

SUDDEN VALLEY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 29, 2015
SWFA TRAINING ROOM
7:00 P.M.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ANNOUNCEMENTS
- V. APPROVAL OF MINUTES AND VOTING AS NECESSARY
 - A. August 6th, 2015
 - B. September 17th, 2015
 - C. September 24th, 2015
 - D. October 15th, 2015
- VI. PROPERTY OWNER COMMENTS

The meeting was gaveled to a close at 7:46 p.m. due to audience disruption.

RECONVENED
BOARD OF DIRECTORS MEETING
THURSDAY, NOVEMBER 5TH, 2015 DANCE BARN
7:00 P.M.

- VII. ROLL CALL FOR RECONVENED MEETING
- VIII. BOARD COMMENTS
- IX. AGM REPORT
- X. MD REPORT
 - A. October 2015 pp. 3-10
 - B. Expectations of Board for Management Response to Weather/Emergencies
- XI. TREASURER'S REPORT AND VOTING AS NECESSARY
 - A. September 2015 Financial Reports pp. 11-14
 - B. Capital Requests
 - i. Rotunda pg. 15
 - ii. Lake Louise Dam pg. 16

iii. Rose Ridge Loop	pg. 17
XII. COMMITTEE REPORTS AND VOTING AS NECESSARY	
A. Architectural Control Committee	
i. September 3 rd , 2015	pp. 18-24
ii. September 17 th , 2015	pp. 25-28
iii. October 1 st , 2015	pp. 29-31
iv. October 15 th , 2015	pp. 32-34
B. Communication Committee	
i. October 5, 2015	pg. 35
C. Document Review Committee	
D. Emergency Preparedness Committee	
E. Long-Range Planning Committee	
i. Off-Leash Dog Park Survey Questions	pg. 36
F. Nominations & Elections Committee	
XIII. CONTINUING BUSINESS AND VOTING AS NECESSARY	
A. Solicitation in Sudden Valley	pg. 37
B. Appeals Manual	pg. 38-43
C. Whatcom County Planning Committee Activities	
D. Amplification at Board Meetings	
E. Memorial Benches	pg. 44
F. Action Items	
XIV. NEW BUSINESS AND VOTING AS NECESSARY	
A. Keeping Bees in Sudden Valley	
XV. CLOSED SESSION	
XVI. VOTING IF NECESSARY	
XVII. ADJOURNMENT	



GENERAL MANAGER'S OCTOBER 2015 REPORT
Board of Directors Meeting
October 29, 2015

MANAGING DIRECTOR

- SVCA Stormwater Management & Phosphorous Mitigation Plan submitted to County for review and approval. (was due on Oct 30th)
- 2015 Culvert Construction Project complete going through close out.
- Midnight Court drainage was not added into contract due to timing; work was performed by in-house staff.
- Excess computers, printers, monitors and keyboards have been destroyed and removed from inventory.
- 2016 D&O Insurance Policy comes due for renewal November 1, 2015. Existing policy rate increased (~4K/yr.) resulting in Management seeking other bids. After evaluation, we accepted the bid of \$19,426.00.
- Sale of adjacency lots proceeding; now moving into transfer of lots into common space.
- Evaluating a Collections Agency that specializes in HOA/ Condo Associations to transfer specific types of collections actions to them for resolution.
- Working with Maintenance to prepare for next seasonal work element; culvert maintenance.
- In the event that the AGM financial measures do not pass, we are creating an operations alternative spending plan, with department managers, that prioritizes (in this order) mandates, risk, revenue, and amenities.

ACCOUNTING

- SVCA contacted residents that were adjacent to SV owned non-buildable lots. Lots were offered to members for \$1,000. If more than one member was interested in purchasing a lot, then the two parties bid for the lots (sealed bid)
 - There were a total of 39 SV owned non-buildable lots
 - We will likely sell 20 of the 39 lots
 - 9 lots are in the process of closing, and 2 have been finalized
- Collections has brought in \$538k year-to-date in outstanding dues. Of that, \$315k is from debt prior to 2015, \$195k from 1st notices (2015), and \$28k from other 2015 past due collections
 - Remember, dues are due monthly with your payment coupon as your reminder

- Received 3 judgements and 5 continuances (members who, after being served for small claims, set up a payment plan prior to their court date- we will follow up on their account with the court after the payment plan terms) from our 1st small claims court date.
- Started setup of new fixed asset software, including assets that have been disposed of in the past in order to have complete historical records
- Resolving an ongoing issue with the Washington State Employment Security Department to have the tax returns and payments submitted by ADP for Q1 & Q2 transferred to the correct sub-account.
- Finalization of financial statement templates for accurate monthly reporting to the Finance Committee and the Board

ADMINISTRATION

- New IT Support Company being vetted and assessed.
- Telephone system training completed for all staff.
- Cross-Training in process for ACC to offer emergency coverage, and more expedient customer service at the window. Chair of ACC invited to attend Admin Staff Meeting for further information.
- Town Hall meeting and candidate forums successfully facilitated.
- Safety Fair successfully advertised and facilitated.
- AGM ballot materials continue to be returned. Count as of 10/26/15 was 354.
- AGM ballot errors have fizzled out, total of 11 reported.
- Zero over-time policy is working effectively with no apparent negative effects on productivity.
- Weekly Admin Staff Meetings running efficiently and effectively, weekly scorecard launched and continuing to develop.
- Marina Coordinator is continuing to gain traction with audit/compliance controls, and exhibiting excellent customer service to members.
- Receptionist/Cashier is facilitating an average of 47 incoming calls and 26 window visits per day,
- SV Website is actively reporting current events with materials being updated frequently. Road Closures tab has been added with up-to-date road work activity and maps, AGM videos are uploaded and slideshows are running.
- Area Z rental space was internally audited, rental conditions/ locations/ amounts/ leases all verified. We have a waiting list. This is an opportunity to increase revenue.
- Total Number of Website hits in the past 30 days: 3,578
- Number of those hits that are NEW: 1,978
- Average number of page views per session: 3.44

HUMAN RESOURCES

- Employee Handbook has been approved and distributed to all Staff.
- End of day Till balancing is streamlined and efficient, and clerical errors continue to become less and less frequent.

- HRIS System has been evaluated and prepared for proposal. Considering implementation 1Q16.
- Employee Recognition Program tables until 1Q16.
- Worker’s Compensation measurement has been implemented.
- Career development programs being researched and developed. Two employees are being sent for Training this month.
- Employee performance evaluation protocols and processes being implemented.
- Driver abstracts with insurance have been audited and corrections made.
- Benefits Open Enrollment Census begun.
- New Hires: 2
- Terminations: 2 (Seasonal)
- Number of Accident free days: 121

EVENTS

- Sudden Valley Haunted Hay Ride CANCELLED
- Crafts Fair (11/21/15)
- Company Holiday Party (12/11/15)
- Breakfast with Santa (12/12/15)

GOLF DEPARTMENT

- 2015 golf revenue through October 19 was \$736,972 which is **12% above** the \$650,927.00 we earned over the same period in 2014.
 - Daily green fees are up 19% and cart revenue is up 15% from 2014.
- The shortfall in Annual Green Fee remains 4% over prior year.
- After a very wet and cool start to September. We were able to hit budget which was very encouraging. We are on track to meet October budgeted revenue.
- We had an outstanding kick off to our Winter Series with 114 participants in our first event!
- Greens aerification was very successful and the greens are almost fully recovered which has a very positive effect on revenue.
- New membership sales are slightly behind last year month-to-date. We will continue to promote new membership sales with radio ads and e-blasts to our 8,000 plus email database.
- We have one more Winter Series event in October which will help us meet revenue projections for this month.

Golf Outings & Outing Rounds

2011		2012		2013		2014		2015	
Outings	Rounds	Outings	Rounds	Outings	Rounds	Outings	Rounds	Outings	Rounds

January	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0
March	0	0	1	120	0	0	0	0	1	26
April	1	240	1	342	2	442	1	76	1	82
May	3	100	3	211	4	183	4	135	2	67
June	7	577	8	446	7	689	7	609	7	561
July	1	64	7	261	4	204	7	271	6	454
August	2	36	5	196	3	144	7	344	4	197
September	3	116	1	76	2	138	4	200	6	300
October	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0	0	0
Total	17	1133	26	1652	22	1800	30	1635	27	1687

MAINTENANCE

- Stremler Gravel released their over stocked clean materials from the 2015 Culvert Construction Project to our Maintenance Department.
 - ~ 5 yards of cold patch – to be used to patch road pot holes and for water diverters.
 - 10 yards of clean pea gravel
 - 5 yards of pit run – to be used to fill in the ruts in the Area Z Community Garden road.
 - 3 yards of spalls – to be used for road shoulder/ditch repairs.
- The Vegetation Control team worked in Gates 2, 3 and 5 trimming branches on main roads.
- Vegetation Crew has continued to address danger tree removal of Sudden Valley commons area property and right away as submitted on a case-by-case basis.
- Maintenance cleared a clogged cross road culvert in Gate 13.
- The water leak detected by Maintenance was repaired by a contractor; the final asphalt layer will be placed at the end of this month.
- The temporary leak in the Clubhouse firewater sprinkler system’s check valve continues to hold. Based on monitoring the temporary repair should be sufficient until an evaluation of the sprinkler system can be made in the near future and a plan of action determined for moving forward.
- The Marina gravel parking area was bladed to smooth out the gravel and fill potholes.
- Majority of the cars, trucks, trailers abandoned at Area Z over the past years have been removed.
- Released seasonal flaggers; work crews shifting to fall work.
- Maintenance crews have repaired the bridge entering Area Z from Gate 9.
- Storm damage clean up performed though out the valley.

- Fire Wise Clean Up scheduled for October; schedule on Web Site. Receptionist is taking work orders from customers.
- Use of the Work Order System is positive.

TURF CARE / Parks

Rainfall Total 2015: 30.46”
 Rainfall to Date September 2015: 4.51”
 Rainfall August 2015: 2.1”

Issues:

- OP-20: 1 front end recall finished, 1 airbag recall open
- OP-20: three ventilation ducts broken, parts on order
- OP-1: Battery failed under warranty and was replaced
- OP-14: New taillights installed
- SP-1 & SP-2: new light bars are being bid
- 2005 Progorator transmission rebuild finished
- Ford 1920 Tractor: Front Axle issues, right spindle/bearings replaced
- Current Leaks remaining: one mainline.

Project Updates:

- #3 Greenside Bunker renovation: 50% finished
- #15 Cart path safety improvements have begun, 70% finished
- Parks department is working on road mowing in Gate 3, 75% finished
- Parks department repaired Barn Playground border
- Barn/Marina Tennis Courts have been power-washed, backboard moved
- Marina Swim Floats removed/stored for next season
- Storm cleanup on golf course finished
- Storm cleanup in parks is 98% finished
- Native Areas on Golf Course: mowing has begun, 15% finished

SAFETY, SECURITY AND COMPLIANCE

Life Safety and Emergency Equipment

- Review is underway of Emergency Snow/de-icing operations. This is a comprehensive review of the entire plan. Focus of the revised plan is to keep the roads that are “critical access” open for emergency vehicles.
- Building evacuation plan is being developed to include procedures and a full scale drill.

Compliance

- Security Operations Procedures (SOP); remains in development at 60% complete. Clarifying citations, road closures and towing abandoned vehicles during a snow or other emergency.
- SCVA Appeals Committee: (0) appeals were conducted during this report cycle.

Emergency Response/Emergency Management

- Sudden Valley Managing Director, Safety, Security & Operations coordinator, Emergency Preparedness Chair and Co-chair and Sudden Valley BOD Treasurer attend the general council meeting for the Whatcom County Emergency Council. The General Manager was given the opportunity to so speak to council on the value that Sudden Valley would provide as a member. Sheriff Elfo as emphasizes to the council on why Sudden Valley would be a resource to the overall Emergency Management profile for Sudden Valley. Council Chair (and county executive) Louws agreed that Sudden Valley should be considered for possible membership.
- CERT training is occurring each Wednesday evening. The current class has 18 students. This is combined class of Sudden Valley residents and WWU students (this is a first in Whatcom County) Valley.
- Safety Fair was held Oct 17th at SCVA Dance Barn. Attendance was up from last year and the following are some basic stats;
 - CERT interest; there were 20 new Sudden Valley residents interested in being CERT trained
 - 12 amateur radio contacts. The SV Amateur Radio Club (SVARC) indicated they had 12 Sudden Valley residents that are interested in either taking class to obtain their license or joining the SVARC.
 - Bloodwork's; due to the number of residents interested in being blood donors, Bloodwork's will be bring out the mobile lab either late 2015 or early 2015
 - Micro-chip scanner, Sudden Valley staff and security were trained by Tish O'keef on use of a micro-chip scanner for pets that found roaming lose. The scanner is on loan to Sudden Valley for this program

There was a number of agencies that took advantage of the opportunity to network with other agencies or with Sudden Valley.

- Training location for Whatcom County Search and Rescue and Mt. Baker Ski Patrol. Sudden Valley was able to enter into both a hold harmless and MOU's with these organizations so they can conduct technical rescue (ropes) training at the campground. This training is critical for these agencies to maintain required certifications

Security

- Security responded to WCSO request to provide traffic control on Lake Whatcom Blvd, on 10/25/15 for a downed powerline. Security responded and remained on scene until relieved by the WCSO

Traffic Enforcement

- Security has started a program to provide a deterrent at Gate 5 for Bellingham students who are walking down the road, and drivers who are transiting Louise View Drive downhill. The goal is have the drivers slow down due to the density of the pedestrians in the area.

Assault on Sudden Valley Security Officer

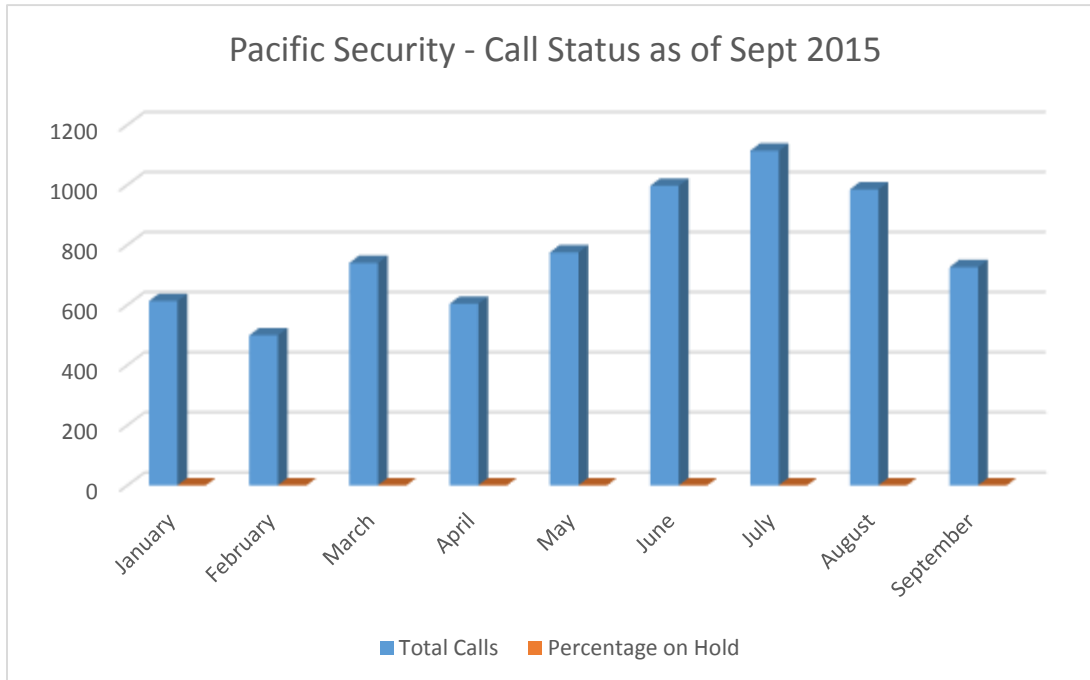
- Security officer was punched by a female renter in Sudden Valley. The officer is pressing assault charges. We are in discussion with the District Attorney’s Office on the issue \$1,000. Fine.

Metrics are attached for review

Citation Report for Oct 2015

<u>Violation Type</u>	<u>Gate1</u>	<u>Gate 2</u>	<u>Gate 3</u>	<u>Gate 9</u>	<u>Gate 13</u>	<u>Gate 5</u>	<u>SVCA Park/Area Z</u>
Signage Violations	1	0	3	0	0	0	0
Traffic and Vehicle Violations	0	2	0	0	0	0	0
Speeding Violations	0	0	0	0	0	0	0
Trespassing Violations	0	0	0	0	0	0	1
Endangering SVCA Work Crew	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0
Firearms Violation	0	0	0	0	0	0	0
Pet Violations	3	1	0	0	0	5	0
Tree Cutting Violations	0	0	0	0	0	0	0
Construction Violations	0	0	0	1	0	0	0
ACC Violations	0	0	1	0	0	0	0

Criminal Activity - Summary	
- Minor(s) With Drugs/Alcohol	0
- Theft	0
- Graffiti	0
- Trespass	0
- Vandalism	0
- Vehicle Prowl	0
- Home invasion (attempted)	0



The averages based on Jan to Sept is as follows:

Average Total Calls per month: 783

Average percentage on hold: 27%

Sudden Valley Community Association
Balance Sheet
September 30, 2015 and December 31, 2014

	<u>Unaudited</u> <u>Sep 30, 2015</u>	<u>Based on Audited</u> <u>Dec 31, 2014</u>	<u>Inc / (Dec)</u>
Operations			
Current Assets			
Operating Cash	\$191,468	\$127,566	\$63,902
Building Completion Deposit Fund	61,500	42,525	18,975
Member Receivables	9,285	95,363	(86,078)
Other Receivables	17,008	7,523	9,485
Prepaid Expenses	63,000	92,433	(29,433)
Inventory	3,262	3,048	214
Total Current Assets	345,523	368,458	(22,935)
Current Liabilities			
Accounts Payable	(\$62,449)	(\$45,435)	(\$17,014)
Prepaid Assessments	(155,155)	(56,945)	(98,210)
Building Completion Deposits	(61,500)	(42,500)	(19,000)
Other Refundable Deposits	(9,402)	(5,883)	(3,519)
Prepaid Golf Memberships	(7,856)	(24,112)	16,256
Total Current Liabilities	(296,362)	(174,875)	(121,487)
Net Operating Assets	\$49,161	\$193,583	(\$144,422)
Capital Reserve Funds			
CRRRF Reserve Fund	\$840,078	\$1,206,713	(\$366,635)
Major Repair & Replacement Fund	117,167	381,147	(263,980)
Roads Reserve Fund	1,161,458	1,044,779	116,679
Density Reduction Fund	131,683	134,044	(2,361)
Mailbox Fund	4,240	3,528	712
Total Capital Reserve Funds	2,254,626	2,770,211	(515,585)
Operating Reserve Funds			
Emergency Operating Cash	350,908	350,776	132
Undesignated Reserves	174,203	154,451	19,752
Total Operating Reserves	525,111	505,227	19,884
Capital Assets			
Fixed Assets	8,841,991	7,907,695	934,296
Lots Held for Sale	279,083	279,083	-
Total Capital Assets	9,121,074	8,186,778	934,296
Long Term Liabilities			
Capital Lease	(108,056)	(125,863)	17,807
Total Long Term Liabilities	(108,056)	(125,863)	17,807
NET ASSETS	\$11,841,916	\$11,529,936	\$311,980
Member Equity			
Member Equity			
Current Year Net Loss: Operations	(\$233,048)	(\$475,499)	\$242,451
Current Year Net Income: Capital	545,028	1,351,896	(806,868)
Retained Earnings	4,410,753	3,748,073	662,680
Capital	7,119,183	6,905,466	213,717
TOTAL MEMBER EQUITY	\$11,841,916	\$11,529,936	\$311,980

* The Association's policy is to write off any member receivables that are 30 days past due as bad debts for accounting and Federal non-profit reporting purposes. As per SVCA policy, Management continues to pursue collection of these receivables via all avenues allowed by Washington State laws. In addition, the Association records and bills finance charges on receivables that are thirty days past due at 1% per month. At September 30, 2015 and December 31, 2014 the balance of receivables written off under this policy were \$1,121,620 and \$996,509, respectively.

**Sudden Valley Community Association
Income Statement Summary**

UNAUDITED

	<u>Current Month - September 2015</u>			<u>Year to Date - 9 Months Ending 09/30/2015</u>		
	Operations Better / (Worse)		Reserves	Operations Better / (Worse)		Reserves
	Operations	Spending Plan		Operations	Spending Plan	
REVENUE						
Dues and Assessment Income	\$ 80,382	\$ (21,721)	\$ 82,287	\$ 986,014	\$ 67,084	\$ 965,519
Golf Income	65,313	13	-	719,394	(12,429)	-
Marina Income	360	360	-	116,897	9,714	-
Legal & Collections Income	-	-	(9,457)	-	-	43,580
Other Income	5,070	828	-	60,849	22,674	2,000
Rental Income - Other	4,553	311	-	27,440	(4,461)	-
Rental Income- Area Z	297	(1,251)	-	14,180	255	-
Investment Income	18	18	91	198	198	730
Total Revenue	\$ 155,993	\$ (21,442)	\$ 72,921	\$ 1,924,972	\$ 83,035	\$ 1,011,829
EXPENSES						
Salaries & Benefits	\$ 109,558	\$ (14,073)	\$ -	\$ 847,332	\$ (168,870)	\$ -
Contracted & Professional Services	22,141	10,312	-	397,679	173,587	47,936
CC&Rs/ Mandates	35,976	(1,193)	3,757	303,481	20,713	6,779
Maintenance & Landscaping	21,353	4,189	-	251,438	65,924	-
Utilities	4,811	(4,327)	-	98,562	(2,739)	-
Administrative	11,051	3,855	-	92,769	15,791	-
Regulatory Compliance	34,245	29,700	393	96,493	37,749	3,153
Insurance Premiums	7,312	(1,300)	-	68,203	(9,301)	-
Other Expenses	-	-	-	2,063	2,063	-
Depreciation Expense	-	-	45,437	-	-	408,933
Total Expenses	\$ 246,447	\$ 27,163	\$ 49,587	\$ 2,158,020	\$ 134,917	\$ 466,801
Net Income (Loss)	\$ (90,454)	\$ (48,605)	\$ 23,334	\$ (233,048)	\$ (51,882)	\$ 545,028

Sudden Valley Community Association
Reserve Cash Balance & Activity
9 Months Actuals & 3 Months Projection

UNAUDITED

	<u>CRRRF</u>	<u>MR&R</u>	<u>Roads</u>	<u>Density Reduction</u>	<u>Mailbox</u>	<u>Emergency Ops</u>	<u>UDR</u>	<u>Totals</u>
Net Available Cash 12/31/2014	1,206,713	381,147	1,044,779	134,044	3,528	350,776	154,451	3,275,438
Dues Received	338,640	3,954	491,337	27	712	-	235,506	1,070,176
Investment Income	196	107	228	60	0	132	-	723
Sale of Assets	2,000							2,000
Legal Settlement Income	30,000						90,260	120,260
Board Motion, Aug 6, 2015, OPS to UDR Transfer							(210,000)	(210,000)
2015 Expenditures	737,471	268,041	374,886	(2,448)			(96,014)	(1,478,860)
Net Available Cash at 09/30/2015	840,078	117,167	1,161,458	131,683	4,240	350,908	174,203	2,779,737
Projected Cash (3 months) - 2015 Dues	103,749		144,003					247,752
Projected Cash (3 months) - Prior Year Collections	241	230	462	-	279		41,467	42,679
Projected Cash (3 months) - Other Cash								-
Projected Expenses (3 months)	115,057	-	308,492				(7,150)	(430,699)
Net Available Cash Balance 12/31/2015	829,011	117,397	997,431	131,683	4,519	350,908	208,520	2,639,469
Board Motion, Aug 6, 2015, Remaining available							(100,000)	(100,000)
Board Approved Minimum Balance	(750,000)		(500,000)					(1,250,000)
Net Available Cash 12/31/2015, After Motions	79,011	117,397	497,431	131,683	4,519	350,908	108,520	1,289,469

Sudden Valley Community Association
Operations - By Department
January 1, 2015 to September 30, 2015

Whole \$

CURRENT MONTH

UNAUDITED								
Department	Actual Revenue	Revenue Better / (Worse) Than Spending Plan	Actual Salary Benefits	Salary / Benefits Better / (Worse) Than Spending Plan	Actual Other Expense *	Other Exp Better / (Worse) Than Spending Plan *	Actual Net Income / (Loss) *	Net Better / (Worse) Than Spending Plan*
ACC / Security	\$ 940	\$ 940	\$ 7,416	\$ 3,385	\$ 58,005	\$ 32,288	\$ (64,481)	\$ (34,733)
Accounting	2,936	1,269	14,284	(5,499)	3,828	(1,155)	(15,176)	7,923
Administration	248	48	18,028	(7,231)	19,928	4,408	(37,708)	2,871
Common Costs	914	(1,461)	-	-	13,136	(3,189)	(12,222)	1,728
Facilities	4,746	(1,044)	1,748	1,748	4,293	(2,176)	(1,295)	(616)
Maintenance	-	-	22,080	(3,351)	10,034	709	(32,114)	2,642
Subtotal	<u>9,784</u>	<u>(248)</u>	<u>63,556</u>	<u>(10,948)</u>	<u>109,224</u>	<u>30,885</u>	<u>(162,996)</u>	<u>(20,185)</u>
Golf	65,313	13	46,002	(3,125)	24,612	7,909	(5,301)	(4,771)
Marina	615	615	-	-	669	309	(54)	306
Pools	(101)	(101)	-	-	2,384	2,133	(2,485)	(2,234)
Subtotal	<u>75,611</u>	<u>279</u>	<u>109,558</u>	<u>(14,073)</u>	<u>136,889</u>	<u>41,236</u>	<u>(170,836)</u>	<u>(26,884)</u>
Ops Dues Earned	115,639						115,639	
Curr Yr Bad Debts Activity	(35,257)						(35,257)	
Net Ops Dues	<u>80,382</u>	<u>(21,721)</u>					<u>80,382</u>	<u>(21,721)</u>
Net Operations	<u>\$ 155,993</u>	<u>\$ (21,442)</u>	<u>\$ 109,558</u>	<u>\$ (14,073)</u>	<u>\$ 136,889</u>	<u>\$ 41,236</u>	<u>\$ (90,454)</u>	<u>\$ (48,605)</u>

YEAR TO DATE

UNAUDITED								
Department	Actual Revenue	Revenue Better / (Worse) Than Spending Plan	Actual Salary Benefits	Salary / Benefits Better / (Worse) Than Spending Plan	Actual Other Expense *	Other Exp Better / (Worse) Than Spending Plan *	Actual Net Income / (Loss) *	Net Better / (Worse) Than Spending Plan*
ACC / Security	\$ 6,843	\$ 6,843	\$ 41,896	\$ 13,682	\$ 309,895	\$ 69,241	\$ (344,948)	\$ (76,080)
Accounting	24,406	9,406	96,547	(22,583)	115,957	22,944	(188,098)	9,045
Administration	2,867	1,067	138,430	(85,512)	230,187	89,082	(365,750)	(2,503)
Common Costs	21,551	176	-	-	160,794	(4,717)	(139,243)	4,893
Facilities	42,561	(3,265)	18,377	18,377	89,649	23,838	(65,465)	(45,480)
Maintenance	-	-	163,568	(63,829)	103,079	16,625	(266,647)	47,204
Subtotal	<u>98,228</u>	<u>14,227</u>	<u>458,818</u>	<u>(139,865)</u>	<u>1,009,561</u>	<u>217,013</u>	<u>(1,370,151)</u>	<u>(62,921)</u>
Golf	720,759	(11,064)	388,514	(29,005)	238,641	28,648	93,604	(10,707)
Marina	120,062	12,879	-	-	18,699	16,589	101,363	(3,710)
Pools	(91)	(91)	-	-	43,787	41,537	(43,878)	(41,628)
Subtotal	<u>938,958</u>	<u>15,951</u>	<u>847,332</u>	<u>(168,870)</u>	<u>1,310,688</u>	<u>303,787</u>	<u>(1,219,062)</u>	<u>(118,966)</u>
Ops Dues Earned	1,089,649						1,089,649	
Curr Yr Bad Debts Activity	(103,635)						(103,635)	
Net Ops Dues	<u>986,014</u>	<u>67,084</u>					<u>986,014</u>	<u>67,084</u>
Net Operations	<u>1,924,972</u>	<u>83,035</u>	<u>847,332</u>	<u>(168,870)</u>	<u>1,310,688</u>	<u>303,787</u>	<u>(233,048)</u>	<u>(51,882)</u>

* Excludes Depreciation

CAPITAL REQUEST MEMO

TO: Finance committee/Board of Directors
FROM: Mitch Waterman
DATE: September 16th 2015
TOPIC: Rotunda Concept Estimate – C.O.1 - Final

Purpose: Provide close out authorization of expended funds previously expensed for the Rotunda Concept Project. Project was established to obtain conceptual project plan (Budget, Space Utilization Plan and Duration) for rehabilitation of the Rotunda office building. During the course of the concept, the scope of work was increased to determine viability for use as an alternate to house the Library.

Background: The SVCA Rotunda Office building was abandoned in 2012, and is past due for revitalization. The building is comprised of two structures. The main 3,840 sq. ft. office structure houses a small kitchen, 3 small offices, an inactive server room, two bathrooms, and three large open area floor areas presumably for open cubicle seating. A small basement mechanical room provided mechanical support to the structure. The second 2,025 sq. ft. structure formerly provided centralized mail services and mail boxes which protruded through open wall sections in-between pilasters. Several years ago the mail boxes were removed, the walls sealed up with plywood, and the shelter left vacant.

The study updated a prior facility evaluation that determined the facility as sound due to continued deterioration. Major structural and architectural deficiencies exist throughout the facility as do electrical Safety and Health issues including indoor air quality. The facility was determined to be at the end of life cycle with the potential for reutilization limited to gut out the interiors, refurbish the frame and build new interior finishes.

On September 18th, 2014 the BOD approved a Capital Request totaling \$6,000. This project was over spent by \$13,350.41 completing at \$19,350.41. The final invoice for this project was received in 2015 which brings this project into completion requiring close out.

Single Source: Request CRRRF funds be authorized to finalize this project.

Managing Director Recommendation: Recommends the finance committee approve the expenditure and forward for Board approval request of \$13,350.41 to close this project.

Approval – The Board Action is as follows:
Approved: _____ Disapproved: _____

CAPITAL REQUEST MEMO

TO: Finance Committee/Board of Directors
FROM: Mitch Waterman
DATE: Oct. 24, 2015
TOPIC: MR&R Funding Request – Lake Louise Dam 2014 Improvements – Project Close Out

Purpose: Provide close out authorization of expended funds previously expended for the Lake Louise Dam 2014 Improvements Project.

Background: On August 19th, 2013, the SVCA GM and Treasurer (J. Schlack and L. Bradley) submitted a Capital Funding Request Memo for funds to complete the design, generate a RFP, perform construction, and obtain a permit to slip line the Lake Louise Dam emergency overflow. Project funds included a 10% Contingency.

The BOD approved the requested \$27,345.00 for this project which was completed at \$45,373.23. This close out project requests Finance approve previously expended amount of \$18,028.23 and recommend to the BOD for approval of the specified amount, allowing the project to be closed out.

The final invoice for this project was received in 2015 which brings this project into completion requiring close out.

Funding Request: Managing Director requests Finance approve previously expended amount of \$18,028.23 and recommend to the BOD for approval of the specified amount to allow the project to be closed out.

Managing Director Recommendation: Recommends the finance committee approve \$18,028.23 from the MR&R and recommend to the Board Capital Approval.

Approval – The Board Action is as follows:

Approved: _____ Disapproved: _____

CAPITAL REQUEST MEMO

TO: Finance Committee/Board of Directors
FROM: Mitch Waterman
DATE: Oct. 24, 2015
TOPIC: Roads Reserve Funding Request – Rose Ridge Loop/ Harbor View – Project Close Out

Purpose: Provide close out authorization of expended funds previously expended for the Rose Ridge Loop/ Harbor View Project.

Background: On May 22, August 12th, and Oct. 14th, 2014, the SVCA GM and Accounting Manager (J. Schlack and M. Miller) submitted 3 separate Capital Funding Request Memo(s) for funds to complete design and permitting and follow on construction to repair and replace the “D” culvert identified in the Storm Water Master Plan on Rose Ridge Loop/ Harbor View.

The BOD approved the three Capital Requests totaling \$112,964.33. This project was over spent by \$58,638.04 completing at \$171,602.37.

The final invoice for this project was received in 2015 which brings this project into completion requiring close out.

Funding Request: Managing Director requests Finance approve previously expended amount of \$58,638.04 and forward to the BOD for approval of the specified amount to allow the project to be closed out.

Managing Director Recommendation: Recommends the finance committee approve \$58,638.04 from the Roads Reserve and forward to the Board for approval.

Approval – The Board Action is as follows:

Approved: _____ Disapproved: _____

Minutes

Sudden Valley Community Association Architectural Control Committee

September 3, 2015

9:00 AM

Sunset Room

Type of meeting: Request and Plan Review
Facilitators: Curt Casey, Interim Chairman
Note takers: Carroll Ballard, ACC Coordinator
Attendees: Jo Jean Kos, Bill Pfeil, Mitch Waterman, Managing Director
Observers: Matt McCarty, Shannon Pomerinke, Samuel Fabien, Sonia Voldt, P. Christy, Kristian Nason, Tony Johnson, Madison Minor

Agenda Topics

Item No. 1	Approval of August 20, 2015 ACC Meeting Minutes
Item No. 2	Tree Subcommittee Report
Item No. 3	5 Skyland Court (13/86, 87) Gate 9 – Deck replacement
Item No. 4	23 Meadow Court (8/82) Gate 9 – Landscaping & Drainage
Item No. 5	9 Whistling Swan Place (9/92, 93) Gate 92 – Construction Extension
Item No. 6	3 Twin Flower Circle (22/65) Gate 9 – Retaining wall
Item No. 7	44 Rose Ridge Loop (22/15, 16) Gate 9 – Conveyance screening
Item No. 8	51 Sudden Valley Drive (4/30) Gate 3 – Conveyance screening
Item No. 9	98 Sudden Valley Drive (10/64) Gate 3 - Fence
Item No. 10	1 Grand View Lane (7/89) Gate 2 – Tiered retaining walls
Item No. 11	12 Orchid Court (18/6) Gate 2 - Fence
Item No. 12	22 Horizon Hill Lane (31/20) Gate 1 – Retaining wall
Item No. 13	115 Windward Drive (23/31) Gate 1 - Paint
Item No. 14	115 Windward Drive (23/31) Gate 1 – Privacy panels
Item No. 15	6 Offshore Court (12/102, 103) Gate 1 - Shed
Item No. 16	39 Marigold Drive (17/13) - Paint
Item No. 17	6 Whistling Swan Place (9/97) - Conveyance
Item No. 18	
Item No. 19	
Item No. 20	Continuing Business
Item No. 21	New Business

Item – 1	Approval of August 20, 2015 ACC Meeting Minutes
Comments: Minutes included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 2	Tree Subcommittee Report September 3, 2015 Curt Casey, Bill Pfeil, Jo Jean Kos, Carroll Ballard:
	The tree subcommittee recommends the following:
	A 18 Sweetclover Circle (25/136, 137) Gate 5 – Approve as submitted.
	B 27 Wisteria Lane (30/49) Gate 5 – Defer. Request a civil engineer to determine slope stability should trees be removed at applicant’s expense.
	C 4 Big Leaf Lane (24/24) Gate 5 – Approve as submitted.
	D 23 Meadow Court (8/82) Gate 9 – Approve as submitted. Applicant must verify that the trees are on their property.
	E 187 Polo Park Drive (9/209) Gate 9 – Approve as submitted at applicant’s expense.
	F 133 Polo Park Drive (9/50) Gate 9 – Approve as submitted.
	G 11 High Cliff Lane (14/30) Gate 9 – Recommend to the BOD to remove tree.
	H 10 Plum Lane (22/267) Gate 9 – Approve as submitted. Limit limbing of fir to 25%.
	I 54 Valley Crest Way (2/69) Gate 3 – Approve as submitted. Applicant must verify trees are on their property. If not, get neighbor’s permission.
	J 2 Cascade Lane (4/103) Gate 3 – Refer to Sudden Valley Maintenance.
	K 59 Grand View Lane (7/125) Gate 2 – Recommend to BOD to determine property lines and have owner remove tree.
L 30 Longshore Lane (21/26) Gate 1- Recommend to BOD to approve removal of trees as submitted at applicant’s expense.	
M 53 Windward Drive (12/72) Gate 1 – Approve as submitted at applicant’s expense.	
Comments: Requests included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Jo Jean Kos, seconded by Bill Pfeil.

Item – 3	5 Skyland Court (13/86, 87) Gate 9 – Deck replacement
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Jo Jean Kos, seconded by Bill Pfeil.

Item – 4	23 Meadow Court (8/82) Gate 9 – Landscaping & Drainage
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Jo Jean Kos, seconded by Bill Pfeil.

Item – 5	9 Whistling Swan Place (9/92, 93) Gate 92 – Construction Extension
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Jo Jean Kos, seconded by Bill Pfeil.

Item – 6	3 Twin Flower Circle (22/65) Gate 9 – Retaining wall
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 7	44 Rose Ridge Loop (22/15, 16) Gate 9 – Conveyance screening
Comments: Request included in packet.	
Discussion: As submitted with the condition that the wood shed has a vegetative screen. To be completed within 60 days.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 8	51 Sudden Valley Drive (4/30) Gate 3 – Conveyance screening
Comments: Request included in packet.	
Discussion: Non-compliant with ACC Policies.	
Action: Deny.	Moved by Jo Jena Kos, seconded by Bill Pfeil.

Item – 9	98 Sudden Valley Drive (10/64) Gate 3 - Fence
Comments: Request included in packet.	
Discussion: As submitted with conditions to allow a 10’ variance, the front fence be parallel with the retaining wall, the stretch of fence parallel with Basin be parallel with propane tank enclosure, a minimum 3’ variance on property line. Build similarly to wood and wire fence with a minimum 14 gauge wire.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 10	1 Grand View Lane (7/89) Gate 2 – Tiered retaining walls
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 11	12 Orchid Court (18/6) Gate 2 - Fence
Comments: Request included in packet.	
Discussion: As submitted with the stipulation that the privacy fence is painted the same color that the house will be.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 12	22 Horison Hill Lane (31/20) Gate 1 – Retaining wall
Comments: Request included in packet.	
Discussion: As submitted on the condition that the wall be installed within the applicant’s property line.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 13	115 Windward Drive (23/31) Gate 1 - Paint
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 14	115 Windward Drive (23/31) Gate 1 – Privacy panels
Comments: Request included in packet.	
Discussion: Required to stake location of panels. Have panel screen garbage cans.	
Action: Defer.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 15	6 Offshore Court (12/102, 103) Gate 1 - Shed
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 16	39 Marigold Drive (17/13) - Paint
Comments: Walk in.	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 17	6 Whistling Swan Place (9/97) - Conveyance
Comments: Walk in.	
Discussion: Defer until ACC can visit the site.	
Action: Defer.	Approved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 18	
Comments:	
Discussion:	
Action:	

Item – 19	
Comments:	
Discussion:	
Action:	

Item – 20	Continuing Business: <ul style="list-style-type: none"> • 14 Morning Beach Drive (37/5) – Paint • 104 Grand View (17/27) – Rear retaining wall
Comments:	All paint submissions must include a paint chip or samples are painted on house.
Discussion:	<ul style="list-style-type: none"> • Request paint sample. • Require screening of lower retaining wall.
Action:	

Item – 21

New Business:

- Discussion with Managing Director restoring Construction fees. ACC has no standing in this matter but supports the notion of restoring fees and using income to support construction project person to address ACC and County requirements throughout the construction process
- Deny reviewing and re-approving three Construction Projects due to:
 - limited time to undertake construction prior to October 1 moratorium deadline
 - Member not held in good standing IAW governing documents
- 104 Grandview construction: Have contractor provide vegetative screening to rear retaining wall
- All paint requests must be accompanied by the sample paint chips. No electronic facsimiles will be accepted due to poor representation of color/hue/tint sent via electronic means
- Cork Warren resignation due to lack of time required by committee accepted by ACC; and shall be forwarded to BOD for ratification. Candidate submissions due NLT than 1630, 8 September. Brian Pearson intends to file.
- Carroll to post web invitation to potential candidates to attend ACC meeting to familiarize with the processes.
- Defer discussion of paint issue at 14 Morning Beach until next meeting.

ACC Meeting 9/4/15

Bill Pfeil, Jo Jean Kos, and Curt Casey conducted a review of 7 Bracken Place, 6 Whistling Swan and 16 Loganberry at 10:00 a.m. with the following results:

- 7 Bracken Place – met with owner and reviewed tree cutting and evaluated slope and property. Advised owner that on slopes greater than 30 degrees the County should be informed and inspection or permit obtained since it is considered a “Critical Area.” The owner agreed to do so upon his return next year. His building of a garage will be delayed until that time. Owner has been a pleasure to work with in attempting to address all issues and requirements in dealing with changes and construction on his property. Informed Managing Director that ACC approves of current activities associated with property.
- Conveyance removal from adjoining lot on Whistling Swan. Need to keep oversight of removal to a screened area.
- Looked at 10 Loganberry Lane and attempted to locate bike trails adjoining property. Went to repeater road and still could not locate trails. Discovered one coming from side of house, but did not appear to be encroaching on

	<p>other property. This is not an ACC matter; it is on Sudden Valley and County property.</p> <ul style="list-style-type: none">• Adjourned at 11:50 a.m.
Comments:	
Discussion:	
Action: Adjourn.	Moved by Jo Jean Kos, seconded by Bill Pfeil.

Minutes

Sudden Valley Community Association Architectural Control Committee

September 17, 2015

9:00 AM

Sunset Room

Type of meeting: Request and Plan Review
Facilitators: Curt Casey, ACC Interim Chair
Note takers: Carroll Ballard, ACC Coordinator
Attendees: Bill Pfeil, Richard Bailey, Jeff Sani
Observers:

Agenda Topics

Item No. 1	Approval of September 3, 2015 ACC Meeting Minutes
Item No. 2	Tree Subcommittee Report
Item No. 3	249 Sudden Valley Drive (14/75) – Gate 9 - Paint
Item No. 4	36 Rocky Ridge Drive (2/165) – Gate 3 – Heat pump
Item No. 5	2 Inglewood Place (4/120) – Gate 3 – Conveyance - RV
Item No. 6	2 Morning Beach Drive (37/12) Gate 2 - Paint
Item No. 7	16 Clear Lake Court (12/37) – Gate 1 – Conveyance – Boat on Trailer
Item No. 8	1 Fairway Lane (23/90) – Gate 1 – Air conditioning unit
Item No. 9	92 Windward Drive (23/82) – Gate 1 Fence
Item No. 10	
Item No. 11	
Item No. 12	
Item No. 13	
Item No. 14	Continuing Business
Item No. 15	New Business

Item – 1	Approval of September 3, 2015 ACC Meeting Minutes
Comments: As submitted.	
Discussion:	
Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 2	<p>Tree Subcommittee Report, September 17, 2015 Curt Casey, Bill Pfeil, Carroll Ballard:</p> <p>The tree subcommittee recommends the following:</p> <p>A 2 Rosebud Place (25/152, 153) – Gate 5 – Approve as submitted.</p> <p>B 5 Wisteria Lane (27/82) Gate 5 – Recommend to BOD to approve as submitted.</p> <p>C 4 Eagle Crest Court (2/94) – Gate 3 – Recommend to BOD to have arborist evaluate at Sudden Valley expense.</p> <p>D 171 Sudden Valley Drive (6/9) – Gate 3 – Recommend to BOD to remove at Sudden Valley expense.</p> <p>E 1 Lake Louise Drive (Lake Ridge Condos) (53/40) – Gate 2 – Approve as submitted.</p> <p>F 46 Grand View Lane (7/23) – Gate 2 – Approve to remove at applicant’s expense with owner’s permission.</p> <p>G 5 Bogey Lane (32/92) – Gate 1 – Permission to remove at complainant’s expense.</p> <p>H 48 North Point Drive (12/127) Gate 1 – Approve as submitted.</p> <p>I 133 Windward Drive (23/40) – Gate 1 – Approve to remove at applicant’s expense with permission from owner.</p>
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Comments: Requests included in packet.

Discussion: Item 2- C: Recommend to the BOD to remove 2 trees at SVCA expense. Stipulated that roots and trunk stay in place for slope stability. Approve to trim branches. Owner must flag trees.

Action: Item 2-C decision amended. Approved. Items A, B, D, E, F G, H, I Approved.	Moved by Bill Pfeil, seconded by Rich Bailey. Moved by Rich Bailey, seconded by Bill Pfeil.
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Item – 3	249 Sudden Valley Drive (14/75) – Gate 9 - Paint
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Comments: Request in packet.

Discussion: As submitted.

Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.
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Item – 4	36 Rocky Ridge Drive (2/165) – Gate 3 – Heat pump
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Comments: Request in packet.

Discussion: As submitted with the condition that if the noise level exceeds Whatcom County regulations, there will be sound abatement.

Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.
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Item – 5	2 Inglewood Place (4/120) – Gate 3 – Conveyance - RV
Comments: Request in packet.	
Discussion: Approved in current location with the condition that the blue tarp cover the wood pile be removed and replaced with a tarp in a neutral color	
Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 6	2 Morning Beach Drive (37/012) Gate 2 - Paint
Comments: Request in packet.	
Discussion: Owner must submit a 2' x 2' painted sample or paint a 2' x 2' sample on the house.	
Action: Defer.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 7	4 Morning Beach Drive (37/11) - Lighting
Comments: Request in packet.	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 8	16 Clear Lake Court (12/37) – Gate 1 – Conveyance – Boat on Trailer
Comments: Request in packet.	
Discussion: Defer pending BOD resolution.	
Action: Defer.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 9	1 Fairway Lane (23/90) – Gate 1 – Air conditioning unit
Comments: Request in packet.	
Discussion: Stipulate that approved screening is added and that noise level is in compliance with Whatcom County regulations.	
Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 10	92 Windward Drive (23/82) – Gate 1 Fence
Comments: Request in packet.	
Discussion: Stipulated that it not be constructed any closer than 2' to the property line (3' variance).	
Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 11	4 High Cliff Lane (14/72) – Tree removal
Comments:	
Discussion: Defer until ACC can visit the site to look at the tree.	
Action: Defer.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 12	55 Hillside Place (16/198) – New Construction Variance Request
Comments:	
Discussion: As submitted.	
Action: Approved.	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 13	
Comments:	
Discussion:	
Action:	

Item – 14	
Comments:	
Discussion:	
Action:	

Item – 15	Continuing Business – Carport, Conveyances, Paint
Comments:	
Discussion:	
<ul style="list-style-type: none"> • Recommend to the BOD to change the ruling on permitted conveyance storage on a homeowner’s property up to 72 hours can be called into the administration office instead of filling out a form. • Move to write homeowner at 14 Morning Beach Drive that house paint is not in compliance with the sample submitted to the ACC. 	
Action: Approved	Moved by Curt Casey, seconded by Bill Pfeil.

Item – 16	New Business
Comments:	
Discussion: Approved addition of Richard Bailey and Jeff Sani to positions on the ACC pending BOD approval 9/17/15.	
Action: Adjourned at 10:50.	

Minutes

Sudden Valley Community Association Architectural Control Committee

October 1, 2015

9:00 AM

Sunset Room

Type of meeting:	Request and Plan Review
Facilitators:	Curt Casey, Interim Chairman
Note takers:	Carroll Ballard, ACC Coordinator
Attendees:	Bill Pfeil, Jo Jean Kos, Richard Bailey
	Excused absence: Brian Pearson, Jeff Sani
Observers:	Joe Bryson, Phil & Vickie Rogers, Pamela Banin
	Agenda Topics

Item No. 1	Approval of September 17, 2015 ACC Meeting Minutes
Item No. 2	Tree Subcommittee Report
Item No. 3	62 North Point Drive (12/46) – Gate 1 - Fence
Item No. 4	8 Inglewood Place (4/110) – Gate 3 - Fence
Item No. 5	194 Harborview Drive (22/168) – Gate 3 – Fence
Item No. 6	30 Windward Drive (32/106) – In Concept New Construction
Item No. 7	7 Orchid Court (18/18) – Tree Request
Item No. 8	2 Morning Beach Drive (37/12) - Paint
Item No. 9	Continuing Business
Item No. 10	New Business

Item – 1	Approval of September 17, 2015 ACC Meeting Minutes
Comments: Minutes included in packet.	
Discussion:	
Action: Approve	By acclamation

Item – 2	<p>Tree Subcommittee Report October 1, 2015: Curt Casey, Bill Pfeil, Jo Jean Kos, Jeff Sani, Carroll Ballard:</p> <p>The tree subcommittee recommends the following:</p> <p>A 181 Polo Park Drive (9/201) – Gate 9- Approve as submitted to remove 6 cottonwood trees at applicant’s expense.</p>
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	B	72 & 76 Honeycomb Lane (3/195, 197) – Gate 9 – Applicant to have arborist evaluate the large cottonwood.
	C	128 Sudden Valley Drive (5/32) – Gate 3 – Approve as submitted at owner’s expense.
	D	8 Clear Lake Court (12/41) – Gate 1- Approve as submitted at applicant’s expense. Neighbor has given permission to remove trees.
	E	88 Windward Drive (23/89) – Gate 1 – Approve as submitted at applicant’s expense.
	F	131 Windward Drive (23/39) – Gate 1 – Approve as submitted at applicant’s expense. Conditional on obtaining a permit from the County because the tree is in a critical area.

Comments: Requests included in packet.	
Discussion: Item B – Change to: Sudden Valley to have an arborist evaluate the large cottonwood.	
Action: Item B – Approve	Moved by Bill Pfeil, seconded by Jo Jean Kos
Items A, C, D, E, F Approve	Moved by Bill Pfeil, seconded by Jo Jean Kos

Item – 3	62 North Point Drive (12/46) – Gate 1 - Fence
Comments: Request included in packet.	
Discussion: As submitted on the condition that it is constructed according to ACC Policies in wood and wire, 5’ high, 14 gauge wire, and located no closer than 2’ from property line.	
Action: Approve	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 4	8 Inglewood Place (4/110) – Gate 3 - Fence
Comments: Request included in packet.	
Discussion: As submitted. Owner must provide reasonable screening with 60 days.	
Action: Approve	Moved by Bill Pfeil, seconded by Rich Bailey. One opposition – Jo Jean Kos.

Item – 5	194 Harborview Drive (22/168) – Gate 3 – Fence
Comments: Request included in packet.	
Discussion: Fence in rear yard as submitted. Stipulate that the fence not encroach on side and rear 5’ setbacks.	
Action: Approve	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 6	30 Windward Drive (32/106) – In Concept New Construction
Comments: Walk in	
Discussion: 5’ setback variance on Marine Drive side.	
Action: Approve	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 7	7 Orchid Court (18/18) – Tree removal
Comments: Submitted by ACC staff	
Discussion: As submitted.	
Action: Approve	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 8	2 Morning Beach Drive (37/12) - Paint
Comments: Submitted by ACC Staff	
Discussion: Application denied.	
Action: Approve. Motion fails.	Moved by Curt Casey, seconded by Jo Jean Kos. All vote against.

Item – 9	Continuing Business – Paint, Conveyances
Comments: Discussion	
Discussion: Applications for paint must be accompanied by a paint chip or a 2’ square is painted on the house or a painted 2’ square sample is submitted.	
Action: Approve	Moved by acclamation.

Item – 10	New Business: <ul style="list-style-type: none"> • Memorial plaque for Berry Fox • Accept Joe Bryson onto the Interim ACC Committee • Submit Brian Pearson, Jeff Sani, and Joe Bryson to BOD for 2016 ACC
Comments:	
Discussion: Motion to accept.	
Action: Approve	Moved by Curt Casey, seconded by Jo Jean Kos

Minutes

Sudden Valley Community Association Architectural Control Committee

October 15, 2015

9:00 AM

Sunset Room

Type of meeting:	Request and Plan Review
Facilitators:	Curt Casey, Interim Chairman
Note takers:	Carroll Ballard, ACC Coordinator
Attendees:	Jo Jean Kos, Rich Bailey, Bill Pfeil
	Absent: Joe Bryson, Brian Pearce, Jeff Sani
Observers:	Marietta Montaine, Jim Biles, Stu Simpson
	Agenda Topics

Item No. 1	Approval of October 1, 2015 ACC Meeting Minutes
Item No. 2	Tree Subcommittee Report
Item No. 3	12 Horseshoe Circle (11/81) Gate 9 – Roof
Item No. 4	61 Rocky Ridge Drive (2/149) Gate 3 – Entry way roof
Item No. 5	2 Morning Beach (37/12) - Gate 2 – Paint
Item No. 6	115 Windward Drive (23/31) Gate 1 – Fence
Item No. 7	5 Tee Place (31/3) Gate 1 - Deck
Item No. 8	52 Marigold (36/1) – Tree Removal
Item No. 9	52 Marigold (36/1) – New Construction Modifications
Item No. 10	
Item No. 11	
Item No. 12	Continuing Business
Item No. 13	New Business

Item – 1	Approval of October 1, 2015 ACC Meeting Minutes
Comments: Minutes included in packet.	
Discussion: Corrections: Item 6 5’ variance changed to 8’ variance, Item 4 changed ‘with’ to ‘within’	
Action: Approved	Moved by Jo Jean Kos, seconded by Bill Pfeil.

Item – 2	<p>Tree Subcommittee Report for October 15, 2015. Curt Casey, Jo Jean Kos, Joe Bryson, Carroll Ballard:</p> <p>The tree subcommittee recommends the following:</p> <p>A 13 Horseshoe Circle (11/56) Gate 9 – Approve as submitted.</p> <p>B 22 Little Strawberry Lane (3/111) Gate 3 – Defer. Trees need to be flagged and property corners staked.</p> <p>C 29A Cascade Lane (15/126, 127) Gate 3 – Defer. Establish property lines.</p> <p>D 82 North Point Drive (12/56, 57) Gate 1 – Approve removal of #5 – hemlock. Trees 1 through 4 denied.</p>
Comments: Requests included in packet.	
Discussion: As submitted.	
Action: Approve	Moved by Jo Jean Kos, seconded by Rich Bailey.

Item – 3	12 Horseshoe Circle (11/81) Gate 9 – Roof
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approve	Moved by Jo Jean Kos, seconded by Rich Bailey.

Item – 4	61 Rocky Ridge Drive (2/149) Gate 3 – Entry way roof
Comments: Request included in packet.	
Discussion: As submitted.	
Action: Approve	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 5	2 Morning Beach (37/12) – Gate 2 - Paint
Comments: Request in packet.	
Discussion:	
Action: Ratify	Moved by Jo Jean Kos, seconded by Rich Bailey.

Item – 6	115 Windward Drive (23/31) Gate 1 – Fence
Comments: Request included in packet.	
Discussion: Approve privacy panels as submitted on the condition that the trailer and trash containers be screened from view from Windward Drive and Fairway Lane.	
Action: Approve	Moved by Bill Pfeil, seconded by Jo Jean Kos.

Item – 7	5 Tee Place (31/3) Gate 1 - Deck
Comments: Request included in packet.	
Discussion: As submitted including alternatives. Steps must comply with Whatcom County Code. Paint approved.	
Action: Approve	Moved by Jo Jean Kos, seconded by Rich Bailey.

Item – 8	52 Marigold Drive (36/1) – Remove 3 trees on right side of property.
Comments:	
Discussion: As submitted.	
Action: Approve	Moved by Bill Pfeil, seconded by Rich Bailey.

Item – 9	52 Marigold Drive (36/1) – Modifications to New Construction
Comments:	
Discussion: As submitted	
Action: Approve	Moved by acclamation.

Item – 10	
Comments:	
Discussion:	
Action:	

Item – 11	
Comments:	
Discussion:	
Action:	

Item – 12	Continuing Business <ul style="list-style-type: none"> • Parking Permits can be obtained by calling 734-6430 or emailing reception@suddenvalley.com • Conveyances pending Executive Committee approval
Comments: Discussion	
Discussion:	
Action:	

Item – 13	New Business <ul style="list-style-type: none"> • Tree Policy regarding requests for tree removal on SV property will continue unchanged • Provide past ACC request documents to help with new requests
Comments:	
Discussion:	
Accept Jim Biles as an ACC Member pending BOD ratification. Accept Marietta Montaine as an ACC Alternate Member pending BOD ratification. Correction to 10/1/15 Minutes – Accept Rich Bailey as ACC Co-Chair.	
Action: Adjourn	

SVCA Communication Committee Minutes
Tuesday, October 5, 2015

Call to Order at 5:32PM

Roll Call:

Chair: Leslie McRoberts
Directors: Carol Bauman, David Narsico, Grace Shaffner
Members: Chris Weitzel, Marlene Harlan (Absent)
SV Staff Liaison: Nikki Roosma
YMCA Liaison: Tish O'Keefe
Community: Carol Houlton

Approval of Agenda – Approved as presented

Approval of Minutes: September 8, 2015 - Approved as submitted

AGENDA ITEMS

- A. Discuss content for October E-blast to be sent Oct. 15: County Ballot Box not for Sudden Valley ballots, Safety Fair, Halloween, Arts & Crafts Fair, other timely topics
- B. Review Status of Proposed Calendar for Remainder of 2015

Potential Events through end of 2015:

- 1. Oct. 17 - Safety Fair 10AM-3PM – (EPC, Norm)
- 2. Oct. 31 - Halloween – (YMCA)
- 3. Nov. 21 - Arts and Crafts Fair – (SVCA Admin)
- 4. Dec. 12 - Breakfast with Santa – (SVCA Admin)

All confirmed and in process.

- C. Suggested Articles for November Views
 - Report on Town Halls for Ballot Measures – **Leslie**
 - Report on Candidates Forums - ?
 - Report on County Candidates Town Hall – **David**
 - Safety Fair (**Norm/Owen**)
 - Arts and Crafts (**Nikki**)
 - **YMCA** Report

November VIEWS Deadline for all display & classified ads, all articles: Fri, October 23, 2015 Noon

Next Meeting: Mon. November 2, 2015 at 5:30–7:00 PM Coffee Barn

Adjourn 6:00PM

Off Leash Dog Park Survey Questions

Over the past few months, several incidents involving aggressive dogs at the Marina Dog Park have been reported to SVCA. In an effort to allow all residents and their pets to enjoy the Marina safely and to mitigate any risk of liability to the community, we feel it is necessary to make changes to the current off-leash dog area. Please answer the following questions to help us determine the best solution.

1. Would you be more or less likely to use the Marina Park/Beach/Picnic Area if off-leash dogs were only allowed in a designated fenced-in area?
 - a. More likely
 - b. Less likely
 - c. The same

2. Are you a dog owner ? (non –dog owners skip to question 4)
 - a. Yes
 - b. No

3. Would you be more or less likely to use the dog park if there were a designated fenced-in area for off-leash dogs?
 - a. More likely
 - b. Less likely
 - c. The same

4. Which of the following changes to the off-leash area would you support? (you may select more than one).
 - a. Fenced off-leash area at Marina & restricted water access area for dogs, similar to Lake Padden Dog Park.
 - b. Move off-leash dog park to overflow area in Gate 5. This would also be fence- in.
 - c. Restricted hours for dogs allowed at Marina similar to Bloedel Donovan Park and the Island at Glenhaven (i.e. before 9am and after 6pm during peak season). This would also require additional security patrols to ensure compliance.

5. Would you be in favor of installing a gate and requiring use passes issued by SVCA (similar to the system used to access the boat launch) in order to access the off-leash dog park? This option would further reduce risk by adding accountability and encouraging responsible pet owners while discouraging less responsible pet owners.

Whereas Sudden Valley's Rules and Regulations Section 1.8 states that "Direct charitable, political, commercial or religious solicitation of Sudden Valley residents, either door to door or on SVCA property, is prohibited without approval of the General Manager" the General Manager has been give no guidelines with which to implement this approval.

Therefore be it resolved that the SVCA Board adopt the following guidelines:

- Permits shall only be issued to Sudden Valley Residents or candidates for Whatcom County positions for which Sudden Valley residents vote. This includes students under the age of 18 who are raising funds for school or club activities and candidates for Sudden Valley elections.
- Notification shall be placed on the Sudden Valley Web site each time a permit is issued.
- Both students and candidates may be issued permits which will be good between the hours of 10AM to 6PM Monday through Saturday.
- Each Sudden Valley candidate permit will be valid between the time the Sudden Valley ballots have been sent out and the AGM.
- Candidates for other ballot positions may be issued a permit for a 5 day period between the time ballots are mailed out by the county and election day.
- Permits must be carried at all times.
- No brochures or other materials may be left on Sudden Valley resident's property.
- Residents and candidates with permits are expected to act in a courteous manner at all times.

Appeals Committee Procedures



REVISION LOG

Technical Documentation Control and Signoff Form

This is a controlled document. Any content change to this document must be reviewed and approved by the appropriate authority prior to use and issue.

Rev #	Date	Revision Details	Checked by	Approved by
1	08/19/2015	FINAL	N. R. SMITH	General Mgr.

Last Review Date:
08/19/2015

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Appeals Procedures - Introduction

The following written guidelines dictate the process and procedures by which Association members and/or their tenants and guests may request a hearing panel be convened, in order to contest the merits of an alleged rules violation under which they were cited.

Restrictive Covenants hold members responsible for their tenants and guests for compliance to SVCA CC&Rs. Tenants/guests may be issued citations on SVCA property when in violation. Members will be notified when citations are issued to their tenants/guests, and those tenants/guests may use this procedure to appeal and address issued citations. For the purpose of this procedure, the person issued the citation is referred to as the “Appellant”.

Background

SVCA Bylaws provide requirements for an established hearing process under which Appellants may contest the merits of a citation they received that alleged a violation of

- A) Restrictive Covenants,
- B) Bylaws, or the
- C) Rules and Regulations of the Association.

The hearing process provides Appellants with an opportunity for an impartial hearing, except as otherwise provided in the Bylaws or in the Restrictive Covenants. The currently elected or seated members of the Board of Directors (BOD) shall constitute the membership of the Appeals Committee.

The Appeals Panel Hearing is convened to hear Appellant requests for adjustments of fines and penalties levied as a result of violations, and to render judgment after review and consideration. Appellants dissatisfied with the outcome of the Appeals Panel Hearing may appeal the outcome to the BOD, whose appeal is final.

The Appeals Panel shall be composed of three (3) Board members of the Association assigned on a rotating basis, either through fixed assigned schedule or BOD availability.

This document addresses the SVCA Bylaws requirements for written guidelines and procedures by which Appellants may contest an alleged violation.

Roles and Responsibilities

Appeals Committee Secretary: Association staff person responsible for scheduling meetings, coordinating, assembling, and distributing packets, and recording actions and outcomes.

Appeals Committee Members: Currently elected or appointed Directors of the Board.

Appeals Committee Chair: The Vice President of the BOD.

Appeals Panel: Three members of the BOD, assigned on a rotating basis.

Safety, Security, Compliance Coordinator: Association staff person presenting the events and circumstances and basis of the notice of violation.

Appeals Panel Chair: One member of the Appeals Panel who will be assigned to chair the hearing.

Appellant: Association member, tenant, or guest to whom the notice of violation was issued, and is present to contest the violation or seek an adjustment.

Appeals Hearing Process

The Appeals hearing process provides for a two-step process; 1) Appeals Panel Hearing, and 2) (BOD) Appeals Hearing. Appellants who receive a notice of violation may elect to pay the fine and close the violation or contest the alleged violation.

- Appellants contesting a notice of violation must contest the violation within 60 days of issue.
- Notice of Violations not contested within 60 days from date of issue are affirmed as a violation and referred to Accounts Receivable for billing.

Appellants contesting a Notice of Violation shall contact the Appeals Secretary at the SVCA Administration Office to schedule an Appeals Panel Hearing appointment. The Appeals Secretary will provide the date and time of the next Appeals Panel Hearing allowing for a minimum 10-day notice, and place the Appellant's name onto the agenda.

Meeting Agenda and Process

The agenda of each meeting is a schedule of Appellants contesting alleged violations. Each member of the Appeals Panel and the Appellant contesting will have a citation packet comprised of the following:

- Copy of Sudden Valley Notice of Violation;
- Copy of letter(s) issued to the Appellant in regards to the violation;
- Supporting documentation, any documents submitted that support why the violation was issued, extract from database showing past violations of the SCVA governance documents, photos, statements, etc.;
- Documentation prior provided by Appellant in defense or denial of the citation.

The Appeals Panel Hearing will be held in open session unless requested to be closed by the Appellant. The Appeals Panel Chair will call each meeting to order, review the agenda, verify if the Appellant/s are present, and address requests in order of schedule. Each appeal will have a scheduled time.

- The Safety, Security, Compliance Coordinator will present the Notice of Violation, discuss the events and circumstances leading up to the issuance of the citation, and give the basis for the Association as to the notice of violation.
- The Appellant/s will provide their basis for contesting the notice of violation and present documentation to members of the Committee in defense of their basis.
- Members of the Committee will ask questions of both Administrative staff and the Appellants/s to clarify the issues to their own satisfaction.

- The Appeals Panel Chair will close the discussion by either giving the judgment of the Panel or informing the Appellant that the answer will be provided within five (5) business days.

If the Appellant appeals the Appeals Panel's decision, the Appeals Committee Secretary will place the Notice of Violation Appeal Request onto the next BOD meeting, allowing for a 10-day notice. The resulting appeal will take place at a regular Board meeting and follow the same format as an Appeals Panel Hearing except that it will be held in open session. Board members who sat on the initial Appeals Panel Hearing may not sit on the full Board hearing. If the Board believes that the appeal may lead to potential litigation, they will go into closed session to deliberate.

Memorial Benches

A member of the community who has recently lost her husband has offer to be responsible for ordering a memorial outdoor bench, having it delivered it to Sudden Valley, and placing it at a spot which the board approves of.

She has offered to be responsible for ordering future memorial benches for anyone in the community who wants one. She would like to know if the board is interested. Each individual order placed may get a discounted price if there is going to be a stream of business coming from Sudden Valley. Plus it is supportive of our members at a time when it is very hard to do anything by themselves at this time.

1. It would honor members of the community
2. It would provide benches for our parks and common areas in need of upgrades
3. They would be paid for by private funds
4. Program could be expanded to include bench and picnic tables from local businesses as we once did