

SUDDEN VALLEY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, JULY 23, 2015  
SOUTH WHATCOM FIRE AUTHORITY - SUDDEN VALLEY  
OPEN MEETING 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. Thursday, July 9, 2015 pp. 3-7
  - B. Monday, July 20, 2015 pp. 8-10
- VI. PROPERTY OWNER COMMENTS
- VII. BOARD COMMENTS
- VIII. MD REPORT pp. 11-18
- IX. TREASURER'S REPORT AND VOTING AS NECESSARY
  - A. Wednesday, June 17, 2015 pg. 19
  - B. Wednesday, July 1, 2015 pp. 20-22
  - C. Capital Request pp. 23-24
- X. COMMITTEE REPORTS AND VOTING AS NECESSARY
  - A. Architectural Control Committee
  - B. Communication Committee
    - 1. Monday, June 1, 2015 pp. 25-26
  - C. Document Review Committee
  - D. Emergency Preparedness Committee
  - E. Nominations & Elections Committee
    - 1. Tuesday, May 19, 2015 pg. 27
    - 2. Tuesday, June 23, 2015 pg. 28
    - 3. Friday, July 10, 2015 pg. 29
- XI. CONTINUING BUSINESS AND VOTING AS NECESSARY
  - A. Change in Status of Sudden Valley Management
  - B. Revisit LRPC Proposed Bylaw pg. 30

- XII. NEW BUSINESS AND VOTING AS NECESSARY
- XIII. CLOSED SESSION FOR LEGAL AND PERSONNEL ISSUES
- XIV. VOTING AS NECESSARY
- XV. ADJOURNMENT

1 SUDDEN VALLEY COMMUNITY ASSOCIATION  
2 BOARD OF DIRECTORS MEETING MINUTES  
3 JULY 9, 2015  
4 FIREHOUSE TRAINING ROOM  
5 7:00 PM

6 In Attendance:

7 Larry Brown, President  
8 Carol Bauman, Vice President  
9 Leslie McRoberts, Secretary  
10 Carol Houlton, Treasurer - Absent  
11 Samantha Rorabaugh  
12 Nick Flacco  
13 Grace Shaffner  
14 David Narsico  
15 Mike D'Angelo  
16 Georgia Allen, Acting N&E Chair  
17 Curt Casey, ACC Chair  
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20 Community Members: 12  
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22 Sudden Valley Staff: Mitch Waterman, Managing Director  
23 Lisa Letchworth, HR & Administrative Services Manager  
24 Sarah Pratt, Administrative Specialist  
25 Carroll Ballard, ACC Coordinator  
26 Norm Smith, Security/Compliance Coordinator  
27  
28

29 I. CALL TO ORDER

30 A. The meeting was called to order at 6:01 p.m.

31 II. ROLL CALL

32 A. All present except Carol Houlton who had an excused absence.

33 III. CLOSED SESSION

34 **MOTION:** Director Bauman moved to recess into closed session at 6:02. The motion  
35 was seconded by Direction Rorabaugh and passed unanimously.

36 IV. RETURN TO OPEN SESSION

37 A. The meeting was called to order at 7:01 p.m.

38 V. VOTING AS NECESSARY

39 A. Nothing to vote on from closed session.

40 VI. ADOPTION OF AGENDA

41 Two items were added to the agenda under New Business:

42 A. Item "I" to vote on adding a member to the Document Review Committee

43 B. Item "J" regarding establishment of a Sudden Valley teenager hangout which was  
44 moved up to the beginning of the meeting.

- 45 i. Mitch Waterman introduced Luke Rio, who proposed an area for  
46 teenagers to hang out in Sudden Valley. The area is to be constrained by  
47 set guidelines in order to facilitate a safe community activity. Following  
48 questions from several Directors, Luke Rio agreed to return in a month  
49 and report back to the Board.
- 50 ii. **MOTION:** Director D'Angelo moved to approve the project with  
51 Director McRoberts seconding. The motion passed with 8 in favor and  
52 two abstentions.

53 C. The revised agenda was adopted as amended by acclamation.

#### 54 VII. MEETINGS OF THE EXECUTIVE COMMITTEE

- 55 A. Director McRoberts noted that the Executive Committee met briefly on July 2 and  
56 took no action.

#### 57 VIII. ANNOUNCEMENTS

- 58 A. Director Rorabaugh announced the Long-Range Planning Committee will be  
59 meeting every other Monday starting next week at 6:30 p.m.
- 60 i. **ACTION ITEM:** Admin will add this meeting to the calendar of events
- 61 B. Director Bauman thanked Sudden Valley staff for their success on July 4<sup>th</sup>  
62 controlling the fireworks.
- 63 C. Director D'Angelo reported on the success of the local golf camp and the  
64 impending arrival of Kathleen Lofland to the library for Crisis Response.
- 65 D. Director McRoberts announced the Flea Market occurring on 7/25/2015.
- 66 E. Director D'Angelo announced the Emergency Preparedness Committee's  
67 meetings on the 2<sup>nd</sup> Tuesday of each Month in the Firehouse Training Room.

#### 68 IX. PROPERTY OWNER COMMENTS

- 69 A. A member addressed the matter of a letter sent to his employer from Director  
70 Casey. The letter discussed disparaging comments Mr. Hart left on a website.  
71 Mr. Hart noted that if Director Casey was directed to draft such a letter on the  
72 authority of the Board of Directors, he requests open discussion on the matter. If  
73 it was done of Director Casey's own volition, Mr. Hart requested disciplinary  
74 action as recourse.
- 75 i. Director Brown noted the Board did not request or authorize the letter.  
76 There is no reference to involvement of the Board in the letter; therefore  
77 their involvement is unwarranted.
- 78 B. A member addressed increasing danger of fires in the area. Requested the  
79 regulations on page 24 are not approved until they meet FireWise and that routine  
80 maintenance is allowable without approval within 10 feet of the residence. Also  
81 expressed concern over the apparent lack of an evacuation plan.
- 82 i. Safety and Compliance Officer Norm Smith answered a direct question by  
83 Director Brown over the existence of an evacuation plan. Plan is in place,  
84 but needs to be updated and refined.

- 85 C. A member felt the language in ACC Guidelines is in need of improving. Also  
86 requests 10 feet of space for maintenance without approval.  
87 D. A member expressed concern about the amount of fire fuel in the area. Suggested  
88 free wood chipping provided as a service.

89 X. BOARD COMMENTS

- 90 A. None.

91 XI. CONTINUING BUSINESS AND VOTING AS NECESSARY

- 92 A. Managing Director updated the Board on lot sales. Non-buildable lots will be  
93 offered for sale to adjacent residents with the agreement they will join them to  
94 their existing property. Proposals are being solicited from three local realtors to  
95 handle the buildable lots.

96 XII. NEW BUSINESS AND VOTING AS NECESSARY

- 97 A. Discussion: Fireworks Ban (LM)

98 Director McRoberts noted the success of the fireworks planning.

99 Mr. Smith gave an overview of July 4<sup>th</sup> fireworks plan and asserted that the  
100 plan is viable for future use with adjustments.

101 Director Shaffner suggested Mr. Smith share this fireworks plan with other  
102 communities due to its success.

103 Director Brown directed this suggestion to the present Jim Peoples, a Fire  
104 Commissioner for South Whatcom. He noted this plan would be shared  
105 amongst fire stations.

106 Plans for next year will depend on Whatcom County restrictions.

- 107 B. Long-Range Planning Committee – Member Approval and Status Report (SR)

108 The bottom five names on the list are to be stricken from consideration.

109 **MOTION:** Director Rorabaugh moved to approve the top five names on  
110 the list. The motion was seconded by Director Bauman and passed  
111 unanimously.

112 Director Rorabaugh noted the committee has begun to draft bylaws making  
113 the LRPC a standing committee, including layout of board interactions and  
114 functions.

115 Director Rorabaugh discussed the removal of the dog park from the Marina  
116 and requests the Communications Committee assist with a survey. Director  
117 McRoberts requested additional information before a survey could be sent  
118 out to the members.

119 Director Rorabaugh also addressed the future of the barn area and requested  
120 assistance from staff in understanding what the options are. Finance also  
121 needs to provide input based on various values. Managing Director  
122 Waterman suggested this information be shared with LRPC and requests  
123 permission to participate in the committee. The Managing Director was  
124 assigned as a staff member to the LRPC.

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C. Approval of ACC Guidelines (CC)

Director Casey reviewed the changes to the ACC Guidelines. Board members made additional suggestions.

Coming: Appendix C expanded and updated in the next 30 days for stormwater retention.

**MOTION:** Director Bauman moved to approve the ACC Guidelines subject to the suggested changes.

Director Brown feels there were too many changes requested to vote on at this time. And the motion was withdrawn pending the changes.

D. Approval of 2015 Bylaws (LB)

**MOTION:** Director D'Angelo moved that the bylaws be posted on the website exactly as they are included in the agenda packet. The motion was seconded by Director Rorabaugh and passed unanimously.

Director Brown will make clear that the red text is an interpretation of where there is an error and the definition of "sic" clarified.

**ACTION ITEM:** Director Bauman instructed staff to reserve 65 pages in the ballot for the bylaws and post it on the website.. Director Rorabaugh suggests it is included as a separate document under AGM supporting material and not under governing documents.

Meeting paused for a 5 minute break and resumed at 9:29 p.m.

E. Proposed AGM Measures (GA)

Potential AGM measures include the Budget, a dues measure, a special assessment, a measure from the LRPC, and a bylaws measure from DRC. 9/24/2015 is the earliest possible mailing date, 10/01/2015 is the latest. Staff provides all material to the printer on 9/14/15. Director McRoberts stresses being completely finished by the last meeting in August. Director Bauman proposes determining whether the Board will be proofreading the AGM material as has been done in the past. Director Brown maintains that the Board will proofread as they have been doing.

F. 2015 Management Objective (LB)

Director Brown and Managing Director Waterman have to prioritize funding. He referred to a document in process by the MD ranking projects that will help the prioritization process. Financial ranking and prioritization of projects is on the table for the next FC meeting.

**MOTION:** Director Brown moved that the existing Managing Director's contract be terminated and the Board hires Mitch Waterman as General Manager through the end of 2017. The motion was seconded by Director McRoberts.

164 It was the consensus of the Board that this topic should be discussed in  
165 closed session and that they were not ready to vote on it tonight.  
166 Director Brown withdrew the motion, notifying staff to put this topic on the  
167 agenda for the next meeting.

168 G. Door-to-Door Solicitation

169 **MOTION:** Director Flacco moved to reinstate allowance of door-to-door  
170 solicitation by Sudden Valley residents for charity, school fundraisers. The  
171 motion was seconded by Director Rorabaugh.  
172 Director McRoberts read a section from the Rules & Regulations which she  
173 feels do not preclude the kind of activity this motion seeks to allow;  
174 therefore it may be unnecessary per paragraph 1.8.  
175 Director Brown agrees and asserts the rule already exists.  
176 Director Flacco withdrew his motion.

177 H. Change in Funding Priorities – Roads (MW)

178 Managing Director proposed slowing down some of the work being done to  
179 ensure enough money is set aside in Roads to do culvert work; Finance  
180 agrees. Managing Director will reinitiate projects with Finance as additional  
181 funds become available. He puts this proposal before the Board for question  
182 or comment.  
183 Director Brown stated the Board may not need to vote, the money has  
184 already been designated.

185 **MOTION:** Director Rorabaugh moved to close the GL numbers  
186 while leaving the project on the shelf. The motion was seconded by  
187 Director Narsico, passed with Director Flacco abstaining.

188 I. **MOTION:** Director Bauman moved Director Houlton be made a DRC member.  
189 The motion was seconded by Director Brown and passed unanimously.

190 XIII. OTHER BUSINESS

191 Director Brown addressed concerns with the proposed wireless tower on the Firs property. A  
192 letter received by neighbors in the vicinity states that written comments must be received by  
193 July 21<sup>st</sup>, if the Board wishes to comment on this proposal, they may need special session.

194 **MOTION:** Director Rorabaugh move to schedule an additional meeting on Thursday  
195 7/16/15 to discuss this topic. Director Bauman seconded, and suggested meeting at 5:00 p.m.  
196 with a closed session at 7:00 p.m.

197  
198 XIV. ADJOURNMENT

199 Director Brown called for adjournment, seconded by Director Rorabaugh. Meeting was  
200 adjourned at 10:27 PM.

1 SUDDEN VALLEY COMMUNITY ASSOCIATION  
2 BOARD OF DIRECTORS MEETING MINUTES  
3 JULY 20, 2015  
4 FIREHOUSE TRAINING ROOM  
5 5:00 PM

6 In Attendance:

7 Larry Brown, President  
8 Carol Bauman, Vice President  
9 Leslie McRoberts, Secretary  
10 Carol Houlton, Treasurer  
11 Samantha Rorabaugh  
12 Nick Flacco  
13 Grace Shaffner  
14 David Narsico  
15 Mike D'Angelo  
16 Georgia Allen, Acting N&E Chair  
17 Curt Casey, ACC Chair  
18  
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20 Community Members: 15  
21

22 Sudden Valley Staff: Mitch Waterman, Managing Director  
23 Sarah Pratt, Administrative Specialist  
24

25 I. CALL TO ORDER

26 A. The meeting was called to order at 5:01 p.m.

27 II. ROLL CALL

28 A. All Board members are present.

29 III. ADOPTION OF AGENDA

30 Three items were amended on the agenda:

31 A. Item VII. 4. was added - ACC Qualifications.

32 B. Ownership of Item VII. 2. b) was changed to LB.

33 C. Item VII. 3. Was moved to closed session.

34 IV. ANNOUNCEMENTS

35 A. The Sudden Valley Flea Market will be held on 7/25/2015 from 9AM-4PM.

36 B. Spirit Day will be held on August 15 from noon to 5PM in the Community Center  
37 area.

38 V. PROPERTY OWNER COMMENTS

39 A. A member referred to a post on the website referring to a change in the Managing  
40 Director's position and noting that there was no agenda item relating to it.

41 B. A member commented about a personal issue with the ACC.

42 C. Several members expressed concern about the proposed Verizon cell tower on the  
43 Firs property.

- 44 D. A member commented that a network extender from Verizon would increase the  
45 ability to receive a clear signal.  
46 E. A member said that there is a similar tower to the one being proposed behind the  
47 storage units in Alger.

#### 48 VI. BOARD COMMENTS

- 49 A. Director Shaffner expressed concern about shingles from the Ice Barn blowing off  
50 in the wind.  
51 B. Director Flacco asked the President to ask a community member to clarify an  
52 issue related to the Cell Tower. President Brown ruled that this was Board  
53 Comment time and Director Flacco could renew his request during discussion of  
54 the item.  
55 C. Director Narsico spoke in support of Director Flacco.  
56 D. Directors Flacco and Narsico objected to the ruling, and then withdrew their  
57 objection.

#### 58 VII. CONTINUING BUSINESS AND VOTING AS NECESSARY

- 59 A. Discussion of the proposed Verizon Tower  
60 **MOTION:** Director D'Angelo moved that we send a letter to the Whatcom  
61 County Planning Department expressing our objection to construction of this cell  
62 tower for both practical and procedural issues. The motion was seconded by  
63 Director Houlton and passed unanimously.  
64 B. AGM Measures  
65 1. LRPC Bylaws Measure  
66 **MOTION:** Director Rorabaugh moved to accept the proposed measure  
67 making the LRPC a standing committee with elected members and placing  
68 it on the ballot for the 2015 AGM. The motion was seconded by Director  
69 D'Angelo.  
70 The Board then expressed concerns about having the members elected and  
71 not appointed.  
72 **MOTION:** Director D'Angelo moved to amend the first motion to say the  
73 members should be appointed. The motion was seconded by Director  
74 McRoberts.  
75 **MOTION:** Director Shaffner then moved to send the proposal back to the  
76 committee with the Board's comments. The motion was seconded by  
77 Director Houlton. This motion passed on a vote of 7-1 with Director  
78 Flacco opposed.  
79 The result of this vote was to automatically cause the original motion and  
80 the first amendment to fail.  
81 **MOTION:** Director Narsico moved to change the word "implemented" to  
82 "considered" in the LRPC proposal. The motion was seconded by Director  
83 Shaffner.

84 **MOTION:** Director Rorabaugh moved to change “implemented” to  
85 “executed”. The motion was seconded by Director Bauman.

86 The Chair then ruled that the proposal be taken back to the LRPC  
87 committee and the previous two motions were withdrawn.

88 2. Bylaw Changes

89 **MOTION:** Director Rorabaugh moved that the DRC present the Board  
90 with two bylaw documents, one which is a cleanup and one containing  
91 only substantive changes. The motion was seconded by Director Houlton.  
92 The motion passed unanimously.

93 President Brown was given sole ownership of these two documents and all  
94 comments and questions will be to him.

95 C. ACC Qualifications

96 Director Casey presented an expanded description of the qualification for ACC  
97 membership and gave it to the N&E Chair publication on applications for the  
98 ACC. The Board approved this document by consensus.

99 VIII. NEW BUSINESS AND VOTING AS NECESSARY

100 None

101 IX. CLOSED SESSION FOR PERSONNEL ISSUES

102 **MOTION:** Director D’Angelo moved to recess to closed session at 7:05PM. The motion  
103 was seconded by Director Houlton and it passed unanimously.

104 X. RETURN TO OPEN SESSION AND VOTING AS NECESSARY

105

106 XI. ADJOURNMENT

107 Director Brown called for adjournment, seconded by Director Rorabaugh. Meeting was  
108 adjourned at 10:27 PM.



GENERAL MANAGER'S JULY 2015 REPORT  
Board of Directors Meeting  
July 23, 2015

MANAGING DIRECTOR

- Completing last steps in Computer Upgrade Project
- New phone system installed and complete
- Process continues for obtaining County Community-wide approval for standardized rain water management.
- Sales of Sudden Valley lots proceeding; property owners adjacent to lots being offered for consolidation send letters: 30 day waiting period before sales start. Next effort involves exchanging buildable lots for property to eliminate future maintenance costs.
- 2016 Capital Budget in development with staff from Finance Committee.
- Working with Maintenance to prepare for next seasonal work element; culvert maintenance.

ACCOUNTING

- Responding to request list of auditors for audit of 2014 records- accounts receivable, accounts payable, fixed assets, capital projects, board documents, internal controls, and other.
- Collections have brought in \$200k in outstanding dues (1st notice or other form of notice) plus signed payment plans.
- Third notices, Intent to Lien, have been sent and many residents have had a lien placed on their property. One hundred twenty 120-day notices were sent out this month notifying residents that the next step is small claims court. Those residents who do not respond will have small claims filings. We hope that residents will come in and pay
- Starting legal proceedings on members who have defaulted on agreed upon payments plans.
- Starting 2016 budgeting process with major budget assumptions and input from all department managers.

- Hired interim help in accounting to assist with both reporting needs and the backlog of accounting work.

## ADMINISTRATION

- Temporary IT Manager has successfully coordinated current technological integrations, is wrapping up and preparing to hand-off IT Coordinator to a qualified staff member.
- Telephone system successfully installed, staff have been trained in software/hardware usage.
- New Board Admin Support person has been on-boarded, trained and is functioning at expected capacity
- Events Administrator on target with Flea Market and Spirit Day planning/execution
- AGM Planning Support has been established and functioning.
- With all administrative staff cross-trained and meeting expectations, a zero over-time policy has been put into place.
- Weekly Admin Staff Meetings running efficiently and effectively.

## HUMAN RESOURCES

- Employee Handbook being reviewed and evaluated.
- Revised cash handling protocols netting fewer errors and greater accountability
- HRIS System has been evaluated and prepared for proposal
- Employee Recognition Program continues development; Awards given for outstanding service to staff at summer picnic
- EEO self-audit has been developed and performed
- Worker's Compensation measurement has been implement
- New Hire Packets created and process has been developed
- Off-Boarding Process has been developed
- Career development programs being researched and developed
- Employee performance evaluation protocols and processes being reviewed

## EVENTS

- Spirit Day 8/15/15
- Sudden Valley Flea Market (7/25/15)
- Golf for Veterans Charity Event (7/31/15)

## GOLF DEPARTMENT

- 2015 golf revenue through July 16 was \$486,372 which is 11% above the \$432,338 we earned over the same period in 2014!
  - Daily green fees are up 26% and cart revenue is up 23% from 2014.
  - The shortfall in Annual Green Fee as expected has been reduced from 9% to 7% over prior year.
  - We have hosted several successful Club and outside events over the past 30 days including our Junior Golf Camp, the Cascade Radio outing and our Ladies Invitational.
- Our television ad has been running frequently and has been placed very prominently during the US Open and other significant professional events.
- Over the next 30 days we will host several golf outings and Club events which should keep revenue running strong.
- Great weather has continued with the exciting potential of 14 more months of drier and warmer than normal based on extended forecasts.

### Golf Outings & 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	6	414
July	1	64	7	261	4	204	7	271	4	282
August	2	36	5	196	3	144	7	344	5	227
September	3	116	1	76	2	138	4	200	3	248
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	22	1346

## MAINTENANCE

- Completed Vegetation Control Plan schedule on Sudden Valley Drive between Gate 3 and Harbor View Drive where bucket truck was first utilized. Limbs in these sections cut to a height of 25 feet to allow sun light to reach roads. Areas where roads have steep inclines will be addressed at a later date.
- Started Vegetation Control on school bus routes in Gates 9 and 13. Working with residents that have concerns about over cutting/cleaning.
- Adult Pool: Passed County health department inspection. Per the County’s inspection report; a phone will need to be installed in close proximity to the pool area for immediate 911/emergency access. Phone installation in progress.
- Passed State Pressure Vessel Inspection for hot water systems in the Clubhouse, Adult Center, YMCA, Dance Barn and Rotunda. Note that Rotunda hot water has been powered off. Minor correction items are scheduled to be addressed at various locations.
- Clubhouse HVAC coil cleaning completed. Adjustments to temperature controls are in progress.

## TURF CARE

Rainfall Total 2015: 22.89”  
 Rainfall to Date July 2015: 0.27”  
 Rainfall June 2015: .54”

### Issues:

- Security SP-1: starter replaced, air conditioning recharged, one tire replaced.
- Security SP-2: alternator replaced, air condition recharged, rear brake pads installed

- OP-20: broken windshield has been replaced
- Swim Beaches: some floats were damaged and removed, repair products on order.
- Two irrigation lateral leaks have been repaired, one lateral and one mainline.
- Current Leaks remaining: two lateral, one gate valve, and one mainline.

#### Project Updates:

- #11 fairway bunker fill in is 75% finished, topsoil and seeding remains
- #8 Greenside bunker has been renovated, new sand and drainage installed
- Parks department completed road mowing in Gate 5
- Parks department cleared Lake Louise Trail
- Barn/Marina Tennis Courts are being cleaned, some power washing remains
- Irrigation Weather Station Calibration Completed 7/16/15

## SAFETY, SECURITY AND COMPLIANCE

### Life Safety and Emergency Equipment

- Facilities Coordinator and Safety, Security and Ops Coordinator; vegetation control work stopped on 07/16/15 due to vehicles not complying with flaggers and stop signs placed in the work area. Going forward security and the maintenance manager will conduct job safety assessment (JSA) of that day's work and have a ready to go strategy to put in place while the crews are working on the road system.

### Training for Safety & Field Safety Awareness

- Sudden Valley CERT team members were trained on how to use the SVCA water truck for July 4<sup>th</sup> events and if needed as part of an emergency response.

### Compliance

- The initial notification letters on residents who have conveyances at their residents were mailed on July 14<sup>th</sup>, 2015 along with the ACC form for adequate screening.
- SCVA Appeals Committee: next scheduled appeals July 30<sup>th</sup>.

## Emergency Response

- CERT members participated in an Emergency Medical drill with the South Whatcom Fire Authority on July 14<sup>th</sup>, 2015. Below are some photos of the drill:



- External training has been offered by Whatcom SAR (Summit to Sound ground rescue) to CERT members, in August to support the dive team and search and rescue dog team at AM/PM beach.
- Emergency Preparedness Committee; the committee welcomed Henry Renteria, who has an extensive background in emergency response and is a consultant for emergency response. Henry is reviewing the draft emergency response plan and SVCA evacuation protocols
- July 4<sup>th</sup> Fireworks Event at the Marina was conducted in a safe manner and meet the objectives established by the Board of Directors and Emergency Response Committee. The event planning was essential considering that a stage 2 burn ban was and is in effect. No fires were reported in Sudden Valley and there was minimal issues with fireworks at the gates
- Safety Fair schedule for Oct 17<sup>th</sup> at SCVA Dance Barn, preliminary list of attendees is being updated to develop final list of attendees. Update SVAC

did receive notification that the Safety Fair is eligible for a static display for a MH-60S Helicopter, if operations permit, more details to follow.

## Security

The following are the significant security issues that have occurred:

- Access Control and Camera project: All card access readers are cut over to the new Honeywell system with the exception of the Marina. The marina is expected to be cut over by no later than July 22<sup>nd</sup>. The camera system is awaiting programming of new firewalls installed to allow for viewing on the network of the marina and adult/WCLS area.
- Two young adults arrested after shooting out windows of Gate 3 Bus Shelter.
- Security has to increase traffic enforcement presence around the work being conducted by the Maintenance Department due to drivers speeding or ignoring safety signs and flaggers.
- Other areas of traffic focus is the Harborview area and Gate 5 area due to reports of speeding and close aboard reports where pedestrians were almost hit by speeding and inattentive drivers.

Security Metrics as follows:

### Citation Report for June 2016

<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</u>
<b>Signage Violations</b>	0	0	0	0	0	0	0
<b>Traffic and Vehicle Violations</b>	0	2	0	1	0	1	0
<b>Speeding Violations</b>	0	2	2	0	0	0	0
<b>Trespassing Violations</b>	0	0	0	0	0	0	0
<b>Endangering SVCA Work Crew</b>	0	0	2	0	0	0	0

<b>Vandalism</b>	0	0	1	0	0	0	0
<b>Firearms Violation</b>	0	0	0	0	0	0	0
<b>Pet Violations</b>	2	1	7	1	0	2	2
<b>Tree Cutting Violations</b>	0	0	0	0	0	0	0
<b>Construction Violations</b>	0	0	0	0	0	0	0
<b>ACC Violations</b>	0	5	2	0	0	0	0

<b>Criminal Activity - Summary</b>	
<b>- Minor(s) With Drugs/Alcohol</b>	0
<b>- Theft</b>	0
<b>- Graffiti</b>	0
<b>- Trespass</b>	0
<b>- Vandalism</b>	1
<b>- Vehicle Prowl</b>	2
<b>- Home invasion (attempted)</b>	0

**MEETING MINUTES**  
**MEETING OF SVCA FINANCE COMMITTEE**  
**WEDNESDAY, JUNE 17, 2015**  
**MUTLI-PURPOSE ROOM**  
**6:30 PM**

**I. CALL TO ORDER**

The meeting was called to order at 6:32 pm.

**II. ROLL CALL**

Finance Committee Members: Carol Houlton, Larry Feder, Jack Levine, Tony Louzao, Samantha Rorabaugh. Excused absence: Rick Gray

Staff: Mitch Waterman, Managing Director; Jennifer Spidle, Accounting Manager; Carroll Ballard, ACC Coordinator

**III. ADOPTION OF AGENDA**

A. Agenda was adopted by acclamation.

**IV. APPROVAL OF MINUTES**

**A. June 3, 2015**

1. Approved as submitted by acclamation.

**B. June 8, 2015**

1. Amended to close at 8:20 PM, approved as amended by acclamation

**V. CONTINUING BUSINESS**

**A. Capital Funding Request – Phone System**

**MOTION:** Samantha Rorabaugh moved to recommend that the Board approved the purchase of a new phone system not to exceed \$21,300 to be funded from the CRRRF account, Larry Levine seconded. Passed unanimously.

**B. Capital Funding Request – 2015 UDR Funding Request**

**ACTION:** Finance Committee and Board of Directors to discuss effective communication for UDR Funding Request.

**MOTION:** Jack Levine moved to approve to recommend that the Board approved the transfer of \$333,599 from UDR to the Operations fund, Tony Louzao seconded.

Motion passed 3 to 2, with Samantha Rorabaugh and Larry Feder voting against.

**C. 2014 Audit Update**

1. Accounting is still preparing documents for the auditors.

**D. 2016 Budget Assumptions**

**ACTION:** Finance Committee has requested a copy of the maintenance plan to determine which projects will be effected if the budget and/or dues increases aren't passed.

**VII. MEMBER QUESTIONS AND COMMENTS**

A. A homeowner asked about the operating expenses for Golf.

B. A homeowner observed that the budget the Board created was not voted on by members.

**VIII. CLOSE**

**MOTION:** Larry Feder moved to adjourn, Samantha Rorabaugh seconded.

The meeting was adjourned at 8:31 pm.

**AGENDA**  
**SVCA FINANCE COMMITTEE MEETING**  
**WEDNESDAY, JULY 1, 2015**  
**MULTI-PURPOSE ROOM**  
**6:30 PM**

**I. CALL TO ORDER**

- a. The meeting was called to order at 6:30pm.

**II. ROLL CALL**

Finance Committee Members: Carol Houlton, Larry Feder, Jack Levine, Tony Louzao, Samantha Rorabaugh and Rick Gray.

Staff: Mitch Waterman, Managing Director; Jennifer Spidle, Accounting Manager; Brittany Melo, Admin Specialist; Sarah Pratt, Admin Specialist.

Introduced Sarah Pratt, new Administrative Specialist.

**III. ADOPTION OF AGENDA**

- a. Agenda was adopted as amended by acclamation.

**IV. APPROVAL OF MINUTES:**

- a. June 17, 2015 – Minutes were approved as amended by acclamation.

**V. CAPITAL PROJECTS AND FUNDING REVIEW**

- a. Working Assumptions for Balance of Year – *Jennifer Spidle*
- i. Annual Revenue Worksheet: Outlines how 2015 revenue was derived. Compares prior years. Document created in response to questions of derivation of 2015 budget from Finance Committee Members.
- b. CRRRF
- i. Document provided with raw CRRRF data. Data will change in future, this is current standing. Some data fields will also change. Document provides detailed overview of current CRRRF projects and their financial breakdowns.
  - ii. Document will provide improved project financial tracking and will be implemented as a fiscal tool in the future.
  - iii. A financial review is being conducted with contractors on over-budget projects and an update will be brought to the next Financial Committee meeting.
  - iv. Invoice cover sheet will be created and brought to the next Financial Committee meeting.
  - v. Previous tracking spreadsheet was brought to General Manager monthly and did not have the appropriate controls or accuracy. This inadequate tool led to the development of the aforementioned documents as Project Management tools.
  - vi. Balances of various accounts will be available and brought to next Financial Committee meeting.
  - vii. Suggestion raised by Tony and Samantha to have IT Manager evaluate current Computing System to provide a plan for future upgrades and fixes.

- c. Roads Capital
  - i. Managing Director has concerns regarding the amount of work currently taking place and planned for this fiscal year. Recommending that work be scaled back.
    - 1. Recommend to make the Stormwater project top priority because of the significant positive environmental impact.
    - 2. MD is recommending we put 2016 design projects on hold.
    - 3. MD recommends approving 2015 projects with highest priority due to potential lack of funding.
    - 4. MD to provide documents outlining the handling of the current project's financial overages at the next Financial Committee meeting.
  - ii. Area Z: Conversation with accountant who set up the SV non-profit status to discuss Area Z restriction of non-residents. Conclusion was that the storage unit option is feasible.
    - 1. MD recommends putting a stop order on Area Z improvements in order to align intentions with County codes. MD recommends this project be reviewed by the Long Range Planning Committee for recommendations.
  - iii. Samantha requested a similar tool to the MR&R Project tracking tool MD is currently creating.
- d. MR&R
  - i. MD will need two weeks to obtain metrics for improvements for roadside brush cutting and drains.
  - ii. MD is currently working on maintenance plan in Excel using task code plans to create a usable tool for the future to monitor the project as it goes.

**VI. CONTINUING BUSINESS:**

- a. Collections – *Jennifer Spidle*
  - i. Continues to be at 85% rate.
  - ii. About to begin small claims court process.
  - iii. Payment plans are being well received by community.
- b. 2016 Assumptions
  - i. MD would like to slow down with projects to allow staff the time to acclimate and learn.
  - ii. MD intends to continue progress on the annual preventative maintenance plan.
  - iii. MD would like to do CRRRF equipment purchasing in the beginning of year.
  - iv. Rick feels the tools that are being created will allow better projected planning and staff ownership.
- c. Samples from Carol H.
  - i. Reserve Plan templates from 2014. Similar documents are being reviewed by Managers to provide a process for tagging and prioritizing assets. This will become a tool for future delineation of financial categorization.

**VII. NEW BUSINESS – none.**

**VIII. MEMBER QUESTIONS AND COMMENTS – none.**

**IX. CLOSE**

- a. The meeting was adjourned at 8:00pm.

## CAPITAL REQUEST MEMO

**TO:** Finance Committee/Board of Directors  
**FROM:** Mitch Waterman  
**DATE:** July 23, 2015  
**TOPIC:** Roads Capital Funding Request – 2015 Construction

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**Purpose:** Provide funding to proceed with construction of the 2015 ‘D’ Culvert Repair Project as identified in the 2015 Road Reserve Budget.

**Background:** The 2015 Culvert Repair Project repairs “D+” and “D” rated culverts as specified in the Master Plan. Scope of work as follows:

- 1) Replacement of five culverts; C-106, C-167, C-193, C-194, and C-201; These five identified replacement culverts are prioritized in the 2016 – 2025 Capital Improvement Plan scheduled for 2015 Construction.
- 2) Slip-lining two existing culvert pipes; C-46 and C-107; These two identified slip lining repair projects were prioritized in the 2015 Capital Improvement Plan and were deferred for 2015 Construction.
- 3) Minor drainage improvements at C-153 (Far Summit Place) and C-181 (Lost Fork Lane): Water flow/ capacity exceeds culvert size.
- 4) Mandated mitigation required by Whatcom County at the Gate 9 Bridge; fencing, signage and re-planting
- 5) Gate 9 bridge drainage work: paid by Wilson Engineering

Design efforts were completed in 2014-2015, Construction Management is funded under separate GL 9866. Project scope was competitively bid with Stemler Construction providing the lowest bid at best value.

Total Construction Project Cost including tax will be for \$159,264. Wilson Engineering will pay \$11,500 (plus Tax) separately for drainage repair at the recently completed Gate 9 Bridge. The SVCA funding request of \$200,000 includes a 20% contingency.

**Funding Request:** General Manager requests \$200,000 be provided by Roads Capital accounts to initiate and complete the 2015 Drains construction work.

**Roads Manager Recommendation: Recommends the finance committee approve \$200,000 from the Roads Fund and recommend to the Board Capital funding to award construction.**

Approval – The Board Action is as follows:

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_



**Bid Proposal - Summary Sheet**

Project Name	Project #	Date	Bid Opening Time	Location	Page # of #
2015 'D' Culvert Repairs	2014-130	6/5/2015	10:00 AM	Wilson Conference Room	1 of 1

Base Bid		Name of Firm		Stremler Gravel, Inc.		Iverson Earthworks, LLC	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization / Demobilization	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 13,382.00	\$ 13,382.00
2	Trench Safety and Shoring	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 8,000.00	\$ 8,000.00
3	Culvert 201 Replacement	1	LS	\$ 13,750.00	\$ 13,750.00	\$ 27,886.00	\$ 27,886.00
4	Culvert 106 Replacement	1	LS	\$ 17,500.00	\$ 17,500.00	\$ 32,372.00	\$ 32,372.00
5	Culvert 167 Replacement	1	LS	\$ 23,000.00	\$ 23,000.00	\$ 64,600.00	\$ 64,600.00
6	Culvert 193 & 194 Replacement	1	LS	\$ 15,750.00	\$ 15,750.00	\$ 23,130.00	\$ 23,130.00
7	Culvert 153 Inlet Modifications	1	LS	\$ 4,250.00	\$ 4,250.00	\$ 6,907.00	\$ 6,907.00
8	Culvert 181 Ditch Regrading	1	LS	\$ 4,250.00	\$ 4,250.00	\$ 6,000.00	\$ 6,000.00
<b>SUBTOTAL ITEMS 1-8</b>					<b>\$ 95,000.00</b>		<b>\$ 182,277.00</b>

**Base Bid - Additive / Deductive Unit Prices**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
a	Excavation; Quantity 1-100 CY	50	CY	\$ 27.50	\$ 1,375.00	\$ 36.00	\$ 1,800.00
b	Quarry Spalls; Quantity 1-50 ton	25	TON	\$ 48.50	\$ 1,212.50	\$ 59.00	\$ 1,475.00
	Gravel Base; Quantity 1-100 ton	50	TON	\$ 23.00	\$ 1,150.00	\$ 38.70	\$ 1,935.00
c	Crushed Surfacing; Quantity 1-50 ton	10	TON	\$ 40.00	\$ 400.00	\$ 77.00	\$ 770.00
e	Commercial HMA; Quantity 1-50 ton	10	TON	\$ 150.00	\$ 1,500.00	\$ 135.00	\$ 1,350.00
f	Control Density Fill; Quantity 1-50 CY	10	CY	\$ 115.00	\$ 1,150.00	\$ 142.00	\$ 1,420.00
<b>Subtotal Base Bid</b>					<b>\$ 101,787.50</b>		<b>\$ 191,027.00</b>
<b>8.5% Sales Tax</b>					<b>\$ 8,651.94</b>		<b>\$ 16,237.30</b>
<b>Total Base Bid (w/Tax)</b>					<b>\$ 110,439.44</b>		<b>\$ 207,264.30</b>

**Alternates**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1A	Gate 9 Bridge - ADD Drainage Revisions	1	LS	\$ 11,500.00	\$ 11,500.00	\$ 13,617.00	\$ 13,617.00	ACCEPT
1B	Gate 9 Bridge - ADD Fencing and Signage	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 6,000.00	\$ 6,000.00	ACCEPT
2	Add Cascade Lane French Drain	1	LS	\$ 12,500.00	\$ 12,500.00	\$ 6,700.00	\$ 6,700.00	ACCEPT
3	ADD Culvert 46 and Culvert 107 Slip Lines	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 29,260.00	\$ 29,260.00	ACCEPT
3A	ADD Culvert 107 Slip Line	4	LS	\$ 17,500.00	\$ 17,500.00	\$ 13,080.00	\$ 13,080.00	REJECT
3B	ADD Culvert 46 Slip Line	4	LS	\$ 13,500.00	\$ 13,500.00	\$ 16,180.00	\$ 16,180.00	REJECT

<b>Subtotal Accepted Alternates Bid</b>	<b>\$ 56,500.00</b>	<b>\$ 55,577.00</b>
<b>8.5% Sales Tax</b>	<b>\$ 4,802.50</b>	<b>\$ 4,724.05</b>
<b>Total Alternates Bid (w/Tax)</b>	<b>\$ 61,302.50</b>	<b>\$ 60,301.05</b>

<b>Total Base Bid + Accepted Alternates (w/tax)</b>	<b>\$ 171,741.94</b>	<b>\$ 267,565.34</b>
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<b># of Addenda Received</b>	<b>1</b>	<b>1</b>
<b>Bid Security (Yes/No)</b>	<b>Yes</b> (cashier's check)	<b>Yes</b> (Bid Bond)

SVCA Communication Committee Minutes  
Monday, June 1, 2015

**Call to Order at 5:30PM**

**Roll Call:**

**Chair:** Leslie McRoberts  
**Directors:** Carol Bauman, David Narsico, Grace Shaffner  
**Members:** Chris Weitzel, Marlene Harlan  
**SV Staff Liaison:** Brittany Melo, Nikki Roosma  
**YMCA Liaison:** Tish O'Keefe  
**Community:** Elizabeth Huthert, Carol Houlton

**Approval of Agenda** – Approved as presented

**Approval of Minutes: 5-4-2015** – Approved as corrected

**REGULAR AGENDA ITEMS**

A. Communication tools:

1. Gate Signs (GS) – Results in process - **Brittany**
2. Website (W) – On target to be released June 15. **Brittany** will send the login to the Communication Committee.
3. Eblasts (EB) – June Eblast will include the plans for the 4<sup>th</sup> of July, Spirit Day (Aug. 15) , Relay for Life, Flea Market (July 25) - **Brittany**

B. Proposed Events and Views Articles

1. Flea Market – The Committee consensus was that in the future, we hold one Flea Market a year at the end of July. This year there will be a second Flea Market on **July 25** from 9 to 4 at the Community area. Solicitation for participants must begin 2 to 3 months ahead of the event. There must be heavy advertising the last month in venues throughout Whatcom County. **Nikki** will own this event, start solicitation for participants immediately and coordinate with Maintenance to mark spaces and provide tables. The Committee agreed that there will be no charge for Sudden Valley residents and a \$10 charge for others. The charge to reserve a table is \$5. All charges must be paid in advance with no refunds. The sign-up sheets should be changed to reflect these charges.
2. 4<sup>th</sup> of July – This event will be published in the **Eblast** referring to Norm's article in the June Views.
3. Relay for Life – Only an **Eblast** mentioning the date, time, and location. We look forward to putting together a Sudden Valley booth and a team next year.
4. YMCA – **Tish** will write a July article describing YMCA summer programs.
5. Spirit Day – The committee agreed that there was not enough time to make a success of the ambitious Spirit Day that was being planned, that it would take a year of planning. Therefore we proposed a scaled back event for August 15 with kids' games, Y activities, a free swim day and a car show, all in the Community area. **Nikki** will own this event.

C. Outreach activities report – **Nikki** will be assuming this function.

D. New Member Welcome program – Grace distributed a proposal for the New Member handbook for review by the committee.

**OTHER BUSINESS**

A. We discussed Events and Town Halls/Forums through the end of 2015.

**Potential Events through end of 2015:**

1. July 25 - Summer Flea Market – (SVCA Admin)

2. *August 15 – Spirit Day (SVCA Admin)*
3. *Oct. 3 - Safety Fair– (EPC, Norm)*
4. *Oct. 31 - Halloween – (YMCA)*
5. *Nov. 21 - Arts and Crafts Fair – (SVCA Admin)*
6. *Dec. 12 - Breakfast with Santa – (SVCA Admin)*

**Town Halls and Forums:**

1. *Town Halls for ballot measures (Monday night Oct. 5, Sunday afternoon Oct. 4)*
2. *Candidate Forums (Monday night Oct. 12, Sunday afternoon Oct. 11)*
3. *County Candidates Town Hall (Sept. 30 after the primary) – Send invitation to all candidates who are on the ballot for Sudden Valley.*

**SPECIAL MEETING**

There will be a special meeting of the Communication Committee this month on June 15, 2015 at 5:30PM in the Coffee Barn to review the new Web site, to provide input to Grace for the New Member Handbook, and to review the calendar for the remainder of 2015 including Spirit Day.

**July VIEWS Deadline** for all display & classified ads, all articles: Fri, **June 19, 2015** Noon

**Next Meeting:** Mon. June 15, 2015 at 5:30–7:00 PM Coffee Barn

**Adjourn – at 6:40PM**

NOMINATIONS & ELECTONS COMMITTEE MEETING  
El Agave Sunset Room  
July 10, 2015

MINUTES

Members present:

Georgia Allen, Acting Chair  
Bob Healy  
Marie Falen  
Lisa Letchworth, Administrative Services Mgr.

Excused Absent: Marcy Rekunyk

The first N&E meeting for 2015 was called to order at 3:00 p.m.

1. **Approval of Minutes of 6-23-15** To be approved at next meeting.
2. **Revisit Election Calendar/Timeline** – Additional changes were made and the date for withdrawal of applications was set for September 10<sup>th</sup>, 2 days after closing date for accepting applicants, due to the need to provide AGM materials to the printer on September 14<sup>th</sup>.
3. **Bid Updates** – Lisa reported having received 1 bid, and is following up with the remain two that have not as yet responded to the request.
4. **N&E Manual** – Discussion was held re the need to update the N&E Manual, but not before the AGM needs are complete and met.

The next meeting will be scheduled for approximately 2 weeks hence.

There being no further business, the meeting was adjourned at 4:25.

Georgia Allen  
Recording Secretary

NOMINATIONS & ELECTONS COMMITTEE MEETING  
El Agave Sunset Room  
June 23, 2015

MINUTES

Members present:

Georgia Allen, Acting Chair  
Bob Healy  
Marie Falen  
Lisa Letchworth, Administrative Services Mgr.

Excused Absent: Marcy Rekunyk

The first N&E meeting for 2015 was called to order at 8:30 a.m.

1. **Approval of Minutes of 5-19-2015** Approved as written.
2. **Code of Conduct Forms** – Signed by the above. Will secure Marcy’s signature as soon as possible.
3. **Calendar/Timelines Review for 2015 AGM** – The calendar was revisited for accuracy and changes were noted. The thank you letter to applicants for inclusion in application envelopes was finalized; Lisa had an original printed and was signed by the Acting Chair before conclusion of the meeting.
4. **Withdrawal deadline TBD** – Discussion re a withdrawal deadline for applicants was held and if there is nothing found in the manual or elsewhere, dealing with this possibility, a date will be chosen and added to the calendar.
5. **Bids for Printers** – Lisa will take care of securing bids - she posted a notice on the website, in case we there is any interest in the community to bid as well.

The next meeting will be scheduled for a date in July. There being no further business, the meeting was adjourned at 10:08.

Georgia Allen  
Recording Secretary

NOMINATIONS & ELECTONS COMMITTEE MEETING  
El Agave Sunset Room  
May 19, 2015

MINUTES

Members present:

Georgia Allen, Acting Chair  
Bob Healy  
Marie Falen  
Marcy Rekunyk

The first N&E meeting for 2015 was called to order at 6:30 p.m.

1. **Nominations and Election of Chair** - Georgia Allen will remain as Acting Chair.
2. **Code of Conduct Forms** - To be provided for signature at next meeting.
3. **Master Counter for 2015 AGM** - Marlene Harlan has again agreed to be the Master Counter for the November 7<sup>th</sup> AGM.
4. **Calendar/Timelines for 2015** - The Committee reviewed the initial calendar for key deadlines for this year's AGM preparations.
5. **Bids for Printers** - Bob Healy volunteered to research our bidders from 2014 and take action to solicit this year's bids.
6. **N& E Member Availability** - Marcy is employed and cannot attend regular morning meetings; however will follow our electronic reporting on activities when morning meetings are held. She will, however, attend at 6:00 p.m. when again called.

The next meeting will be scheduled for a date in June. There being no further business, the meeting was adjourned at 7:15.

Georgia Allen  
Recording Secretary

Article V, Section 8. Long Range Planning Committee (LRPC)

- a. Membership: The Board shall confirm the establishment each year of a Long Range Planning Committee to be composed of at least seven (7) and not more than eleven (11) members: two (2) Board Members, one (1) staff member and at least four (4) SVCA community members. The Board shall appoint the two (2) Board Members and one (1) staff member. The remaining members shall be elected at the Annual General Meeting to serve for a period of three (3) years, except that the first Annual General Meeting following the initial establishment of the Committee under the terms of this article, approximately equal numbers of members elected will serve terms of one (1), two (2), and three (3) years. The committee may further establish subcommittees, task teams and/or advisory committees consisting of members and/or outside professional resources as required for specific planning elements.
- b. Purpose:
  - i. The Long Range Planning Committee shall continually maintain a comprehensive, relevant and vital Sudden Valley Community Plan, covering the next three (3), five (5), and ten (10) years, including a formal assessment of community membership needs, with annual updates, and a major review at least every three (3) years.
  - ii. The Sudden Valley Community Plan shall focus on SVCA community development, services, parks and recreation, infrastructure, facilities, and directions for pursuit of revenue. The Plan shall also provide recommendations for the creation or elimination of specific policies essential to achieving the goals of the plan.
- c. Responsibilities:
  - i. The Long Range Planning Committee shall provide written and oral reports to the Board periodically throughout the year. At least once annually, the Committee shall provide to the Board a SVCA Community Plan as described above.
  - ii. When new Boards are elected, no later than the second meeting of that Board, leadership from the LRPC will present the current 3, 5 and 10 year plans to the new Board.
  - iii. It is the responsibility of the Board to ensure the Sudden Valley Community Plan is implemented throughout all Association spending and operational during a fiscal year, including in the annual departmental operational budget, as well as the annual budget proposed for approval by the members.
- d. The Board may approve specific amendments to the Sudden Valley Community Plan if necessary to meet changed circumstances including but not limited to introduction of new state/county laws, changes in financial circumstances, loss of SVCA assets, etc. Such amendments must be approved by a 2/3 majority of the Board.
  - i. The LRPC shall work together with the Communication Committee to communicate with the community as needed.
  - ii. The LRPC shall work together with the Finance Committee to maintain awareness of financial issues and to assist in planning processes as necessary to ensure strategic goals are met.