

SUDDEN VALLEY COMMUNITY ASSOCIATION
 BOARD OF DIRECTORS MEETING
 THURSDAY, NOVEMBER 13, 2014
 ADULT CENTER
 7:00 P.M.

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1 SUDDEN VALLEY COMMUNITY ASSOCIATION
2 BOARD OF DIRECTORS MEETING MINUTES
3 THURSDAY, OCTOBER 9, 2014
4 ADULT CENTER
5 7:00 PM
6

7 In Attendance: Larry Brown, President
8 Carol Bauman, Vice President
9 David Narsico, Secretary
10 George Shaffner, Treasurer
11 Carol Houlton
12 Tammy Woodin
13 Tom Doll
14 Melissa Lange
15 Leslie McRoberts, N&E Chair
16 Jo Jean Kos, ACC Chair
17

18
19 Community Members: 20
20

21 Sudden Valley Staff: Mitch Waterman, Interim Managing Director
22

23 Associa Staff: Michelle Miller, Accounting Manager
24 Amanda Becker, Administrative Specialist
25
26

27 I. CALL TO ORDER

28 A. The meeting was called to order at 7:02 PM.

29 II. ROLL CALL

30 III. ADOPTION OF AGENDA

31 Director Bauman requested that Fire Commissioner John Parks for the South Whatcom
32 County be allowed to make an announcement. It was decided he would be allowed to
33 speak during the announcement portion of the agenda.

34 The agenda was adopted as amended by acclamation.
35

36 IV. ANNOUNCEMENTS

37 A. Director Bauman introduced John Parks, South Whatcom Fire Authority District #4
38 Fire Commissioner of Sudden Valley. Mr. Parks came with Chief Ralston and Jim
39 Peeples, another Fire Commissioner. Mr. Parks informed the Board and Community
40 that there is a change in the service level they are able to provide in Sudden Valley.
41 The boat owned by the Sheriff's department and previously used for rescue purposes
42 on Lake Whatcom has been decommissioned. The Fire District is waiting for the
43 Sheriff's office to come up with another plan for the service. The boat is taking on
44 water and is no longer operating properly. The Whatcom County Sheriff does lake
45 enforcement but doesn't offer rescue service. There is still an inflatable boat to do
46 rescue, but there will be no tow service and if there are rough waters it'll be difficult.
Mr. Parks has not had luck in the past with getting assistance from the Sheriff's office

47 for repairs of the boat. Director Houlton offered to help with getting letters written to
48 encourage finding a solution for the problem. Director McRoberts stated the county is
49 in the process of developing a budget for next year and it would be a good time to
50 inform them of our needs.

51 **ACTION ITEM:** Staff needs to inform Marina customers about the change in services offered.

52 Mr. Parks thanked the Board of Directors for waiving the moorage fee to store the
53 rescue boat. They also thanked the residents of Sudden Valley for their support
54 through the years. Director Shaffner inquired into the “booms” being heard
55 throughout Sudden Valley. The Fire District did not have any answers.

56 B. Director Houlton announced there will be a Safety Fair held on Saturday, October 11
57 from 10:30 am to 3:30 pm in the Dance Barn. She said there will be approximately 16
58 or 17 booths. The booths will include the Fire Department, Sheriff’s Department,
59 Community Emergency Response Team Training, Community Point of Distribution
60 Training, American Red Cross, YMCA, Coast Guard, and a Navy Search and Rescue
61 Blackhawk pilot.

62 C. Director Bauman stated there will also be a Silent Auction held the same day,
63 Saturday, October 11 from 10:30 am to 3:30 pm at the Ice Barn. There will be a
64 preview on Friday, October 10 from 3 pm to 7 pm. Director Bauman stated there
65 would be various items that had been stored throughout Sudden Valley. The items
66 include desks, pool tables, exercise equipment, chairs, metal canoes, 2 sailboats
67 (without sails), dishes, roller blades, glass table tops, and many other items. She said
68 photos of these items are available online.

69 **V. PROPERTY OWNER COMMENTS**

70 No property owners commented.

71 **VI. BOARD COMMENTS**

72 As a result, no Board members commented.

73 **VII. TREASURER’S UPDATE AND VOTING AS NECESSARY**

74 **A. Treasurer’s Update**

75 Director Shaffner stated the 3rd quarter financial updates would not be ready until the
76 Finance Committee meeting on October 15.

77 **B. Capital Requests**

78 Director Shaffner stated there were no capital requests.

79 **C. Past Due Account Clean Up – Action Plan**

80 Interim Managing Director Waterman discussed past due accounts and what actions
81 he and Account Manager Miller would like to take to correct the issue. Interim
82 Managing Director Waterman stated an outline has been reviewed by Sudden
83 Valley’s attorney.

84 **MOTION:** Director Shaffner moved that the Board empower Interim Managing Director
85 Waterman and Accounting Manager Michelle to negotiate with members who have past due
86 accounts to bring them up to date. The motion was seconded and passed unanimously.

87 **VIII. CONTINUING BUSINESS AND VOTING AS NECESSARY**

88 **A. Library/Adult Center**

89 President Brown stated that our attorney responded to the question of whether or
90 not the Board has authority to rent out the Adult Center to the library. Discussion
91 ensued for the next step for the Library. Some confusion arose on what the
92 approved motion read at the last meeting. Administrative Specialist Becker read

93 the motion from draft minutes. A Memorandum of Understanding will be
94 presented at the Board meeting on October 23.

95 **ACTION ITEM:** Staff will include the letter from the attorney in the Agenda Packet and post it
96 online.

97 IX. NEW BUSINESS AND VOTING AS NECESSARY

98 A. Views Contract

99 President Brown presented the Views contract since it had not been previously voted
100 on and approved. The third amendment was included in the packet and the fourth was
101 a handout.

102 **MOTION:** Director Woodin moved to approve the 2014 Views contract and amendments that
103 had not been previously adopted. The motion was seconded and was approved unanimously.

104 Director McRoberts stated in future Views contracts it should read Sudden Valley
105 Views Editor with no specific name included.

106 **ACTION ITEM:** Interim Managing Director Waterman requested his name be removed from
107 the Board of Directors list in the Views Newspaper.

108 B. Ratification of the HR Professional Services Contract

109 Director Doll recused himself from the discussion due to the fact he introduced the
110 person being discussed. President Brown stated the Ratification of the HR
111 Professional Services Contract had been approved by the Executive Committee. The
112 contract has also been signed. It was decided the amended contract will be presented
113 to the Board of Directors at the next meeting, on October 23.

114 C. 26 Louise Drive - Green Space

115 Interim Managing Director Waterman requested this item be tabled until the Board
116 meeting on Thursday, October 23.

117 D. Directors & Officers Liability Renewal

118 Interim Managing Director Waterman met with Barry Hanson, of Unity Group, to
119 discuss the liability renewal for directors and officers. He wanted to inform the Board
120 the policy was up for renewal and the errors and emissions policy would be up for its
121 three year renewal.

122 **ACTION ITEM:** Board members will return their binders to Administration for the 2015
123 update.

124 X. CLOSED SESSION

125 The Board adjourned to closed session at 8:22 PM.

126 XI. ADJOURNMENT

127 The Board returned from closed session and the meeting was adjourned at 9:00 PM.

1 SUDDEN VALLEY COMMUNITY ASSOCIATION
2 BOARD OF DIRECTORS MEETING MINUTES
3 THURSDAY, OCTOBER 23, 2014
4 ADULT CENTER
5 7:00 PM

6 In Attendance:

7 Larry Brown, President
8 Carol Bauman, Vice President
9 David Narsico, Secretary
10 George Shaffner, Treasurer
11 Carol Houlton
12 Leslie McRoberts, N&E Chair
13 Jo Jean Kos, ACC Chair
14 Tom Doll
15 Melissa Lange

16
17 Excused Absence: Tammy Woodin

18
19 Community Members: 12

20
21 Sudden Valley Staff: Mitch Waterman, Interim Managing Director

22
23 Associa Staff: Morgan Buscher, Interim General Manager
24 Michelle Miller, Accounting Manager
25 Amanda Becker, Administrative Specialist
26
27

28 I. CALL TO ORDER

29 A. The meeting was called to order at 7:00 PM.

30 II. ROLL CALL

31 III. ADOPTION OF AGENDA

32 The agenda was adopted as amended by acclamation.

33 IV. ANNOUNCEMENTS

34 A. Director Bauman announced a Halloween Carnival will be held at the Dance Barn
35 Friday, October 31 from 6:00 PM to 8:00 PM.

36 B. President Brown announced this was the last Board meeting prior to the Annual
37 General Meeting. He said it was a pleasure to work with all members of the Board.

38 V. PROPERTY OWNER COMMENTS

39 A. A resident announced Bingo would be held on Friday, October 24 at 7:00 PM in
40 the Dance Barn.

41 B. A request was made for New Owners to introduce themselves. There were no new
42 owners present at the meeting.

43 VI. BOARD COMMENTS

44 A. No Board comments were made.

45 VII. APPROVAL OF MINUTES AND VOTING AS NECESSARY

46 A. Board of Directors Special Meeting, August 21, 2014

47 **MOTION:** Director Bauman made a motion to approve the minutes as submitted. The motion
48 was seconded. The motion passed unanimously.

49 B. Board of Directors Meeting, September 25, 2014

50 **MOTION:** Director Bauman made a motion to approve the minutes as submitted. The motion
51 was seconded. The motion passed unanimously.

52 C. Board of Directors Meeting, October 9, 2014

53 **MOTION:** Director Bauman made a motion to approve the minutes as submitted. The motion
54 was seconded.

55 Director McRoberts raised some issues with the wording of two motions. It was
56 decided by acclamation to table the minutes until corrected.

57 **ACTION ITEM:** Administrative Specialist Becker will include more detail in the motions, as
58 requested by BOD McRoberts.

59 VIII. INTERIM MANAGING DIRECTOR'S REPORT AND VOTING

60 Interim Managing Director Waterman removed the CES report and unnecessary double
61 pages 19 – 23. Director Shaffner inquired into a number of 150 culverts given in last
62 month's report. Interim General Manager Buscher stated that 150 culverts had been
63 cleaned year to date and in the last month 5 have been relined and dead ended. Interim
64 Managing Director Waterman stated the report was as submitted with revisions.

65 **ACTION ITEM:** Interim General Manager will gather a list of EMB materials that are on site
66 so Sudden Valley is aware of what needs to be replaced.

67 IX. TREASURER'S REPORT AND VOTING AS NECESSARY

68 A. Finance Committee

69 1. Capital Requests

70 a. "D" Culverts – Design and Permitting for 2015 Construction

71 Director Shaffner stated that in the 2015 Roads roadmap there were 6 "D"
72 culverts identified. The capital request is for the design and permitting of
73 these culverts. The request passed Finance 5 to 0.

74 **MOTION:** Director Shaffner made a motion that the Board approve the request of \$120,900 out
75 of the Roads Reserve for the permitting and design of these six "D" grade culverts. The motion
76 was seconded. The motion passed unanimously.

77 b. Change Order - Rose Ridge Loop/Harbor View Drive Culvert

78 Director Shaffer introduced the request for the change order to the Rose Ridge
79 Loop/Harbor View Drive culvert. He stated once the work began it was
80 discovered the culvert had deteriorated more in the past year and would
81 require more work to fix.

82 **MOTION:** Director Houlton made a motion that the Board approve the request of \$14, 264.33
83 from the Roads Reserve fund for the changes necessary to complete the Rose Ridge Loop/Harbor
84 View Drive culvert project. The motion was seconded. The motion passed unanimously.

85 2. Treasurer's Report

86 Director Shaffner talked the Board through the financial reports stating the
87 collections rate was holding between 87 – 88%. He said although it looks like the
88 projects are coming in under budget, a large portion of the work didn't began until
89 3rd Quarter. Golf revenue is coming in under target and due to the turmoil
90 surrounding Barn 7 the CRRRF budget spending slowed down, which in turn
91 cancelled each other out. Director Shaffner stated the special assessment funds

92 were split between the CRRRF and Roads fund. He said the full dollar amount of
93 the special assessment, plus an additional \$600,000, was used in 2014 between
94 CRRRF and Roads projects.

95 3. Minutes, September 24, 2014

96 Director Shaffner stated the minutes were as submitted.

97 X. COMMITTEE REPORTS AND VOTING AS NECESSARY

98 A. Architectural Control

99 1. Minutes, October 2, 2014

100 2. Minutes, October 16, 2014

101 3. October Report

102 Director Kos stated the minutes and report were as submitted.

103 B. Communications

104 1. Minutes, September 15, 2014

105 Director Narsico stated the minutes were as submitted

106 C. Document Review

107 1. Minutes, September 8, 2014

108 President Brown stated the minutes were as submitted.

109 D. Emergency Preparedness

110 1. Minutes, September 9, 2014

111 Director Houlton stated the minutes were as submitted.

112 E. Nominations and Elections

113 1. Ballot Retention

114 Director McRoberts stated on Monday, October 27 the ladies in charge of
115 registration at the AGM would be trained by staff. She also said ballot
116 counters are not members of the N&E, but volunteers solicited by the Master
117 Counter. The N&E Committee members are only to facilitate. Director
118 McRoberts stated she would not be in the ballot room since she is a candidate
119 for this year's Board. She announced as of that afternoon there had been 495
120 ballots received. Director McRoberts stated that, when preparing for the AGM
121 ballots to come in, last year's ballots and envelopes were located in the locked
122 gun cases. She inquired into how long AGM materials should be kept. Some
123 Board members felt one year was enough, while others felt 3 to 5 years was
124 best. Director Bauman suggested if an election was not contested retaining
125 just tally sheets, contested ballots, and a full packet made the most sense. Our
126 attorney has stated that nothing in the state law requires SVCA to keep or
127 maintain ballots after an election is concluded for any period of time.

128 **MOTION:** Director McRoberts made a motion that the Board approve destroying ballots that
129 are older than 2014, but keeping on file a full packet, top level tally sheets, and any contested
130 ballots. The motion was seconded. The motion passed with two opposed.

131 XI. CONTINUING BUSINESS AND VOTING AS NECESSARY (Continued)

132 A. Status on the HR Professional Services Contract

133 Interim Managing Director Waterman stated bringing the contract back to the public
134 is an issue due to personnel specific details and business sensitive materials. He said
135 he has to the contract at his office if any Board member needs to see it.

136 B. Library Building/Adult Center

137 The Interim Managing Director stated President Brown, Whatcom County Board of
138 Trustees, and he himself prefer to have a Memorandum of Understanding between
139 Whatcom County Library Systems and the Board of Directors. The lawyer believes it
140 is best to have an amendment to the current contract. The Interim Managing Director
141 stated the final MOU is close to being completed but not ready at this time. He
142 expects to have something to present to the Board in approximately two weeks.

143 C. Auction

144 Director Bauman stated the Auction made \$1,186.01, not including the funds from
145 recycling the metal on items that didn't sell. Director Houlton said the Safety Fair
146 was extremely successful, although only 70 residents came. She said there was a great
147 synergy between the departments and many wanted to provide Sudden Valley with
148 services in the future.

149 D. Update on Building Projects

150 Interim Managing Director Waterman stated phase one of the Administration
151 Building has been awarded to the company CDK. He said a preconstruction meeting
152 was held and they will have a soft start on Monday, October 27. Interim Managing
153 Director Waterman also said signs will be put up around the building stating that the
154 building is open during construction. If any doors need to be closed off there will be
155 clear signs rerouting traffic.

156 The picnic shelters contract has been awarded to Telos. A pre-construction meeting
157 has been conducted with Maintenance and Security. The projects are estimated to
158 take five weeks and the company will return on June 15 to jackhammer out the
159 foundations. The jobs should be completed by July 3.

160 Interim Managing Director Waterman said the County had a problem with approving
161 the proposed area for the Bus Shelter at Gate 3 because its size would put it in the
162 Lake Whatcom Blvd. right of way. A compromise was reached with installation of
163 two smaller shelters and we expect the county permit to be issued around the 27th of
164 the month. He stated there has been a financial change so a change order will be
165 requested through the Finance Committee.

166 Regarding the Rotunda, Interim Managing Director Waterman, said he has received
167 the conceptual design. The cost of the project will be between \$750,000 and \$900,000
168 due to upgrades to bring the building to county code. He stated it would cost an
169 additional 30% to tear the existing structure down and replace it.

170 E. Whatcom Tourism

171 Interim Managing Director stated Sudden Valley currently has no strategy employed
172 to seek out businesses in order to encourage them to do collaborative business with
173 Sudden Valley. He wants to advertise Sudden Valley in a two page spread in the 2015
174 Whatcom Visitor Guide.

175 XII. NEW BUSINESS AND VOTING AS NECESSARY

176 A. New BOD Orientation Schedule Discussion

177 Interim Managing Director Waterman stated that following the AGM, he would like
178 to schedule an orientation for the new Board and ACC. He stated the lawyer will
179 advise the groups and then a tour of the facilities will be held.

180 **ACTION ITEM:** Director McRoberts stated all Board Members need to turn in their board
181 binders.

182 XIII. PROPERTY OWNER COMMENTS (CONTINUED)

- 183 A. A resident stated he would like to commend the Board and acting General Manager
184 on the committee spirits being raised around Sudden Valley. He felt that marketing
185 the Valley was a great idea. Hosting Spirit Day, the Safety Fair, building a Library,
186 and many other community activities add to the spirit of the community in his
187 opinion. He inquired into the process of acquiring a new insurance company/policy.
188 B. A resident inquired into the status of the Tree House Park project.
189 C. A resident stated that Whatcom County Library announced their statistics for the last
190 month. Sudden Valley still had higher statistics than two other Libraries in the
191 County, even operating out of the small space they are in.

192 XIV. BOARD COMMENTS

- 193 A. Director Shaffner stated Sudden Valley uses an independent insurance agent that
194 compares policies and makes recommendations. President Brown stated the insurance
195 agent has made a presentation in previous years when there is a change to general
196 coverage.
197 B. Director Lange stated there were no plans at this time for Tree House Park. She said
198 there was a line item in the budget for Parks and Trails for 2015. Interim Managing
199 Director Waterman stated they will look at what's appropriate to do with each park,
200 but only so many can be cleaned up a year.

201 XV. CLOSED SESSION

202 The Board adjourned to closed session at 8:27

203 XVI. VOTING IF NECESSARY

204 The Board did not have any necessary items to vote on.

205 XVII. ADJOURNMENT

206 The meeting was adjourned at 8:45 PM.

1 **SUDDEN VALLEY COMMUNITY ASSOCIATION**
2 **ANNUAL GENERAL MEETING MINUTES**
3 **NOVEMBER 1, 2014**
4 **SVCA DANCE BARN**
5 **1:00PM**
6

7 **IN ATTENDANCE:**

8 Larry Brown, President; Carol Bauman, Vice President; David Narsico, Secretary; George Shaffner,
9 Treasurer, Melissa Lange, David Narsico, Leslie McRoberts, N&E Chair; Jo Jean Kos, ACC Chair.

10
11 **EMB STAFF:**

12 Morgan Buscher, Interim General Manager; Michelle Miller, Accounting Manager; Stacy McDonald-
13 Flores, Executive Assistant to the GM; Amanda Becker, Administrative Specialist; Gil Martinez,
14 Accounting; Susan Tichelaar, Accounting; Ben Kirkendall, Maintenance; Daniel Debay, Security;
15 John McIntosh, Security
16

17 **SUDDEN VALLEY STAFF:**

18 Mitch Waterman, Interim Managing Director
19

20 **PARLIAMENTARIAN:**

21 Ann McCartney, PHD
22

23 **COMMUNITY MEMBERS: 70**
24

25 **I. CALL TO ORDER**

26 The meeting was called to order by President Brown at 1:08pm.

27 **II. INTRODUCTION OF PARLIAMENTARIAN**

- 28 A. President Brown thanked the departing Board members: Tammy Woodin
29 and Tom Doll.
30 B. President Brown explained that the meeting of the General Membership is not a
31 Board of Directors meeting. The Board members are attending as residents
32 unless giving a report or responding to a question and the President serves only
33 as the presiding officer of the meeting.
34 C. President Brown introduced the Parliamentarian, Ann McCartney, who will be
35 acting in accordance with SVCA bylaws and Roberts Rules of Order.

36 **III. CERTIFICATE OF QUORUM**

- 37 A. Secretary Narsico announced that the minimum requirements for quorum were
38 met by the presence of at least 50 members as of 1:07 PM.

39 **IV. PROOF OF NOTICE OF ANNUAL MEETING**

- 40 A. Secretary Narsico announced that the notice of the Annual Meeting addressed to
41 all members at the address on record at the Association Administration Office
42 was placed in the mail no later than October 2, 2014.

- 43 B. There were no corrections made to the minutes from the 2013 Annual General
44 meeting. President Brown appointed the Board to be the Minutes Approval
45 Committee for this Annual Meeting, and the minutes were approved.
46 C. Based on the length of the agenda, number of people present, and differences in
47 opinion on issues, Secretary Narsico read the rules of debate and time limits.

48 **V. ELECTION OF THE BOARD OF DIRECTORS**

- 49 A. President Brown announced that there are three open positions, each serving 3-
50 year terms.
51 B. President Brown introduced the two candidates: Mike D'Angelo and Leslie
52 McRoberts.
53 C. President Brown noted that there will be no nominations from the floor and that
54 the names of the candidates were submitted 60 days in advance prior to the
55 Annual Meeting in accordance with the Bylaws. Each candidate was invited to
56 the podium to speak for a maximum of two minutes.

57 **VI. ELECTION OF THE N&E COMMITTEE MEMBERS**

- 58 A. President Brown announced that there are five open positions, and that
59 there were no candidates this year for Nominations and Elections. Members
60 of the committee will continue to serve until their successors have been
61 elected at an annual or special meeting.

62 **VII. NEW BUSINESS**

- 63 A. **Measure No. 1:** Shall the SVCA's 2015 Annual Consolidated Budget of
64 \$3,786,157 be approved or rejected, as fully set forth in the Explanation and
65 Summary?
66 i. The measure was brought forward for discussion.
67 ii. Voting instructions followed.
68 B. **Measure No. 2:** Shall the SVCA's Annual Dues for 2015 be set at \$832.80 per
69 developed lot and \$720.60 per undeveloped lot, as fully set forth in the
70 Explanation and Summary?
71 i. The measure was brought forward for discussion.
72 ii. Voting instructions followed.
73 C. **Measure No. 3:** Shall the Bylaws be amended at Article III, Part A, Section 3(a)
74 as fully described by the proposal for "Clarification of Process for Candidate
75 Solicitation" as fully set forth in the Explanation and Summary.
76 i. The measure was brought forward for discussion.
77 ii. Voting instructions followed.
78 D. **Measure No. 4:** Shall the Bylaws be amended at Article III, Part A, Section 3(b)
79 as fully described by the proposal for "Clarification of Requirements for
80 Candidate Applications" as fully set forth in the Explanation and Summary.
81 i. The measure was brought forward for discussion.
82 ii. Voting instructions followed.
83 E. **Measure No. 5:** Shall the Bylaws be amended at Article V, Section 2 (with
84 conforming changes to II.7.(b), III.A.3.(f)&(g), and V.3.(c)&(h)&(k)) as fully
85 described by the proposal for "Change to Choose ACC Members by Voting" as
86 fully set forth in the Explanation and Summary?
87 i. The measure was brought forward for discussion.

- 88 ii. Voting instructions followed.
89 F. **Measure No. 6:** Shall the Bylaws be amended at Article VI, Section 6 as fully
90 described by the proposal for "Addition of Power to Waive Lot Joinder Fees" as
91 fully set forth in the Explanation and Summary?
92 i. The measure was brought forward for discussion.
93 ii. Voting instructions followed.

94 **VIII. COMMITTEE REPORTS**

- 95 **A. Architectural Control Committee-** Committee Co-chair, Bruce Sterling,
96 presented the ACC Committee Report (attached).
97 **B. Communications Committee-** Committee Chair, David Narsico, presented the
98 Communications Committee Report (attached).
99 **C. Document Review Committee-** Committee Chair, Larry Brown, presented the
100 Document Review Committee Report (attached).
101 **D. Emergency Preparedness Committee-** Committee Chair, Carol Houlton,
102 presented the Emergency Preparedness Committee Report (attached).
103 **E. Nominations and Elections Committee-** Committee Chair, Leslie McRoberts,
104 presented the Nominations and Elections Committee Report (attached).

105 **IX. PRESIDENT'S REPORT**

- 106 A. President Brown gave a report about the accomplishments of the Board this
107 year (full report attached).

108 **X. TREASURER'S REPORT**

- 109 A. SVCA Treasurer and Finance Committee Chair George Shaffner presented his
110 report on the financial accomplishments of the association and Finance
111 Committee (attached).

112 **XI. INTERIM MANAGING DIRECTOR'S REPORT**

- 113 A. Interim Managing Director Waterman gave a report about his plans and goals
114 for Sudden Valley going forward (full report attached).

115 **XII. PROPERTY OWNER'S COMMENTS**

- 116 A. Comments made, in summary:
117 i. Member recognized efforts of Interim Managing Director Waterman and
118 look forward to working with him in the future.
119 ii. Member expressed concern with less than 1/3 of the owners in Sudden
120 Valley voting.
121 iii. Member expressed concern with the gate posters having the incorrect
122 registration ending time.
123 iv. There were multiple comments and expressed thanks on the great job
124 the board has done.
125 v. Member questioned the decline in water fowl and if there is a plan to
126 remove them from the lakes.
127 vi. Member questioned the quality of the drinking water in Sudden Valley.

128 **XIII. ELECTIONS RESULTS/ANNOUNCEMENTS**

129 **Board Candidate Election Results (3-year terms)**

- 130 ***i. Mike D'Angelo - 508***
131 ***ii. Leslie McRoberts - 560***

132 **N&E Candidate Election Results (2-year term)**

133 ***i. No Candidates***

134 **Measure Results**

135 **A. Measure No. 1:** Shall the SVCA's 2015 Annual Consolidated Budget of
136 \$3,786,157 be approved or rejected, as fully set forth in the Explanation and
137 Summary?

138 i. Approved- 626

139 ii. Rejected- 198

140 iii. (Number needed to reject the budget: 1,604)

141 **iv. Measure approved**

142 **B. Measure No. 2:** Shall the SVCA's Annual Dues for 2015 be set at \$832.80 per
143 developed lot and \$720.60 per undeveloped lot as fully set forth in the
144 Explanation and Summary?

145 i. Approved- 514, 63.9%

146 ii. Rejected- 290, 36.1%

147 iii. (Measure passes if approved by 60% of members voting by mail-in
148 ballot or in person)

149 **iv. Measure approved**

150 **C. Measure No. 3:** Shall the Bylaws be amended at Article III, Part A, Section
151 3(a) as fully described by the proposal for "Clarification for Candidate
152 Solicitation" as fully set forth in the Explanation and Summary?

153 i. Approved- 669, 85.9%

154 ii. Rejected 110, 14.1%

155 iii. (Measure is adopted if approved by 66.7% of members voting by
156 mail-in ballot or in person)

157 **iv. Measure approved**

158 **D. Measure No. 4:** Shall the Bylaws be amended at Article III, Part A, Section
159 3(b) as fully described by the proposal for "Clarification of Process for
160 Candidate Solicitation" as fully set forth in the Explanation and Summary?

161 i. Approved- 671, 86.0%

162 ii. Rejected- 109, 14.0%

163 iii. (Measure is adopted if approved by 66.7% of members voting by
164 mail-in ballot or in person)

165 **iv. Measure approved**

166 **E. Measure No. 5:** Shall the Bylaws be amended at Article V, Section 2 (with
167 conforming changes to II.7.(b), III.A.3.(f)&(g), and V.3.(c)&(h)&(k)) as fully
168 described by the proposal for "Change to Choose ACC Members by Voting" as
169 fully set forth in the Explanation and Summary?

170 i. Approved- 573, 73.5%

171 ii. Rejected- 207, 26.5%

172 iii. (Measure is adopted in approved by 66.7% of members voting by
173 mail-in ballot or in person)

174 **iv. Measure approved**

175 **F. Measure No. 6:** Shall the Bylaws be amended at Article VI, Section 6, as fully
176 described by the proposal for "Addition of Power to Waive Lot Joinder Fees"
177 as fully set forth in the Explanation and Summary?

178 i. Approved- 580, 73.9%

179 ii. Rejected- 205, 26.1%

180
181
182
183
184

- iii. (Measure is adopted in approved by 66.7% of members voting by mail-in ballot or in person)
- iv. **Measure approved**

XIV. ADJOURNMENT

President Brown adjourned the meeting at 3:40PM.

DRAFT

1 SUDDEN VALLEY COMMUNITY ASSOCIATION
2 BOARD OF DIRECTORS ORGANIZATIONAL MEETING MINUTES
3 MONDAY, NOVEMBER 3, 2014
4 ADULT CENTER
5 7:00 PM
6

7 In Attendance: Larry Brown
8 Carol Bauman
9 David Narsico
10 Carol Houlton
11 Melissa Lange
12 Leslie McRoberts
13 Jo Jean Kos
14 Georgia Allen, Acting N&E Chair
15 Bob Healy, N&E Committee Member
16

17 Sudden Valley Staff: Mitch Waterman, Interim Managing Director
18

19 Associa Staff: Amanda Becker, Administrative Specialist
20
21

22 I. CALL TO ORDER

23 A. N&E Acting Chair Allen called the meeting to order at 7:03 PM.

24 II. ROLL CALL

25 Acting N&E Chair Allen noted the presence of 6 voting Board members.

26 III. ADOPTION OF AGENDA

27 The agenda was adopted as amended.

28 IV. ELECTIONS OF OFFICERS

29 Acting N&E Chair Allen presided:

30 A. Nominations for President

31 A motion was made and seconded nominating Larry Brown for President. He
32 accepted the nomination was elected President by acclamation. The gavel was then
33 handed over to President Brown to chair the remainder of the meeting.

34 B. Nominations for Vice President

35 A motion was made and seconded nominating Carol Bauman for Vice President. She
36 was elected Vice President by acclamation.

37 C. Nominations for Secretary

38 A motion was made and seconded nominating Leslie McRoberts for Secretary. She
39 accepted the nomination was elected Secretary by acclamation.

40 D. Nominations for Treasurer

41 A motion was made and seconded nominating Carol Houlton for Treasurer. A motion
42 was also made to nominate Melissa Lange for Treasurer but she declined. Carol
43 Houlton was elected for Treasurer by acclamation.

44 V. APPOINTMENT OF COMMITTEE CHAIRPERSONS

45 A. Communications Committee

46 A motion was made and seconded to nominate Leslie McRoberts as chair. She
47 accepted the nomination and will serve as chair by acclamation.

48 B. Emergency Preparedness Committee

49 A motion was made and seconded to nominate Mike D'Angelo as chair. He will serve
50 as chair by acclamation.

51 VI. UPCOMING DATES

52 A. BOD and ACC Orientation

53 **ACTION ITEM:** Mitch will email the Board an invitation for the week of December 15 and
54 they will inform him of any conflicts.

55 B. Next BOD Meeting

56 1. Nov 6 – Special Board Meeting

57 2. Nov 13 – Regular Board Meeting

58 3. Dec 11 – Regular Board Meeting

59 VII. ADJOURNMENT

60 With all business concluded, President Brown adjourned the meeting at 7:40 PM.

DRAFT



INTERIM MANAGING DIRECTOR'S REPORT

**Board of Directors Meeting
November 13, 2014**

DEPARTMENT REPORTS AND UPDATES

1. ADMINISTRATION

AREA Z STORAGE:

The administration staff has been working diligently with customers to try and bring them current with payments. Throughout this process, security has been working closely with the Sudden Valley team to enforce any security issues at Area Z, such as delinquent accounts, abandoned vessels/trailers, parking issues, and impoundments.

SVCA has a total of 41/49 Rental Spaces at Area Z; as of November 11th there are approximately 8 (7 – one has a towed boat) rental spaces currently available for rent. Our office has not rented out any spaces in the past month since last reporting to the Board.

MARINA:

The administration staff has slowed down with renting Marina spaces, as well as, Canoe/Kayak spaces. They have been busy updating insurance and registration information and preparing the renewal packets to be mailed out next month.

- Marina Customers: 160
- Canoe/Kayak Customers: 65/90 (2 are SVCA canoes)

Please refer to Attachment "A" for additional information regarding the 2014 Marina Customers, Boat Launch, and Canoe/Kayak Customer rentals.

MISCELLANEOUS

The Administration Office has been working to wrap up the AGM. They have also been preparing for the Holiday Craft Fair to be held on Saturday, November 22nd. As of Monday, November 11th there are 40 vendors confirmed.

SERVICES:

The administration staff continues to manage/provide services for the Board and Committees; Complaints (walk-ins, call-ins, and emails); Area Z; Marina Moorage; Member Dues Payments; Copying/Faxing Services; For Sale/For Rent Signs, Gate Posters and Maps for Sale; Website Maintenance and Management; Overnight RV/Trailer Parking; Mailbox Identification; Security Home Check; Facility Rentals; Coordination of Sudden Valley Events; and SV Views Classified ads and Display ads.

2. CES

SVCA Tree Trimming/Removal Policy Clarification Needed Relating to Views:

The CES Manager, along with other critical path partners, is working on a draft policy for the Board to review that will address resident requests for action on tree trimming and tree removal as it relates to views. When the draft is completed (expected by the end of next week), it will be provided to the board for review and consideration.

Capital Project Site Mitigation:

New in the last 30 days is receiving written confirmation from the county that the Southern Court road repair project mitigation site has been closed, with no further action required. A letter has been sent to U.S. Bank by the county releasing the remaining surety funds to the Association. Copies of both letters from the county have been received and are on file. The Marina Dog Park mitigation site is subject to annual monitoring for three years. The first year report has been submitted to the county, and their response requires implementation of additional mitigation planting and a protective fence, as well as installation of a wood chip-surfaced path, as recommended by the consultant. The consultant who created the annual report for the Association suggested hiring an environmental mitigation specialist to perform the work. We will be obtaining a quote from such a service, and implementation thereafter. The county has requested an as-built report on the mitigation efforts by 3/31/15. There is one additional former capital project site where we have asked for clarification from the county natural resources department manager as to any remaining conditions to satisfy. Depending on his reply, that site may be considered complete or may be subject to additional steps. There are a few other recent capital project sites where mitigation was likely required.

New Home Construction and Addition Projects:

As the CES department has recently been asked about these sorts of projects by a couple of board members, we decided to include this information for all board members. The CES department has received plans for a total of twelve new home construction projects, and two additions to existing homes, for review by the ACC so far this year. In addition to plan review, site inspections and resolving issues relating to these new projects, staff continues to work with developers of five additional projects started in 2013 and still active.

Lake Whatcom Management Program:

Over the last 30 days, the CES manager continues to represent the Association's interests through participation in the Lake Whatcom Management Program, including attendance at regular meetings of multi-jurisdictional planning and policy development staff working on Lake Whatcom issues, as well as regular meetings of the Lake Whatcom Joint Policy Group. Collaboration on developing the next five year work plan for implementing phosphorus reduction practices and other water quality improvement strategies is a recent focal point of these efforts. Also, an expansion of the Homeowner Incentive Program (HIP) is under development. The HIP, administered by the City of Bellingham as a pilot project for the last four years in Basin 1 of the lake, is intended to financially assist homeowners in improving their on-site stormwater infiltration as well as implementing phosphorus-reducing landscape revisions by retrofitting their homes. The program expansion is intended to eventually include the county portion of the Lake Whatcom watershed, and is likely to include Sudden Valley. Reporting on stormwater related projects and accomplishments undertaken by the Association during 2014 is also included in recent actions.

Area Z Contamination Report

The CES manager is working with GeoEngineers to determine what additional steps will be required to remove SVCA from the Department of Ecology's list of contaminated sites. We expect to provide the Managing Director information, including a time-line for resolution, by the end of next week.

3. GOLF MAINTENANCE

Rainfall to Date 2014 :	61.68"
Rainfall to Date Nov 2014:	2.64"
Rainfall October 2014:	7.92"

October was quite wet in the second half. Temperatures remained above average so the grass was still actively growing at a fast rate. We have had numerous wind storms that caused the crew to deal with lots of debris and huge amounts of rain. Many of our bunkers have been flooded for weeks as we

experienced daily rain events of above average amounts. The wet weather slowed our fairway topdressing down, but it has been completed. Our new greens roller has arrived just in time for use during the wet season. This roller will greatly help us improve greens conditioning.

Work is complete on the Lake Louise Pump installation. GPS will return in the second half of November to begin the removal and installation of the replacement Lower Pump House control panel.

Our parks employee Jordan Pewitt gave notice to move on due to a new job. His last day was November 7th. He did a great job and will be missed. One of our seasonal employees is taking over in this position from golf. Mike will begin working full time in parks and common areas starting November 10th. As of October 31st our two eight month seasonal golf positions have ended and we are down to our full time staff.

4. GOLF PRO

2014 golf revenue through November 9th is \$654,076 which remains down 10% from the \$730,214 we earned 2013.

On a positive note, the greens are recovering well from aerification so it appears that the risk we took in order to garner some additional October revenue was worthwhile.

Also, response to our first two Winter Series has been strong and with a good forecast for this weekend, we expect to have a solid turnout for our November 15th event as well.

I am in the process of evaluating our marketing efforts in an effort to develop a plan for 2015 as we must commit to improving our efforts in this area. Other areas of focus for this time of year are re-booking outings and developing leads on new outings for 2015.

In running numbers for this report I realized that I had mistakenly included 2015 annual green Fee and trail fee revenue in my numbers from last month. While we sell and collect revenue for next year's memberships beginning October 1st of each year, the revenue is not actually booked until January 1st of the actual membership year. Amended numbers for last month's report are as follows:

- YTD revenue 1-1-14 through 10-16-14=\$649,260
- Same period 2013=\$720,796

Although the numbers were inaccurate the percentage off reported from 2013 remained accurate at 10%. I apologize for any confusion caused by my error in reporting.

GOLF PRO STATISTICS - PLEASE REFER TO "ATTACHMENT B"
Note: Statistics/Report in Attachment "B" are through the last completed month.

5. MAINTENANCE

Miscellaneous

Maintenance has been working mostly on storm clean up. The work included blowing parking lots, roofs, cleaning gutters, clearing mail stations, and cleaning mail boxes.

Chipping Project – Area Z

The chipping project at Area Z is now complete. Unfortunately, residents immediately began dumping additional debris in the same location. Staff will be working with the Interim GM and Managing Director to develop a remedy or policy for the board to consider stopping this type of dumping.

Snow Removal Equipment / Truck Purchase

We have been working, for several weeks, to complete the steps required to purchase an additional snow removal vehicle. We are in the final stages of that process now and are looking forward to having this necessary equipment for the upcoming season.

Street sweeping:

- 10-20 - 10-22 Gates 3, 9, 13
- 10-23 Gate 5
- 10-24 Gate 2
- 10-27 Gate 1

Clogged driveway culverts

- Maintenance has cleared out 29 driveway culverts this month
- YTD – 179 culverts have been cleared out

Danger / leaner trees

- Maintenance took care of 28 trees this month
- Year to date 188 trees have been maintained/removed.

This month we have had several drainage issue's come up.

- 10 Marigold storm water running into garage – An SVCA item that we are working with Wilson Engineering on
- Larkspur drainage issue – An SVCA item that we are working with Wilson Engineering on
- Collapsed driveway culvert at #2 sparrow ct – A homeowner issue / responsibility
- We met with Wilson Engineering on November 10th to discuss the two areas above. They will be submitting written recommendations on both locations.

6. SECURITY

October was a pretty calm month.

SECURITY STATISTICS:

PLEASE REFER TO "ATTACHMENT C."

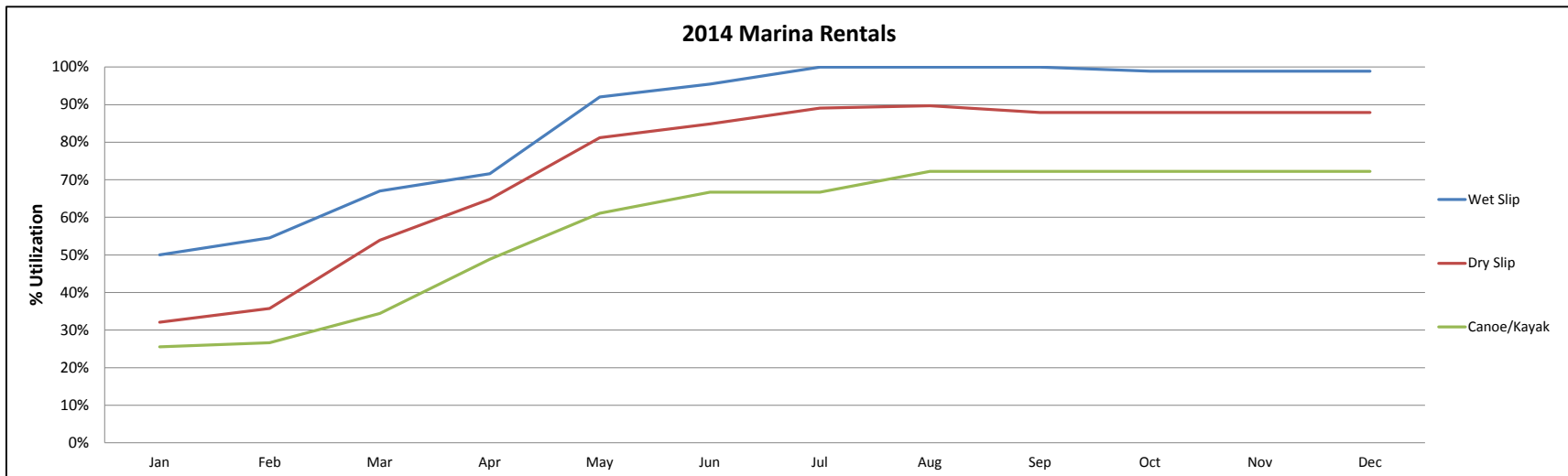
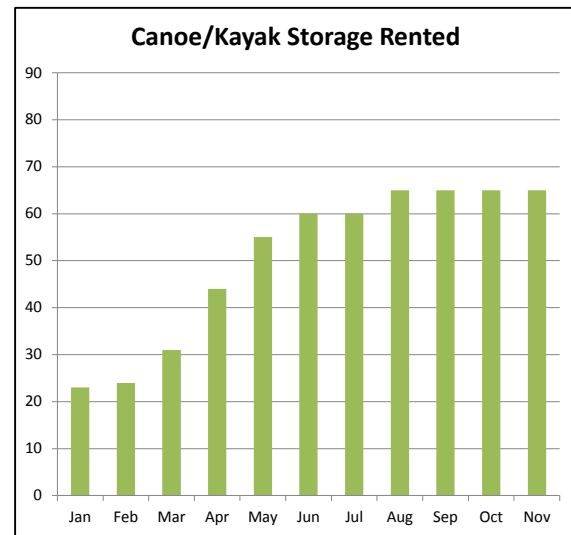
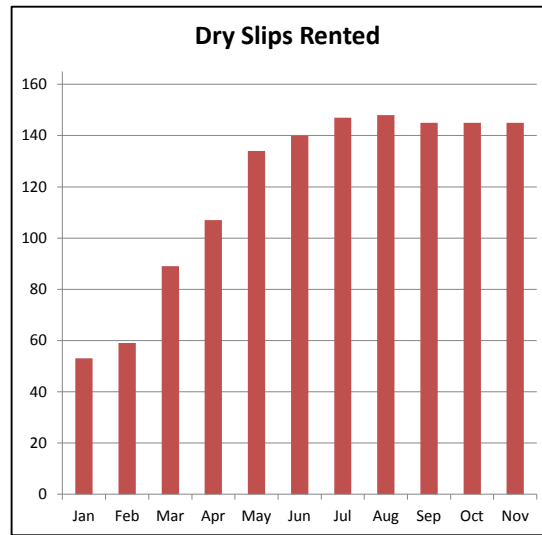
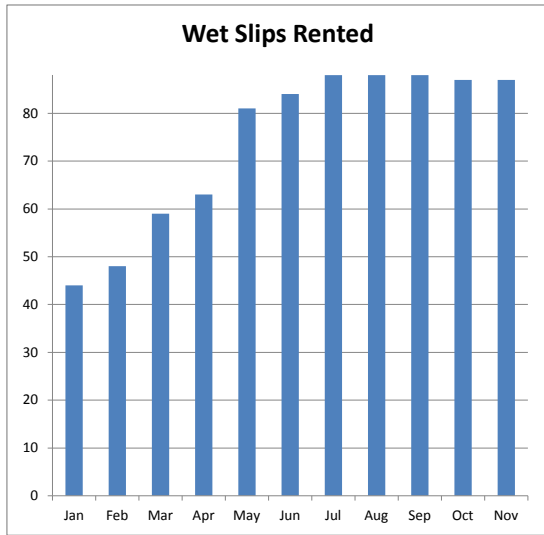
Note: Statistics/Report in Attachment "C" are through the last completed month.

Respectfully presented to Mitch Waterman, Interim Managing Director, this 11th day of November, 2014.

Morgan Buscher
Interim General Manager

ATTACHMENT

A



2014		Monthly Summary Report												
Marina		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
A	Wet Slips - Available	88	88	88	88	88	88	88	88	88	88	88	88	88
B	Wet Slips - Rented - SVCA	44	48	59	62	78	81	85	85	85	84	84	84	84
C	Wet Slips - Rented - Non-SVCA	0	0	0	1	3	3	3	3	3	3	3	3	3
D	TOTAL Wet-Slips Rented	44	48	59	63	81	84	88	88	88	87	87	87	87
E	% Wet-Slip Utilization	50%	55%	67%	72%	92%	95%	100%	100%	100%	99%	99%	99%	99%
F	Dry Slips - Available	165	165	165	165	165	165	165	165	165	165	165	165	165
G	Dry Slips - Rented - SVCA	53	59	88	106	131	137	143	143	140	140	140	140	140
H	Dry-Slips - Rented - Non-SVCA	0	0	1	1	3	3	4	5	5	5	5	5	5
I	TOTAL Dry-Slips Rented	53	59	89	107	134	140	147	148	145	145	145	145	145
J	% Dry-Slip Utilization	32%	36%	54%	65%	81%	85%	89%	90%	88%	88%	88%	88%	88%
K	Canoe/Kayak Storage - Available	90	90	90	90	90	90	90	90	90	90	90	90	90
L	TOTAL Canoe/Kayak Storage Rented	23	24	31	44	55	60	60	65	65	65	65	65	65
M	% Canoe/Kayak Storage Utilization	26%	27%	34%	49%	61%	67%	67%	72%	72%	72%	72%	72%	72%
N	TOTAL - Boat Launch Passes	0	2	3	12	19	29	36	37	37				37
O	Revenues - Wet Slips	\$ 3,645	\$ -	\$ 6,655	\$ 2,650	\$ 1,980	\$ -	\$ (200)	\$ -	\$ (145)				\$ 14,585
P	Revenues - Dry Slips (Includes Canoe/Kayak Racks)	\$ 6,115	\$ 820	\$ 19,650	\$ 5,620	\$ 5,810	\$ 2,300	\$ 1,080	\$ 1,660	\$ -				\$ 43,055
Q	Revenues - Combo Slips	\$ 805	\$ 4,325	\$ 42,860	\$ (2,985)	\$ 6,575	\$ 3,015	\$ 3,695	\$ -	\$ -				\$ 58,290
T	TOTAL Monthly Revenues	\$ 10,565	\$ 5,145	\$ 69,165	\$ 5,285	\$ 14,365	\$ 5,315	\$ 4,575	\$ 1,660	\$ (145)	\$ -	\$ -	\$ -	\$ 115,930
U	CUMULATIVE Revenues	\$ 10,565	\$ 15,710	\$ 84,875	\$ 90,160	\$ 104,525	\$ 109,840	\$ 114,415	\$ 116,075	\$ 115,930	\$ 115,930	\$ 115,930	\$ 115,930	

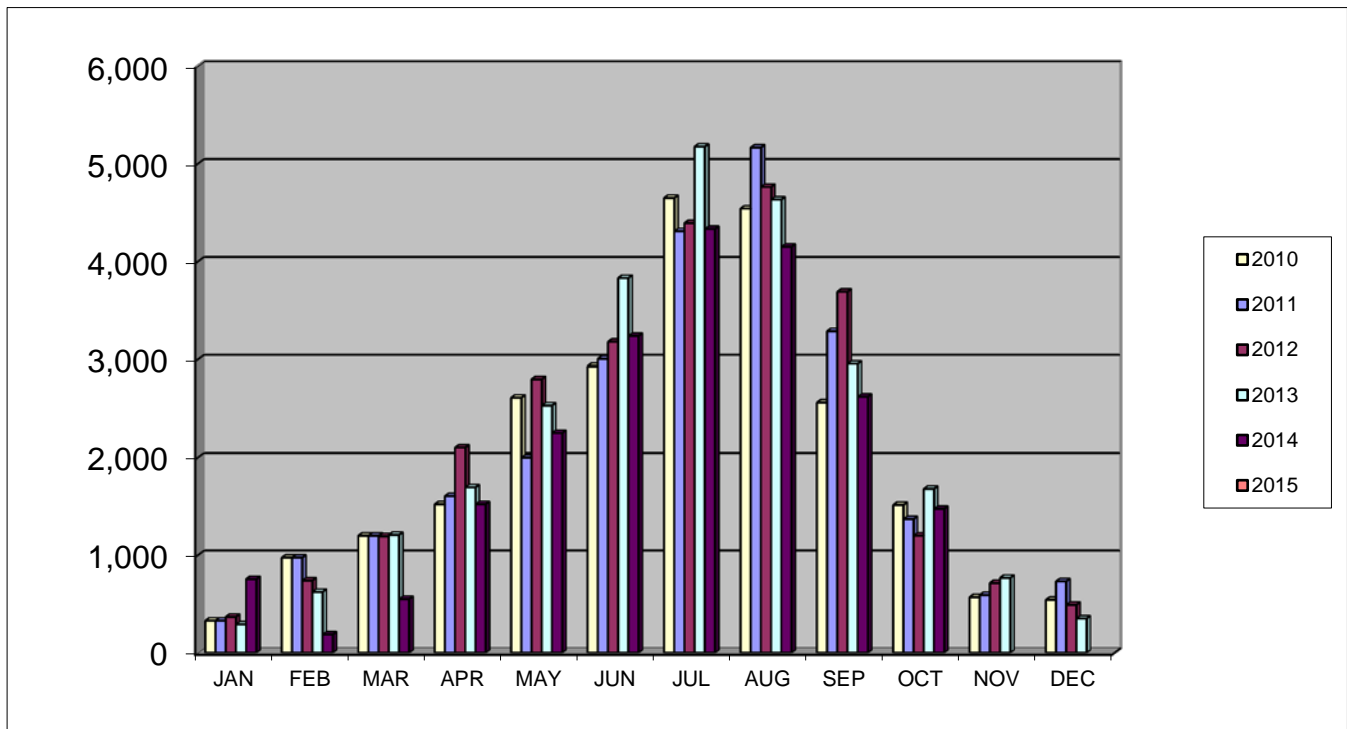
Marina		Explanation
A	Wet Slips - Available	Total number of wet slips available at the Marina
B	Wet Slips - Rented - SVCA	Total number of wet slips rented to residents of SVCA
C	Wet Slips - Rented - Non-SVCA	Total number of wet slips rented to non-residents
D	TOTAL Wet-Slips Rented	Total number of wet slips rented to both non-residents and residents of SVCA
E	% Wet-Slip Utilization	Percentage of all wet slips available that actually are rented
F	Dry Slips - Available	Total number of dry slips available at the Marina
G	Dry Slips - Rented - SVCA	Total number of dry slips rented to residents of SVCA
H	Dry-Slips - Rented - Non-SVCA	Total number of dry slips rented to non-residents
I	TOTAL Dry-Slips Rented	Total number of dry slips rented to both non-residents and residents of SVCA
J	% Dry-Slip Utilization	Percentage of all dry slips available that actually are rented
K	Canoe/Kayak Storage - Available	Total number of canoe/kayak storage available
L	TOTAL Canoe/Kayak Storage Rented	Total number of canoe/kayak storage rented
M	% Canoe/Kayak Storage Utilization	Percentage of all canoe/kayak storage that actually are rented
N	TOTAL Boat Launch Passes	Total number of boat launch passes sold
O	Revenues - Wet Slips	Total revenues for this period of time from payments for wet slips
P	Revenues - Dry Slips	Total revenues for this period of time from payments for dry slips
Q	Revenues - Combo Slips	Total revenues for this period of time from payments for combo slips
R	Revenues - Canoe/Kayak Storage	Total revenues for this period of time from payments for canoe/kayak storage
S	Revenues - Boat Launch	Total revenues for this period of time from payments for boat launch passes
T	TOTAL Monthly Revenues (O+P+Q+R+S)	Total monthly revenues from wet slips, dry slips, combo slips, boat launch, and canoe/kayak storage
U	CUMULATIVE Revenues (JAN+FEB, JAN+FEB+MARCH, ETC.)	Total revenues from wet slips, dry slips, fees, and fines

ATTACHMENT

B

Rounds

	2010	2011	2012	2013	2014	2015
JAN	329	329	368	291	755	
FEB	975	975	741	624	187	
MAR	1,200	1,200	1,194	1,208	551	
APR	1,521	1,605	2,103	1,695	1,523	
MAY	2,613	1,999	2,802	2,533	2,252	
JUN	2,933	3,006	3,180	3,832	3,240	
JUL	4,650	4,310	4,393	5,175	4,333	
AUG	4,541	5,165	4,763	4,633	4,151	
SEP	2,564	3,288	3,691	2,956	2,623	
OCT	1,515	1,370	1,201	1,679	1,474	
NOV	570	592	715	768		
DEC	542	732	492	351		
Total	23,953	24,571	25,643	25,745	21,089	0
Gross Revenue	\$661,299.00	\$656,706.00	\$736,909.00	\$740,490.00	\$654,076.00	
Revenue/Round	\$27.61	\$26.73	\$28.74	\$28.76	\$31.02	#DIV/0!



SUDDEN VALLEY COMMUNITY ASSOCIATION GOLF MEMBERSHIP COMPARISON

	January			February			March			April			May			June		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Social	8	0	2	10	2	2	14	13	7	15	13	7	17	14	7	17	14	9
Associate	18	14	20	29	24	26	52	42	38	68	53	55	81	64	69	83	68	77
Single	24	16	15	29	25	20	41	34	29	42	38	30	44	38	34	45	39	38
Single - NPO	10	11	6	11	14	6	15	17	11	17	18	12	17	18	12	17	18	13
Sr. Limited	8	9	10	10	9	14	12	15	19	12	15	22	13	15	24	12	15	24
Sr. Limited - NPO	3	4	4	3	4	4	4	6	5	4	7	6	4	7	6	4	7	5
Intermediate	n/a	0	0	n/a	1	1	n/a	1	1	n/a	2	1	n/a	2	1	n/a	2	1
Intermediate-NPO	n/a	0	2	n/a	0	2	n/a	0	2	n/a	0	2	n/a	0	2	n/a	0	2
Family	40	42	32	44	46	36	70	62	44	72	66	54	72	68	60	74	68	60
Family - NPO	6	0	4	8	0	4	12	4	8	14	10	10	16	10	10	16	10	10
Family 3+	6	15	21	12	21	21	15	27	30	21	30	33	21	30	36	21	30	36
Family 3+ - NPO	6	3	0	6	3	0	6	6	0	6	6	0	6	6	0	6	6	0
Junior	4	9	5	5	9	5	8	12	9	9	12	12	9	12	18	12	15	19
Junior - NPO	4	4	1	7	4	1	8	6	3	10	7	7	12	9	9	13	10	12
Corporate	n/a	n/a	1			1			1			1			1			1
Total	137	127	122	174	162	143	257	245	207	290	277	252	312	293	289	320	302	307

	July			August			September			October			November			December		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Social	17	14	11	17	14	11	17	14	11	17	14	11	17	14		17	14	
Associate	87	82	81	87	82	82	87	82	83	87	82	83	87	82		87	82	
Single	47	40	38	46	39	39	46	39	39	46	39	39	46	39		46	39	
Single - NPO	17	18	13	17	18	13	17	18	13	17	18	13	17	18		17	18	
Sr. Limited	14	15	25	14	15	25	14	15	25	14	15	25	14	15		14	15	
Sr. Limited - NPO	4	7	5	4	7	5	4	7	5	4	7	5	4	7		4	7	
Intermediate	n/a	2	1	n/a	2	1	n/a	2	1	n/a	2	1	n/a	2		n/a	2	
Intermediate-NPO	n/a	0	2	n/a	0	2	n/a	0	2	n/a	0	2	n/a	0		n/a	0	
Family	74	74	60	74	78	58	74	78	58	74	78	58	74	78		74	78	
Family - NPO	16	10	10	18	10	10	18	10	10	18	10	10	18	10		18	10	
Family 3+	21	30	39	21	30	39	21	30	39	21	30	39	21	30		21	30	
Family 3+ - NPO	6	6	0	6	6	0	6	6	0	6	6	0	6	6		6	6	
Junior	15	16	21	15	16	23	15	16	23	15	16	23	15	16		15	16	
Junior - NPO	13	10	12	13	10	12	13	10	12	13	10	12	13	10		13	10	
Corporate			1			1			1			1						
Total	331	324	319	332	327	320	332	327	321	332	327	321	332	327	0	332	327	0

Golf Outings & Rounds

	2011		2012		2013		2014	
	Outings	Rounds	Outings	Rounds	Outings	Rounds	Outings	Rounds
January	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0
March	0	0	1	120	0	0	0	0
April	1	240	1	342	2	442	1	76
May	3	100	3	211	4	183	4	135
June	7	577	8	446	7	689	7	609
July	1	64	7	261	4	204	7	271
August	2	36	5	196	3	144	7	344
September	3	116	1	76	2	138	4	200
October	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0
Total	17	1133	26	1652	22	1800	30	1635

Tentative Bookings

ATTACHMENT

C



SECURITY STATISTICS 2014

SITUATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
Alarms	1	2	3	2	2	1	2	1					14
Agency Assist (Arrest)													0
Agency Assist (Assault)		1											1
Agency Assist (Burglary)													0
Agency Assist (Domestic Violence)	1												1
Agency Assist (Fire/ Aid Calls)	1		1				1	2					5
Agency Assist (Prowler)			1		2			3					6
Agency Assist (Theft)					1								1
Agency Assist (Traffic Accident)			1	1				1	1	1			5
Agency Assist (Vandalism)		1											1
Agency Assist (Other)	3	1	1	2	3	5	2	2	1				20
Citezen Assist	42	28	20	30	43	57	59	58	17	19			373
Courtesy Ride	11	13	15	8	3	2	2	11	1	3			69
House/Welfare Check	6	3		1	5	9	3	4		6			37
ID Check				1	1	30	132	40	27				231
Suspicious	4	3	1	2	6	5	9	6	4	6			46
Traffic (Control)	1	2	2	4	2	1	1	1	1	4			19
Traffic (Speeding)					2		2						4
Traffic (No Operator/Vehicle Liscence)													0
Traffic (Moving Other)													0
Vehicle (Non Moving)	2	2	3	11	3	1	1	2					25
Trespassing (SV Property)	1				1	1							3
Improper Storage	1					3	16	13					33
Vandalism (SV Property)	1	1				2	1	2	1				8
Burning (Unauthorised)							2	2					4
Firearms Violation	1						1						2
Obstructing/Treatening/Assault (Employee)							2						2
Hours of Operation							3	2	7				12
Pet Regulation Violation	2	5		15		5	7	23	3	1			61
Disorderly (Home/Vehicle)			1										1
Disorderly (Behavior)					5	3			1				9
Unauthorised Sign						1							1
Fireworks						1	7						8
Yard/Property Maintenance			1				3	5					9
SP-1 Mileage	789	664	441	699	1200	1642	1449	315	783	1505			9487
SP-2 Mileage	998	1015	1411	1332	552	329	289	1867	1032	64			8889
SP-3 Mileage	0	85	0	0	0	48	118	3	0	28			282
Total Mileage	1787	1764	1852	2031	1752	2019	1856	2185	1815	1597	0	0	18658

<h1>Minutes</h1>	<h2>Sudden Valley Community Association Architectural Control Committee</h2>
	November 6, 2014 9:00 AM Adult Center
Type of meeting:	Request and Plan Review
Facilitators:	Bruce Sterling, ACC Co-Chair
Note takers:	Anthony Cavender, CES Manager; Judy DeBay, CES Specialist
Attendees:	Bill Amen, Berry Fox, Kathryn Finn, Anne Mosness, Suzanne Blangsted, Bill Pfeil, Jo Jean Kos
Observers:	Daniel Elmer, Vitaliy Pikalov, Merrie Hogle
	Agenda Topics

Item No. 1	Approval of October 16, 2014 ACC Meeting Minutes
Item No. 2	Tree Subcommittee Report
Item No. 3	6 Birdie Ln. (32/69) - Carport Request
Item No. 4	18 Yearling Pl. (9/95) - Trellis, Fence, Porch Steps, Siding and Veneer Request
Item No. 4A	18 Yearling Pl. (9/95) - To Waive Cleanout Installation Requirement for Previously Installed and Approved Culvert on Applicant's Property
Item No. 5	12 Cascade Ln. (4/77&78) - Window Request
Item No. 6	12 Cascade Ln. (4/77&78) - Attic Vent Request
Item No. 7	Old Business (add to future agendas)
Item No. 8	New Business (add to future agendas)
Item No. 9	Ratification of new terms on committee and co-chairs

Item – 1	Approval of October 16, 2014 ACC Meeting Minutes
Comments: Minutes included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Jo Jean Kos, seconded by Suzanne Blangsted.

Item – 2		Tree Subcommittee Report: Bruce Sterling, Suzanne Blangsted, Jo Jean Kos, Kathryn Finn, Bill Amen
		The tree subcommittee recommends the following:
	A	1 Whispering Cedars Ct. (39/1) - Approve removal of trees #3, 4, 6-8, 10, 13 and 14 as submitted. Approve limbing up to 25% of entire canopy of trees #1, 2, 5, 9, 11 and 12 as submitted. Written authorization from Whatcom County natural resources department for trees #11, 13 and 14 must be provided to the Community and Environmental Services (CES) staff before permit will be issued for limbing or removal of those trees.
	B	11 Pinto Creek Ln. (24/190) - Recommend to SVCA Board of Directors to approve

	<p>C removal of two alder trees at applicant's expense. Appropriate permit from Whatcom County natural resources department will be required before SVCA permit will be issued. 185A Polo Park Dr. (9/207&208) - Approve removal of two alder trees located next to applicant's garage as submitted. Removal of 6 additional alder trees with written authorization from Whatcom County must be provided to the Community and Environmental Services (CES) before permit will be issued.</p> <p>D 14 Honeycomb Ln. (13/7) - Approve removal of three western hemlock trees as submitted.</p> <p>E 130 Sudden Valley Dr. (5/31) - Approve removal of one alder tree as submitted.</p> <p>F 155 Harbor View Dr. (22/246) - Approve removal of one alder tree as submitted.</p> <p>G 5 Plum Ln. (22/290&291) - Recommend to CES staff to approve removal of one western redcedar tree located in road right of way as submitted.</p> <p>H 19 Tumbling Water Dr. (24/134) - Tree Request - prior electronic vote affirmed.</p>
Comments: Requests included in packet.	
Discussion: As amended. Kathryn Finn and Anne Mosness oppose SVCA requiring members to obtain county approval for projects located in or near critical areas.	
Action: Approved	Moved of Jo Jean Kos, seconded by Suzanne Blangsted. (Berry Fox, Kathryn Finn and Anne Mosness opposed)

Item – 3	6 Birdie Ln. (32/69) - Carport Request
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved	Moved by Suzanne Blangsted, seconded by Bill Pfeil.

Item – 4	18 Yearling Pl. (9/95) - Trellis, Fence, Porch Steps, Siding and Veneer Request
Comments: Request included in packet.	
Discussion: With conditions: fence may not be located any closer to road than applicant's front property line; 20' front setback variance granted.	
Action: Approved	Moved by Bill Amen, seconded by Berry Fox.

Item – 4A	18 Yearling Pl. (9/95) - To Waive Cleanout Installation Requirement for Previously Installed and Approved Culvert on Applicant's Property
Comments: Request added during meeting.	
Discussion: As discussed.	
Action: Approved	Moved by Bill Pfeil, seconded by Anne Mosness.

Item – 5	12 Cascade Ln. (4/77&78) - Window Request
Comments: Request included in packet.	
Discussion: With condition: Accept windows with requirement that applicant install opaque/frosted film or treatment on subject windows.	
Action: Approved	Moved by Bill Pfeil, seconded by Jo Jean Kos. (Anne Mosness opposed)

Item – 6	12 Cascade Ln. (4/77&78) - Attic Vent Request
Comments: Request included in packet.	
Discussion: As submitted.	

Action: Approved	Moved by Suzanne Blangsted, seconded by Bill Pfeil.
Item – 7	Old Business
Comments:	
Discussion:	
Action:	

Item – 8	New Business
Comments:	
Discussion:	
Action:	

Item – 9	Ratification of new terms on committee and co-chairs
Comments: Annual Ratification.	
Discussion: As discussed. Bruce Sterling, Jo Jean Kos, Berry Fox and Anne Mosness to be ratified as ACC members for a second term. Bruce Sterling and Jo Jean Kos to be re-elected as Co-Chairs.	
Action: Approved	Moved by Suzanne Blangsted, seconded by Kathryn Finn.

**RESOLUTION TO ESTABLISH
THE COMMUNICATION COMMITTEE FOR 2015
SUDDEN VALLEY COMMUNITY ASSOCIATION**

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

WHEREAS the resolution is required to identify and describe the responsibilities of the committee being established,

THEREFORE, be it resolved that the Sudden Valley Board of Directors hereby establishes the Communication Committee for the year 2015.

I. Membership:

The SVCA Communication Committee shall consist of at least two (2) directors, and at least two (2) SVCA community members (non-directors). Names of Committee Members shall be submitted to the SVCA Board for approval.

II. Purpose:

The purpose of the Communication Committee is to enable and facilitate communication between SVCA members and groups, the SVCA Board, and Staff.

III. Meetings and Procedures:

The Communication Committee shall meet a minimum of four times during 2015. Meetings shall be conducted in accordance with Robert's Rules of Order. Notices shall be posted on the SVCA web page of the scheduled meeting place and time. Written minutes of all meetings shall be given to the SVCA Board Secretary. The committee shall create a written report and may also give a brief oral summary at the scheduled SVCA Annual Meeting or as directed by the SVCA Board of Directors.

IV. Responsibilities:

The Communication Committee shall:

- A.** Maintain, develop and enhance two-way communication tools and methods to be used in Sudden Valley as well as the wider community – **the tools**
- B.** Publish information to keep members informed – **the message**
- C.** Coordinate with Staff to plan community events, and welcome new members to the Sudden Valley Community – **the community**
- D.** Connect to those outside of Sudden Valley – **community outreach**

Committee Members

Chair: Leslie McRoberts, Director
Directors: Carol Bauman, David Narsico
Community Members: Chris Weitzel, Marlene Harlan
Staff Liaison: Chanty Uchs, Courtney Lange

Resolution approved and adopted on November 13, 2014 by the SVCA Board of Directors.

President: _____

Secretary: _____

**RESOLUTION TO ESTABLISH
THE EMERGENCY PREPAREDNESS COMMITTEE FOR 2015
SUDDEN VALLEY COMMUNITY ASSOCIATION**

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

WHEREAS the resolution is required to identify and describe the responsibilities of the committee being established,

THEREFORE, be it resolved that the Sudden Valley Board of Directors hereby establishes the Emergency Preparedness Committee for the year 2015.

I. Membership:

The SVCA Emergency Preparedness Committee shall consist of at least two (2) directors, at least two (2) SVCA community members (non-directors). Names of Committee Members shall be submitted to the SVCA Board for approval.

II. Purpose:

The purpose of the Emergency Preparedness Committee is to identify situations that may impact the health and safety of Sudden Valley residents and to define the responsibilities of Sudden Valley, and other organizations in these situations.

III. Meetings and Procedures:

The Emergency Preparedness Committee shall meet a minimum of four times during 2015. Meetings shall be conducted in accordance with Robert's Rules of Order. Notices shall be posted on the SVCA web page of the scheduled meeting place and time. Written minutes of all meetings shall be given to the SVCA Board Secretary. The committee shall create a written report and may also give a brief oral summary at the scheduled SVCA Annual Meeting or as directed by the SVCA Board of Directors.

IV. Responsibilities:

The Emergency Preparedness Committee shall:

- A. When necessary, clearly state the emergency related problem and describe relevant incidents if appropriate that impact the health and safety of Sudden Valley residents.
- B. Investigate and describe possible solutions to the problem.
- C. Provide a written report to the Board by September, 2015.

V. Action Items:

- A. Continue to coordinate with the Red Cross, Washington State Emergency

Management, Whatcom County Sheriff's Office Division of Emergency Management, and South Whatcom Fire Department, to provide emergency shelter, emergency food and water, and enhanced procedures for addressing emergency situations in the Valley.

- B. Identify and enhance procedures for contacting key holders, communication personnel, and other principals during an emergency situation.
- C. Review and commence update of the Emergency Preparedness Manual for SVCA.
- D. Provide and enhance emergency education and C.E.R.T classes for SVCA residents.
- E. Continue development of the Seaplane Rescue Plan and/or related emergency training exercises.
- F. Recruit Volunteers for training and drills in order to make Sudden Valley eligible for the Washington State Emergency Management Division's "Community Point of Distribution" program, which would provide food and water to the community in the event of a disaster.

Committee Members

Chair: Mike D'Angelo, Director
Director: Carol Houlton
Community Members: Penny and Owen Bamford, Suzanne Blangsted
Staff Members: Art Bullock, Chief Security,
Tony Darmanin, Deputy Chief Security;

Resolution approved and adopted on November 13, 2014 by the SVCA Board of Directors.

President: _____

Secretary: _____

Date: November 20, 2014
To: Laurence W. Brown, Pres. SVCA Board of Directors
From: Georgia Allen, 2015 Interim N&E Committee, Chair
Leslie McRoberts, 2014 N&E Committee, Chair
Subject: Certification of 2014 AGM on November 1, 2014

This report is presented pursuant to SVCA By-laws Article III, Section 3 (f).

On Nov. 4, the outgoing N&E Committee, the Master Counter, the new N&E Chair, and Staff met to perform a final canvass of election materials (meeting minutes attached).

The attached spreadsheet shows:

- 3193 ballots mailed (Postage statements from printer attached)
- 889 ballots were returned comprising 773 mail in ballots, 43 registered the day of the AGM, 14 were returned late, 9 ballots had no signature, 1 floor ballot was invalid because it had no stamp, 17 were returned as undeliverable, 30 members not current voted budget only
- 846 ballots were counted, 30 of which were budget only
- 41 ballots were not counted comprising the 14 returned late, 9 ballots with no signature, 1 invalid floor ballot, and 17 returned as undeliverable
- A total of 14 replacement ballots were issued

In the counting room were the three members of N&E who were not candidates and staff members who were there to assist the N&E, as well as the volunteer member counters.

There were only 2 candidates for the 3 open Board positions, Mike D'Angelo and Leslie McRoberts and so they were automatically elected to the Board of Directors for 3 year terms. There were no candidate applications for N&E leaving 3 carryover members from last year to serve in 2015 according to the bylaws. Georgia Allen has agreed to serve as Interim Chair and staff has posted requests for the 2 N&E vacancies. These requests have been posted at the Administration building and on our Web site. All ballot measures passed with the necessary number of votes.

There were 3 issues that arose the day of the AGM:

- The closing time posted for close of registration in the Views and at all of the gate signs didn't agree with the closing time in the election booklet or the N&E manual. This will be reviewed with the parliamentarian after the first of the year to ensure that next year's instructions will be clear and unambiguous.
- A member stated on the floor that the Measure 5 ballots to have members elect the ACC instead of their being appointed, were not being correctly counted because ACC authority was in the Restrictive Covenants, and that changes to the Covenants require approval from the

majority of voters in each division. This was sent to our attorney for review the week after the AGM.

- The accounting office opened 34 blue ballot envelopes in error. The mistake was immediately recognized and the ballots were taken to the counting room by the Interim Managing Director and an EMB staff member, kept segregated from the other ballots, and counted.

Also attached are the Master Tally sheets and the invoice and mailing receipts from the printer, Lithtex showing the number of ballots they sent out which agrees with the spreadsheet.

Respectfully Submitted,

Leslie McRoberts
2014 N&E Committee, Chair

Respectfully Submitted,

Georgia Allen
2015 N&E Committee, Interim Chair

Election Certification Statement
Annual General Meeting - 11/2/2013

		<u>Total Ballots Returned</u>	<u>Total Ballots Counted</u>	<u>Total Ballots Not Counted</u>
<u>Total Number of Ballots Mailed to Members</u>	<u>3193</u>			
- Ballots sent to US addresses by printer	2965			
- Ballots sent to foreign addresses	227			
- Ballots mailed by Sudden Valley	1			
- Ballots sent to N&E Chair, SVCA Board Secretary, Parliamentarian, Staff	4			
<u>Total Number of Ballots Returned</u>	<u>889</u>			
Total Number of Ballots Counted	846			
Total Number of Ballots Not Counted	43			
Total Number with Dues Not Current	30			
<u>Total number of Replacement Ballots Issued</u>	<u>14</u>			
- Mail-in ballots - members in good standing	773	773	773	
- Ballots voted the day of the AGM	43	43	43	
- Ballots returned late	14	14		14
- Ballots with no signature	9	9		9
- Invalid floor ballot - no stamp	1	1		1
- Ballots returned - undeliverable	17	17		17
- Ballots w/ dues not current - Budget only	30	30	30	
- Multiple Ballots in one envelope	2	2		2
- Not Current Owner	0	0		
<u>Total:</u>		889	846	43

Total Ballots Casted:

Grand Master Tally - BOD

Date: 11/1/14

Master Team Name(s): Martene Harkan

Master Tally Sheet #	Mike D'Angelo	Leslie McRoberts	Total
Mail-In Ballots			
MTS 1	393	438	831
MTS 2	94	100	194
Subtotal	487	538	1025 ✓
Sat. Regist.			
MTS 2	14	14	
Subtotal	14	14	
AGM Ballots			
MTS 2	7	8	
Subtotal	7	8	
Grand Total	508	560	
%			

Grand Master Tally - Measures

Date: 11/1/14

Master Counter: Martene Harlan

Master Tally Sheet	Measure #1		Measure #2		Measure #3		Measure #4	
	Approve	Reject	Yes	No	Yes	No	Yes	No
Mail-In Ballots								
MTS 1	471	143	88	59	121	21	121	21
MTS 2	111	33	405	215	519	81	519	82
	1							
Subtotal	582	176	493	274	640	102	640	103
Sat. Regist.								
MTS 2	14	11	10	15	19	6	21	4
Subtotal	14	11	10	15	19	6	21	4
Saturday AGM								
MTS 2	11	1	11	1	10	2	10	2
Subtotal	11	1	11	1	10	2	10	2
Budget Only								
MTS 2	19	10						
Subtotal	19	10						
Grand Total	626	198	514	290	669	110	671	109
%			63.9	36.1	85.9	14.1	86.0	14.0

Total Eligible Votes:
3188

Grand Master Tally - Measures

Date: 11/1/14

Master Counter: Marlene Hartman

Master Tally Sheet	Measure #5		Measure #6	
	Yes	No	Yes	No
Mail-In Ballots				
MTS 1	102	41	96	47
MTS 2	442	159	457	149
Subtotal	544	200	553	196
Sat. Regist.				
MTS 3	20	5	17	8
Subtotal	20	5	17	8
Saturday AGM				
MTS 4	9	2	10	1
Subtotal	9	2	10	1
Grand Total				
	573	207	580	205
%	73.5	26.5	73.8	26.1

Postage Statement -- First-Class Mail

Transaction Number: 201427315562978 MO		CAPS Transaction Number: 2014093015563000MO		Postage Statement Number: 196491820		
Mailing Group	Mailing Group ID 139881755			Mailing Job Number 47944		
	Preparer LITHTEX NORTHWEST, LLC			Origin Mail.dat		
Job Description 47944 SUDDEN VALLEY						
Mailer	Permit Holder's Name and Address and Email Address, if Any LITHTEX NORTHWEST, LLC 2000 KENTUCKY ST BELLINGHAM, WA 98229-4730 Contact Name: BRENDA GARCIA (360)676-1977 BRENDAG@LITHTEXNW.COM			Name and Address of Mailing Agent <i>(If other than permit holder)</i> LITHTEX NORTHWEST, LLC 2000 KENTUCKY ST BELLINGHAM, WA 98229-4730		
	CAPS Customer Ref. No: 16949 CRID: 2814728			Name and Address of Individual or Organization for Which Mailing is Prepared <i>(If other than permit holder)</i>		
Mailing	Post Office of Mailing BELLINGHAM, WA 98225-9998	Processing Category Flats	Parcels Only Hold For Pickup (HFPU): No. of Pieces 0	Mailer's Mailing Date 09/30/14	Federal Agency Cost Code	
	Type of Postage Permit Imprint		Weight of a Single Piece 0.1835 lbs.	Combined Mailing <input type="checkbox"/> Single Class	Statement Seq. No.	
	Permit # 114	For Mail Enclosed Within Another Class <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post			SSF Transaction ID# 0	No. & type of Containers Sacks: 0 1 ft. Letter Trays: 0 2 ft. Letter Trays: 0 EMM Letter Trays: 0 Flat Trays: 30 Pallets: 0 Other: 0
	For Automation Rate Pieces, Enter Date of Address Matching and Coding 09/30/14		Move Update Method: NCOALink		Customer Generated Electronic Labels <input type="checkbox"/> SigCon	
			Total Pieces 2,965		Total Weight 548.5250 lbs.	
Postage	Letter-size mailpieces contain: <input type="checkbox"/> Round Trip Only: One DVD/CD or other disk			Parts Completed A, B		
	This is a Political Mailing No			Subtotal Postage (Add parts totals)		\$2,712.24
	This is Official Election Mail No					
	Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps.			_____ pcs. x \$ _____ = Postage Affixed		\$0.00
	Rate at Which Postage Affixed (Check one) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither			Incentive/Discount _____		\$0.00
				Fee _____		\$0.00
				Net Postage Due		\$2,712.24
Total USPS Adjusted Postage \$2,712.24						
Certification	Incentive/Discount Claimed: N/A Type of Fee: N/A					
	The mailer certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent certifies that he or she is authorized on behalf of the mailer then that mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. Privacy Notice: For information regarding our Privacy Policy visit www.usps.com					

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Part A

Automation Prices

Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A9	5-Digit	\$0.867	2,398	\$2,079.066 0	\$0.0000	\$0.0000	\$2,079.0660
A10	3-Digit	\$1.050	253	\$265.6500	\$0.0000	\$0.0000	\$265.6500
A11	ADC	\$1.107	115	\$127.3050	\$0.0000	\$0.0000	\$127.3050
A12	Mixed ADC	\$1.198	190	\$227.6200	\$0.0000	\$0.0000	\$227.6200
A13	Part A Total (Add lines A1-A12)						\$2,699.64

* May contain both Full Service Intelligent Mail and other discounts.

Part B

Nonautomation Prices

Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B15	Single-Piece	\$1.400	9	\$12.6000	\$0.0000	\$0.0000	\$12.6000
Part B Total (Add lines B1-B21)							\$12.60

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LITHTEX NW

Printing Solutions

2000 Kentucky Street
 Bellingham, WA 98229
 Phone: (360) 676-1977
 Fax: (360) 676-1895

Sold To:

Sudden Vly Comm Association
 4 Clubhouse Circle
 Bellingham, WA 98229

Invoice

Invoice Number:

47944.1

Invoice Date:

Sep 19, 2014

Customer ID	Customer PO	Payment Terms	
Sudden Vly Com Assoc		Upon Receipt	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Gary Lee			9/19/14
Description			Extension
Report Mailing ~ US Postage ~ 2,965 pieces			2,712.24
Canadian Postage ~ 227 pieces			629.67

Customer Resale Number

Subtotal	3,341.91
Freight	
Sales Tax	
Total Invoice Amount	3,341.91
Payment/Credit Applied	
BALANCE DUE	3,341.91