

SUDDEN VALLEY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
THURSDAY, SEPTEMBER 25, 2014  
ADULT CENTER  
7:00 PM

In Attendance:

Larry Brown, President  
Carol Bauman, Vice President  
David Narsico, Secretary  
George Shaffner, Treasurer  
Carol Houlton  
Tammy Woodin  
Leslie McRoberts, N&E Chair  
Jo Jean Kos, ACC Chair  
Tom Doll  
Melissa Lange

Community Members: 28

Sudden Valley Staff: Mitch Waterman, Interim Interim Managing Director

Associa Staff: Morgan Buscher, Interim General Manager  
Michelle Miller, Accounting Manager  
Amanda Becker, Administrative Specialist

I. CALL TO ORDER

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

II. ROLL CALL

III. ADOPTION OF AGENDA

The agenda was adopted as amended by acclamation.

IV. ANNOUNCEMENTS

- A. Director Houlton announced there will be a Safety Fair held on Saturday, October 11 from 10:30 am to 3:30 pm at the Dance Barn. She said the Coast Guard would be in attendance and they plan to bring a boat and PFD Panda. She said the event will coincide with the Silent Auction.
- B. Director Bauman announced there will be an auction held on October 11 from 10:30 am to 3:30 pm at the Ice Barn. She said there are 4 canoes, a 5 - 6 foot sailboat, pool tables, air hockey table, lots of chairs in varying condition, shuffleboard, rollerblades, table saw, and lots more. All items are "as is" and bidding will start at \$1. She said there will be a preview held on Saturday, October 10 from 3:00 pm to 7:00 pm. She stated the photos of the items will be online as of Tuesday, September 30. All items purchased need to be taken by Saturday night, October 11.
- C. Director McRoberts announced the N&E needed one more member to serve until the AGM. She stated there was also one opening on the Board of Directors.

- D. Director Narsico announced there was one more Candidates Forum on Saturday from 10 am to 11 am in the Adult Center. He said the Forum on Tuesday went really well. He also announced there would be a Jazz Concert held at the Dance Barn, starting at 3 pm. The concert will feature Miles Black. There will also be a reception for the Arts held after the concert.

#### V. PROPERTY OWNER COMMENTS

- A. A resident raised the concern about using the Adult Center for the Library stating that two years, with an extension, is not temporary. The decision to use the Adult Center should be brought to the membership in the form of a vote since the Adult Center is one of the most important amenities in the Valley.
- B. Another resident questioned if we are displacing the groups or if they were being offered another space.
- C. The question was raised on where an alternative space would be for the Library and if the alternative spaces are sufficient?
- D. A resident stated the Library has proven itself to be a wonderful amenity. He urged the Board to do whatever possible to keep the Library in Sudden Valley.
- E. One resident stated the Library is one of the best things to ever happen to the Valley. She said especially if you consider how much the Library was used. It's nice to see the books being sought after by the adults and children, even in the small amount of space in which they are currently working out of. The Garden Club meets in the Adult Center every month and they host the annual plant sale in the Adult Center every May. They are willing to move to another location to keep the Library in Sudden Valley.
- F. A resident inquired if the Board has asked all of the groups that will be displaced if they object, or if the groups would like to suggest any alternatives.
- G. A resident requested the policy regarding sandwich boards at the Gates be rethought or enforced. Many sandwich boards are covering the posters made by the Administration Office. The resident doesn't feel that the signs being chained to Sudden Valley Gates are appropriate.
- H. A resident inquired how many people responded to the Board's request for member input and if the input was all positive?
- I. A resident suggested finding out what the Library requires for space, before negotiating with other people about where to be relocated.
- J. A resident stated they were in favor of the Library, but they wondered if other alternatives for placement were available. He suggested that across from Gate 5 there is a foundation for a horse barn that was never used. He said placing a butler (prefabricated metal) building on that structure would create an excellent location for the Library.
- K. In response to the issue of the Library being placed further away from other amenities a resident stated many residents live further away, so why not move it

**MOTION:** Director Bauman motioned to approve the minutes as amended. The motion was seconded. The motion passed unanimously.

**MOTION:** Director Lange motioned to remove the “Late” section in the minutes. The motion was seconded. The motion passed unanimously.

C. Board of Directors Meeting, September 11, 2014

**MOTION:** Director Bauman motioned to approve the minutes as amended. The motion was seconded. The motion passed unanimously.

**MOTION:** Director Lange motioned to remove the “Late” section in the minutes. The motion was seconded. The motion was approved by acclamation.

**MOTION:** Director Bauman motioned to remove “which the normal process” and “is” from page 11, line 120 – 121. The motion was seconded. The motion passed by acclamation.

**MOTION:** Director Bauman motioned to no longer have a “Late” section in future minutes. The motion was seconded. The motion passed unanimously.

VIII. GENERAL MANAGER’S REPORT AND VOTING AS NECESSARY

Interim General Manager Buscher stated the report was as submitted. Director Narsico asked some questions regarding the report layout and information. Interim Managing Director Waterman answered Director Narsico’s questions. Director McRoberts raised a question regarding citations. Interim Managing Director Waterman answered the question by saying this will be discussed in a closed session.

IX. CONTINUING BUSINESS

A. Library Building/Adult Center

Interim Managing Director Waterman handed out a proposal for temporary assignment of the Library. Interim Managing Director Waterman proposed the Board of Directors allow him to negotiate and complete an agreement with the Friends of the Sudden Valley Library to temporarily place the Library into the Adult Center.

**MOTION:** Director Shaffner motioned to empower Interim Managing Director Waterman to negotiate with the Friends of the Sudden Valley Library and the YMCA, and to return with a report to the next Board Meeting on October 9. The motion was seconded. The motion passed with one opposed.

Director Woodin raised some questions whether the Bylaws and Restrictive Covenants would interfere with the ability to relocate the Library in the Adult Center.

**MOTION:** Director Bauman motioned to amend the original motion that the negotiations come to the Executive Committee, instead of the full Board. The motion was not seconded so it does not carry forward.

**ACTION ITEM:** President Brown will send the question and documents to the lawyer to ensure there are no conflicts. The response will be sent to all Board members.

X. TREASURER’S UPDATE AND VOTING AS NECESSARY

A. Capital Requests

1. Miscellaneous Roadway, Paving and Drainage Improvements

Director Shaffner introduced the capital request and said the request passed at the Finance Committee level 4 – 0.

**MOTION:** Director Shaffner motioned the Board approve an amount of \$15,683 from the Roads Reserve Fund to be paid to Wilson Engineering for miscellaneous roadway, paving and drainage improvements. The motion was seconded. The motion passed unanimously.

2. Daylighting of Louise Creek – Phase I

Director Lange introduced the capital request. Director Shaffner stated the request is for the surveys, permitting, etc. but does not include construction.

**MOTION:** Director Lange motioned the Board of Directors approve for an amount of \$61,596 from the Roads Reserve Fund to be paid to Wilson Engineering for the Daylighting of Louise Creek culvert. The motion was seconded. The motion passed unanimously.

3. Administrative Building Revitalization Phase I (Change Order 1 Total Project Cost FY2014 and FY2015)

Interim Managing Director Waterman introduced the change order request. He stated the funds needed to be approved for both phases so a contract could be awarded. He also said the money would be spent between the two years as originally planned. The project is scheduled to begin in October 2014.

**MOTION:** Director Lange motioned the Board approve an additional amount of \$146, 903 to be funded 50% from CRRRF and 50% from MR&R. The motion was seconded. The motion passed unanimously.

**ACTION ITEM:** Administrative Specialist Becker will place the tracking sheet on the website with the rest of the agenda packet.

4. Rotunda Concept Estimate

Interim Managing Director Waterman introduced the capital request for a Rotunda concept estimate. Interim Managing Director Waterman stated the purpose of the project would be to evaluate if the Rotunda has adequate space to relocate the staff currently housed in the Clubhouse. He said the clubhouse could be turned into meeting rooms.

**MOTION:** Director Lange motioned the Board of Directors approve an amount “not to exceed” \$6000 be paid to J2 out of the UDR account. The motion was seconded. The motion passed unanimously.

5. Gate 3 Entrance Bus Shelter

Interim Managing Director Waterman introduced the capital request for the Gate 3 Entrance Bus Shelter. Interim Managing Director Waterman stated he would like to place bus shelters throughout the Gates but has not received help from the School District on locations of bus stops.

**MOTION:** Director Woodin motioned to the Board approve an amount “not to exceed” \$13,600 from the CRRRF fund. The motion was seconded. The motion passed unanimously.

6. Request CRRRRF Funds for On-Call Engineering Services

Director Shaffner explained the request for funds for On-Call Engineering Services was decided to be an operations expense. This was no longer a capital request.

7. Request Capital Funds to Purchase Greens Roller

Interim Managing Director Waterman introduced the capital request for a Greens Roller. The new equipment is expected to last 6 – 8 years.

**MOTION:** Director Lange motioned the Board of Directors approve an amount “not to exceed” \$14,000 from the CRRRF account. The motion was seconded. The motion passed unanimously.

8. Request No Change in Membership or Daily Fees for Golf for 2015

Director Lange introduced the request from the Director of Golf Kruhlak.

**MOTION:** Director Lange motioned the Board of Directors approve the request from Director of Golf Kruhlak with the addition to the fee schedule 1. Buy a membership for 2015 after

October 1, get the last months of the year for free and 2. 3% discount on membership when paid in full by cash or check by the end of January. The motion was seconded. The motion passed unanimously.

Some issues were raised of other Golf specials that are not included in the fee schedule so this motion was withdrawn. Due to the time sensitive issues it was decided the motion would remain.

9. Golf Membership Promotion

Director Houlton stated the request for a golf membership promotion was withdrawn until the Director of Golf can provide more information.

B. Treasurer's Update

Director Shaffner gave a brief overview of the balance sheets. He said the bottom line is Sudden Valley is in good shape regarding the revenues and Golf is taking a hit financially. The golf issues are being addressed by Directors Shaffner and Houlton, Accounting Manager Miller, and Interim Managing Director Waterman.

C. Minutes

1. Minutes, August 20, 2014

2. Minutes, September 3, 2014

Director Shaffner stated the minutes were as submitted and approved by the Finance Committee.

XI. COMMITTEE REPORTS AND VOTING AS NECESSARY

A. Architectural Control

1. Minutes, September 4, 2014

2. Minutes, September 18, 2014

3. September Report

Director Kos stated the minutes and report were as submitted.

B. Communications

1. Minutes, August 18, 2014

2. Minutes, September 2, 2014

Director Narsico stated the minutes were as submitted

C. Document Review

1. Minutes, August 11, 2014

President Brown stated the minutes were as submitted.

D. Emergency Preparedness

1. Minutes, August 12, 2014

Director Houlton stated the minutes were as submitted.

E. Nominations and Elections

1. Minutes, August 19, 2014

2. Minutes, September 2, 2014

Director McRoberts stated the minutes were as submitted.

3. AGM Status

Director McRoberts stated all documents have been given to the printer. She said the ballot packets will be sent out once the check is received next week.

F. Strategic Planning

Director Doll stated he had nothing to report

XII. CONTINUING BUSINESS AND VOTING AS NECESSARY (Continued)

B. Safety Fair

C. Auction

Directors Houlton and Bauman stated both the Safety Fair and Auction had been discussed during announcements.

XIII. NEW BUSINESS AND VOTING AS NECESSARY

A. Lake Whatcom Policy Group Update

President Brown stated he had included minutes from the Lake Whatcom Policy Group meeting. He said the City of Bellingham included in the budget for next year an amount to help study the potential water quality projects for Sudden Valley.

XIV. CLOSED SESSION

The Board adjourned to closed session at 9:17 PM.

XV. ADJOURNMENT

The meeting was adjourned at 10:26 PM.

Board approved

  
Secretary David Narsico

/ Date

28 Oct 2014