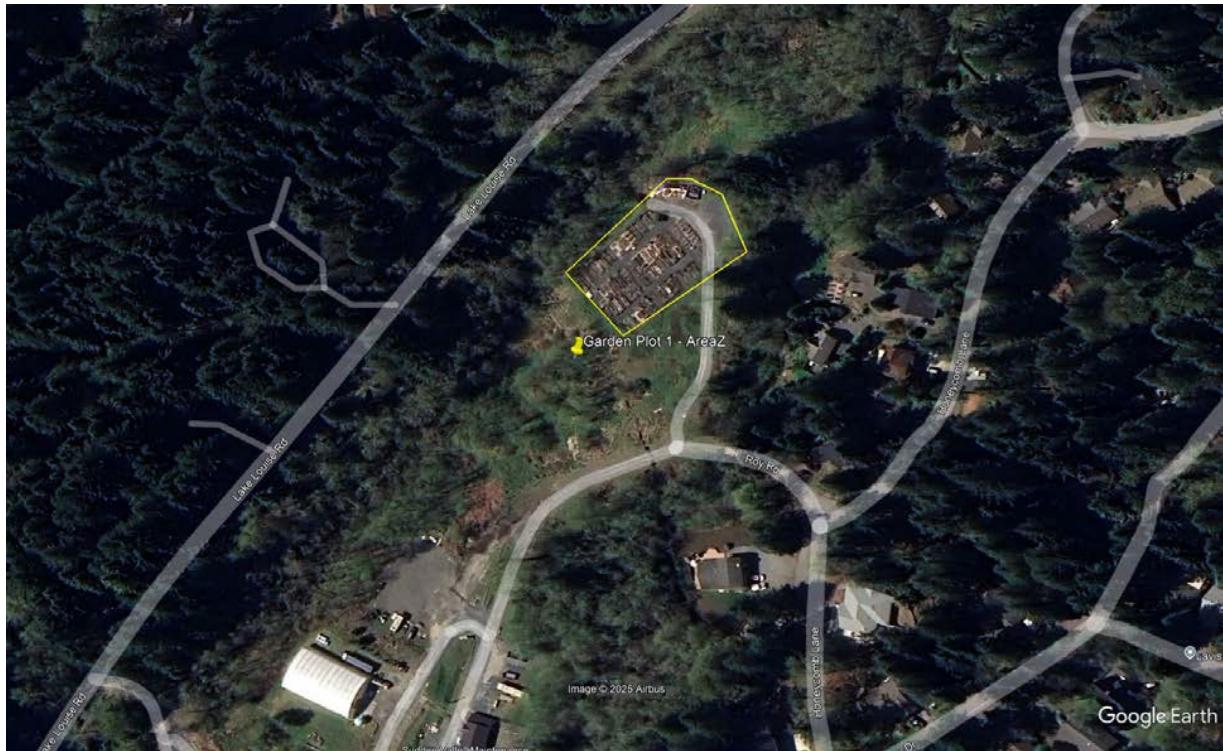


Exhibit C | Club Rules

About the Area Z Club

The **Sudden Valley Garden Club** (the “Club”) is one of the oldest organizations in Sudden Valley. Founded in 2009, under the **Sudden Valley Community Association** (the “Association” SVCA) **Fiscal Sponsorship** authorized by the Sudden Valley Board of Directors on June 30, 2010, funded by a grant from the **WSU Community First Grant** program, the Club is a sanctioned gardening recreational space for Sudden Valley residents and fosters community through gardening. The Club offers mentorship, workshops, clinics, presentations, a monthly newsletter, and special garden projects at the Area Z Community Garden. The Club hosts an annual Spring Seed Swap, Fall Potluck, Annual General Meetings, and monthly work parties on the 2nd Saturday of each month, April through October. Volunteer Club members host all events, and participation is optional, although active involvement is highly encouraged to strengthen the sense of community at the Club.

Membership Fees

- **Club Join Fee:** \$60 (One-time fee paid when joining the Club.)
- **Annual Club Registration:** \$40 (Paid annually during registration renewals. Due October 15.)
- **Double Plots Registration:** \$80 (Several original Club members are grandfathered in and allowed “double plots” and pay \$80 for their two plots. These double plots will be separated into single plots when rotated. Due October 15.)
- **Moving Half-Year Registration:** \$20 (This is an option for moving members who would like a shortened final registration for access after winter freeze to transplant garden items to a new location. This registration fee covers access from January 1 - June 1. Due October 15.)
- **Half-Year Registration:** \$20 (For new members joining the garden based on plot rotation after June 1. Due upon registration.)

Payment Options

Cash or Check:

- Deposits can be made at WECU:
 - **Account:** 403378864
 - **Business Name:** Sudden Valley Community Garden
 - **Memo Field:** Only include the plot number (e.g., "49").
Adding extra text risks cutting off important information and preventing proper payment crediting.
- Keep the deposit receipt for records, as errors have occurred.
- Email your deposit details so the treasurer can credit your plot payment.

Venmo:

- **Account:** @svcgAreaZ (Do not use @suddenvalleybarnviewgarden)
- Include only your plot number in the memo (e.g., "49"). Avoid emojis or additional text.
- Add \$2 to cover the Venmo transaction fee.

- Example: \$60 join fee + \$40 annual fee + \$2 Venmo fee = \$102.

No Refunds: Membership and registration fees are non-refundable for any reason.

Club Membership

Includes:

- Access to SVCG and use of one member plot (10' x 23') with year-round access.
- Invitation to all Club events.
- One vote per residential address for Club policy decisions.
- Shared access to community garden tools (made available by donation to the Club), water service (April– October, dependent on freeze dates), and wood chips provided by SVCA (when available).

Does Not Include:

- Individual plot infrastructure (e.g., plants, seeds, raised beds, soil, compost, fencing, pest barriers, etc).
- Trash or garden waste removal. Gardeners must pack out all waste and debris.
 - Pending annual budget review and Club vote during the annual meeting, Soil, Compost, Trash, and/or Garden Waste dumpsters may be placed on site from May - November for Club members. If no designated dumpster is on-site, take trash and garden debris home for disposal and/or composting.

Membership Cancellation:

- Members may cancel anytime by emailing the SVCG administration with a move-out date. Relinquishing a plot in good order allows the member to rejoin later. No refunds are given for canceled memberships.

Non-Transferable Plots:

- Plot assignments are overseen by Club administration and cannot be transferred, sublet, or reassigned by members. Members moving out of Sudden Valley must notify the Club administration to arrange for plot reassignment.

Registration and Rules Acknowledgment Form:

- **Each adult** (age 18+) residing at the registered address **must complete a Registration and Rules Acknowledgement form** upon joining the Club and every 5 years concurrent with any Rule changes in the Lease agreement.

Liability Waiver:

- **Each adult** (age 18+) residing at the registered address **must complete a waiver annually due by October 15.**

Membership Duties

Communication:

- Add **suddenvalleycommunitygarden@gmail.com** to your contacts and send a test email to confirm

delivery.

- Members are responsible for ensuring they receive and respond to garden communications from this email. The garden administration uses the email provided during registration. If your email changes, contact the Club administration and make the update.
- **Members are responsible for ensuring they submit a waiver and pay dues annually by October 15.** Plots will be considered abandoned and rotated to the waitlist if not completed by October 15.
- Set personal reminders to **check monthly for newsletters** during the garden season (April - October) and for registration to be completed prior to October 15.
- Club members are **prohibited from emailing Club Administration volunteers at any other email address** regarding Club administration issues. This ensures the Club Administration volunteers privacy, offers boundaries and separation between their garden administration work and personal life, and benefits Club members by centralizing all communication with the garden over time, regardless of who is volunteering in the administration positions.
- Whole Club email distribution lists that expose all members' contact information to the public are prohibited to ensure member privacy. Community conversations happen in person, through the community communication board, or between members exchanging contact information directly.
- Communications will be polite, in keeping with the community's values and honoring the Code of Conduct.
- All communications between Members and the Club Administration are handled via email for community transparency and record-keeping. The Gmail account is shared by all Club Administration volunteers. Access is transitioned from one administrator to the next, with a minimum of three volunteers having access for redundancy to Club documentation history.
- No phone contact is available for Club administration.
- Communication regarding Club matters on online platforms, such as websites, social media, podcasts, or other digital media distribution not overseen by the Club, is strictly prohibited.
- Dispute resolution between Club members can be requested through the Club administration and will never be initiated in a public forum.

Safety:

- Conduct yourself in a manner that ensures a friendly, safe, and peaceful environment in the garden.
- A First Aid Kit is available in the shed. Report hazards to the Club administration.
- Members are responsible for supervising children and leashed pets while in the garden and are required to pick up after them and reimburse others for any damages they may cause.
- Club members may use combination-style locks to limit access to their plots but must provide the Club administration with the code for access regarding garden matters.

Volunteering:

- Members are required to volunteer a minimum of 6 hours annually. Tasks may include maintaining common areas, assisting with work parties, performing administrative tasks, or planning events.
- Volunteer opportunities are listed in the monthly newsletter or by emailing Club administration.
- Log your volunteer hours in the shed's communication clipboard or via email. This helps the

garden administration track ongoing maintenance needs, plan work parties, and budget appropriately to keep the garden in good shape.

Trash:

- SVCG operates on a pack-in-pack-out policy. There is no trash service or composting available on site for pest control.

Plot Maintenance:

- Plots must remain trash-free and weed-free, including 3 feet beyond the plot lines into walkways or fences.
- Plots must have clear walkways to navigate in and out of the plot.
- Interior fence lines must be no taller than four feet and agreed to by plot neighbors. The club generally prefers limited fencing and open pathways to enjoy the entire community space. As plots rotate, any existing interior fences taller than 4' will be removed.
- Plots must be winterized by October 31, including removing all produce that may rot over winter to prevent pest issues. Year-round gardening is permitted, but decomposing produce may not remain.
- If plots are not maintained, non-compliance notices will be sent; members have 15 days to address the issue.

Non-Member Garden Access

- Non-club members are welcome to use the space outside the perimeter fence at any time to walk leashed dogs, play, and enjoy the area.
- Club members are welcome to bring supervised visitors to walk through and enjoy the Community Garden. However, visitors may not participate in garden maintenance activities prior to signing a Liability Waiver.
- To ensure Waivers are on file and submitted to the SVCA, garden helpers must have a Liability Waiver on file 2 weeks prior to assisting in the garden to allow waiver processing time.
- Club members should contact security to report trespassers inside the garden.

General Meetings

- A minimum of one General Meeting will occur annually, arranged by the Club Manager.
- Meeting details (time, date, method, and location) will be emailed to all Club members.
- When possible, the manager will endeavor to accommodate a time when the majority of members are available. However, the meeting is set at the discretion and at the convenience of the Manager.
- General Meetings are held at the Sudden Valley Dance Barn, regardless of the weather, to allow for presentations on the finances and garden matters.
- Club members may call additional meetings, with arrangements made by the Club Manager, limited to three per year and not exceeding one per month.

Voting and Membership Changes

- Club Membership terms, fees, policies, and procedures are recorded in the Lease Agreement between the Club and SVCA and can only be revised every 5-years in alignment with the Lease renewal between the Club and SVCA.

- A special meeting to discuss the Rules revisions will be held in September before the Lease renewal. Club members can suggest and have discussions to outline any rule revisions requested. The outcome will be a Club General Vote.
- A Club General Vote "approval" of a Rule requires more than 60% affirmative from all plots.
- Votes may be collected in-person or through online tally via email or other electronic submission via the general email used by the Club's administration:
suddenvalleycommunitygarden@gmail.com
- To ensure transparency, the Club's General Manager and one other Club member will tally and audit votes.
- The results of the Club General Vote will be shared with the Club at large, and the privacy of the voter will be honored.
- Revisions will be submitted for approval to SVCA and Legal before taking effect in signing the Lease between the Club and SVCA.
- Rule changes will not happen outside of this cadence, as it is too onerous for the Club administration, SVCA, and Legal to review more frequently.

Finances

- Club administration is required to maintain transparency in all financial matters and adhere to the budget reviewed annually at the General Meeting.
- Membership fees are used for ongoing maintenance and infrastructure needs, including:
 - Perimeter fencing
 - Hoses and water sprayers
 - Pest control
 - Parking lot maintenance
 - Storage shed upkeep
 - Reserve funds
- A reserve fund of \$2,000 is maintained for:
 - Emergency repairs
- Complete removal and clearing of the community garden, aka "The Plot", as outlined in the "License for Use" to ensure Club Members are not personally fined and charged by the SVCA should such an occasion arise.
- The reserve will have a contribution of no less than \$400 annually to reach full funding and to be maintained at a minimum of \$2,000.
- While finances are shared annually at the general meeting, members may request access to financial documents maintained by the Club Administration, including bank statements, budget documents, a five-year economic plan, ledger, and receipts at any time by emailing the Treasurer at the Club Administration email.
- While everything was converted to electronic record keeping in Google Docs in 2023, all available prior years' paper files have been scanned and archived digitally, and they are all available via the administration Google account.

Bank Account

- The Club maintains a business bank account separate from the SVCA and managed by and for the Club.

- This bank account is used for the collection and holding of annual dues and reserve funds
- This bank account is not associated with the personal finances of any Club administrator, and access is passed from manager to manager and treasurer to treasurer.
- The bank account must have a minimum of 2 current Club administrators for redundancy and transparency.

Club Volunteer Roles

- The Club is volunteer-run. All volunteers perform these duties at their discretion and leisure. Volunteers are requested to address communications within 14 days of receipt, allowing for auto-responses during vacations or periods of limited availability. No volunteer work is done in November and December.
- The Club administration is expected to operate professionally while representing the Club. Volunteers can access the Club's Gmail account, which is exclusively for Club-related communications. When sending general all club correspondences, volunteers will use "BCC" to protect member privacy.
- The Gmail account consolidates a history of all communications, ensuring accountability, transparency, and record-keeping. This also protects the personal privacy of volunteers by separating their personal and Club-related activities. Volunteers are prohibited from disclosing any Club member's affiliation or contact information outside of requirements for SVCA registrations or liability waivers to SVCA.
- No Club member will represent the Club or conduct business on behalf of the Club without coordination through the SVCG Manager.

Garden Manager:

- Act as the primary liaison between the Club, SVCA General Manager, SVCA Legal, and SVCA Maintenance Departments, ensuring clear and timely communications and the garden's operational status.
- Facilitate the renewal of the Lease between the Club and the SVCA every 5 years.
- Electronically submit Liability Waivers to the SVCA, ensuring compliance with all SVCA regulations.
- Oversee the Club's overall operations, including plot assignments and enforcement of garden policies.
- Coordinate with other volunteers and the general Club members to ensure the smooth functioning of the Club, including Club meetings, budget reviews, rule revisions, and event planning.
- Serve as members' primary point of contact regarding garden maintenance, rule adherence, and plot concerns.
- Maintain a schedule for recurring garden upkeep activities and oversee the timely completion of maintenance tasks.
- Disburse funds for garden-related expenses, such as repairs, supplies, and events, as outlined in the annual budget approved by Club members.

Garden Assistant Manager:

- Assist the Garden Manager with the administration of the Club.
- Act as the Garden Manager in their absence.
- Coordinate and delegate tasks to support the Garden Manager, Treasurer, and Club volunteers and

members.

- Help plan and execute tasks for meetings, events, and garden maintenance logistics.

Treasurer:

- Collect and record members' registration dues, ensuring accurate payment tracking.
- Maintain clear and transparent financial records, providing reports to members during meetings or upon request.
- Work with the Garden Manager and Assistant Manager to prepare and present the annual budget for approval by the Club to be reviewed at General Meetings.
- Oversee any fundraising activities or grant applications to supplement the Club's budget.
- Ensure compliance with any financial requirements the SVCA or other regulatory bodies set forth.

Work Party Coordinator:

- Assist in coordinating work parties, including scheduling task assignments and ensuring necessary tools and materials are available.
- Work with the Club administration to address maintenance action items and weeding as needed.

Calendar

The Club administration is obligated to provide an annual calendar. Events may be listed as TBD; however, registration dates must be set so that members are duly notified of yearly deadlines.

- **January 1** - All Registrations and Waivers submitted to the SVCA and Legal
- **Feb 2025** - "License For Community Garden" renewal every 5-year
- **March/April - TBD** - General Meeting
- **April - October** - 1st week of every month Newsletter and Garden Communications
- **April - October** - 2nd Saturday Work Party
- **May - TBD** - Annual Seed Swap
- **June 1** - Unplanted plots are considered delinquent and rotated to the waitlist
- **September - TBD** - Harvest Social and Potluck
- **September 2029 - TBD** - Special Community Meeting to discuss The Club Rules for General Vote changes. Voting must be completed by October 1 and submitted to SVCA Legal for review before the 2030 Lease Renewal.
- **October 1-15** - Annual Waiver forms submitted and Dues paid
- **October 16-31** - Club Member Plot Transfers (*based on available plots and members on the Transfer Waitlist*)
- **November 1-21** - New Member registrations from the waitlist
- **November 21 - January 2** - Holidays - **No Club Administration Available**

Prohibited: The following are grounds for immediate Club membership termination.

- **Glyphosate-Based Herbicides** (e.g., Round-up): Broad-spectrum herbicides leach into the soil, harm beneficial organisms, and have links to environmental and health risks.
- **2,4-D-Based Herbicides** (e.g., Crossbow or Weed B Gon): Selective herbicides that can harm desirable plants through drift, are toxic to aquatic life, and may pose health risks with prolonged exposure.
- **Dicamba-based herbicides (e.g., Banvel or XtendiMax):** These herbicides are known for their volatility and drift potential. They can damage nearby vegetation and have a significant environmental impact.
- **Triclopyr-Based Herbicides** (e.g., Garlon or Ortho Brush-B-Gon): Persistent in soil and harmful to surrounding woody plants and ecosystems, with risks to non-target species.
- **Synthetic Fertilizers** (e.g., Miracle-Gro) Can disrupt soil microbial balance, contribute to nutrient runoff, and harm long-term soil health.
- **Sewage Sludge** (e.g., Milorganite): May contain heavy metals, pathogens, or other contaminants unsafe for use in food gardens.
- **DAP and MAP (Ammonium Phosphates) are highly water-soluble and can harm local waterways and aquatic ecosystems by causing nutrient runoff and over-fertilization.**
- **Chilean Nitrate:** Depletes natural deposits and contributes to soil salinization, which can harm plants and soil structure over time.
- **Superphosphate** (Acidulated Phosphates): Adds phosphorus to soil, potentially causing nutrient imbalances and waterway pollution through runoff.
- **Chilean Nitrate of Potash (15-0-14):** Causes soil salinity issues and depletes mineral resources.
- **Muriate of Potash:** Contains high levels of chloride, which can harm soil microorganisms and reduce soil fertility.
- **KCl (0-0-60):** Excessive use leads to salt buildup in soil, negatively affecting plant growth and beneficial organisms.
- **Charcoal Ashes** (from BBQs, fire pits, wood stoves, cigarette ashes, etc.): These may contain harmful residues, heavy metals, or salts that can disrupt soil health and plant growth.
- **Unattended children or unleashed pets.**
- **Gardening outside of raised beds and containers or plot boundaries.**
- **Unfriendly and confrontational behavior.** Be kind, friendly, and neighborly, treating all with respect
- **No Drama.** Gossip, passive-aggression, and public call-outs won't be tolerated.
- **Only combination-style locks** are permitted, and garden administration must be given the code.
- **Dawn Dish Soap:** Can alter soil chemistry, harm beneficial insects, and is not biodegradable in the concentrations typically used as a herbicide or pesticide.
- **Salt:** Causes soil salinization, killing beneficial microorganisms and making soil inhospitable for future plant growth.
- **Fire:** Propane weed burners or debris fires.
- Plants or structures **above 8'** are prohibited, and plants and structures **above 6'** require permission from neighbors and cannot shade neighboring plots
- Plants that **shade** out neighboring plots.
- **Spreading plants** that are difficult to contain, like morning glories, horseradish, or mint.
- **Woody plants** such as trees, shrubs, and vines, including grapes, wisteria, hops, and invasive tubers. Bush and cane fruits (e.g., blueberries, and raspberries) are permitted; however, they must be trimmed and maintained.
- **Invasive Plant Species:**
<https://www.wnps.org/invasive-species>
- **Noxious Plant Weeds:**
<https://www.whatcomcounty.us/921/What-Are-Noxious-Weeds> ,
<https://www.nwcb.wa.gov/printable-noxious-weed-list>
- **Pest control** that includes poison, electric shock, snap traps, or noise emitting that humans can hear.
- **Motorized equipment**, except for weed whackers and chainsaws, when coordinated with the garden manager. Any other equipment use requires authorization through the Club administration and possibly SVCA.
- **Radios or Speakers**

- **Brick, stone, concrete, asphalt**, and other heavy materials building.
- **Bird and deer netting** captures animals in the natural ecosystem around the garden. Fine screen, mesh, and hardware cloth are permitted.
- **Tires, railroad ties**, and other materials containing creosote. Treated lumber is permitted.
- **Reclaimed** construction and housing materials, such as bathtubs, sinks, carpets, and pallets.
- Anything so **large** it requires machinery to hoist or move or which cannot be disposed of in a residential trash can.
- **Commercial production** of produce for resale. This restriction aims to prohibit large-scale commercial resale, which is generally impossible in a single assigned plot. Gardeners are allowed to sell items from their gardens at craft fairs, boutiques, and through independent, small resale opportunities

Community Garden Code of Conduct

- **Share and Be Kind.** Treat everyone with respect and patience. We are all guests in a shared community space.
- **Assume Good Intent.** We're all here to grow plants and community.
- **Respect Different Perspectives.** Every member and gardening method has something valuable to offer.
- **Offer Advice Thoughtfully.** Share guidance only when asked, and do so with encouragement.
- **Handle Conflicts Directly.** Talk to the person first. If needed, bring it to Club Admin.
- **Respect boundaries.** Stay within your plot and respect someone's "no" when they don't want to engage further. Everyone has the right to quiet, peaceful enjoyment in the garden.
- **Accountability.** Everyone is responsible for their own and their plants' behaviors.
- **Defer to nature first.** We garden in concert with nature and do not disturb or interfere with the ecosystem



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

Annual General Meeting

November 1, 2025

ASSOCIATION NAME: Sudden Valley Community Association

DATE AND LOCATION: SATURDAY, NOVEMBER 1, 2025 Dance Barn

CALLED TO ORDER AT: 1:16 p.m.

AUDIENCE MEMBERS: A quorum of sixty-two members were present.

BOARD MEMBERS PRESENT:

| | |
|-------------------------------------|-------------------------------------|
| 1. Keith McLean - President | 4. Laurie Robinson |
| 2. Rick Asai - Treasurer | 5. Tom Henning |
| 3. Linda Bradley - Secretary | 6. Rob Gibbs - N&E Chair |

STAFF MEMBERS: Michael Bennett, General Manager
Spencer Huston, IT

PARLIAMENTARIAN: John Berg

I. CALL TO ORDER

The meeting was called to order by President McLean at 1:16 p.m. who stated he would be serving as the presiding officer to allow the members to do the work of the annual general meeting.

II. INTRODUCTION OF THE PARLIAMENTARIAN

President McLean introduced the Parliamentarian, John Berg. Berg previously acted as the Parliamentarian for SVCA in 2021, 2022, and 2023.

Meeting Procedures

Robert's Rules of Order 12th Edition shall govern this meeting.

The Parliamentarian explained the rules for speaking during the meeting. The President reread the rules for speaking for clarity.

The President announced the proposed rules and asked if any objections. Hearing none, they were adopted.

He thanked the Staff for their efforts this year and recognized the current board and the outgoing board for all their hard work.

III. CERTIFICATE OF QUORUM

As of 1:15 PM there were sixty-two members present in the Dance Barn. A quorum is present.

IV. PROOF OF NOTICE OF ANNUAL GENERAL MEETING

Secretary, Linda Bradley

The notice of the annual meeting addressed to all members at the address on record with the Association Administration Office, ninety-one ballot packets were dropped into the Canada Post mailing system on Monday, September 22nd, 2025. Three thousand-twenty domestic ballots and five international non-Canadian ballot packets were dropped into the U.S. postal system on Wednesday, September 24th, 2025, satisfying the Bylaws requirement that notice be mailed at least 30 days before the meeting. The Secretary is in receipt of the postal service reports of the mailing.

V. APPROVAL OF 2024 AGM MINUTES.

The minutes for the 2024 annual meeting were reviewed by the board and were made available on the Sudden Valley website under the AGM Button for this event for the membership's review. Are there any corrections to the minutes?

Hearing none, the minutes are approved as presented.

As per the advice of our Parliamentarian, based on Roberts Rules, 48.12, we propose to authorize the Board to approve the minutes of the 2025 meeting. Are there any objections?

Hearing none, this proposal is adopted.

VI. Introduction of the Board of Directors Candidates. N&E Chair

N&E Chair commented on the election process. For the fifth straight year, SVCA's balloting is being handled by a third-party election vendor, UniLect Election Services. UniLect is responsible for printing, mailing, emailing, registering, and counting ballots.

Volunteer observers were present during the counting, and a video of the process is available on SVCA's YouTube channel. N&E Chair thanks the community for supporting the third-party process.

N&E Chair explains new electronic voting method.

It was announced that there were three open positions for the Board of Directors, all of which will serve (3) year terms. The list of names appearing on the ballot in order are:

- Linda Bradley
- Jean Maixner
- Joseph Adams
- Sean Chaffee

VII. Introduction of the Nominations and Elections Committee Candidates

The N&E Committee has five (5) open positions for the election; each committee member will have a two (2) year term. No candidates applied for the Committee. Currently, there are two committee members who have been previously elected. Their elected terms have expired, but they may stay on the committee until a new candidate applies and is elected at the 2026 Annual General Meeting.

This committee will be soliciting interested candidates to serve on the 2026 committee. N&E Chair asks those interested in volunteering to fill out an application on the Sudden Valley website.

VIII. Introduction of the Architectural Control Committee Candidates

The Architectural Control Committee has five (5) open positions for the election, each committee member will have a three (3) year term. Only one (1) candidate applied.

- Terry Niblack

This committee will be soliciting interested candidates to serve on the 2026 committee. N&E Chair asks those interested in volunteering to fill out an application on the Sudden Valley website.

IX. NEW BUSINESS

a. Measure 1

Shall the Sudden Valley Community Association's 2026 annual consolidated budget, which provides for assessment revenue of \$5,907,161 and non-assessment revenue of \$2,196,697 for a total combined assessment and non-assessment revenue of \$8,103,858 be approved or rejected?

The Treasurer presented the 2026 budget.

Discussion: No members addressed the Board on the 2026 budget.

b. Measure 2: Shall Article VI, Section 7, be amended to provide for fines for owners who fail to comply with SVCA Bylaws and required governmental regulations pertaining to the leasing or rental of their property in Sudden Valley?

No discussion

This concluded the presentation of the Candidates and ballot measures members instructed to vote their ballots.

N&E members collected any floor ballots voted.

X. COMMITTEE REPORTS

The committee reports will be posted to the Sudden Valley website for viewing after the AGM.

XI. President's Report

President Keith McLean made a report.

XII. Treasurer's Report

Director Asai, Treasurer, made a report.

XIII. General Manager Report

General Manager Michael Bennett made a report.

XIV. Property Owners' Comments

Property owners made comments.

XV. Election Results

The Chair declares Sean Chaffee, Jean Maixner, and Joseph Adams as elected to the Board of directors for three-year terms.

a. Board of Directors

| | | |
|-----------------|-----|-------------|
| • Sean Chaffee | 749 | 3-year term |
| • Jean Maixner | 729 | 3-year term |
| • Joseph Adams | 613 | 3-year term |
| • Linda Bradley | 477 | |

For the ACC, Terry Niblack has been elected to a three-year term on the Architectural Control Committee.

b. ACC Committee

| | | |
|-----------------|-----|-------------|
| • Terry Niblack | 845 | 3-year term |
|-----------------|-----|-------------|

c. Measure 1: Approve the proposed budget.

| | |
|-----------|-----|
| • Approve | 474 |
| • Reject | 601 |

APPROVED

There being less than a majority of total owners rejecting the budget, the budget is approved.

e. Measure 2: Bylaw Amendment

| | |
|-----------|-----|
| • Approve | 773 |
| • Reject | 293 |

APPROVED

There being at least two-thirds approval of the members voting by mail-in ballot, online ballot, or in-person, the Bylaw amendment has been adopted.

XVI. Announcements

Announced that the Board Organizational Meeting would be held Tuesday, November 4th at 6:00 p.m. in Multipurpose Room A.

XVII. Adjourned 2:27 p.m.

Note: AGM Minutes Approved: As per the advice of our Parliamentarian, based on Roberts Rules, 48.12, we propose to authorize the Board to approve the minutes of the 2025 meeting. Are there any objections?

Hearing none, this proposal is adopted.

DRAFT

Policy: Code of Conduct

Policy#: 2024.1

Date: April 11, 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.

Signature

Printed Name

Date

History: Rescinded _____

Superseded/Replaced by Policy #_____



Sudden Valley Community Association
360-734-6430
4 Clubhouse Circle Bellingham, WA 98229
www.suddenvalley.com

MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: November 13, 2025
Subject: Background – SVCA Committees

Purpose

To provide background information for the discussion of committee appointments, the approval of ad hoc committees, and related topics.

Background

Article Five of SVCA's bylaws identifies seven standing committees of the board:

- **Architectural Control Committee**
Members are elected; the committee chooses its Chair; the chair becomes a non-voting member of the Board of Directors
- **Nominations and Elections Committee**
Members are elected; the committee chooses its Chair; the chair becomes a non-voting member of the Board of Directors
- **Finance Committee**
The Treasurer chairs this committee; other members are appointed by the Board of Directors
- **Executive Committee**
Members are appointed by the board and must be voting members of the Board
- **Appeals Committee**
The Vice President chairs this committee which is re-formed each time an appeal is requested by a member; committee members are members of the Board
- **Document Review Committee**
Members are appointed by the Board
- **Long Range Planning Committee**
Members are appointed by the Board

The rules governing each committee, as well as its purpose, are also described in Article Five.

Article Five gives the Board authority to organize additional committees to perform tasks and to serve for such periods as the Board may specify. A resolution must be passed by the Board to establish a committee. Ad hoc committees must comply with the terms described in Section One of Article Five.

In 2024, the Board adopted a resolution to create an ad hoc Safety Committee. That resolution is attached to this memo.

Considerations

- Committees serve the Board and must report on their activities regularly
- Committees are required to post notice of meetings, prepare agendas, prepare minutes, and follow parliamentary procedures in their meetings. Additionally, SVCA requires that all committee meetings be recorded and made accessible online. These requirements require staff support and add significantly to the work of the committee.
- Typically, at least two board directors are appointed to each committee; participation in committees adds significantly to the time required of each director.

**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, with 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 shall consist of the following:

Coordinate with SVCA Staff to:

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 _____



Sudden Valley Community Association
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APPROVAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: November 13, 2025
Subject: Approval Request – 2026 Golf Fee Increases

Purpose

To submit proposed 2026 golf fee increases for review and approval by the Board of Directors.

Background

Modest increases to the majority of the fees charged by the Sudden Valley Golf Course are proposed for 2026. It has been the practice of the Association to implement small annual increases for many years. This practice has supported golf's consistent growth in revenue despite much smaller increases, if any, in the number of rounds played each year.

The proposed fee increases are needed to cover increasing operational costs, but must be balanced against the fees charged by competitive courses in our area, as we do not want to price ourselves out of the market. Golf Director Kevin LeDuc proposed these fees after considering both rising costs and competitive prices.

The attached table shows both the current and the proposed fees. The increases average less than 3% overall, although some individual line items have larger increases.

Request

Request that the SVCA Board of Directors approve the attached schedule of 2026 golf fees.

Motion

Move that the SVCA Board of Directors approve the attached revised License Agreement for the Area Z Garden Club.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Print Name: _____

Title: _____

| GOLF RATES | | Member | | Non-Member | |
|---|--|--------------|----------|------------|----------|
| GOLF Annual Membership | | ANNUALLY | | | |
| | | 2025 | 2026 | 2025 | 2026 |
| <i>Annual Membership costs as stated plus Golf Club fees and taxes</i> | | | | | |
| Annual Membership - Single | | 2,300.00 | 2,350.00 | 2,500.00 | 2,575.00 |
| Annual Membership - Couple | | 3,450.00 | 3,525.00 | 3,800.00 | 3,900.00 |
| Annual Membership - Family 3+ | | 3,650.00 | 3,750.00 | 4,000.00 | 4,100.00 |
| Annual Membership - Young Family (children <15) After Noon Play | | 1,625.00 | 1,675.00 | 1,800.00 | 1,875.00 |
| Annual Membership - Senior Limited | | 1,675.00 | 1,725.00 | 1,850.00 | 1,900.00 |
| Annual Membership - Intermediate (18-28yrs old) | | 1,150.00 | 1,175.00 | 1,250.00 | 1,275.00 |
| Annual Membership - Associate | | 550.00 | 550.00 | 550.00 | 550.00 |
| Annual Membership - Social | | 145.00 | 150.00 | 145.00 | 150.00 |
| Annual Membership - Junior/Student (<17 yrs old) | | 350.00 | 360.00 | 380.00 | 390.00 |
| Annual Corporate 4 Named Memberships | | N/A | N/A | 5,700.00 | N/A |
| Annual Corporate 4 Named Memberships with Cart Included | | N/A | N/A | 8,100.00 | N/A |
| Annual Corporate 4 Floating Memberships | | N/A | N/A | 6,600.00 | N/A |
| Annual Corporate 4 Floating Memberships with Cart Included | | N/A | N/A | 9,000.00 | N/A |
| Monthly Membership - Single | | 195.00 | 200.00 | 210.00 | 215.00 |
| Monthly Membership - Couple | | 290.00 | 300.00 | 320.00 | 330.00 |
| Monthly Membership - Family 3+ | | 310.00 | 320.00 | 340.00 | 350.00 |
| Monthly Membership - Young Family (children <15) After Noon Play | | 140.00 | 145.00 | 155.00 | 160.00 |
| Monthly Membership - Senior Limited | | 145.00 | 150.00 | 160.00 | 165.00 |
| Monthly Membership - Intermediate (18-28yrs old) | | 100.00 | 105.00 | 110.00 | 115.00 |
| Monthly Membership - Associate | | 48.00 | 50.00 | 48.00 | 50.00 |
| Monthly Membership - Social | | n/a | n/a | n/a | n/a |
| Monthly Membership - Junior/Student (<17 yrs old) | | 37.00 | 38.00 | 42.00 | 43.00 |
| GOLF Daily Fees | | DAILY | | | |
| Group Pricing is available for groups of 16 or more. Please contact Golf Professional Staff for a quote. | | | | | |
| May- Sept: Property Owner / Guest (Mon-Thurs) Daily Green Fees, 9 Holes | | 36.00 | 36.00 | 40.00 | 40.00 |
| May- Sept: Property Owner / Guest (Mon-Thurs) Daily Green Fees, 18 Holes | | 55.80 | 55.80 | 62.00 | 62.00 |
| May- Sept: Property Owner / Guest (Fri-Sun,Holidays) Daily Green Fees, 9 Holes | | 43.20 | 44.10 | 48.00 | 49.00 |
| May- Sept: Property Owner / Guest (Fri-Sun,Holidays) Daily Green Fees, 18 Holes | | 64.80 | 66.60 | 72.00 | 74.00 |
| April&October: Property Owner / Guest (Mon-Fri) Daily Green Fees, 9 Holes | | 29.70 | 30.60 | 33.00 | 34.00 |
| April&October: Property Owner / Guest (Mon-Fri) Daily Green Fees, 18 Holes | | 46.80 | 47.70 | 52.00 | 53.00 |
| April&October: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 9 Holes | | 36.00 | 36.90 | 40.00 | 41.00 |
| April&October: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 18 Holes | | 55.80 | 57.60 | 62.00 | 64.00 |
| March: Property Owner / Guest (Mon-Fri) Daily Green Fees, 9 Holes | | 27.00 | 27.00 | 30.00 | 30.00 |
| March: Property Owner / Guest (Mon-Fri) Daily Green Fees, 18 Holes | | 42.30 | 43.20 | 47.00 | 48.00 |
| March: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 9 Holes | | 32.40 | 33.30 | 36.00 | 37.00 |
| March: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 18 Holes | | 51.30 | 52.20 | 57.00 | 58.00 |
| Nov-Feb: Property Owner / Guest (Mon-Fri.) Daily Green Fees, 9 Holes | | 23.40 | 24.30 | 26.00 | 27.00 |
| Nov-Feb: Property Owner / Guest (Mon-Fri.) Daily Green Fees, 18 Holes | | 37.80 | 38.70 | 42.00 | 43.00 |
| Nov-Feb: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 9 Holes | | 29.70 | 30.60 | 33.00 | 34.00 |
| Nov-Feb: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 18 Holes | | 46.80 | 48.60 | 52.00 | 54.00 |
| FOOT GOLF Daily Fees | | | | | |
| Foot Golf: 18+ | | 15.00 | 15.00 | 19.00 | 19.00 |
| Foot Golf: 17 and under | | 11.00 | 11.00 | 15.00 | 15.00 |
| Golf Cart Fee - Foot Golf | | n/a | n/a | n/a | n/a |
| Other Golf Fees | | | | | |
| Cart Rental - 9 Holes | | 12.60 | 12.60 | 14.00 | 14.00 |
| Golf Cart Rental - 18 Holes | | 17.10 | 17.10 | 19.00 | 19.00 |
| Annual Cart Rental, Annual Option, Single | | 730.00 | 750.00 | 730.00 | 750.00 |
| Annual Cart Rental, Annual Option, Couple | | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| Annual Cart Rental, Monthly Option, Single | | 65.00 | 65.00 | 65.00 | 65.00 |
| Annual Cart Rental, Monthly Option, Couple | | 90.00 | 90.00 | 90.00 | 90.00 |
| Daily Trail Fee - 9 Holes | | 12.00 | 14.00 | 12.00 | 14.00 |
| Daily Trail Fee - 18 Holes | | 18.00 | 19.00 | 18.00 | 19.00 |
| Annual Trail Fee, Annual Option | | 390.00 | 400.00 | 390.00 | 400.00 |
| Annual Trail Fee, Monthly Option | | 35.00 | 35.00 | 35.00 | 35.00 |
| Driving Range Fee, Small Bag | | 5.40 | 5.40 | 6.00 | 6.00 |
| Driving Range Fee, Medium Bag | | 7.20 | 7.20 | 8.00 | 8.00 |
| Driving Range Fee, Large Bag | | 9.00 | 9.00 | 10.00 | 10.00 |
| Annual Golf Club Storage, Bag Only | | 160.00 | 170.00 | 160.00 | 170.00 |
| Annual Golf Club Storage, Bag & Pull Cart (Full - No New Spots Available) | | n/a | n/a | n/a | n/a |