



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

February 8th, 2024, 7:00 PM, DANCE BARN

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Consent Agenda

2a. Minutes – January 25, 2024

Item 3) Announcements

Item 4) Property Owner Comments – 15 Minutes Total

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

Item 5) GM Report

Item 6) Continuing Business

6a. Code of Conduct Revisions

6b. Grievance Process Revisions

6c. Approval of LRPC Members

Item 7) New Business

7a. Set date for Strategic Planning Meeting and Facilities Tour

7b. Approval Request –2024 Marina Fees

7c. Approval Request – Volunteer Program

Item 8) Closed Session

8a. Personnel – Update on Collective Bargaining Agreement

8b. Personnel – Update on Golf Management

Adjournment



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, January 25, 2024

Minutes

DATE AND LOCATION: January 25, 2024 Dance Barn

CALLED TO ORDER AT: 6:19PM.

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

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

ATTENDING:

Staff Members: Jo Anne Jensen, General Manager. Spencer Houston, IT support.

Call to Order

President McLean called the meeting to order at 6:19PM.

Due to technical difficulties with Zoom the meeting was reconvened at 7:06PM.

Land Acknowledgement and Anti-Racism Statement.

- President Moved to Amend the Agenda to add Long Range Planning Committee Candidates.
President Moved to Adopt Amended Agenda.**

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

- 1a. Director Mitchell Moved to Amend the Agenda to add 9C, for discussion of Golf.
President Moved to Adopt Amended Agenda.**

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

- 2. President Moved to Adopt Consent Agenda.**

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

- 3. Announcements.** Storm brush collection on Saturday at Area Z.

- 4. Property owner comments.**

No Homeowners made comments.

5. **Candidate Interviews**

6. **Candidate Selection**

Candidates for the open Board of Directors position after several rounds of voting, the final vote tally was: four (4) for Rick Asai, two (2) for Ray Meador. Rick Asai was appointed to the Board of Directors.

7. **GM Report (distributed)**

7. **Motion to move the appointment of members to the Long-Range Planning Committee up on the agenda.**

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

7a. The Board moved to appoint Adam Phillips, Adam Tullis, Barbara Wahli and Sonia Voldt to the Long-Range Planning Committee.

Motion By: Director McLean		Seconded By: none	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

8. **Financial Report**

9. **Continuing Business**

9a. **Code of Conduct Discussion**

9b. **Grievance Process for Board Directors, Committee Members**

10. **New Business**

10a. **Capital Request-Fleet Replacement of Assets OP-1 & OP-12**

Motion: Move that the SVCA Board of Directors approve the allocation of \$90,480.00 from CRRRF for purchasing a new maintenance truck and authorize the Maintenance & Facilities Manager to work with the Finance Director on purchase and sale of these items.

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

10b. **Capital Request-Turf Care Building Remodel Phase 1- HVAC**

Motion: Move that the SVCA Board of Directors approve the allocation of \$9,009.46 from CRRRF to fund the HVAC replacements and authorize the General Manager to execute SVCA's standard construction contract with Barron Heating and Air Conditioning for this work.

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

10c. Capital Request- Phase 2-Proceed with design and permitting for the Turf Care Building Remodel

Motion: Move that the SVCA Board of Directors approve the allocation of \$9,755 from CRRRF for the design and permitting phase of the Turf Care building remodel.

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

10d. Capital Request- \$54,080.00 to complete repairs to asphalt cart paths per PNW's summary dated January 9th, 2024.

Motion: Move that the SVCA Board of Directors approve the allocation of \$54,080 from CRRRF to complete asphalt repairs to the cart paths.

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

Adjourned: 10:17PM

Approved by: _____
Linda Bradley, Board of Directors Secretary

SVCA Board and Committee Code of Conduct

BOARD/COMMITTEE MEMBER STATEMENT

As a member of the Board or Committee, I agree to uphold the Code of Conduct for Board and Committee Members, as adopted by the Association. I will conduct myself by 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 focus on achieving constructive solutions for the benefit of the entire membership.
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Association or its members.

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

Signature (optional)

Date

Name

Commitment to Civil Behavior

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

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

Mission

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

Vision

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

Resolution of Grievances

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 to achieve resolution.

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 ***[Is this time interval adequate?]*** to either 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 the President of the Board of Directors and the General Manager. A written complaint submitted by a Board Director 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 ***[Is this time interval adequate?]*** to respond to the volunteer 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 volunteer feels that both the President of the Board of Directors and the General Manager are unable to respond to their concerns without bias, the volunteer may jump to Step

3, submitting their written complaint directly to SVCA's legal counsel, Richard Davis, 1500 Railroad Avenue, Bellingham, WA 98225 *[Alternately, SVCA could appoint an Ombudsman who specifically addresses complaints].*

Step 3: Written complaint to SVCA Legal Counsel *[Alternately, SVCA could appoint an Ombudsman who specifically addresses complaints].*

If the volunteer is not satisfied with the outcome of submitting their written complaint to SVCA leadership or if they feel that both the President of the Board of Directors and the General Manager are unable to respond to their concerns without bias, the volunteer may submit a written complaint to SVCA's legal counsel, Richard Davis, 1500 Railroad Avenue, Bellingham, WA 98225. The request for review should include:

- 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 volunteer's dissatisfaction with SVCA leadership's response.

A written complaint 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's legal counsel will consult with leadership and any other relevant parties to evaluate the concern and provide a written response to the volunteer or to schedule a discussion between the complainant and other volunteer(s) that were named in the complaint within two weeks *[Is this time interval adequate?]*. 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 with mediator from the Whatcom County Dispute Resolution Center to resolve the issue. (who will bear the cost of mediation?) The outcome of the review by SVCA's legal counsel or the 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.



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Request for Approval

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: February 8, 2024
Subject: Request for Approval of Proposed 2024 Marina Fees

Purpose

To request approval for proposed increases to Marina fees for 2024.

Background

In 2023, SVCA hired Ashton Engineering to complete an evaluation of the Marina Docks. This evaluation identified that the docks would need to be replaced in 2029. To determine the cost of replacing the docks, SVCA hired Ashton Engineering to design a replacement and prepare an engineer's estimate. Ashton Engineering developed a design and produced an estimate of approximately \$1.5 million. Replacing the docks would trigger requirements for additional work on the shoreline, increasing the total cost of the project to about \$1.9 million.

An advisory vote regarding funding options for the replacement of SVCA'S Marina Docks was included in the November 2023 election. Three options were presented and received the following number of votes:

- Increase annual wet slip use fees by \$1,200 – 634 votes (63.8%)
- Do not replace the docks at the end of their useful life – 197 votes (19.8%)
- Create a 6-year special assessment of \$9 per month – 162 votes (16.3%)

The approved 2024 budget was prepared using the first option, which increased the annual wet slip fee by \$1,200. A majority of members supported this option.

Some members have raised concerns about the proposed plan. These concerns include:

- An increase of \$1,200 annually is too much.
- The estimated cost of replacement is too high.
- Other funding methods would be more fair.

Proposal

To address the concerns while responsibly funding the eventual replacement of the Marina Docks, I propose that:

- Use fees for wet slips be increased by \$600 annually.



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- The board approves moving \$52,200 out of the 2023 operational budget surplus to CRRRF to make up for lower use fees.
- SVCA seeks a second dock evaluation, replacement design, and engineer's estimate with which Ashton Engineering's work can be compared.
- A work group be formed to research and recommend alternate funding approaches for the replacement of the Marina Docks.

This approach will ensure that we keep up with the planned funding of the dock replacement while giving us time to pursue a second opinion and consider the viability of other funding options.

Proposed Fees

Marina Fees -- \$600 Increase	Resident			Non-Resident		
	2023	2024	+/-%	2023	2024	+/-%
Annual Wet Moorage Only (Total due in 1st qtr)						
Select Slip	\$ 1,252.00	\$ 1,852.00	47.9%	\$ 2,363.00	\$ 2,963.00	25.4%
Premium Slip	\$ 1,069.00	\$ 1,669.00	56.1%	\$ 2,020.00	\$ 2,620.00	29.7%
Standard Slip	\$ 930.00	\$ 1,530.00	64.5%	\$ 1,756.00	\$ 2,356.00	34.2%
Annual Wet/Dry Moorage (Total due in 1st qtr)						
Select Slip	\$ 1,455.00	\$ 2,055.00	41.2%	\$ 2,746.00	\$ 3,346.00	21.8%
Premium Slip	\$ 1,271.00	\$ 1,871.00	47.2%	\$ 2,402.00	\$ 3,002.00	25.0%
Standard Slip	\$ 1,132.00	\$ 1,732.00	53.0%	\$ 2,132.00	\$ 2,732.00	28.1%
Dry Storage (Registered Watercraft)	\$ 528.00	\$ 555.00	5.1%	\$ 950.50	\$ 1,000.00	5.2%
Kayak Rack Storage	\$ 132.00	\$ 138.00	4.5%	\$ 250.00	\$ 265.00	6.0%
Launch Pricing (Registered Watercraft)						
Season Pass (1 card)	\$ 100.00	\$ 100.00	0.0%	\$ 200.00	\$ 200.00	0.0%
Season Pass (2 card)	\$ 150.00	\$ 150.00	0.0%	\$ 300.00	\$ 300.00	0.0%
Season Pass (3 card)	\$ 200.00	\$ 200.00	0.0%	\$ 400.00	\$ 400.00	0.0%
Daily Pass	\$ 25.00	\$ 25.00	0.0%	\$ 50.00	\$ 50.00	0.0%

Request

Request that the Board of Directors approve the proposed Marina Fees rate increases and the movement of \$52,200 from the 2023 operational surplus to CRRRF.

Motion

Move that the Board of Directors approve the proposed Marina Fees rate increases and the movement of \$52,200 from the 2023 operational surplus to CRRRF.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors



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Request for Approval

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: February 8, 2024
Subject: Request for Approval of Proposed SVCA Volunteer Program

Purpose

To request approval for proposed SVCA Volunteer Program.

Background

SVCA's bylaws describe how the standing and ad hoc committees serve the Board. In the past, some committees have supported the day-to-day operations of the Association. For example, the Parks & Trails Committee participated in trail clearing and the Communications Committee developed marketing materials and helped to post them. Committees require the involvement of two Directors and significant amounts of staff support. We propose to create a volunteer program that will enable the Association to solicit community support for appropriate operational activities, while avoiding the necessity of Director involvement and formal committee proceedings.

Proposal

The proposed Sudden Valley Volunteers program will:

- Solicit participation through print ads in the Views, eBlast messages, and posted flyers
- Direct interested members to a web page that invites them to fill out a basic "Interest Form."
- Acknowledge via email all Interest Forms that are submitted.
- Accept Interest Forms filled out on paper; forms will be available for download at SuddenValley.com and in-person at the Administrative Office.
- Send notifications of volunteer opportunities to members who have said they are interested.
- Require different documentation for different opportunities:
 - If volunteers will be supervised by a staff member at all times, only a waiver of liability will be required.
 - If volunteers will not be supervised at all times or will be working with children (for example, someone volunteers to referee a pickleball match), a background check will be performed and kept on file.
- Provide all volunteers with a handbook summarizing basic information about the volunteer program and a copy of the relevant SVCA policies.
- Provide all volunteers with the appropriate tools and safety equipment needed to perform whatever tasks are being undertaken.



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- Ensure that volunteers are asked only to perform tasks that are outside the scope of work undertaken by represented employees.

A few additional notes:

- The program will grow slowly, starting with simple opportunities such as picking up trash along the roadside.
- The proposed approach to documentation will limit the amount and types of documentation that will need to be kept on file, ensuring that the program operates efficiently.
- Basic program parameters and the waiver of liability have been vetted by Richard Davis, SVCA's legal counsel.

Request

Request that the Board of Directors approve the proposed Sudden Valley Volunteers program.

Motion

Move that the Board of Directors approve the proposed Sudden Valley Volunteers program.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors



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Program Logo





Sudden Valley Community Association

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Interest Form Content

1. Legal First & Last Name:
2. Preferred First Name (if different from your legal name):
3. Preferred Pronouns:
4. Primary Address:
5. Primary Telephone:
6. Primary E-mail Address:
7. Are you 18 years old or older? (If no, please state your age)
8. Which of the following opportunities interests you?
 - Direct traffic at SVCA events
 - Serve refreshments at SVCA Events
 - Light gardening tasks such as weeding & watering
 - Brush clearing/Trail maintenance
 - Removal of Water Lilies
 - Posting flyers
 - Phone calls to volunteers
 - Support youth sporting activities
 - Support adult sporting activities
 - Other (please specify)
9. To help the Association assist you in placement, are there any reasonable accommodations that should be considered? If so, please describe:
10. Is there someone you would like to do volunteer activities with (i.e. spouse or relative, friend, ect.)? Please provide their first & last name:



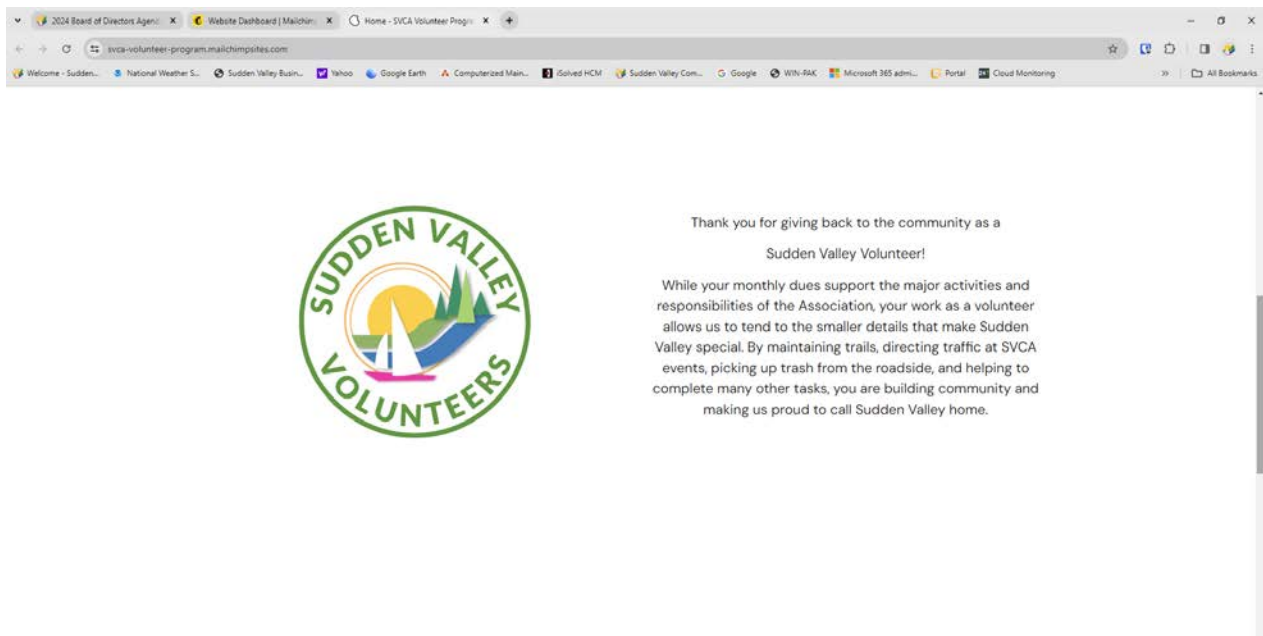
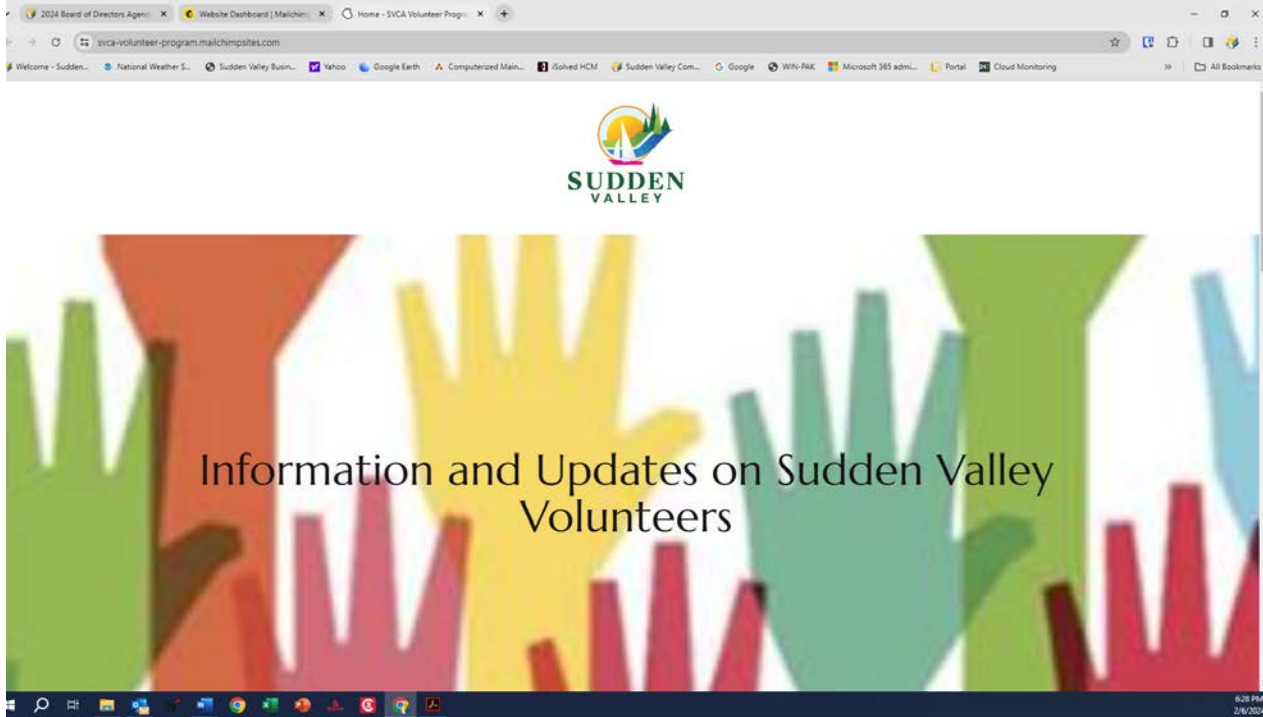
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Screenshots of Web Page





Sudden Valley Community Association

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4 Clubhouse Circle Bellingham, WA 98229

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The screenshot shows a web browser window with several tabs open. The active tab is titled "svca-volunteer-program.malchampsites.com". The browser's address bar shows the URL. The page content includes:

- A heading: "Volunteer a little or volunteer a lot, we are flexible."
- A sub-heading: "Volunteer for an event, or for ongoing projects. There are many opportunities to fit your interests and your time."
- An image of a red barn with a white roof, set against a backdrop of green trees and a blue sky.
- A section titled "For More information" with the text "Sudden Valley Volunteers full application".
- A row of social media icons: Facebook, Instagram, Email, and YouTube.



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Content for Volunteer Handbook (will be formatted as a Brochure)

SVCA Volunteer Program





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Dear Member,

Thank you for giving back to the community as a Sudden Valley Volunteer!

While your monthly dues support the major activities and responsibilities of the Association, your work as a volunteer allows us to tend to the smaller details that make Sudden Valley special. By maintaining trails, directing traffic at SVCA events, picking up trash from the roadside, and helping to complete many other tasks, you are building community and making us proud to call Sudden Valley home.

Jo Anne Jensen

General Manager, SVCA



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OUR MISSION

To foster a liveable and inclusive community through exceptional service, transparency, and responsible stewardship of our shared resources.

OUR VISION

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

VOLUNTEER RIGHTS AND RESPONSIBILITIES

- Obey applicable State and Federal laws, SVCA Bylaws, policies, procedures, rules, and guidelines.
- Act in a safe manner and stay within the scope of your assignment.
- Follow through on your commitment; if issues arise, let staff know not to count on you.
- Consult with your supervisor when you have questions or concerns, comments, or suggestions.
- Be professional and courteous to staff, other volunteers, and the public.
- Report any injuries, illnesses, problems, or unusual situations.

SVCA RESPONSIBILITIES

- Screen and interview volunteers.
- Assign volunteers to opportunities that match their abilities, interests, and experience.
- Provide orientation and training related to assignment.
- Provide clear and friendly supervision.
- Promote courteous, professional, and supportive treatment from other volunteers and the public.

APPLICATIONS AND BACKGROUND CHECKS

All Sudden Valley volunteers must fill out an a Sudden Valley Volunteer Application. Active volunteers may also need to have a background check, depending on the assignment.

CONFIDENTIALITY

Volunteers are expected to keep all personal information acquired while volunteering for the SVCA private and confidential. Also, the SVCA will keep all volunteer personal information private.

YOUTH VOLUNTEERS

All volunteers age 17 or younger must have a parent or guardian sign their volunteer application. Some assignments may have additional age requirements.



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**VOLUNTEER PARTICIPANT
WAIVER OF LIABILITY AND ASSUMPTION OF RISK
PLEASE READ CAREFULLY**

I understand that my participation in the Sudden Valley Community Association (“SVCA”) programs, operations, and/or maintenance is a voluntary activity, and that I am donating my time and my labor by my own free choice. I agree to perform my assigned tasks in a responsible manner. In consideration of being allowed to participate in volunteer activities, I hereby agree to **ASSUME THE RISKS OF PROPERTY DAMAGE, INJURY, ILLNESS, OR DEATH** in any way associated with my participation in this activity. I agree to **RELEASE, DEFEND, INDEMNIFY, AND HOLD HARMLESS SVCA**, its officials, employees, represent-atives, volunteers, and agents for any and all rights and claims for damages, including attorneys’ fees, I now, or may hereafter have, whether known or unknown, in law or in equity, and arising from or in any way connected with my participation in the SVCA’s volunteer activities. I agree that the terms stated herein shall also serve as a **WAIVER OF LIABILITY AND ASSUMPTION OF RISK** for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Nothing herein is intended to waive any rights a volunteer may have under the Washington Industrial Insurance Act.

CAUTION

I acknowledge that I have carefully read this **WAIVER OF LIABILITY AND ASSUMPTION OF RISK** and fully understand that I am waiving any right that I may now or hereafter have to bring a legal action to assert any claim against Sudden Valley Community Association in connection with my participation in **this volunteer activity**.

I accept the conditions printed above:

_____ *Date:* _____
Participant Signature

PRINT Participant Name

A parent or guardian signature is required if the participant is under 18 years of age. By signing this **WAIVER OF LIABILITY AND ASSUMPTION OF RISK** on behalf of a minor, the undersigned parent or guardian is agreeing to be bound by the above conditions on behalf of him or herself and on behalf of the minor participant.

_____ *Date* _____
Parent or Guardian Signature

PRINT Name of Parent or Guardian