



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

October 27, 2022, 7:00 PM REMOTE

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Consent Agenda

2a. Approval of Minutes

Item 3) Announcements

Item 4) Property Owner Comments-15 Minutes Total

Please limit comments to 3 minutes per person

Item 5) Closed Session – Personnel & Legal

Item 6) Project Updates

Item 7) Financial Report

7a. August 2022 Financial Reports

Item 8) New Business

8a. Capital Request – Area Z Maintenance Facility

8b. Capital Request – Barn 8

Adjournment

Sudden Valley Community Association

Sudden Valley Community Association Balance Sheet August 31, 2022 and December 31, 2021

	Unaudited** Aug 31, 2022	Unaudited** Dec 31, 2021	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 532,738	\$ 823,297	\$ (290,559)
Building Completion Deposit Fund	562,800	437,650	125,150
Member Receivables - Operations*	-	34,910	(34,910)
Other Receivables	12,568	9,075	3,493
Prepaid Expenses	77,653	73,567	4,086
Inventory	7,101	3,622	3,479
Total Current Assets	1,192,860	1,382,121	(189,261)
Current Liabilities			
Accounts Payable	(101,298)	(188,530)	87,231
Accrued Vacation Liability	(61,136)	(47,192)	(13,944)
Accrued Payroll	-	(58,874)	58,874
Prepaid Assessments	(285,961)	(211,076)	(74,885)
Building Completion Deposits	(562,800)	(437,650)	(125,150)
Other Refundable Deposits	(6,066)	(6,663)	597
Prepaid Golf Memberships	-	(26,269)	26,269
Total Current Liabilities	(1,017,261)	(976,254)	(41,008)
Operating Reserve Funds			
Emergency Operating Cash	360,976	360,736	240
Undesignated Reserves Cash	249,382	342,077	(92,695)
Total Operating Reserve Funds	610,358	702,813	(92,455)
Net Operating Assets	\$ 785,957	\$ 1,108,680	(322,724)
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,452,423	2,688,455	763,968
Roads Reserve Cash Fund	3,417,460	2,911,292	506,168
Board Density Reduction Cash Fund	87,313	87,365	(52)
Mailbox Cash Fund	92,751	75,985	16,766
Capital Reserve Holding Cash Fund	-	1,157,885	(1,157,885)
CRRRF Capital Reserve Holding Cash	1,166,967	-	1,166,967
Mitigation Assignment of Savings Cash	44,500	44,445	55
LWWSD Assignment of Savings Cash	9,066	137,694	(128,628)
Member Receivables - Capital**	-	21,253	(21,253)
Total Capital Current Assets	8,270,480	7,124,374	1,146,106
Capital Fixed Assets			
Fixed Assets	13,050,622	11,559,476	1,491,146
Lots Held for Sale	204,809	204,809	-
Total Capital Assets	13,255,431	11,764,285	1,491,146
Long Term Liabilities			
CRRRF Loan 2018	-	(1,119,444)	1,119,444
CRRRF Loan 2022	(2,150,000)	-	(2,150,000)
Capital Leases	(185,712)	(223,599)	37,887
Total Long Term Liabilities	(2,335,712)	(1,343,043)	(992,669)
NET ASSETS	\$ 19,976,156	\$ 18,654,297	\$ 1,321,859
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	195,845	\$439,833	(243,988)
Current Year Net Income: Rec Special Assmt	(8,605)	63,481	(72,086)
Transfer Out from Operations to Capital	(500,000)	-	-
Current Year Net Income: Capital**	1,134,619	1,946,672	(812,053)
Transfer In to Capital from Operations	500,000	-	-
Retained Earnings**	5,068,407	4,565,093	503,314
Capital**	13,585,890	11,639,218	1,946,672
TOTAL MEMBER EQUITY	\$ 19,976,156	\$18,654,297	\$1,321,859

* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal financial statement 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 August 31, 2022, and December 31, 2021, the balances of receivables written off were \$659,837 and \$583,636, respectively.

** Beginning with the 2020 year end audited financial statements, Accounting Standards Codification (ASC) 606 now requires issued audited financial statements to reclassify unspent capital dues revenue, including related capital transfer fee collections, as a contract liability balance (unearned revenue), which is then reversed out in future years when capital dues/capital transfer fee collections are actually expended on capital related expenditures. This particular accounting standard change will only be incorporated into the issued audited financial statements and will not be factored into SVCA's internal monthly statements as it would obscure the reality of monthly capital dues/capital transfer fee revenues collected for internal monthly presentation purposes. See SVCA's 2020 audited financial statements (most recently issued audited statements), which fully incorporates ASC 606 and complies with Generally Accepted Accounting Principles (GAAP). Additionally, the 2021 year end financial statements are currently undergoing its annual financial statement audit process and will be formally issued by SVCA's auditors upon the conclusion of the audit.

**Sudden Valley Community Association
Income Statement Summary**

<u>UNAUDITED</u>	<u>Current Month - August 2022</u>			<u>Year to Date - 8 Months Ending 8/31/2022</u>		
	Operations & Operating Reserves	Operations Better / (Worse) Budget	Capital Reserves**	Operations & Operating Reserves	Operations Better / (Worse) Budget	Coll % Capital Reserves**
REVENUE						
Current Year Dues & Assessments Income						
Dues & Assessments Income	181,174		231,841	1,445,421		1,849,596
Bad Debt Reserve	1,720		1,985	(38,453)		(38,062)
Net Current Year Assessment Income	182,894	14,760	233,826	1,406,968	61,897	97.3% 1,811,534
Special Ops Assmt Income- Rec/ Pools/ Parks						
Dues & Assessments Income	35,393			282,509		
Bad Debt Reserve	787			1,229		
Net Special Ops Assmt Income	36,180	3,354		283,738	21,124	
Bad Debt Recoveries - Prior Years			1,485			44,684
Golf Income	189,308	55,808	-	935,751	84,751	-
Marina Income	6,710	6,710	-	142,350	(8,346)	-
Rec Center & Pools Income	3,891	1,475	-	15,360	3,302	-
Legal & Collections Income	-	-	-	-	-	-
Other Income	10,637	3,574	-	53,210	(2,624)	7,019
Rental Income - Other	2,866	2,100	-	8,688	4,555	-
Area Z Rental Income	1,695	(305)	-	16,104	104	-
Lease Income	17,236	13,733	-	19,098	(8,931)	-
New Home Construction Fees	14,000	7,750	-	74,500	24,500	1,000
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-	-
Investment Income	76	(11)	584	508	(192)	6,800
Total Revenue	465,493	108,948	235,895	2,956,275	180,140	1,871,037
EXPENSES						
Salaries & Benefits	191,652	(4,611)	-	1,247,115	171,699	-
Contracted & Professional Services	28,713	(13,538)	-	302,891	(182,626)	-
CC&Rs/ Mandates	37,939	(4,092)	-	312,612	(73,818)	-
Maintenance & Landscaping	23,993	10,172	-	279,911	(1,602)	-
Utilities	7,970	13,932	-	119,695	10,172	-
Administrative	18,636	(2,379)	-	110,033	(3,264)	500
Regulatory Compliance	12,218	3,198	-	168,314	(70,283)	238
Insurance Premiums	12,408	(186)	-	92,135	5,648	-
Other Expenses	-	84	-	258	409	-
Depreciation Expense	-	-	85,809	-	-	686,468
Interest expense	-	-	-	-	-	27,959
Total Expenses	333,529	2,580	85,809	2,632,964	(143,665)	715,165
Net Income (Loss)	131,964	111,528	150,086	323,311	36,475	1,155,872
Net UDR Activity for Operations						
Firewise/Road Mowing/Clean Green	(3,177)			(15,586)		
Clubhouse Remediation & Assessment	-			(23,639)		
Epiq Transfer Fee Refund Servicer	(38,304)			(38,304)		
2022 Clubhouse Kitchen Repairs	(14,545)			(14,815)		
Hazardous Tree Removal	-			(60,000)		
Net Income (Loss) with Board Approved UDR	75,938	111,528	150,086	170,967	36,475	1,155,872
Other Activity						
Net Other UDR Activity*	4,390			65,127		
AR Accrual - Prior Year Reversal	-		(21,253)	(34,910)		(21,253)
AR Accrual - Current Year	-		-	-		-
Vacation Liability- Prior Year Reversal	-			(13,944)		
Total Other Activity	4,390		(21,253)	16,273		(21,253)
Grand Total Activity	80,328	111,528	128,833	187,240	36,475	1,134,619

*Prior year recoveries for operations are deposited into the Undesignated Reserve Account (UDR).

**Refer to the last footnote on the Balance Sheet (prior page) for a discussion of Accounting Standards Codification (ASC) 606 and capital dues/capital transfer fee revenue collections.

Sudden Valley Community Association

Sudden Valley Community Association
Reserve Cash Balance & Activity
8 Months Actual, 4 Months Projected

UNAUDITED

UNAUDITED

	Capital Reserve Funds								Operating Reserve Funds		
	CRRRF	Roads	Capital Reserve Holding Fund	CRRRF Capital Reserve Holding Cash	Board Density Reduction	Mailbox	Mitigation Assignment of Savings*	Total Capital Reserve Funds	Emergency Ops	UDR	Total Operating Reserve Funds
Net Available Cash 12/31/2021	2,688,455	2,911,292	1,157,885	-	87,365	75,985	182,139	\$ 7,103,121	360,736	342,077	\$ 702,813
Dues Received	901,282	937,579			-	16,766		1,855,627	-	101,763	101,763
Transfer Fees Received, ¼ of 1% Storm Water Mitigation Plan Fee			7,922					7,922			-
Investment Income	2,501	3,072	-	1,160	-	-	68	1,000			-
Sale of Assets	-				-			6,801	240	234	474
Board Approved Transfer	500,000		(1,165,807)	1,165,807				-			-
Additional Loan Funding	1,098,468							500,000			-
Mitigation Release	128,641	-					(128,641)	-			-
2022 Expenditures	(1,866,924)	(435,483)	-	-	(52)	-		(2,302,459)		(194,693)	(194,693)
Net Available Cash at 8/31/2022	3,452,423	3,417,460	-	1,166,967	87,313	92,751	53,566	\$ 8,270,480	360,976	249,382	\$ 610,358
4 Month Outlook											
Outlook - 2022 Dues (93% collections)	420,468	432,464				7,804		\$ 860,736			\$ -
Outlook - Prior Year Collections	1,685	1,733			2	31		3,450		2,708	2,708
CRRRF Loan Payments for year 2022	(111,013)							(111,013)			-
Obligated Expenses\Holdings	(518,611)	(1,883,470)		(1,166,967)			(53,566)	(3,622,614)		(83,539)	(83,539)
Net Usable Cash Balance 12/31/2022	3,244,951	1,968,187	-	-	87,315	100,586	-	\$ 5,401,039	360,976	168,551	\$ 529,527
Board Recommended Carryover Balance	(600,000)	(500,000)						\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2022, After Recommendation	\$ 2,644,951	\$ 1,468,187	\$ -	\$ -	\$ 87,315	\$ 100,586	\$ -	\$ 4,301,039	\$ 360,976	\$ 168,551	\$ 529,527
Net Current Year Cash Increase (Decrease)	556,496	(943,105)	(1,157,885)	-	(50)	24,601	(182,139)	\$ (1,702,082)	240	(173,526)	\$ (173,286)

*Note, when mitigation period has ended, unspent funds will be returned to the source account, Roads and CRRRF.

Sudden Valley Community Association

Sudden Valley Community Association

Operations - By Department

August 1, 2022 to August 31, 2022

Whole \$

CURRENT MONTH

UNAUDITED

Department

	Actual Revenue	Revenue B / (W)	Actual Salary Benefits	Salary & Benefits B / (W)	Actual Other Expense *	Other Exp B / (W)*	Net Income / (Loss) *	Net B / (W)*
ACC / Security	16,400	9,922	926	3,605	28,816	474	(13,342)	14,001
Accounting	3,966	532	27,117	(3,830)	4,621	6,585	(27,772)	3,287
Administration	146	5	35,978	(2,191)	19,779	(4,943)	(55,611)	(7,129)
Common Costs	4,003	1,082	-	-	31,434	(8,917)	(27,431)	(7,835)
Facilities	15,031	10,279	786	2,665	3,075	11,778	11,170	24,722
Maintenance	-	(84)	29,009	(11,211)	6,216	1,036	(35,225)	(10,259)
Subtotal	39,546	21,736	93,816	(10,962)	93,941	6,013	(148,211)	16,787
Golf	189,308	55,808	64,094	479	25,302	7,054	99,912	63,341
Marina	6,908	6,575	-	4,854	488	2,115	6,420	13,544
Subtotal	235,762	84,119	157,910	(5,629)	119,731	15,182	(41,879)	93,672
Rec/ Pools/ Parks								
Special Assmt Earned	35,393						35,393	
Curr Yr Bad Debts Activity	787						787	
Net Special Assmt Dues	36,180	3,354					36,180	3,354
Rec/ Pools/ Parks	10,656	6,714	33,742	1,018	22,145	(7,990)	(45,231)	(258)
Subtotal Rec/ Pools/ Parks	46,836	10,068	33,742	1,018	22,145	(7,990)	(9,051)	3,096
Subtotal Operations before Ops Dues	282,598	94,187	191,652	(4,611)	141,876	7,192	(50,930)	96,768
Ops Dues Earned	181,174						181,174	
Curr Yr Bad Debts Activity	1,720						1,720	
Net Ops Dues	182,894	14,760					182,894	14,760
Net Operations	465,492	108,947	191,652	(4,611)	141,876	7,192	131,964	111,528
Net BOD Approved UDR Activity for Operations								
Firewise/Road Mowing/Clean Green	-		-		3,177		(3,177)	
Clubhouse Remediation & Assessment	-		-		-		-	
Epiq Transfer Fee Refund Servicer	-		-		38,304		(38,304)	
2022 Clubhouse Kitchen Repairs	-		-		14,545		(14,545)	
Hazardous Tree Removal	-		-		-		-	
Net Operations with Board Approved UDR	465,492	108,947	191,652	(4,611)	197,902	7,192	75,938	111,528
Other Operating Activity								
UDR Activity	7,105				2,715		4,389	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				-		-	
Total Other Operating Activity	7,105				2,715		4,389	
Grand Total Operations Activity	472,597	108,947	191,652	(4,611)	200,617	7,192	80,327	111,528

* Excludes Depreciation

B / (W) = Better / (Worse) Than Budget

Sudden Valley Community Association

Sudden Valley Community Association

Operations - By Department

Whole \$

January 1, 2022 to August 31, 2022

YEAR TO DATE

UNAUDITED

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary & Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	77,105	25,272	19,014	19,169	292,406	(58,376)	(234,315)	(13,935)
Accounting	22,317	(5,150)	192,466	4,167	30,392	5,422	(200,541)	4,439
Administration	1,265	132	240,482	44,999	187,026	(110,070)	(426,243)	(64,939)
Common Costs	23,951	584	-	-	278,962	(72,925)	(255,011)	(72,341)
Facilities	30,001	(8,015)	18,672	10,461	93,295	13,161	(81,966)	15,607
Maintenance	38	(629)	146,914	43,031	136,073	(65,541)	(282,949)	(23,139)
Subtotal	154,677	12,194	617,548	121,827	1,018,154	(288,329)	(1,481,025)	(154,308)
Golf	935,751	84,751	437,649	564	208,981	19,326	289,121	104,641
Marina	145,892	(6,804)	19,499	21,428	9,541	11,404	116,852	26,028
Subtotal	1,236,320	90,141	1,074,696	143,819	1,236,676	(257,599)	(1,075,052)	(23,639)
Rec/ Pools/ Parks								
Special Assmt Earned	282,509						282,509	
Curr Yr Bad Debts Activity	1,229						1,229	
Net Special Assmt Dues	283,738	21,124					283,738	21,124
Rec/ Pools/ Parks	29,248	6,977	172,419	27,880	149,172	(57,764)	(292,343)	(22,907)
Subtotal Rec/ Pools/ Parks	312,986	28,101	172,419	27,880	149,172	(57,764)	(8,605)	(1,783)
Subtotal Operations before Ops Dues	1,549,306	118,242	1,247,115	171,699	1,385,848	(315,363)	(1,083,657)	(25,422)
Ops Dues Earned	1,445,421						1,445,421	
Curr Yr Bad Debts Activity	(38,453)						(38,453)	
Net Ops Dues	1,406,968	61,897					1,406,968	61,897
Net Operations	2,956,274	180,139	1,247,115	171,699	1,385,848	(315,363)	323,311	36,475
Net BOD Approved UDR Activity for Operations								
Firewise/Road Mowing/Clean Green	-		-		15,586		(15,586)	
Clubhouse Remediation & Assessment	-		-		23,639		(23,639)	
Epiq Transfer Fee Refund Servicer	-		-		38,304		(38,304)	
2022 Clubhouse Kitchen Repairs	-		-		14,815		(14,815)	
Hazardous Tree Removal	-		-		60,000		(60,000)	
Net Operations with Board Approved UDR	2,956,274	180,139	1,247,115	171,699	1,538,192	(315,363)	170,967	36,475
Other Operating Activity								
UDR Activity	89,286				24,159		65,127	
AR Accrual - Prior Year Reversal	(34,910)				-		(34,910)	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				13,944		(13,944)	
Total Other Operating Activity	54,376				38,103		16,273	
Grand Total Operations Activity	3,010,650	180,139	1,247,115	171,699	1,576,295	(315,363)	187,240	36,475

* Excludes Depreciation

B / (W) = Better / (Worse) Than Budget

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2022

																												SVCA Owned Lots				LLE & CTB	Dues Exempt	Total Non Billable Lots	Total All Lots
	Actual Year Prepaid			Actual Current			Actual 1 Mth Due		Actual 2 Mth Due		Actual 3 Mth Due		Actual 4+ Mth Due		Pmt Plans		Total Prepaid & Current			Total Not Current			Total Billable Lots			Restricted									
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Perm	WD10	Avail.	Total						
Jan	20	87	107	350	2,376	2,726	43	110	3	25	1	15	26	51	3	14	370	2,463	2,833	76	215	291	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641		
Feb	22	97	119	341	2,389	2,730	33	86	27	23	1	11	18	57	4	15	363	2,486	2,849	83	192	275	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641		
Mar	28	104	132	366	2,433	2,799	17	60	7	12	7	8	18	46	3	15	394	2,537	2,931	52	141	193	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641		
Apr	30	106	136	346	2,391	2,737	38	94	4	19	3	7	22	46	3	15	376	2,497	2,873	70	181	251	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641		
May	31	113	144	361	2,410	2,771	15	77	12	15	2	8	20	39	5	16	392	2,523	2,915	54	155	209	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641		
Jun	34	126	160	362	2,400	2,762	18	75	2	19	6	5	17	40	6	14	396	2,526	2,922	49	153	202	445	2,679	3,124	774	0	3	777	732	8	1,517	4,641		
Jul	37	141	178	332	2,357	2,689	32	116	7	21	2	5	18	36	5	14	369	2,498	2,867	64	192	256	433	2,690	3,123	774	0	3	777	733	8	1,518	4,641		
Aug	42	162	204	337	2,398	2,735	11	50	13	23	5	9	17	35	5	15	379	2,560	2,939	51	132	183	430	2,692	3,122	774	0	3	777	734	8	1,519	4,641		
Sep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

LLE = Lot Line Eraser
CTB = Covenant to Bind



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Mike Brock, Maintenance Superintendent

Date: October 27th, 2022

Subject: Capital Request – Area Z Maintenance Facility Remodel

Purpose

Capital Request for funding to remodel the Area Z Maintenance Facility.

Background

Records indicate that the Area Z maintenance shop and office facility was constructed approximately 50 years ago, and the facility has been identified as needing improvements due to safety concerns and functionality. A recent evaluation by Safety West Coast Services identified several areas that need to be addressed, including exposed electrical wiring and insulation. Short term corrections have been completed to address immediate safety concerns. The proposed remodel would bring the building up to current safety standards, increase efficiency with properly insulating the building and installing a new HVAC system, bringing the electrical system up to current code.

Analysis

Sarah Brown Architecture & Design was contracted to provide design improvements, construction drawings, and contract documents. The attached design improvements resolve the noted safety concerns, will reduce operating costs with increased energy efficiency, and will provide a professional work environment for staff.

The proposed remodel increases functionality of the Maintenance Facility by increasing the size of the shop area, which will allow bringing equipment inside for maintenance and repairs. The design efficiently utilizes the remaining space, updating it into a more usable office environment. The design includes two offices, a meeting/room training area, small kitchenette, bathroom, and changing area. The proposed remodel would increase functionality, be a desirable work location for employees, and would be an asset to the residents of Sudden Valley.

Timeline and Funding

Upon approval, permitting will be submitted along with a request for proposals from qualified bidders. Construction would likely take place next spring with an approximate four to five month completion time. During construction, the Maintenance Facility will need to be vacated, a temporary office trailer would be installed at Area Z to maintain continuity of service to the community.



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Proposal

Provide funding for remodeling the Area Z maintenance facility

Request

Request \$254,657.18 for the remodel of the Area Z Maintenance Facility.

Motion

Move that the Board of Directors approve the allocation of \$254,657.18 from CRRRF to move forward with permitting, bid proposals, and the re-model of the Area Z Maintenance Facility.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors



October 24, 2022

Sudden Valley Community Association
Attn: Jo Anne Jensen
4 Clubhouse Circle
Bellingham, WA 98229

RE: Project Scope Letter
Maintenance Shop Remodel

PNW is providing this overall project scope letter to SVCA for the proposed Maintenance Shop Remodel. Overall scope of work assumes:

- Design, Permitting, & Contractor Bids
 - o Design by Sarah Brown Architecture & Design – maintenance shop remodel.
 - o Permitting with Whatcom County.
 - o Prepare bid package, issue to contractors, and bid evaluation with recommendation to SVCA.
- Construction
 - o Rental and setup of temporary office for maintenance staff.
 - o Rental and setup of storage containers for maintenance shop contents. Existing shop will be emptied by SVCA maintenance staff prior to construction starting, and contents will be setup / stored in 40' steel containers.
 - o Remodel of maintenance shop.
 - o SVCA maintenance staff will restock the remodeled shop upon construction completion.

The shop remodel is proposed to start spring of 2023 assuming permit issuance by Whatcom County. Overall construction is anticipated to take approximately 4-5 months. A preliminary construction estimate was prepared by Cool Runnings Construction LLC, and is attached to this Project Scope Letter. PNW is recommending SVCA approve this project with a 20% contingency at this time. The higher contingency is intended to cover any unknowns that develop with Whatcom County thru the permitting process, and market volatility with pricing.

Design, Permitting, Contractor Bids	
- Sarah Brown Architecture & Design – Design & Permitting	\$7,500.00
- Permit Fees Allowance	\$5,000.00
- PNW Services, Inc. – Oversight & Bid Package	\$3,510.00
Total – Design, Permitting, Contractor Bids	\$16,010.00
Construction	
- Cool Runnings – Preliminary Construction Estimate	\$159,120.00
- WSST at 8.6%	\$13,684.32



- Temporary Office for Maintenance Staff – Allowance 6 Months at \$2,000.00	\$12,000.00
- Storage Containers for Shop Contents During Remodel – Allowance 6 Months at \$1,000.00	\$6,000.00
- PNW Services, Inc. – Construction Oversight	\$5,400.00
Total Construction Estimate	\$196,204.32
Subtotal Design, Permitting, and Construction	\$212,214.32
20% Contingency	\$42,442.86
Total with Contingency	\$254,657.18

Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews
President



May 9, 2022

Tyler Andrews
PNW Services Inc.
PO Box 30498
Bellingham, WA 98228

Dear Tyler,

Thank you for expressing interest in teaming up to work together on the Sudden Valley Area 'Z' Maintenance Shed Remodel. I am excited to possibly be working with you on this project.

The following provides a summary description of the project we have discussed and describes the Agreement for Services between PNW Services Inc. (Client), and Sarah Brown Architecture + Design, Architect (Consultant). By signing this Agreement for Services, Client accepts the scope, fees and timing as set forth herein, including the attached "CONSULTANT CONTRACT PROVISIONS" which is fully incorporated into this Agreement for Services.

PROJECT SUMMARY DESCRIPTION

I appreciate all the information you and Mike Brock have sent to me to date. To summarize, the work on the Area 'Z' Maintenance Shed is to consist of two new offices, a new toilet room, a small kitchenette, and a large meeting/training room all within an existing pole barn that will be updated within this contract.

SCOPE OF SERVICES TO BE PROVIDED

The scope of work provided by Consultant will include:

- Preparation of Contract Documents consisting of Architectural Construction Drawings for the remodel and improvement in the subject projects.
- A recommendation of finishes for the new maintenance facility will be included.
- Assist the client with the submission to Whatcom County for the project's building permit and respond to city review comments. All other construction permit submissions are the responsibility of the project Contractors.

SERVICES NOT PROVIDED

- The Consultant is not providing nor is the Consultant responsible for the following services:
- Structural, Electrical, and Mechanical, Acoustical or Civil Engineering Design or their drawings for this Project.
- Fire suppression, Fire Alarm or Security System Design or their drawings for this Project.
- Construction budgets, cost estimates, or construction inspections
- Detailed Construction specifications.



- Fixtures or other equipment that have no permanent connection to the structure of the building.

PROJECT FEES

Fees for services provided will be billed on an hourly basis at the rate of \$150.00 per hour, plus reimbursable expense. Reimbursable expenses will be billed to the client at cost. Reimbursable expenses include but are not limited to computer downloads, photo charges, shipping, document printing and copying.

The estimated total fee for services under this agreement is \$7,500 but may vary depending on unforeseen issues (such as city questions or construction consulting) and the actual time required by the Consultant to complete this project.

Fees shall be invoiced monthly and will be paid by the Client within 30 days of receipt.

All additional costs associated with this project beyond the services described in this agreement, including but not limited to permit fees, application fees, contractor fees, etc. are the responsibility of Client, not the Consultant.

All limitations of liability, indemnifications, warranties and representations contained in this Agreement for Services shall survive the completion of this Agreement and shall remain in full force and effect.

Please indicate acceptance of this Agreement for Services where indicated below and return a signed copy to me.

Sincerely,

A handwritten signature in black ink that reads "Sarah Brown". The signature is fluid and cursive, with the first and last names clearly legible.

Sarah Brown

ACCEPTED:

By: _____

Date: _____



CONSULTANT CONTRACT PROVISIONS

1. **CONTRACT** – These Contract Provisions and the accompanying Proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these Contract Provisions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, these Contract Provisions shall govern.

2. **RIGHT OF ENTRY** – When entry to property is required for the CONSULTANT to perform its services, the Client agrees to obtain legal right-of-entry on the property.

3. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents, including those in electronic form, prepared by CONSULTANT are instruments of CONSULTANT's service that shall remain CONSULTANT's property. The Client agrees not to use CONSULTANT-generated documents for marketing purposes, for projects other than the project for which the documents were prepared by CONSULTANT, or for future modifications to this project, without CONSULTANT's express written permission.

Any reuse or distribution to third parties without such express written permission or project-specific adaptation by CONSULTANT will be at the Client's sole risk and without liability to CONSULTANT or its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless CONSULTANT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

4. **DISPOSAL OF SAMPLES** – CONSULTANT will discard samples upon completion of the work covered under this Agreement, unless the Client instructs otherwise in writing.

5. **HAZARDOUS MATERIALS** – The scope of CONSULTANT's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

6. **CONSTRUCTION PHASE SERVICES** – If CONSULTANT performs any services during the construction phase of the project, CONSULTANT shall not supervise, direct, or have control over Contractor's work. CONSULTANT shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures for safety precautions and programs in connection with the work of the Contractor. CONSULTANT does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

7. **STANDARD OF CARE** – CONSULTANT and its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services. Client agrees that services provided will be rendered without any warranty, express or implied.

CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.

8. **OPINION OF PROBABLE COSTS** – When required as part of its work, CONSULTANT will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations,



feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by CONSULTANT hereunder will be made on the basis of CONSULTANT's experience and qualifications and will represent CONSULTANT's judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that CONSULTANT does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.

9. **SUSPENSION OF WORK** – The Client may, at any time, by written notice, suspend further work by CONSULTANT. The Client shall remain liable for, and shall promptly pay CONSULTANT, for all services rendered to the date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on Client's behalf.

Client shall pay CONSULTANT pursuant to the rates and charges set forth in the Proposal. CONSULTANT will submit monthly invoices to Client for services rendered and expenses incurred. If Client does not pay invoices within thirty (30) days of submission of invoice, CONSULTANT may, upon written notice to the Client, suspend further work until payments are brought current. The Client agrees to indemnify and hold CONSULTANT harmless from any claim or liability resulting from such suspension.

Upon receipt of payment for services performed through the date of suspension, the CONSULTANT will provide copies of their draft work product, in electronic form, in the state of completion achieved prior to termination to the client.

10. **CHANGES OR DELAYS** – Unless the accompanying Proposal provides otherwise, the proposed fees constitute CONSULTANT's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information, or if CONSULTANT's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of CONSULTANT. Temporary work stoppage caused by any of the above may result in additional cost beyond that outlined in the accompanying Proposal.

11. **LIABILITY** – To the fullest extent permitted by law, the total liability, in the aggregate, of CONSULTANT and CONSULTANT's officers, directors, employees, agents, and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to CONSULTANT's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by CONSULTANT under this Agreement.

12. **CONFLICTS OF INTEREST** – This assignment may involve parties with adverse interests to clients with whom CONSULTANT has current or past relationships. It is CONSULTANT policy to make reasonable attempts to identify such relationships prior to acceptance of a professional assignment, but CONSULTANT cannot assure that conflicts or perceived conflicts will not arise, and CONSULTANT does not accept responsibility for such occurrences.



13. REIMBURSABLE EXPENSES – CONSULTANT will bill direct nonpayroll expenses at cost plus 10%. Direct expenses include all reasonable expenses resulting from required responses to subpoenas or court orders related to work under the Contract.

14. MISCELLANEOUS - Governing Law: The laws of the state in which the CONSULTANT office executing this Agreement is located shall govern the validity and interpretation of this Agreement.

Invalid Terms: In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

Mediation: The Client and CONSULTANT agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

CONSULTANT Reliance: CONSULTANT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

Certifications: CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT's having to certify, guaranty, or warrant the existence of conditions that CONSULTANT cannot ascertain.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or CONSULTANT. CONSULTANT's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against CONSULTANT because of this Agreement or CONSULTANT's performance of services hereunder.

Consequential Damages: Neither the Client nor the CONSULTANT shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

Cool Runnings Construction, LLC

1139 Nevada Street,
Bellingham, WA 98229
360-399-8014

ESTIMATE#
20221018B

Client Name:	Tyler Andrews	BALANCE DUE
Address:	4 Sudden Valley Clubhouse Area Z	Net 15 days
City, State Zip:	Bellingham WA	
		\$173,122.56
if paying by CC \$178,143.11		

Notes:

- 1 - Remove all interior walls. Remove bathroom. Remove kitchenette area. Remove 70% of electrical conduit and wiring throughout building.
 - 2 - Relocate plumbing on exterior wall.
 - 3 - Install 70% of new electrical wiring and lighting according to spec sheet.
 - 4 - Install new heat pump with registers in bathroom, offices and new meeting room.
 - 5 - Install new plumbing for bathroom sink, urinal, toilet, and kitchenette sink.
 - 6 - Frame new walls according to plans. Fur out all exterior walls to 2x6 to meet current code for insulation. Insulate buiding throughout.
 - 7 - Prep and install floor with new LVP flooring throughout heated area.
 - 8 - Install new sheetrock ceiling in lunchroom with attic access. Sheetrock, texture, prime and paint all walls according to plans.
 - 9 - Install new windows and doors according to plans.
 - 10 - Move blower heater from meeting room to equipment room.
- Note: No appliances are included in this quote.
Labor and Materials: \$136/sq ft

Item Description	
Labor and Materials: \$136/sqft (1,170 sqft)	\$ 159,120.00
Subtotal	\$159,120.00
Tax - 8.8%	\$14,002.56
TOTAL	\$173,122.56

Note: If paying by debit or credit card, there is an additional processing fee of 2.9%.

Note: Total project price may change due to unforeseen rot, repair or current conditions.

Please make payment to Cool Runnings Construction. If you have questions about this invoice or payment delivery options, please contact David Campbell at 360-399-8014.

Thank you for doing business with us.

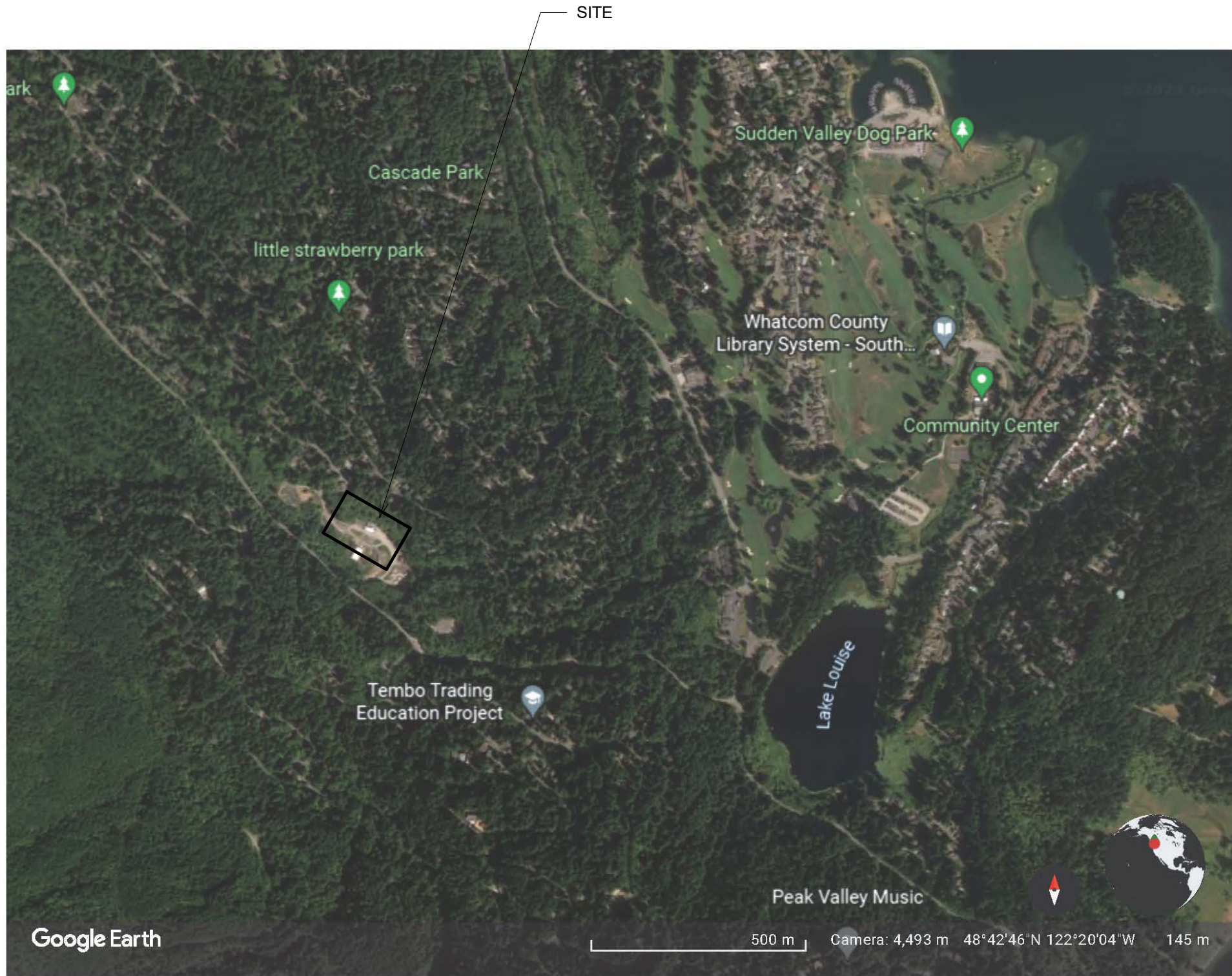
Like our work?
Review Cool Runnings Construction online at Yelp or Porch.

Sudden Valley Community Association

Maintenance Shop Remodel

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight			
	Oversight of Sarah Brown Architecture & Design, review drawings, and site visits as required.	10	
	Total Estimated Design Oversight Hours	10	\$ 1,350.00
Permitting			
	Oversight of permit applications, facilitate signatures / submittals / permit fees.	8	
	Total Estimated Permitting Cost	8	\$ 1,080.00
Contractor Bids			
	Prepare bid package, issue to contractors, and answer any bid questions.	6	
	Review construction bids, and provide recommendation to SVCA.	2	
	Total Estimated Bid Package Hours	8	\$ 1,080.00
Construction Management			
	Oversight of construction - assumed to be limited with Maintenance Manager providing daily oversight as needed.	40	
	Total Estimated Construction Management Hours	40	\$ 5,400.00
	Total Estimated		\$ 8,910.00



VICINITY MAP
NTS

ARCHITECTURAL ABBREVIATIONS (2021 version)

ABV	ABOVE	ID	INSIDE DIMENSION
AFF	ABOVE FINISH FLOOR	INSUL	INSULATION
AC TILE	ACOUSTICAL TILE	INT	INTERIOR
ASC	ACOUSTICAL SUSPENDED CEILING	JNT	JOINT
ACT	ACTUAL	LVL	LEVEL
AL	ALUMINUM	L	LONG LINE
ARCH	ARCHITECTURE	LAV	LAVATORY
A TILE	ASPHALT TILE	LIN	LINOLEUM
AVG	AVERAGE	LT	LIGHT
BFF	BOTTOM FINISH FLOOR	MAR	MARBLE
BLKG	BLOCKING	MO	MASONRY OPENING
BR	BRICK	MFR	MANUFACTURE
BOS	BOTTOM OF STRUCTURE	MATL	MATERIAL
CPT	CARPET	MAX	MAXIMUM
CI	CAST IRON	MECH	MECHANICAL
CLG	CEILING	MTL	METAL
CL	CENTER LINE	MIN	MINIMUM
C TO C	CENTER TO CENTER	MUL	MULLION
CT	CERAMIC TILE	NAT	NATURAL
CO	CLEAN OUT	NOM	NOMINAL
CLO	CLOSET	NA	NOT APPLICABLE
CW	COLD WATER	NIC	NOT IN THIS CONTRACT
COL	COLUMN	NTS	NOT TO SCALE
CONC	CONCRETE	NO	NUMBER
CMU	CONCRETE MASONRY UNIT		
CONST	CONSTRUCTION	OC	ON CENTER
CONT	CONTINUOUS	OD	OUTSIDE DIMENSION
COORD	COORDINATE	O/	OVER
COR	CORRIDOR	OVDH	OVERHEAD
CFM	CUBIC FEET PER MINUTE		
DTL	DETAIL	PNT	PAINT
DIA	DIAMETER	PTD	PAINTED
DIM	DIMENSION	PL	PLASTIC LAMINATE
DR	DOOR	P LAM	PLASTIC LAMINATE
DWR	DRAWER	PLYWD	PLYWOOD
DN	DOWN	PT	PRESSURE-TREATED WOOD
D.S.	DOWNSPOUT	POIC	PROVIDED OWNER INSTALL BY GC
DWG	DRAWING	POIO	PROVIDED OWNER INSTALL BY OWNER
DF	DRINKING FOUNTAIN	QT	QUARRY TILE
EA	EACH	RC	RESILIENT CHANNEL
ELEC	ELECTRICAL	RL	RAIN LEADER
ELEV	ELEVATION	REF	REFRIGERATOR, REFERENCE
EF	EACH FACE	REINF	REINFORCING BAR
EQ	EQUAL	REV	REVISION
EXIST	EXISTING	R	RISER, RADIUS
EXT	EXTERIOR	RM, RMS	ROOM, ROOMS
FO	FACE OF FINISH OPENING	RO	ROUGH OPENING
FRP	FIBERGLASS REINF POLYESTER	SAN	SANITARY DRAIN LINE
FIN	FINISH	SEC	SECTION
FAAP	FIRE ALARM ANNUNCIATOR PANEL	SHT	SHEET
FD	FIRE DRAIN W/ PRIMER	SV	SHEET VINYL
FE	FIRE EXTINGUISHER	SC	SOLID CORE
FRT	FIRE RETARDANT TREATED	SPECS	SPECIFICATIONS
FLASH	FLASHING	SF	SQUARE FEET
FLR	FLOOR	SS	STAINLESS STEEL
FS	FLOOR SINK	SV	SHEET VINYL
FND	FOUNDATION	STL	STEEL
FOIC	FURNISHED BY OWNER	STORGE	STORAGE
	INSTALLED BY CONTRACTOR	STRUCT	STRUCTURAL
FOIO	FURNISHED BY OWNER	SUSP	SUSPENDED
	INSTALLED BY OWNER	TB	TACK BOARD
FOIC	FURNISHED BY CONTRACTOR	TBD	TO BE DETERMINED
	INSTALL BY CONTRACTOR	THRESH	THRESHOLD
FURN	FURNITURE	TS	TUBE STEEL
GA	GAUGE	TYP	TYPICAL
GL	GLASS	UNFIN	UNFINISHED
GALV	GALVANIZED	UNO	UNLESS NOTED OTHERWISE
GWB	GYPSUM WALLBOARD TYPE X	VCT	VINYL COMPOSITION TILE
GI	GREASE INTERCEPTOR	VERT	VERTICAL
HC	HANDICAP	VIN	VINYL
HDWR	HARDWARE	VR	VAPOR RETARDER
HP	HEAT PUMP	VTR	VENT TO ROOF
HT	HEIGHT	WB	WHIT BOARD
HM	HOLLOW METAL	WC	WATER CLOSET
HOR	HORIZONTAL	WL	WALL
HB	HOSE BIB, COLD WATER	WP	WEATHERPROOFING
HW	HOT WATER	WRB	WEATHER RESISTIVE BARRIER
HWT	HOT WATER TANK	WDW	WINDOW
HM	HOLLOW METAL	W/	WITH
		WD	WOOD

OWNER:

SUDDEN VALLEY COMMUNITY ASSOCIATION
4 CLUBHOUSE CIRCLE
BELLINGHAM, WA 98229

DESIGN TEAM:

ARCHITECT
SARAH BROWN ARCHITECTURE + DESIGN
CONTACT: SARAH BROWN
3222 EAGLERIDGE WAY
BELLINGHAM, WA 98226
C) 360.920.5498

DRAWING INDEX:	
G0.01	PROJECT INFORMATION
A1.01	SITE PLAN
A2.01	FLOOR PLANS
A2.02	ENLARGED PLANS & INT. ELEVATIONS
A3.01	ELEVATIONS
A4.01	BUILDING SECTIONS
A7.02	WINDOW & DOOR DETAILS

PROJECT DATA:

SITE ADDRESS: 2800 LAKE LOUISE RD.
BELLINGHAM, WA

PARCEL NO.: 3704073823790000

LEGAL DESCRIPTION: THAT PTN OF TRACT 3 SUDDEN VALLEY SHORT PLAT NO 38 AS REC BOOK 2 SHORT PLATS PG 34 DAF-THAT PTN OF SW NE LY NLY-ELY OF LAKE LOUISE RD-THAT PTN BEG AT SE COR OF SW NE-TH N 89 DEG 57'08" W ALG S LI OF SD SUBDIV 50.93 FT M/L TO INTERS W/ SWLY MARGIN OF LAKE

PROPERTY CHARACTERISTICS:

LAND USE: 74
TAX DIST: 1015 - 501 R L FSW LWWS
LEGAL ACRES: 15.66 ACRES
SETBACKS: 0'

PROJECT DESCRIPTION:

THIS IS A TENNANT IMPROVEMENT PROJECT. AN EXISTING POLE BARN, CURRENTLY HOUSING THE SUDDEN VALLEY MAINTENANCE DEPARTMENT, IS TO HAVE THE INTERIOR SPACE RECONFIGURED, NEW FINISHES THROUGHOUTAND NEW EXTERIOR SIDING.

BUILDING AREAS:

GROUND FLOOR: 65'X30' = 1950 SQFT

DEFERRED SUBMITTAL:

SPRINKLER
FIRE ALARM SYSTEM
ELECTRICAL ENGINEERING

AREA 'Z'
MAINT. SHED TI

SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE ROAD
BELLINGHAM, WA

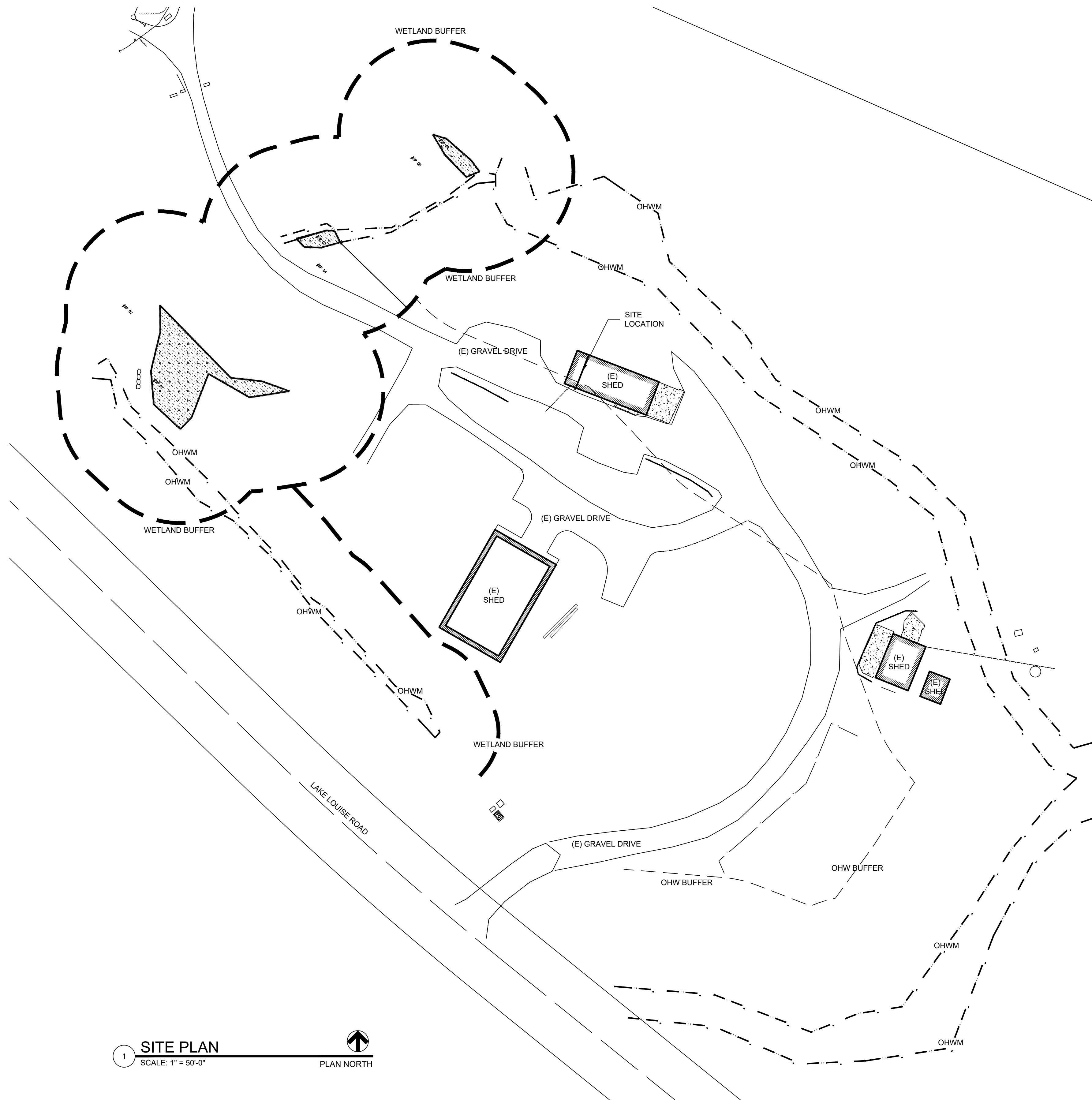
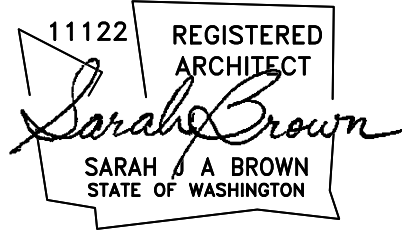
SB JOB NO: 202203.14
DATE: 09.06.2022

CONSTRUCTION
DOCUMENTS

No.	ISSUED FOR	DATE

PROJECT
INFORMATION

G0.01



1 SITE PLAN
SCALE: 1" = 50'-0"
PLAN NORTH

AREA 'Z' MAINT. SHED

SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE RD
BELLINGHAM, WA

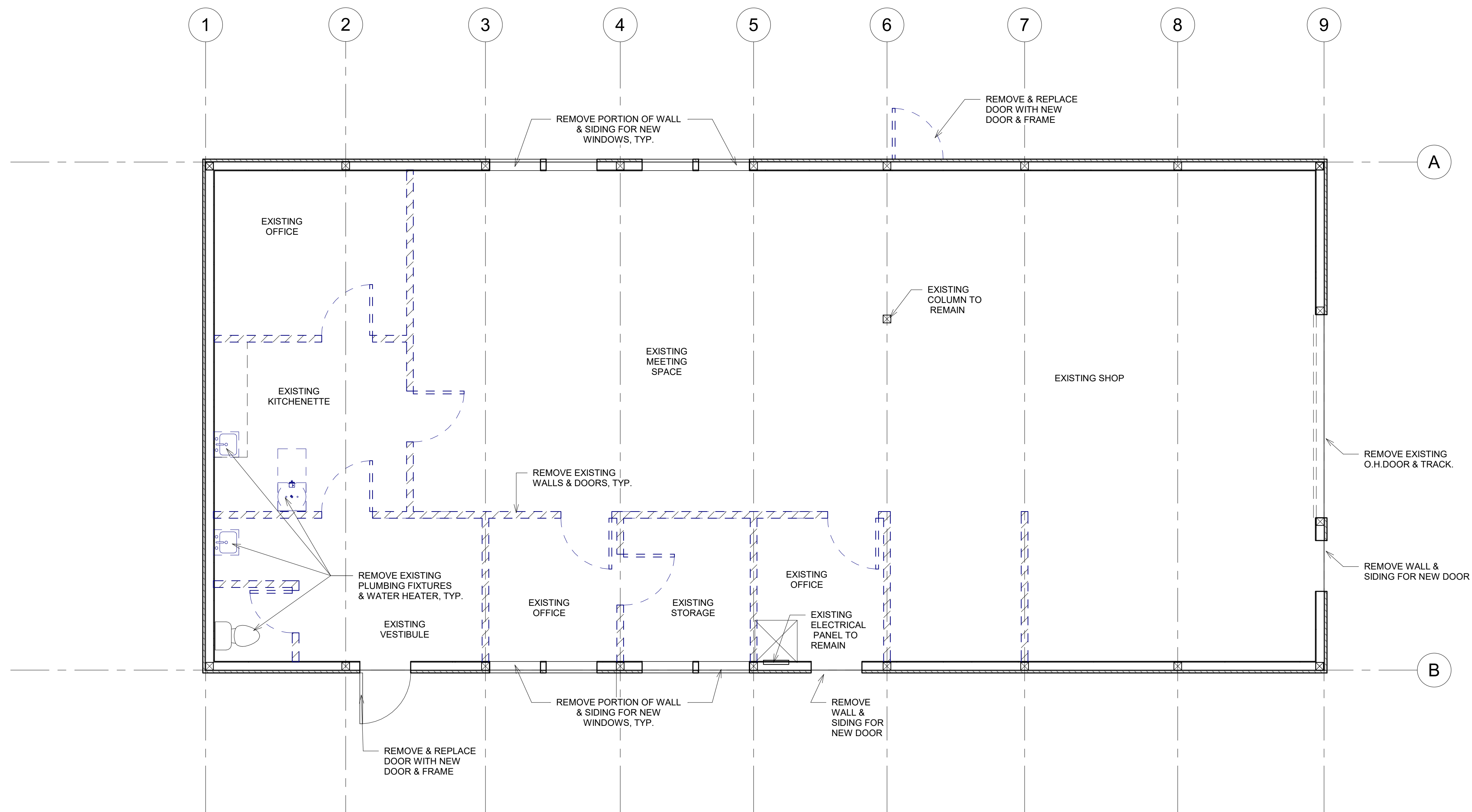
JOB NO: 202203.14
DATE: 10.17.2022

PERMIT SET

REV	ISSUED FOR	DATE
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SITE PLAN

A 1.01



1 GROUND FLOOR DEMO PLAN
1/4" = 1'-0"

WALL KEY	
	EXISTING WALL
	DEMO WALL
	NEW WALL

AREA 'Z'
MAINT. SHED TI

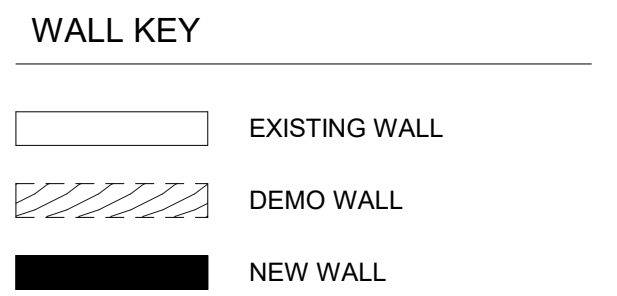
SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE ROAD
BELLINGHAM, WA

SB JOB NO: 202203.14
DATE: 09.06.2022

CONSTRUCTION
DOCUMENTS

No.	ISSUED FOR	DATE

EXISTING &
DEMO PLAN

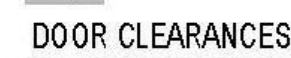
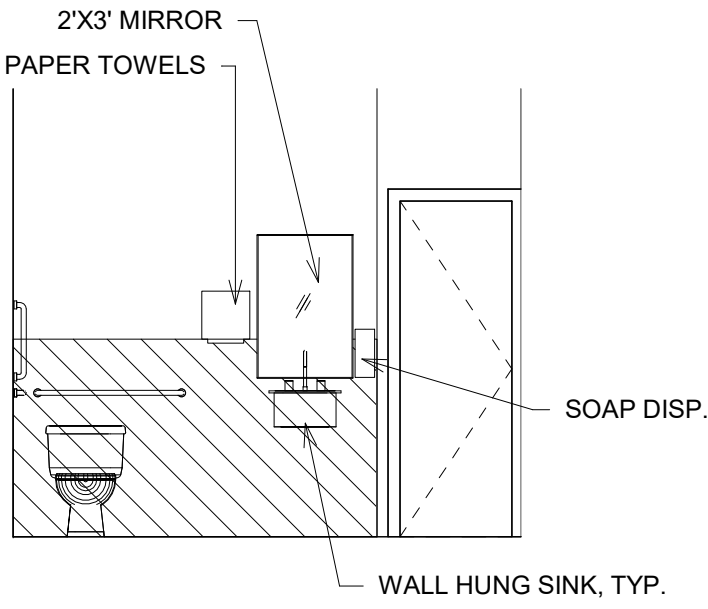


SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE ROAD
BELLINGHAM, WA

CONSTRUCTION DOCUMENTS

[illegible]

A2.01

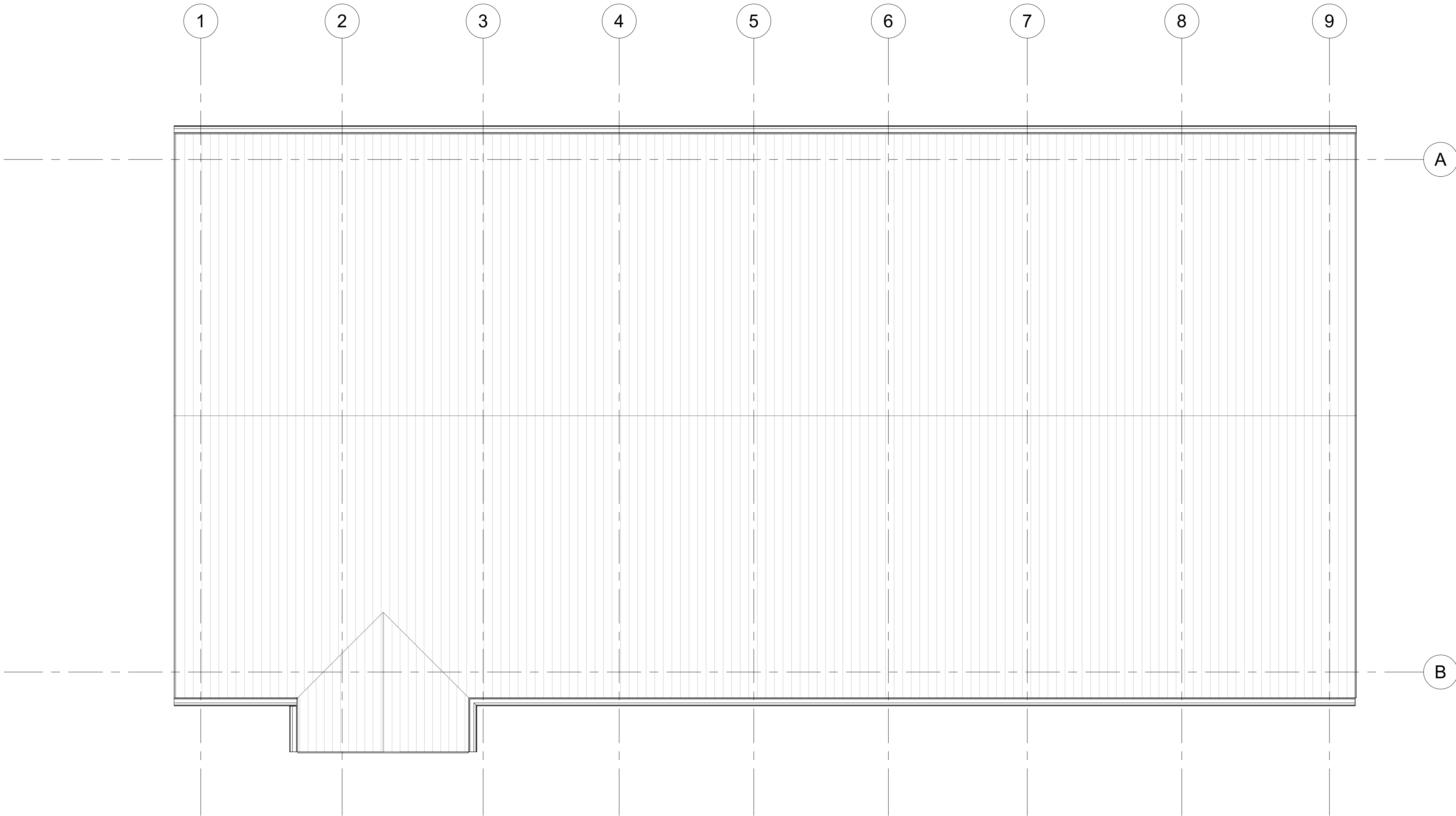


1 ENLARGED PLUMBING PLAN
1/2" = 1'-0"



1 ENLARGED PLUMBING PLAN
1/2" = 1'-0"

A2.02



1 ROOF PLAN
1/4" = 1'-0"

AREA 'Z'
MAINT. SHED TI

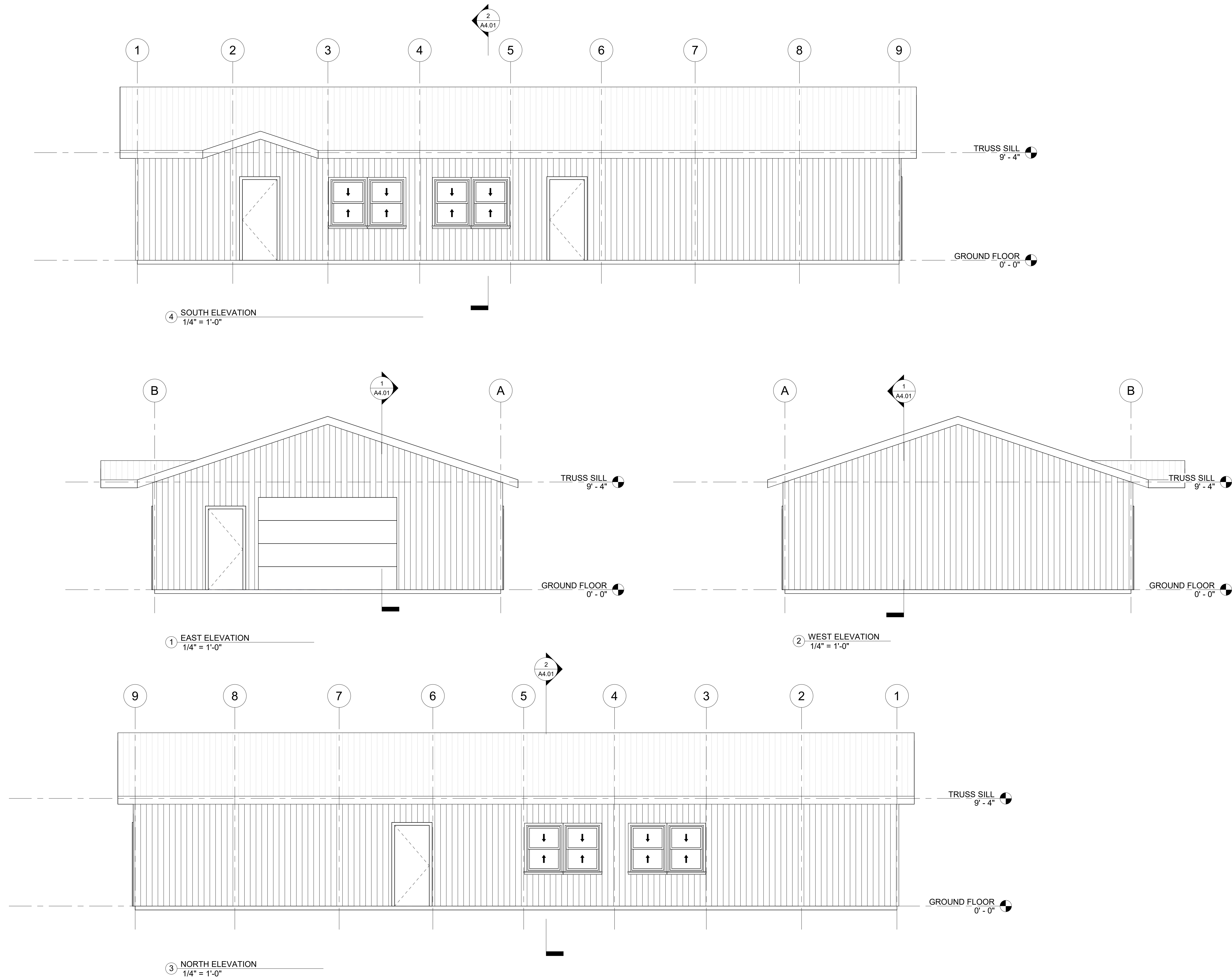
SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE CICLE
BELLINGHAM, WA

SB JOB NO: 202203.14
DATE: 06.29.2022

CONSTRUCTION
DOCUMENTS

No.	ISSUED FOR	DATE

ROOF PLAN



AREA 'Z' MAINT. SHED TI

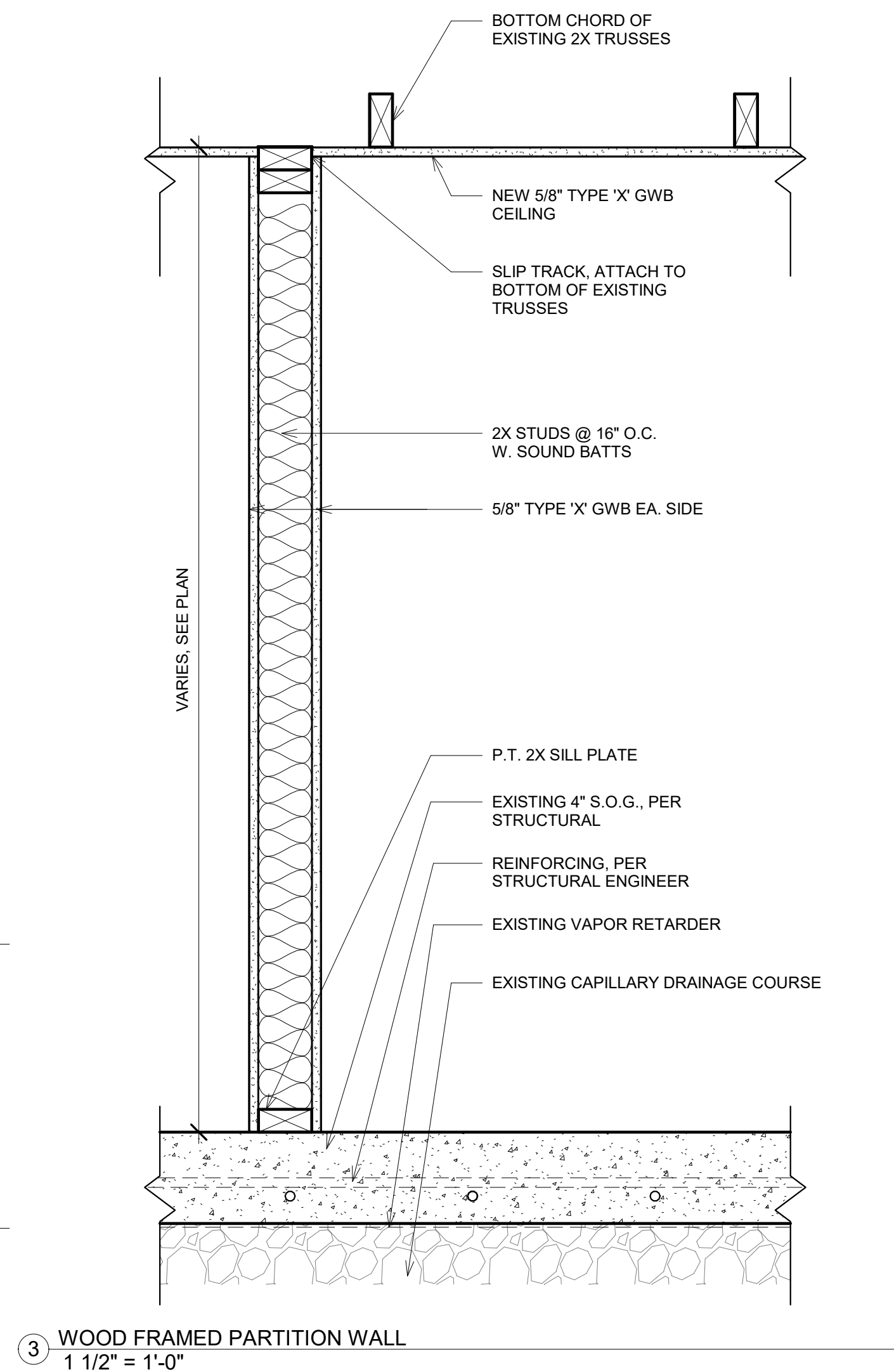
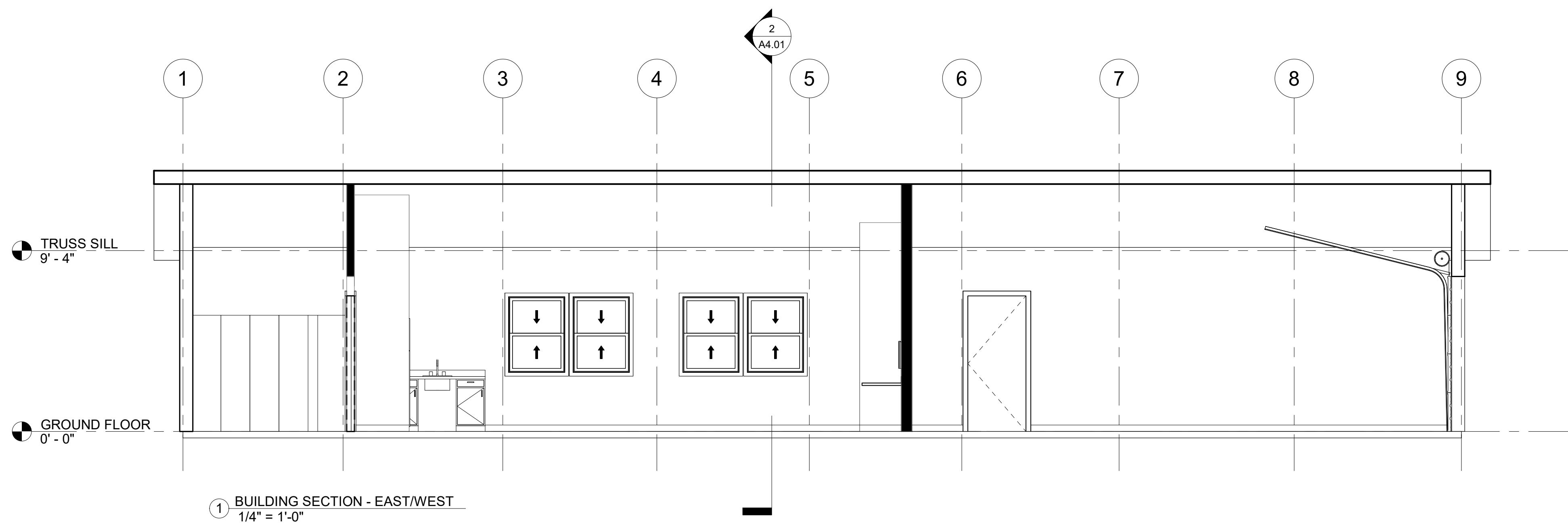
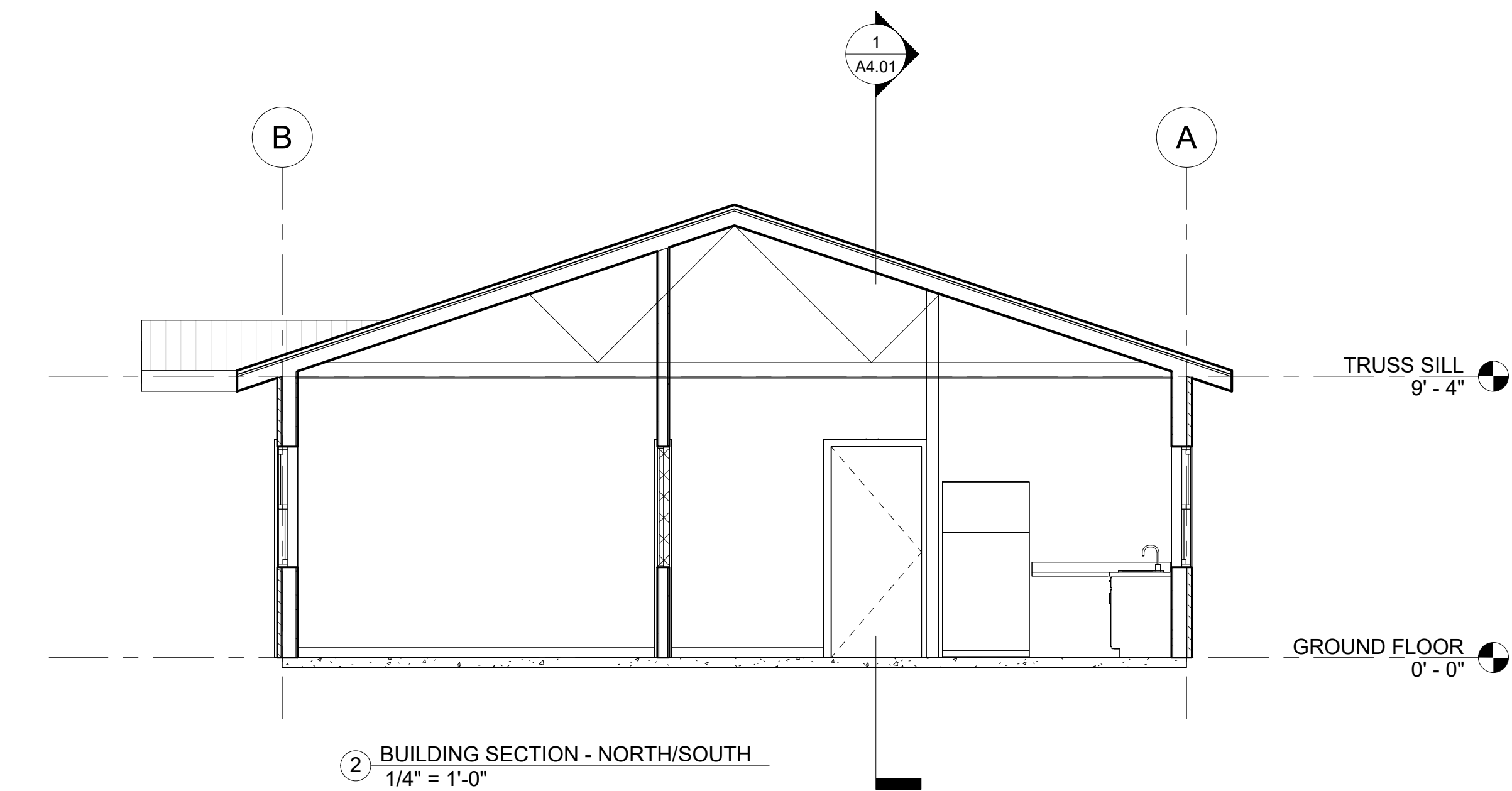
SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE ROAD
BELLINGHAM, WA

SB JOB NO: 202203.14
DATE: 09.06.2022

CONSTRUCTION DOCUMENTS

No.	ISSUED FOR	DATE

ELEVATIONS



AREA 'Z' MAINT. SHED TI

SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE ROAD
BELLINGHAM, WA

SB JOB NO: 202203.14
DATE: 09.06.2022

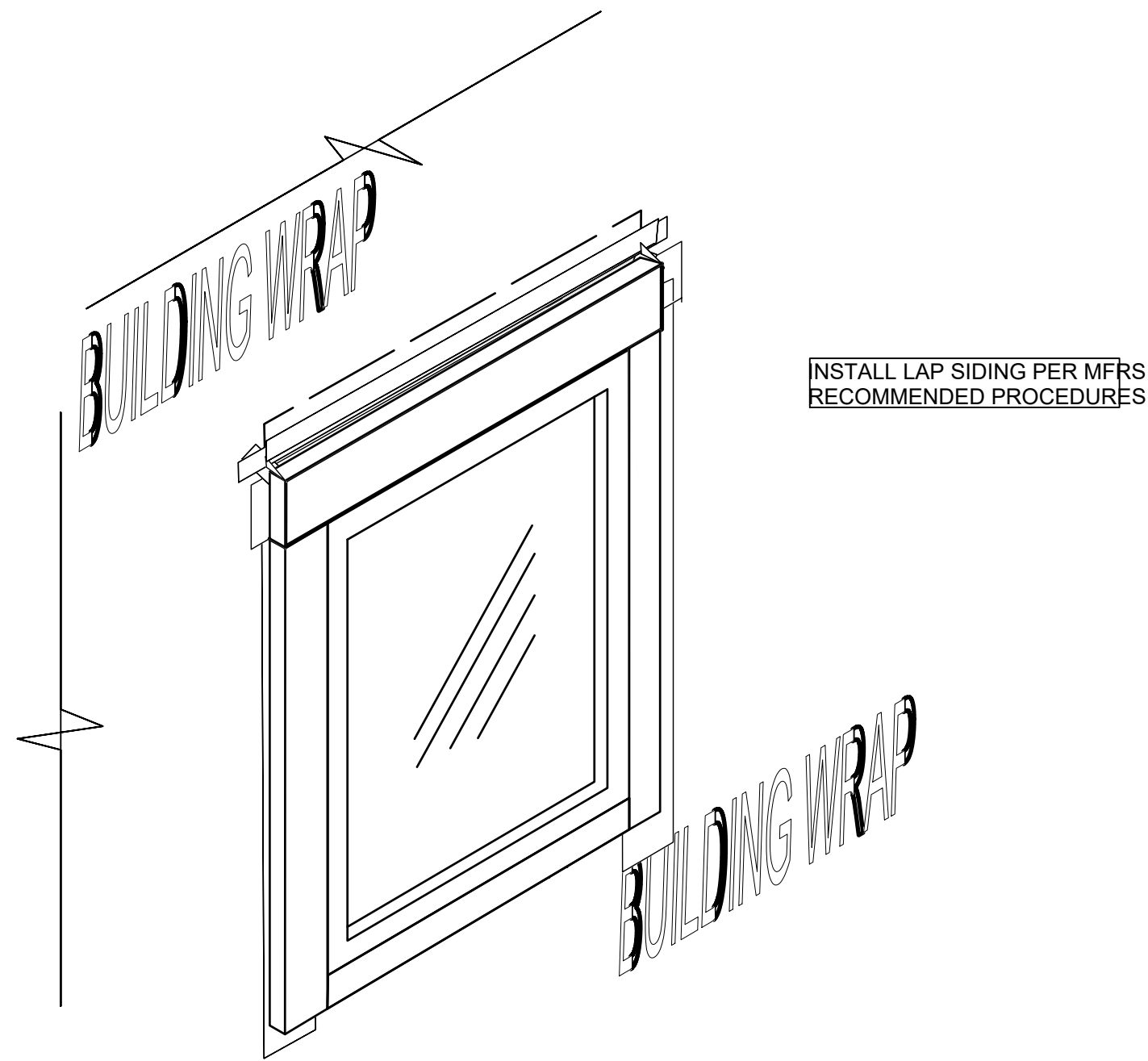
CONSTRUCTION DOCUMENTS

No.	ISSUED FOR	DATE

BUILDING SECTIONS

A4.01

10/17/2022 11:46:10 AM



5 STEP 7
SCALE: NTS

GENERAL WEATHERPROOFING INSTALLATION NOTES:

INSTALL FLASHING, MEMBRANES AND SEALANT DURING FAVORABLE WEATHER CONDITIONS. INSURE PROPER ADHESION, CONTACT AND SEAL PRIOR TO COVERING

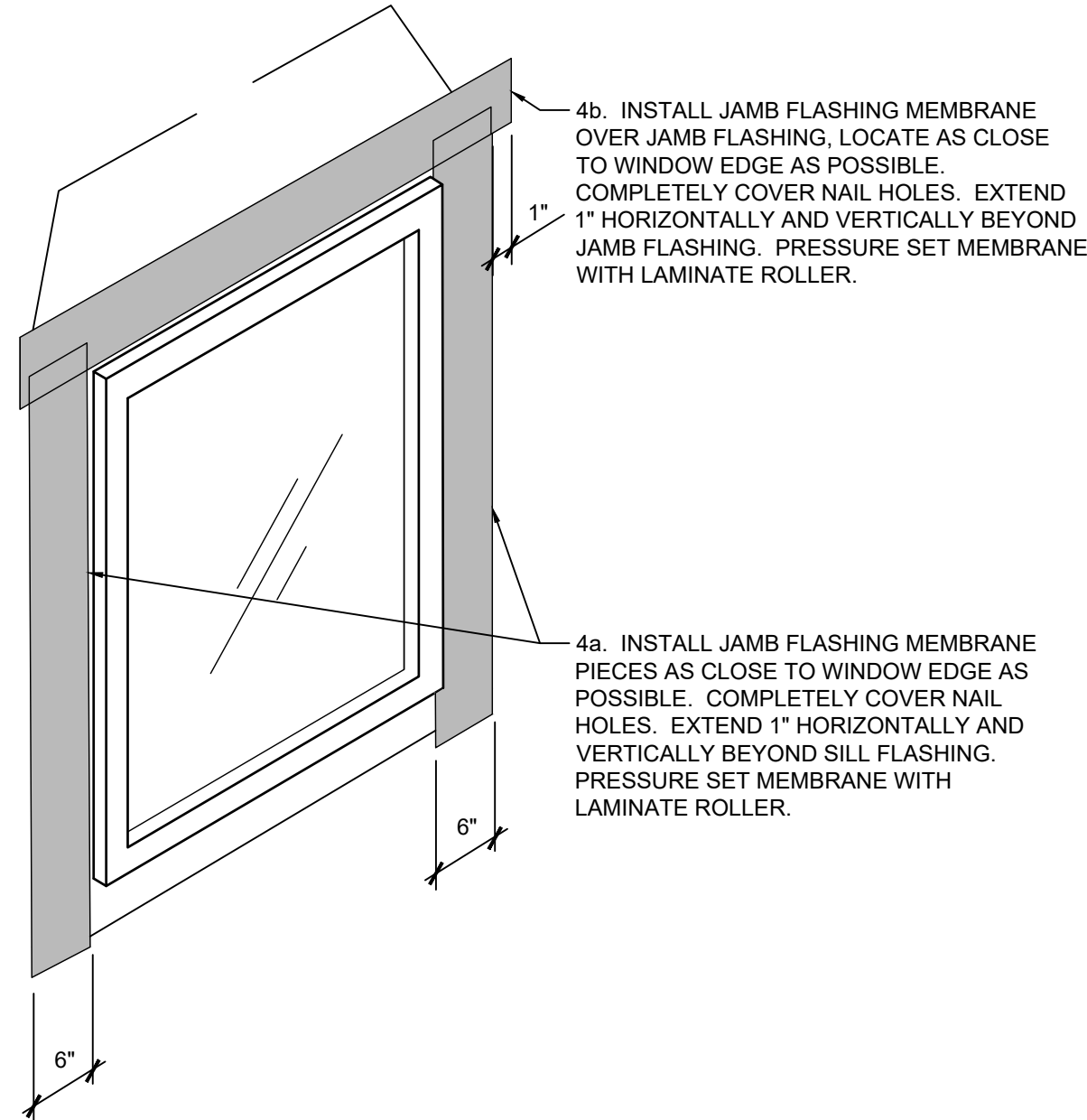
VERIFY COMPATIBILITY WITH DISSIMILAR MATERIALS. CONFIRM EXPANSION TOLERANCES WITH MANUFACTURE PRIOR TO INSTALLATION.

INSTALL LIKE PRODUCTS ACCORDING TO MANUFACTURES GUIDELINES.

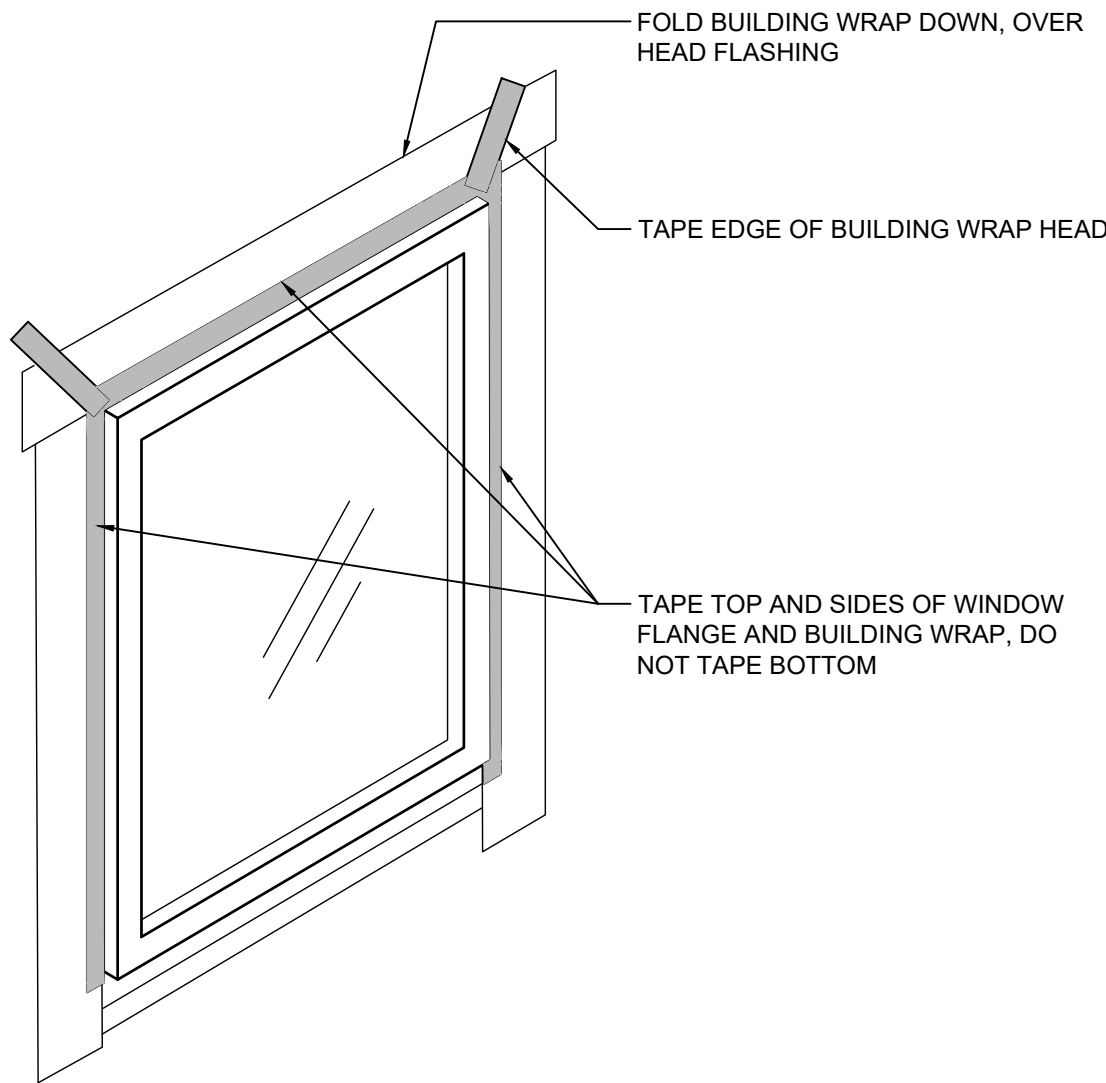
DO NOT COVER SUBSTANDARD OR SUSPECT INSTALLATION OF ANY OTHER TRADE.

ALL EXTERIOR WALL & ROOF OPENINGS, FLASHING, COUNTER-FLASHING, EXPANSION JOINTS, BACKER-ROD, SEALANT AND FASTENERS TO BE CONSTRUCTED IN IN A WORKMAN LIKE MANNER REQUIRED TO MAKE THEM WEATHERPROOF AND WATERTIGHT.

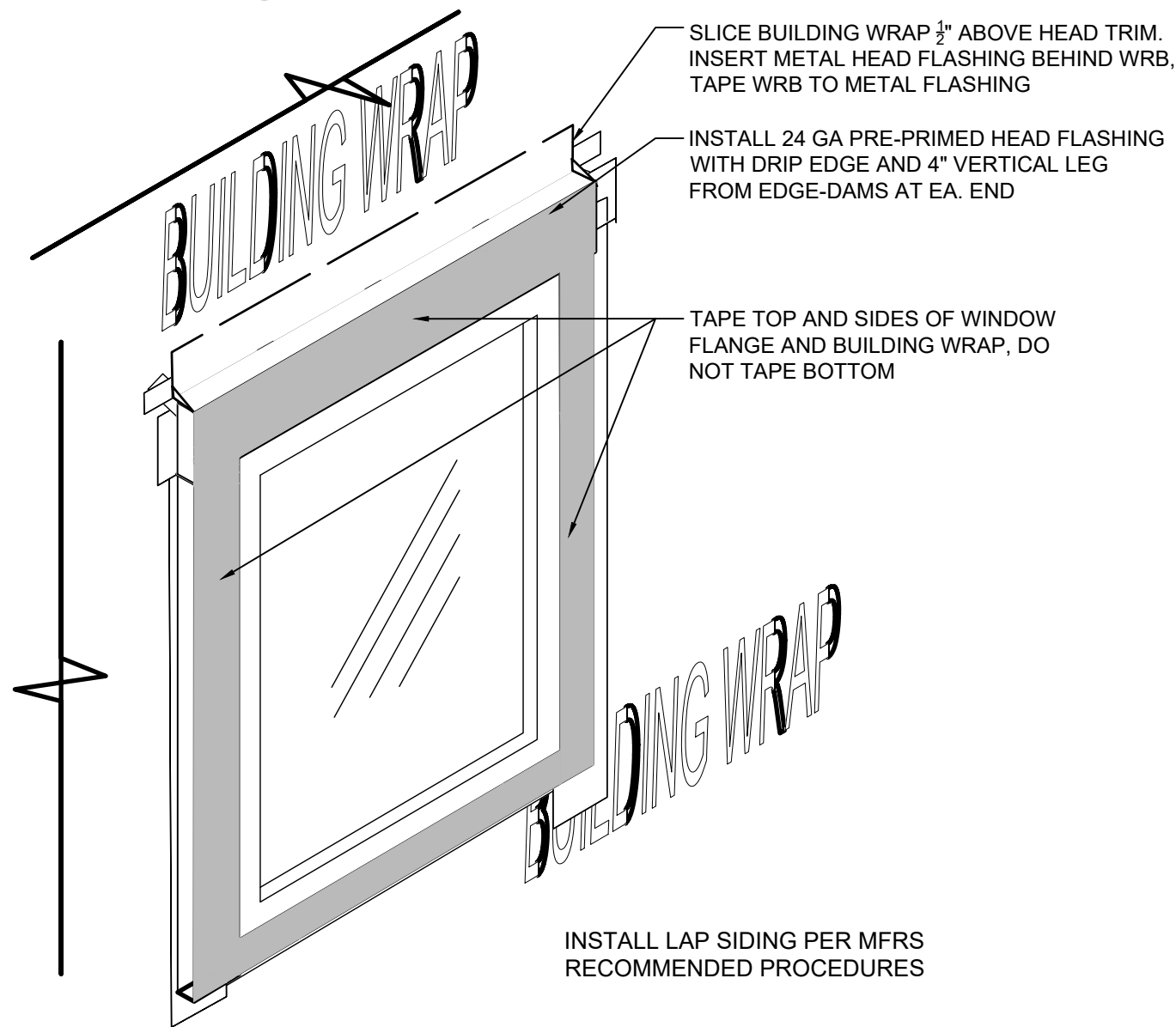
WARRANTY ALL WORK FOR ONE YEAR MINIMUM.



4 STEP 4
SCALE: NTS



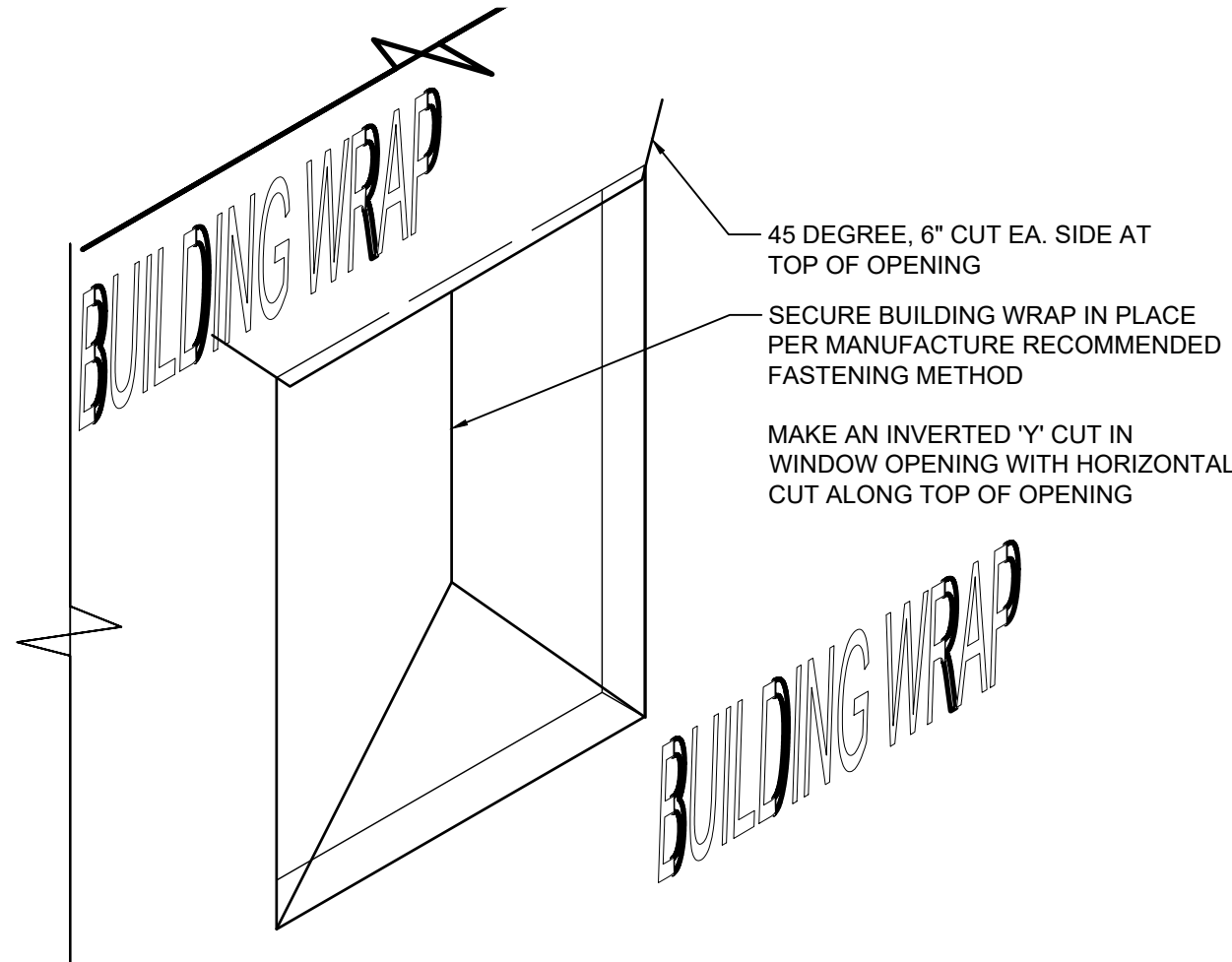
5 STEP 5
SCALE: NTS



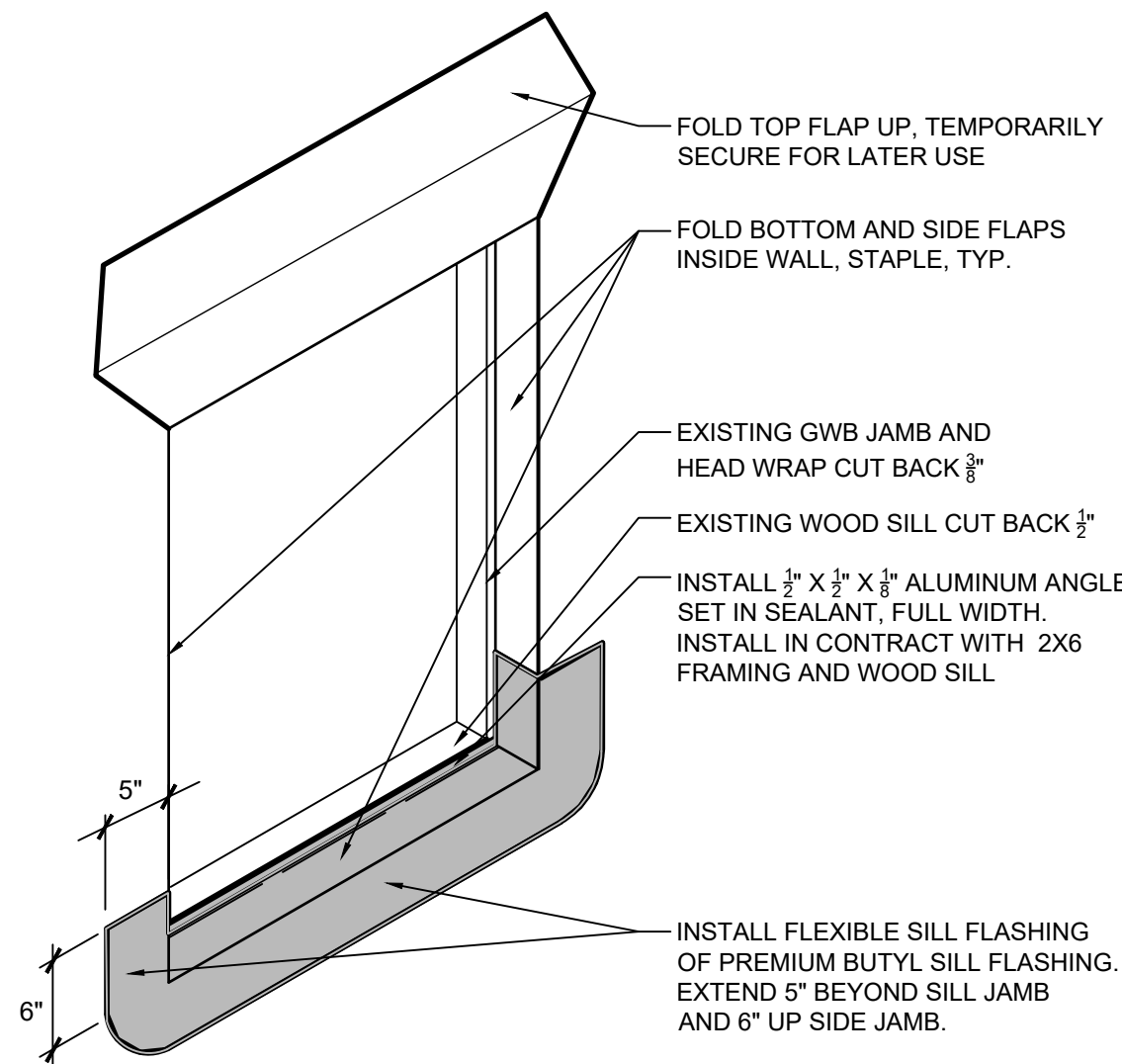
5 STEP 6
SCALE: NTS

THE UNDERSIGNED HAS PROVIDED BUILDING ENCLOSURE DOCUMENTS THAT IN MY PROFESSIONAL JUDGMENT ARE APPROPRIATE TO SATISFY THE REQUIREMENTS OF RCW 64.55.055 THROUGH 64.55.090. DETAILS INCORPORATE USE OF EXISTING WIDELY USED BUILDING ENVELOPE PROTECTION TECHNOLOGIES. DETAILS SUBJECT TO REVIEW AND UPDATE AS SYSTEMS ADVANCE.

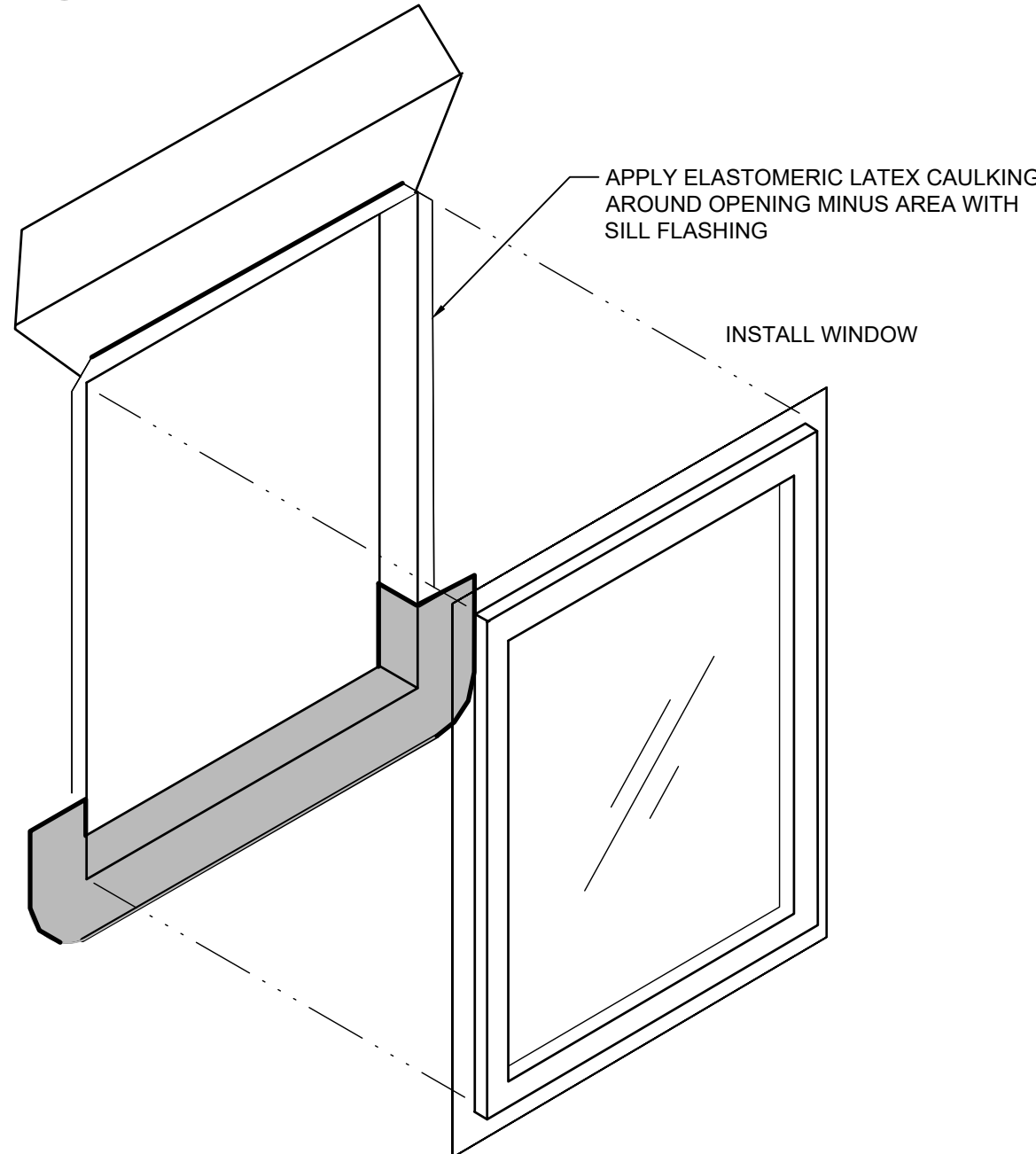
THIRD PARTY INSPECTION AND CERTIFICATION REQUIRED FOR WEATEHR ENVELOPE SYSTEM



1 STEP 1
SCALE: NTS



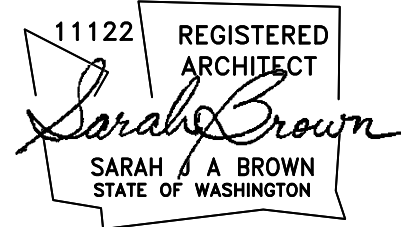
2 STEP 2
SCALE: NTS



3 STEP 3
SCALE: NTS

Sarah Brown
ARCHITECTURE + DESIGN

3222 EAGLERIDGE WAY, BELLINGHAM, WA 98226
CJ 360.920.5498
EJ SARAH@SBARCHDESIGN.COM



AREA 'Z' MAINT. SHED

SUDDEN VALLEY
ASSOCIATION
4 CLUBHOUSE RD
BELLINGHAM, WA

JOB NO: 202203.14
DATE: 10.17.2022

PERMIT SET

REV ISSUED FOR DATE

WINDOW FLASHING DETAILS

A7.02



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Jo Anne Jensen, Operations Manager / Deputy GM

Date: October 27th, 2022

Subject: Capital Request – Barn 8 Remodel

Purpose

To request funding approval for design, and permitting to remodel Barn 8.

Background

Barn 8 has numerous items needing repair as identified in PNW Services, Inc. proposal dated October 25, 2022. The siding is believed to be original on Barn 8, and has rot damage, bird damage, and needs replacement. With the siding being proposed to be replaced additional items should also be addressed as identified.

Analysis

Sarah Brown Architecture & Design, Kingworks Structural Engineers, and Berona Engineering were contracted to provide design improvements, construction drawings, and contract documents for the remodel of Barn 8.

Upon project approval, design will be completed, and permitting will be submitted to Whatcom County. A separate capital project will be brought forward for Board review after design is complete requesting additional funds for construction. The overall project value is estimated to be approximately \$800,000.00, and construction would be anticipated to start spring of 2023 with an approximate six-month completion time.

Proposal

Provide funding for remodeling Barn 8 per PNW's proposal dated October 25, 2022.

Request

Request \$39,792.00 for the design and permitting for the remodel of the Barn 8.

Motion

Move that the Board of Directors approve the allocation of \$39,792.00 from CRRRF to move forward with design and permitting for the remodel of Barn 8.



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors



October 25, 2022

Sudden Valley Community Association
Attn: Jo Anne Jensen
4 Clubhouse Circle
Bellingham, WA 98229

RE: Project Scope Letter
Barn 8 Remodel

PNW is providing this overall project scope letter to SVCA for the proposed Barn 8 Remodel. Overall scope of work assumes:

- Design, Permitting, & Contractor Bids
 - o Design by Sarah Brown Architecture & Design – Barn 8 Remodel.
 - o Permitting with Whatcom County.
 - o Prepare bid package, issue to contractors, and bid evaluation with recommendation to SVCA.
- Construction
 - o Existing flat roof will be replaced. During replacement the flat roof will be rebuilt to provide positive drainage. Currently the roof is too flat with the low point being in the middle not allowing water to drain. The existing roof membrane will be removed, new framing installed on top of the old framing, and a new membrane installed. It is unknown if any framing damage will be discovered when the existing membrane is removed. The budget below contains an allowance for repairs as required. Repairs will be at the direction of the structural engineer and architect.
 - o Existing siding will be removed, and new siding installed. Fiber cement siding is proposed, not wood, to minimize bird damage. The proposed layout of the siding will be similar to the existing barn as shown in the attached preliminary drawings, and the fiber cement siding has the appearance of wood. It is unknown if any structural damage will be found that needs replacing until after the existing siding is removed. The budget below contains an allowance for repairs as required. Repairs will be at the direction of the structural engineer and architect. Siding color options will be presented to the Board for selection after design completion. Siding replacement will be completed in stages by wall to maintain access to the barn. When the front is being completed access will be thru the back entry, and then the opposite.
 - o Existing windows and exterior doors will be replaced with new. New installations will be energy efficient, and meet current code requirements. Exterior lighting will be replaced as part of the project.
 - o An ERV, Energy Recovery Ventilator, will be installed to provide proper ventilation in the upstairs main room. Currently this room has inadequate ventilation, and is only heated by overhead propane heaters. The new system will



provide air flow per current code requirements, and supplement the existing heaters. Air conditioning is not being installed as part of this unit as this would require the entire building to be brought up to current energy code requirements, and be a much larger project. The existing electrical system will be updated to accommodate this additional load requirement. New louvers will be installed in the exterior wall prior to siding installation. New ducting as required will be installed inside.

- The 2nd story covered entry bridge will be replaced. The current bridge has rot damage, and is sloping towards the barn so rainwater is constantly trapped against the building. A new structure similar to the existing will be built at the same location. The new structure will be permitted meeting current code requirements, and be properly sloped to provide drainage away from the building.

This project scope letter addresses design and permitting anticipated to complete the above scope of work. Once design is complete a separate project scope letter will be prepared with an engineer's estimate of proposed work prior to moving forward with construction. At this time the overall project value is estimated to be approximately \$800,000.00.

Design, Permitting, Contractor Bids	
- Sarah Brown Architecture & Design – Design & Permitting	\$6,800.00
- Kingworks Structural Engineers – Covered Bridge Design	\$8,500.00
- Berona Engineers Inc. – ERV Design	\$3,000.00
- Permit Fees Allowance	\$10,000.00
- PNW Services, Inc. – Oversight & Bid Package	\$4,860.00
Subtotal	\$33,160.00
20% Contingency	\$6,632.00
Total – Design, Permitting, Contractor Bids	\$39,792.00
Construction	
- Under separate proposal after design is complete.	

Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews
President



May 27, 2022

Tyler Andrews
PNW Services Inc.
PO Box 30498
Bellingham, WA 98228

Dear Tyler,

The following provides a summary of the work of residing the Sudden Valley Recreation Center, Barn 8. This document describes the Agreement for Services between PNW Services Inc. (Client), and Sarah Brown Architecture + Design, Architect (Consultant). By signing this Agreement for Services, Client accepts the scope, fees and timing as set forth herein, including the attached "CONSULTANT CONTRACT PROVISIONS" which is fully incorporated into this Agreement for Services.

PROJECT SUMMARY DESCRIPTION

The ownership group would like to remove and replace the existing low slope roofing, remove and replace the existing siding on all building elevations while maintaining the current character and locate any window replacements that may be required.

SCOPE OF SERVICES TO BE PROVIDED

As discussed over the phone, PNW will provide electronic CAD/Revit files of the building elevations.

The scope of work provided by Consultant will include:

- A siding scheme for the SVCA board to approve
- Preparation of Contract Documents consisting of Architectural Construction Drawings for the remodel and improvement in the subject projects.
- Assist the client with the submission to Whatcom County for the project's building permit and respond to city review comments. All other construction permit submissions are the responsibility of the project Contractors.

SERVICES NOT PROVIDED

- The Consultant is not providing nor is the Consultant responsible for the following services:
- Structural, Electrical, and Mechanical, Acoustical or Civil Engineering Design or their drawings for this Project.
- Fire suppression, Fire Alarm or Security System Design or their drawings for this Project.
- Construction budgets, cost estimates, or construction inspections
- Detailed Construction specifications.
- Fixtures or other equipment that have no permanent connection to the structure of the building.



PROJECT FEES

Fees for services provided will be billed on an hourly basis at the rate of \$150.00 per hour, plus reimbursable expense. Reimbursable expenses will be billed to the client at cost. Reimbursable expenses include but are not limited to computer downloads, photo charges, shipping, document printing and copying.

The estimated total fee for services under this agreement is \$6,800 but may vary depending on unforeseen issues (such as city questions or construction consulting) and the actual time required by the Consultant to complete this project.

Fees shall be invoiced monthly and will be paid by the Client within 30 days of receipt.

All additional costs associated with this project beyond the services described in this agreement, including but not limited to permit fees, application fees, contractor fees, etc. are the responsibility of Client, not the Consultant.

All limitations of liability, indemnifications, warranties and representations contained in this Agreement for Services shall survive the completion of this Agreement and shall remain in full force and effect.

Please indicate acceptance of this Agreement for Services where indicated below and return a signed copy to me.

Sincerely,

A handwritten signature in black ink that reads "Sarah Brown". The signature is fluid and cursive, with the first and last names clearly legible.

Sarah Brown

ACCEPTED:

By: _____

Date: _____



CONSULTANT CONTRACT PROVISIONS

1. **CONTRACT** – These Contract Provisions and the accompanying Proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these Contract Provisions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, these Contract Provisions shall govern.

2. **RIGHT OF ENTRY** – When entry to property is required for the CONSULTANT to perform its services, the Client agrees to obtain legal right-of-entry on the property.

3. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents, including those in electronic form, prepared by CONSULTANT are instruments of CONSULTANT's service that shall remain CONSULTANT's property. The Client agrees not to use CONSULTANT-generated documents for marketing purposes, for projects other than the project for which the documents were prepared by CONSULTANT, or for future modifications to this project, without CONSULTANT's express written permission.

Any reuse or distribution to third parties without such express written permission or project-specific adaptation by CONSULTANT will be at the Client's sole risk and without liability to CONSULTANT or its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless CONSULTANT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

4. **DISPOSAL OF SAMPLES** – CONSULTANT will discard samples upon completion of the work covered under this Agreement, unless the Client instructs otherwise in writing.

5. **HAZARDOUS MATERIALS** – The scope of CONSULTANT's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

6. **CONSTRUCTION PHASE SERVICES** – If CONSULTANT performs any services during the construction phase of the project, CONSULTANT shall not supervise, direct, or have control over Contractor's work. CONSULTANT shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures for safety precautions and programs in connection with the work of the Contractor. CONSULTANT does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

7. **STANDARD OF CARE** – CONSULTANT and its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services. Client agrees that services provided will be rendered without any warranty, express or implied.

CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.

8. **OPINION OF PROBABLE COSTS** – When required as part of its work, CONSULTANT will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations,



feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by CONSULTANT hereunder will be made on the basis of CONSULTANT's experience and qualifications and will represent CONSULTANT's judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that CONSULTANT does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.

9. **SUSPENSION OF WORK** – The Client may, at any time, by written notice, suspend further work by CONSULTANT. The Client shall remain liable for, and shall promptly pay CONSULTANT, for all services rendered to the date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on Client's behalf.

Client shall pay CONSULTANT pursuant to the rates and charges set forth in the Proposal. CONSULTANT will submit monthly invoices to Client for services rendered and expenses incurred. If Client does not pay invoices within thirty (30) days of submission of invoice, CONSULTANT may, upon written notice to the Client, suspend further work until payments are brought current. The Client agrees to indemnify and hold CONSULTANT harmless from any claim or liability resulting from such suspension.

Upon receipt of payment for services performed through the date of suspension, the CONSULTANT will provide copies of their draft work product, in electronic form, in the state of completion achieved prior to termination to the client.

10. **CHANGES OR DELAYS** – Unless the accompanying Proposal provides otherwise, the proposed fees constitute CONSULTANT's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information, or if CONSULTANT's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of CONSULTANT. Temporary work stoppage caused by any of the above may result in additional cost beyond that outlined in the accompanying Proposal.

11. **LIABILITY** – To the fullest extent permitted by law, the total liability, in the aggregate, of CONSULTANT and CONSULTANT's officers, directors, employees, agents, and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to CONSULTANT's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by CONSULTANT under this Agreement.

12. **CONFLICTS OF INTEREST** – This assignment may involve parties with adverse interests to clients with whom CONSULTANT has current or past relationships. It is CONSULTANT policy to make reasonable attempts to identify such relationships prior to acceptance of a professional assignment, but CONSULTANT cannot assure that conflicts or perceived conflicts will not arise, and CONSULTANT does not accept responsibility for such occurrences.



13. REIMBURSABLE EXPENSES – CONSULTANT will bill direct nonpayroll expenses at cost plus 10%. Direct expenses include all reasonable expenses resulting from required responses to subpoenas or court orders related to work under the Contract.

14. MISCELLANEOUS - Governing Law: The laws of the state in which the CONSULTANT office executing this Agreement is located shall govern the validity and interpretation of this Agreement.

Invalid Terms: In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

Mediation: The Client and CONSULTANT agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

CONSULTANT Reliance: CONSULTANT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

Certifications: CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT's having to certify, guaranty, or warrant the existence of conditions that CONSULTANT cannot ascertain.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or CONSULTANT. CONSULTANT's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against CONSULTANT because of this Agreement or CONSULTANT's performance of services hereunder.

Consequential Damages: Neither the Client nor the CONSULTANT shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

ENGINEERING SERVICES AGREEMENT with Kingworks Structural Engineers

CLIENT: PNW Services, INC. KW No: 22166
P.O. Box 30498
Bellingham, WA 98228

PROJECT: Sudden Valley Assoc. Barn 8 Bridge & Canopy
Southern Ct Drive
Bellingham, WA 98225

CLIENT REPRESENTATIVE: Tyler Andrews

Description of Project:

Sudden valley is replacing the elevated walkway and adding a new canopy at barn 8. The existing walkway is on the east side of barn 8 and accesses the 2nd floor by spanning over an alley. The structure is enclosed with walls and a roof. The new replacement bridge will need to be 20ft in length 16ft wide and will also need to be enclosed. The structure will be a steel framed independent structure, with infill wood framing at the walls and roof. The floor will be concrete with pan deck. The new entry canopy for the west side of the barn will have plan dimensions of 18ft X 12ft. It will be constructed with heavy timber column frame with steel structure for the gable roof. Foundations for both structures are anticipated to be conventional shallow spread footings.

KW Scope of Basic Services:

Design Phase: Provide structural engineering calculations and details for permit and construction of the new bridge and canopy structure.

Construction Phase: Respond to questions and review submittals and inspection reports as needed.

Assumptions:

-IBC presumptive soil bearing values will be utilized at the owners request.

A liability limit of \$100,000 is a condition of participation on this project, see the terms and conditions.

List of Information Provided by CLIENT to Prepare this Agreement:

E-MAIL with Tyler Andrews 8/8/2022

Engineering Services Fee:

Design Phase: Hourly with estimate of \$8,500

Construction Phase: To Be Determined

The attached Fee Schedule and the attached Statement of Terms and Conditions are incorporated into and made a part of this Engineering Service Agreement.

Issued by:

K. Quinn Hanks
K. Quinn Hanks, PE/ Associate

Date: 8/22/2022

Accepted by:

(Signature of the authorized representative of the client)

Date: _____

Note: Each page of this Terms and Conditions and Fee Schedule shall be read and initialed by Client and shall be returned with the signed Agreement.

STATEMENT OF TERMS AND CONDITIONS

This Statement of Terms and Conditions is incorporated into and made part of the Engineering Services Agreement between Kingworks Structural Engineers (referred to hereinafter as "KW"), and "CLIENT" (as named in the attached Agreement) for the "PROJECT" (as named in the attached Agreement). The Engineering Services Agreement and the Fee Schedule referenced in it and this Statement of Terms and Conditions are collectively referred to hereinafter as "this Agreement."

1. RESPONSIBILITIES OF KW

KW will perform the professional engineering services delineated in the Engineering Services Agreement ("the Basic Services"). Services beyond those delineated in the Engineering Services Agreement are defined as "Extra Services" and may be performed by subsequent written instrument. The Basic Services and any authorized Extra Services are collectively referred to hereinafter as "the Services."

2. RESPONSIBILITIES OF CLIENT

CLIENT shall:

- A. Provide all criteria and full information as to requirements for the PROJECT. KW is entitled to rely upon the completeness and accuracy of the information and documents provided by CLIENT.
- B. Designate a person to act as the CLIENT's representative with respect to communications with KW. KW is entitled to rely upon all decisions, approvals and commitments communicated by the CLIENT's designated representative.
- C. Give prompt notice to KW of any development that affects the scope and/or timing of KW's services.
- D. Coordinate KW's design/services with those of CLIENT's other consultants.
- E. Retain a geotechnical engineer to provide project recommendations. KW does not practice geotechnical engineering and shall not be held responsible for any direct or indirect geotechnical issues related to the project. These issues include, but are not limited to: earthwork, excavations, bearing capacities, drainage considerations, settlement, liquefaction, and/or geologic hazards. KW recommends that a site-specific geotechnical investigation be performed by a licensed Geotechnical Engineer to provide recommendations for design and construction of foundations, slabs, and other earth-supported structures. In the case that the CLIENT forgoes such an investigation, KW will rely upon IBC Presumptive Soil parameters for design and the CLIENT acknowledges there is an increased risk of site-specific soil conditions that could be detrimental to the construction and/or structural integrity. In this case, as a minimum measure, KW recommends that a geotechnical engineer be retained before the foundation is constructed to observe the excavation and confirm that the Presumptive Soil parameters assumed for design are appropriate.

3. COMPENSATION

- A. All charges for Reimbursable Expenses other than mileage, printing and communication shall bear a 10% handling charge unless stated otherwise in the attached Fee Schedule.
- B. Unless otherwise stated, CLIENT will be invoiced monthly. Payment is due upon receipt of the invoice. Interest is charged at the rate of twelve percent per annum on amounts not paid within thirty days of the invoice date. KW may suspend and/or terminate performance of Services in the event of a payment default. In that case, KW shall have no liability for any delays, costs or damages occasioned as a result of the suspension or termination.
- C. If the PROJECT is postponed, suspended, or abandoned, KW will be paid for all services performed and Reimbursable Expenses incurred prior to the date on which KW is notified of the postponement, suspension or abandonment.

4. CONSTRUCTION PHASE

- A. KW shall not have control over and shall have no responsibility for construction means, methods, techniques, sequences or procedures.
- B. KW shall have no control over and shall have no responsibility for jobsite safety.
- C. KW shall have no responsibility for any failure on the part of any contractor to perform construction in accordance with drawings and/or specifications and shall have no responsibility for any act, error or omission committed by any contractor.
- D. KW will not perform inspections. Any site observations are conducted by KW only to become generally familiar with the progress of the construction work.

5. DISPUTES AND RESOLUTION

- A. KW and CLIENT agree that, as a prerequisite to commencing litigation, all disputes between them arising out of or related to this Agreement shall be submitted to mediation before the American Arbitration Association acting under its Construction Industry Mediation Rules. Any litigation that is commenced before completion of a mediation proceeding required by this provision shall be dismissed upon the motion of the party that did not commence the litigation.
- B. The sole venue for any litigation arising out of or related to this Agreement shall be Whatcom County Superior Court.
- C. Any litigation between the parties out of or related to this Agreement – whether commenced by complaint, third-party complaint or cross-claim – must be commenced within three years of the date on which KW last performs substantial services under this Agreement.
- D. KW waives all claims for damages against CLIENT and CLIENT's employees to the extent the damages are covered by insurance carried by or for the benefit of KW. CLIENT waives all claims for damages against KW and KW's employees to the extent the damages are covered by insurance carried by or for the benefit of CLIENT.
- E. Each party waives all claims for consequential damages against the other.
- F. The CLIENT agrees to limit the aggregate amount of damages and/or costs (including attorney fees and expert witness fees) that the CLIENT may recover against KW (together with its members, and employees) to One Hundred Thousand Dollars (\$100,000). CLIENT AGREES THIS IS A MUTUALLY NEGOTIATED LIMIT OF LIABILITY. The types of claims to which this limitation applies include, without limitation, claims based on negligence, professional errors or omissions, malpractice, indemnity or contribution, breach of contract, breach of expressed or implied warranty and strict liability.
- G. Before CLIENT may commence litigation or arbitration against KW based on professional negligence or failure to perform in accordance with this Agreement, the Owner shall furnish KW with a report written by, and bearing the professional seal of, a professional engineer who is licensed to practice in Washington and who has recent experience with projects similar to the Project. The report must describe in detail each respect in which KW, in the opinion of the author, performed negligently or breached this Agreement. Only those items described in the report may be the subject of any litigation or arbitration commenced by the Owner against KW. The report must be furnished to KW at least thirty days before the mediation called for in this Agreement is convened, and its author must, if requested by KW, meet with KW during the mediation to discuss the report. If CLIENT commences litigation or arbitration without having complied with this provision, the litigation or arbitration shall, upon motion of KW, be dismissed.

6. MISCELLANEOUS

- A. This Agreement may be terminated by either party on seven days written notice to the other party.
- B. In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances within Whatcom, Skagit, and Island Counties in Washington State. No warranty, expressed or implied, is made or intended by this Agreement, by the Services, by the documents prepared and issued by KW or by oral or written reports furnished by KW.
- C. Neither KW nor CLIENT may assign this Agreement or any rights arising under it, whether during or after performance, to any other person or entity without first receiving the written consent of the other party, which consent may be withheld for any reason.
- D. Drawings and specifications prepared by KW are instruments of service and are the property of KW whether the work for which they are prepared is executed or not. The instruments of service are not to be used on other projects, except by specific, written agreement. Copies of the instruments of service may be retained by the CLIENT for its reference in the use, maintenance and occupancy of the completed PROJECT. The instruments of service shall not be altered in any manner without the permission of KW. Any use of the instruments of service on another project, or on this PROJECT following a termination of this Agreement when KW is not in default, shall be at the CLIENT'S sole risk and without liability on the part of KW.
- E. Nothing contained in this Agreement shall create a contract relationship with, or a cause of action in favor of, any person or entity not a party hereto. There are no third party beneficiaries of this Agreement.
- F. This Agreement states all of the terms of the agreement between the parties respecting its subject matter and supersedes all prior and contemporaneous representations, negotiations, commitments and agreements respecting its subject matter. This Agreement shall not be modified or amended except by way of an instrument signed by both parties.

FEE SCHEDULE

Services performed by Kingworks Structural Engineers ("KW") on the basis of hourly rates will be charged at the following rates:

CLASSIFICATION	HOURLY RATE
Principal	\$161.00
Project Manager / Associate	145.00
Senior Engineer	134.00
Staff Engineer	105.00
EIT	95.00
Technician	85.00

The rates may be changed annually in accordance with KW's normal review practices.

Reimbursable Expenses are in addition to compensation for Basic Services and Extra Services and include expenses incurred by KW directly related to the PROJECT, including the following:

- 1 Outside consultant or testing services will be charged at cost plus 10%
- 2 Mileage in private or company vehicles will be charged at the current IRS Standard Mileage Rate for miles driven on PROJECT related business.
- 3 Actual travel and subsistence expenses incurred by KW personnel when away from the home office performing services related to the PROJECT will be charged at cost.
- 4 Delivery expenses, such as express shipment and postage will be charged at cost.
- 5 Other similar PROJECT-related expenses.

Reimbursable Expenses will be billed monthly. Except as specifically stated above, Reimbursable Expenses will be charged at cost.



PROFESSIONAL SERVICES AGREEMENT

Aug 22, 2022

CLIENT: Tyler Andrews
PNW Services
PO Box 30498
Bellingham, WA 98228
(425)954-9614

PROJECT: Sudden Valley Recreation Center
Bellingham, WA

SUBJECT: MECHANICAL ENGINEERING SERVICES FEE PROPOSAL

Berona Engineers, Inc. (BEI) is pleased to submit this proposal to provide Mechanical (HVAC) design services for this project. This proposal is a statement of intent by **PNW Services** (Client), to engage Berona Engineers, Inc. to perform the following mentioned services for this project.

The project consists of an existing barn in the Sudden Valley Community that is used for recreational activities. Our design will include adding ventilation only to the second floor Main Room via Energy Recovery Ventilator. The ERV will be located above the ceiling of the Kitchen, and ducted out towards the west end above the existing beams. Outside air and Exhaust air from the ERV shall be routed to louvers located above the east entry roof. Existing Entry roof will be lowered to accommodate new louvers. Electric duct heater will be included to provide 70 degree F air during cold winter days. Air conditioning will not be included in design as addition of cooling will trigger updating building construction to meet current energy code requirements.

Our basic scope will be to design through the Permit stages. We will respond to Permit questions, comments and make the necessary revisions to the documents. Then submit to the Client the final permit set for their use and at this submittal will indicate the completion and fulfillment of this agreement. The Client shall take full responsibility and full liability for any changes made to these permit documents, where BEI is not involved in and/or has not been authorized by BEI. These set of documents are for the sole purpose of this project and this project site, and shall not be used for any other site without BEI authorization. Changes developed by the contractor and changes to our design, if any, will become the Contractor's responsibility for those changes.

Construction administration will be additional and invoiced on an hourly basis, plus expenses.

Changes developed by the contractor and changes to our design, if any, will become the Contractor's responsibility for those changes.

8021 State Ave, Marysville, WA 98270
ph: (425)744-6033
website: www.beronaengineers.com

Fees and Billings:

Our fee to perform this work will be a lump sum of **\$3000**.

Billings will be monthly based on our percent of completion of submittals.

Reimbursable expenses, if any, will be additional to our basic fee plus 15% and shall not exceed \$300. Payments for each invoice must be received within 30 calendar days of invoice date. A 1.5% finance charge or \$150, whichever is more will be assessed monthly on any balance remaining over 60 days after invoice date.

Additional Services:

Additional services will be any scope of work not listed above, scope changes by the Client. Additional services will be negotiated separately and either added to the basic agreement or performed under a separate agreement and will not proceed without written authorization.

BEI Hourly rates are as follows:

Principal: \$200/hr, Senior Engineer: \$ 180.00/hr, Project Engineer/Sr. Designer: \$ 160.00/hr
Designer/Revit: \$ 140.00/hr, CAD Operator: \$ 120.00/hr, Administration: \$ 85.00/hr.

Work not included:

1. Building Envelope and Energy Modeling
2. Plumbing design
3. Air Conditioning design
4. Stairwell Pressurization
5. Fire and Life Safety Analysis Narrative
6. Fire sprinkler Design
7. Electrical Design
8. Seismic and structural design as it relates to mechanical & plumbing
9. Acoustic engineering
10. Testing, adjusting and balancing, including building pressure testing
11. Redesign based on value engineering
12. All fees, permits and inspections.

Client to Provide and Responsible for:

1. Take out all Permits and order site inspections
2. Architectural backgrounds in pdf, CAD and/or Revit formats.
3. Site Utilities
4. Equipment cut sheets for all owner or by others specified equipment.
5. Copying of our documents.
6. Distribution of our copied and original documents for each submittal.

TERMINATION OF SERVICES

The failure to make payment to BEI in accordance with the payment terms herein shall constitute a material breach of this Agreement and shall be cause for termination by Berona Engineers, Inc.

Page 3
Aug 22, 2022
Sudden Valley

Either the Client or BEI may terminate this AGREEMENT without penalty at any time with or without cause upon giving the other party 30 calendar days prior written notice. Client shall within (15) fifteen calendar days of termination pay BEI for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this AGREEMENT. CLIENT shall also reimburse BEI termination expenses, including but not limited to, those associated with, reassignment of personnel, and space and equipment cost.

Our scope only covers reviewing documents to be submitted to the Jurisdiction Having Authority (JHA) for review and comment, of which we will respond and revise our documents accordingly. These documents will be used for the basis of the JHA to issue a construction permit for the Client. Our understanding is that your firm will be the builder and that you will have the last say on selected products for us to design around and that we will confirm selections through load calculations. Also, the Client will be responsible for the full means and methods for the construction of the work that we will provide design review for under this agreement.

INDEMNIFICATION

The Client shall indemnify and hold harmless Berona Engineers, Inc. and all of its personnel, agents, sub consultants from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of, or resulting from, the performances of these services, provided that any such claim, damage, loss or expenses is caused by the sole negligent act, errors, or omissions and/or strict liability of the Client, including, but not limited to anyone directly or indirectly employed by the Client or anyone or entity (other than BEI), associated with the Client whose acts may be liable.

APPLICABLE LAW: This agreement shall be governed by the laws of the State of Washington.

This proposal is good to the end of the day, Sept 22, 2022.

If this proposal is acceptable, please sign below and return a copy for our records. We look forward to working with you on this project. If you have any questions or require more information, please call.

Sincerely,

Berona Engineers, Inc.



Rob Russell, PE
Principal

ACCEPTABLE TO PNW Services:

By: _____ **Date:** _____

Sudden Valley Community Association

Barn 8 Remodel

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight			
	Oversight of Sarah Brown Architecture & Design and Kingworks Structural Engineers, review drawings, and site visits as required.	20	
	Total Estimated Design Oversight Hours	20	\$ 2,700.00
Permitting			
	Oversight of permit applications, facilitate signatures / submittals / permit fees.	8	
	Total Estimated Permitting Cost	8	\$ 1,080.00
Contractor Bids			
	Prepare bid package, issue to contractors, and answer any bid questions.	6	
	Review construction bids, and provide recommendation to SVCA.	2	
	Total Estimated Bid Package Hours	8	\$ 1,080.00
Construction Management			
	Under separate proposal.		
	Total Estimated Construction Management Hours	0	\$ -
	Total Estimated		\$ 4,860.00

GENERAL NOTES

- GENERAL NOTES**
- IN GENERAL, PLAN DIMENSIONS SHOWN ARE TO FACE OF STUD OR FACE OF CONCRETE, UNLESS OTHERWISE NOTED. DO NOT SCALE THESE DRAWINGS. USE CALCULATED DIMENSIONS ONLY. VERIFY ALL DIMENSIONS, DATUM AND LEVELS PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.
 - PERSONS USING THE INFORMATION IN THESE CONSTRUCTION DOCUMENTS WITHOUT PERMISSION OF THE ARCHITECT DOES SO AT THEIR OWN RISK AND BY SUCH AGREES TO INDEMNIFY THE ARCHITECT AS WELL AS ARCHITECT'S EMPLOYEES AND CONSULTANTS, AND TO HOLD HARMLESS FOR ANY INJURY OR LOSS OF DAMAGE THAT MAY OCCUR.
 - CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND ARCHITECT HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ARCHITECT.
 - THE CONTRACTOR SHALL HAVE AND MAINTAIN INSURANCE AS APPROVED BY THE BUILDING OWNER AND THE TENANT IF TENANT IS THE CONTRACTORS CLIENT.
 - CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO ENSURE THAT ALL PROPERTY IS PROTECTED DURING THIS CONSTRUCTION. ANY DAMAGE OR CHANGED CONDITIONS SHALL BE REPAIRED AND RESTORED TO A CONDITION EQUAL TO THAT EXISTING AT THE COMMENCEMENT OF THE WORK. CONTRACTOR SHALL RESTORE ANY DAMAGE AT HIS OWN EXPENSE. WHERE EXISTING WORK IS DAMAGED, CUT OR DEFACED DUE TO PERFORMANCE OF NEW WORK, THE CONTRACTOR SHALL PATCH AND REPAIR SAME TO MATCH ADJOINING SURFACES. REPAIRED FINISHES SHALL BE EXTENDED TO THE NEAREST VISUAL BREAK LINES SUCH AS CORNER, CEILING LINES, TOP OF BASE OR SIMILAR.
 - CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO INITIATING THE WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
 - WHERE A CONSTRUCTION DETAIL IS NOT SHOWN OR NOTED, THE DETAIL SHALL BE THE SAME AS FOR OTHER SIMILAR WORK.
 - ALL WORK SHALL COMPLY WITH THE 2009 IBC, IFC, IPC, IMC AS AMENDED BY WASH. STATE. PROJECT SHALL ALSO COMPLY W/ JURISDICTIONAL CODE AMENDMENTS BY THE LOCAL AGENCY. CONTRACTOR IS RESPONSIBLE FOR OBTAINING NECESSARY PERMITS & INSPECTIONS TO COMPLETE THE WORK. CONTRACTOR TO HAVE CURRENT VALID CITY OR COUNTY BUSINESS LICENSE PRIOR TO ISSUANCE OF PERMIT. WHEN REQUIRED BY LAW.
 - ERRORS, OMISSIONS AND DISCREPANCIES, IF ANY, SHALL BE REFERRED TO THE ARCHITECT IMMEDIATELY FOR DIRECTION OF HOW TO PROCEED.
 - VERIFY ALL ROUGH-IN DIMENSIONS FOR EQUIPMENT PROVIDED IN THE CONTRACT BY OTHERS PROVIDE ALL BLOCK-OUTS, BLOCKING, BACKING AND JACKS REQUIRED FOR DUCTS, PIPES, CONDUITS, EQUIPMENT, FIXTURES AND CABINETS. VERIFY SIZE AND LOCATION.
 - DO NOT SIGNIFICANTLY VARY OR MODIFY THE WORK SHOWN, EXCEPT UPON WRITTEN INSTRUCTIONS OF THE ARCHITECT.
 - VERIFY LOCATION OF ALL EXISTING UTILITIES INCLUDING BUT NOT LIMITED TO SEWER, SEPTIC, WATER, GAS, POWER AND TELEPHONE. CAP, MARK AND PROTECT.
 - DETAILS ARE INTENDED TO SHOW THE INTENT OF THE DESIGN. MINOR MODIFICATION MAY BE REQUIRED TO SUIT THE FIELD DIMENSIONS OR CONDITIONS AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE WORK OF THE CONTRACT.
 - PROVIDE CLOSURE, MEETING THE REQUIREMENTS OF ALL GOVERNING AUTHORITIES, AT RATED PARTITIONS, FLOORS, CEILINGS, AND ROOF LOCATIONS. ALL REQUIRED FIRE-RATED PARTITIONS SHALL BE CONTINUOUS FROM FLOOR TO UNDERSIDE OF STRUCTURE ABOVE.
 - NO BUILDING OR PORTION OF A BUILDING SHALL BE OCCUPIED OR USED FOR STORAGE PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
 - THE CONTRACTOR SHALL CONSULT PLANS OF ALL TRADES, INCLUDING DESIGN-BUILD DOCUMENTS REQUIRED BY CONTRACT DOCUMENTS, TO VERIFY SIZE, WEIGHT, POWER, LOCATION AND OTHER REQUIREMENTS AND LOCATION OF THOSE ITEMS TO BE INSTALLED PRIOR TO COMMENCEMENT OF WORK.
 - ELECTRICAL, MECHANICAL AND PLUMBING: GENERAL CONTRACTOR TO PROVIDE ALL REQUIRED ENGINEERING, CALCULATIONS, FORMS, APPLY, PAY FOR & OBTAIN ALL REQUIRED PERMITS.
 - GENERAL CONTRACTOR SHALL BRING TO THE OWNER'S ATTENTION ANY DISCREPANCIES WITHIN THE CONTRACT DOCUMENTS, ACTUAL FIELD CONDITIONS AND ANY DESIGN AND LAYOUT CHANGES REQUIRED DUE TO ANY SPECIFIC EQUIPMENT SELECTIONS OR ANY OTHER REASON PRIOR TO PURCHASING EQUIPMENT AND MATERIAL.
 - PROVIDE BARRIER FREE SIGNAGE AT RESTROOMS.
 - MOUNT ALL SINKS AT 34" AFF, UNO. COUNTERS 34" AFF WHEN SINK COUNTER MOUNTED.
 - EXTERIOR BUILDING SIGNAGE IS NIC. CONTRACTOR TO PROVIDE POWER TO SIGN LOCATIONS.
 - THE ARCHITECT HAS NOT BEEN RETAINED OR COMPENSATED TO PROVIDE DESIGN AND/OR CONSTRUCTION REVIEW SERVICES RELATING TO THE CONTRACTOR'S SAFETY PRECAUTIONS OR TO MEANS, METHODS, TECHNIQUES OR PROCEDURES REQUIRED FOR THE CONTRACTOR TO PERFORM HIS WORK. THE UNDERTAKING OF PERIODIC SITE VISITS BY THE ARCHITECT SHALL NOT BE CONSTRUED AS SUPERVISION OF ACTUAL CONSTRUCTION NOR MAKE HIM RESPONSIBLE FOR THE PERFORMANCE OF WORK BY THE CONTRACTOR OR CONTRACTOR'S EMPLOYEES, OR EMPLOYEES OF SUPPLIERS OR SUBCONTRACTORS, OR FOR ACCESS, VISITS, USE, WORK, TRAVEL OR OCCUPANCY BY ANY PERSON.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SAFETY PRECAUTIONS AND THE MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES REQUIRED TO PERFORM THE WORK.
 - THESE DRAWINGS ARE THE EXCLUSIVE PROPERTY OF THE ARCHITECT AND MAY BE REPRODUCED ONLY WITH THE WRITTEN PERMISSION OF THE ARCHITECT. AUTHORIZED REPRODUCTIONS MUST BEAR THE NAME OF THE ARCHITECT.
 - PROVIDE FIRE BLOCKING, DRAFT STOPS AND FIRE STOPS IN ATTICS, FLOORS AND WALL CAVITIES AS REQUIRED PER THE IBC.
 - CONTRACTOR SHALL RETAIN ONE SET OF THE PLANS TO NOTE AND DOCUMENT ALL CHANGES DURING CONSTRUCTION. THE SET SHALL BE A PART OF THE CONTRACTOR'S CLOSE-OUT PACKAGE TO THE OWNER. CLOSE-OUT PACKAGE SHALL INCLUDE (3) SET OF SHOP DRAWINGS, PRODUCT LITERATURE, EQUIPMENT WARRANTY MANUALS.
 - CONTRACTOR SHALL PROVIDE SOLID BLOCKING UNLESS NOTED OTHERWISE AS REQUIRED FOR NAILING OF ALL INTERIOR AND EXTERIOR TRIMS, FINISHES AND FIXTURES. THE CONTRACTOR SHALL PROVIDE FOR ALL THE NECESSARY FRAMING AND BRACING FOR THE INSTALLATION OF OWNER FURNISHED ITEMS.
 - CONTRACTOR SHALL ONLY PROCEED WITH WORK WHERE HAZARDOUS MATERIALS ARE PRESENT AFTER RECEIPT OF THE BUILDING OWNERS HAZARDOUS MATERIALS GOOD FAITH REPORT REQUIRED BY THE STATE. PRIOR TO ANY DEMOLITION VERIFY & PERFORM ADDITIONAL HAZARDOUS MATERIAL TESTING AS REQUIRED. LEGALLY REMOVE HAZARDOUS MATERIALS. PROVIDE LEGAL DOCUMENTATION. CONTRACTOR SHALL COMPLY WITH FEDERAL AND STATE RULES AND REGULATIONS WHEN HANDLING, REMOVING OR ENCAPSULATING HAZARDOUS MATERIALS ON THE PROJECT.
 - LEGALLY REMOVE & DISPOSE OF THE DEMOLITION AND CONSTRUCTION DEBRIS.
 - DIMENSIONS TO STUD FACE UNLESS NOTED AS "CLEAR" OR "CLR" WHICH MEANS TO FACE OF WALL FINISH.

ARCHITECTURAL ABBREVIATIONS

- | | |
|---------|---------------------------|
| A.H.U. | AIR HANDLING UNIT |
| ALT. | ALTERNATE |
| A.V. | AUDIO / VISUAL |
| BLDG. | BUILDING |
| DIA. | DIAMETER |
| D.S. | DOWNSPOUT |
| ELEC. | ELECTRICAL |
| ELEV. | ELEVATOR |
| EXT. | EXTERIOR |
| F.E. | FIRE EXTINGUISHER |
| F.E.C. | FIRE EXTINGUISHER CABINET |
| F.F. | FINISH FLOOR |
| GA. | GAUGE |
| G.L.B. | GLUE LAMINATED BEAM |
| G.V.B. | GYPSUM WALLBOARD |
| HR. | HOUR |
| INSUL. | INSULATION |
| INT. | INTERIOR |
| MECH. | MECHANICAL |
| MISC. | MISCELLANEOUS |
| N.I.C. | NOT IN CONTRACT |
| O.C. | ON CENTER |
| OPP. | OPPOSITE |
| P.T. | PRESSURE TREATED |
| REF. | REFERENCE |
| RM. | ROOM |
| S.D. | SMOKE DETECTOR |
| SHT. | SHEET |
| SIM. | SIMILIAR |
| SS. | STAINLESS STEEL |
| ST. | STREET |
| STRUCT. | STRUCTURAL |
| T.O.C. | TOP OF CONCRETE |
| TS. | TUBE STEEL |
| TYP. | TYPICAL |
| U.N.O. | UNLESS NOTED OTHERWISE |
| W/ | WITH |
| @ | AT |
| & | AND |

SYMBOLS

- | | |
|--|------------------------|
| | DETAIL REFERENCE |
| | BLDG SECTION |
| | WALL SECTION |
| | INTERIOR ELEVATION |
| | DOOR NUMBER |
| | ROOM NUMBER |
| | ELEVATION DATUM |
| | COLUMN GRID |
| | WALL TYPE |
| | POWER POLE |
| | CATCH BASIN |
| | STORM DRAIN MANHOLE |
| | SANITARY SEWER MANHOLE |
| | FIRE HYDRANT |

PROJECT ADDRESS

4 BARN VIEW DRIVE
BELLINGHAM, WA 98229

BUILDING OWNER

SUDDEN VALLEY COMMUNITY ASSOCIATION
4 CLUBHOUSE CIRCLE
BELLINGHAM, WA
CONTACT:

CONTRACTOR

PNW CIVIL INC.
920 NORTHSORE DR
BELLINGHAM, WA 98228
CONTACT: TYLER ANDREWS
PH: (360) 739-2072

PROJECT NOTES

DOOR NOTES:

- VERIFY ALL R.O. AND JAMB DEPTHS PRIOR TO ORDERING.
- ALL DOORS TO HAVE BARRIER FREE HARDWARE AS REQUIRED.
- DOORS SHALL HAVE LEVER HARDWARE WHICH WILL PERMIT OPERATION BY WRIST OR ARM PRESSURE.
- ALL POCKET DOORS TO HAVE ADA POCKET DOOR PULLS.

DEMOLITION NOTES:

- LEGALLY REMOVE DEMOLITION DEBRIS FROM SITE.
- PROTECT ALL STRUCTURAL MEMBERS AND COLUMNS.
- DEMOLITION DEBRIS SHALL NOT BE ALLOWED TO DAMAGE OR OVERLOAD THE EXISTING STRUCTURE.

FURNISHING NOTES:

- ALL FURNITURE NIC

LAND USE INFORMATION

PARCEL No.: 3704083184570000

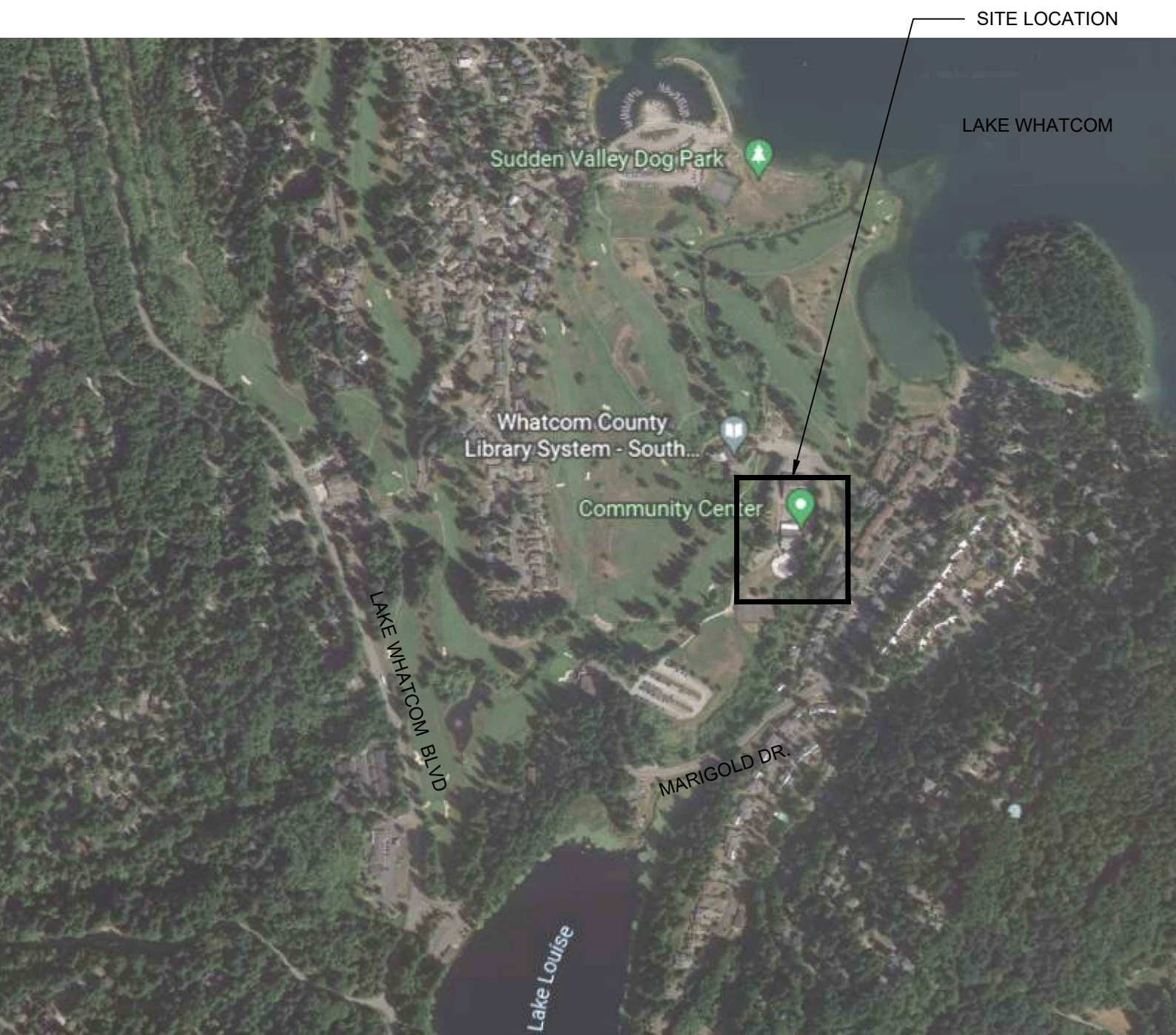
ABBREV. LEGAL DESCRIPTION:
TR IN N 1/2 DAF-BEG AT MOST NLY COR ON ELY
BNDRY OF SUDDEN VALLEY CLUBHOUSE CLUSTER
CONDOMINIUM-TH USING SAME MERIDIAN
SHOWN ON SD PLAT S 87 DEG 02'58" E 175.14 FT-
TH N 25 DEG 48'04" E 32.49 FT-TH S 60 DEG 52'42"
E 223.35 FT-TH N 32 DEG 19'26" E 246.79 FT

BUILDING CODE REQUIREMENTS

2018 INTERNATIONAL BUILDING CODE, IEBC PRESCRIPTIVE
COMPLIANCE METHOD & WA STATE AMENDMENTS.

PROPERTY CHARACTERISTICS

LAND USE:	74
TAX DIST:	1015 - 501 R L FSW LWWS
LEGAL ACRES:	11.77 ACRES



1 VICINITY MAP
SCALE: NTS

PROJECT DESCRIPTION

PROJECT DESCRIPTION:	THIS PROJECT CONSISTS OF NEW WINDOWS, DOORS ROOFING AND SIDING ON AN EXISTING COMMUNITY CENTER. A NEW GABLE ROOF WILL BE CONSTRUCTED OVER TWO EXTERIOR ENTRY POINTS. A SMALL TI WILL OCCUR IN THE NE CORNER OF THE GROUND FLOOR THAT WILL INCLUDE A STORAGE ROOM AND A NEW OFFICE.
CONSTRUCTION TYPE:	V-B
OCCUPANCY:	GROUP : B-BUSINESS
AREA:	GROUND FLOOR: 13,176 SQ FT SECOND FLOOR: 8,856 SQ FT
RESTROOMS:	NO WORK
FIRE SPRINKLERS:	NONE
FIRE ALARM:	PROVIDE & LOCATE FIRE ALARM NOTIFICATION APPLIANCE(S) STATION(S) AND SENSOR(S) AS REQUIRED BY FIRE DEPARTMENT

DRAWING INDEX

A1.01 - TITLE PAGE & PROJECT INFORMATION
A2.01 - FIRST FLOOR PLAN
A2.02 - SECOND FLOOR PLAN
A3.01 - ELEVATIONS
A3.02 - ELEVATIONS
A4.01 - SECTIONS
A7.01 - EXTERIOR DETAILS

DEFERRED SUBMITTAL

ELECTRICAL, DEFERRED SUBMITTAL
MECHANICAL DEFERRED SUBMITTAL

SUDDEN VALLEY
REC CENTER
EXT. REMODEL

SVBARN 8

SB JOB NO: 202205.27
DATE: 10.24.2022

CONSTRUCTION
DOCUMENTS

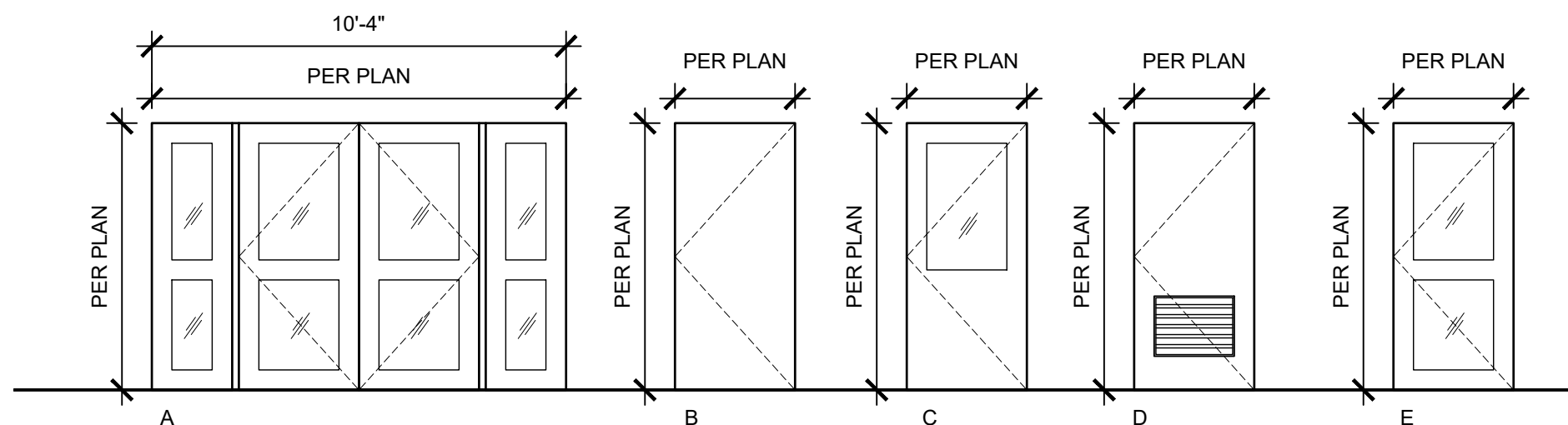
No.	ISSUED FOR	DATE

TITLE PAGE &
PROJECT INFORMATION

NOTES:

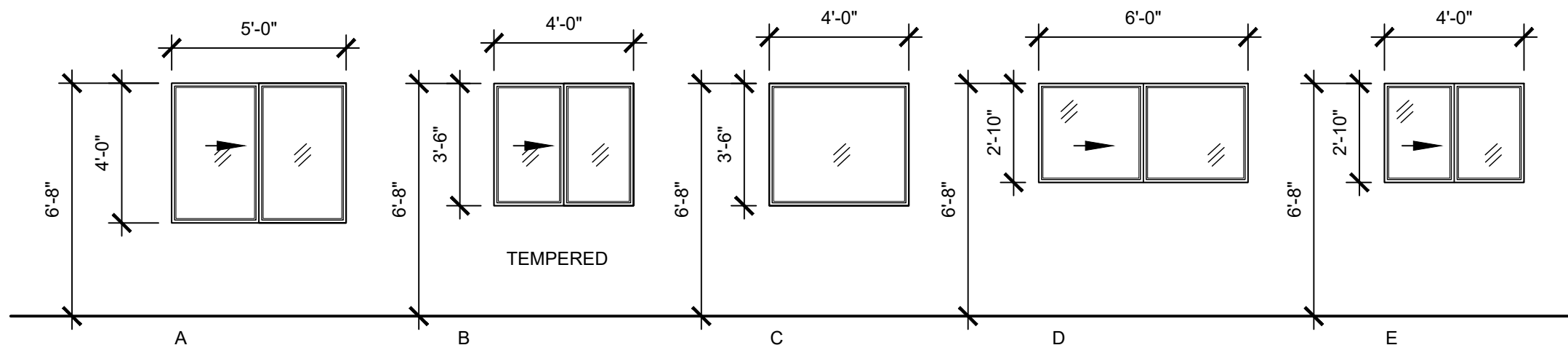
NR NON RATED
WD WOOD
PT PAINT
ST STAIN
HM HOLLOW METAL
SC SOLID CORE

SUDDEN VALLEY REC. CENTER - BARN 8 : DOOR SCHEDULE										
MARK	WIDTH	HEIGHT	ROOM TYPE	DOOR TYPE	CONSTRUCTION	FINISH	GLASS	FRAME TYPE	DOOR HARDWARE	COMMENTS
100	6'-0"	7'-0"	ENTRY HALL	A	STOREFRONT	ALUMINUM	TI	MFR.		KAWNEER/500 TUFFLINE
103	3'-0"	7'-0"	SNACK BAR	B	METAL INSULATED	PAINT		HM	LEVER	
109	3'-0"	7'-0"	CRAFT ROOM	B	METAL INSULATED	PAINT		HM	LEVER	
113	6'-0"	7'-0"	EXERCISE RM.	BB	METAL INSULATED	PAINT		HM	PANNIC HARDWARE	
119	3'-0"	7'-0"	MULTI-PURP.	C	METAL INSULATED	PAINT	TI	HM	LEVER	
125	3'-0"	7'-0"	MENS RM.	B	METAL INSULATED	PAINT		HM	LEVER	
126A	3'-0"	7'-0"	STORAGE	B	METAL INSULATED	PAINT		HM	LEVER	
126B	3'-0"	7'-0"	STORAGE	B	METAL INSULATED	PAINT		HM	LEVER	
129	3'-0"	7'-0"	WOMENS RM.	B	METAL INSULATED	PAINT		HM	LEVER	
132	3'-0"	7'-0"	POOL DRY RM.	D	METAL INSULATED	PAINT		HM	LEVER	
135A	3'-0"	7'-0"	POOL RM.	D	METAL INSULATED	PAINT		HM	LEVER	
135B	3'-0"	7'-0"	POOL RM.	D	METAL INSULATED	PAINT		HM	LEVER	
147	6'-0"	7'-0"	STAIR HALL	BB	METAL INSULATED	PAINT		HM	PANNIC HARDWARE	
201	6'-0"	7'-0"	DANCE HALL	A	STOREFRONT	ALUMINUM	TI	MFR.	PANNIC HARDWARE	KAWNEER/500 TUFFLINE
202	6'-0"	7'-0"	DANCE HALL	CC	STOREFRONT	ALUMINUM	TI	MFR.	PANNIC HARDWARE	KAWNEER/500 TUFFLINE



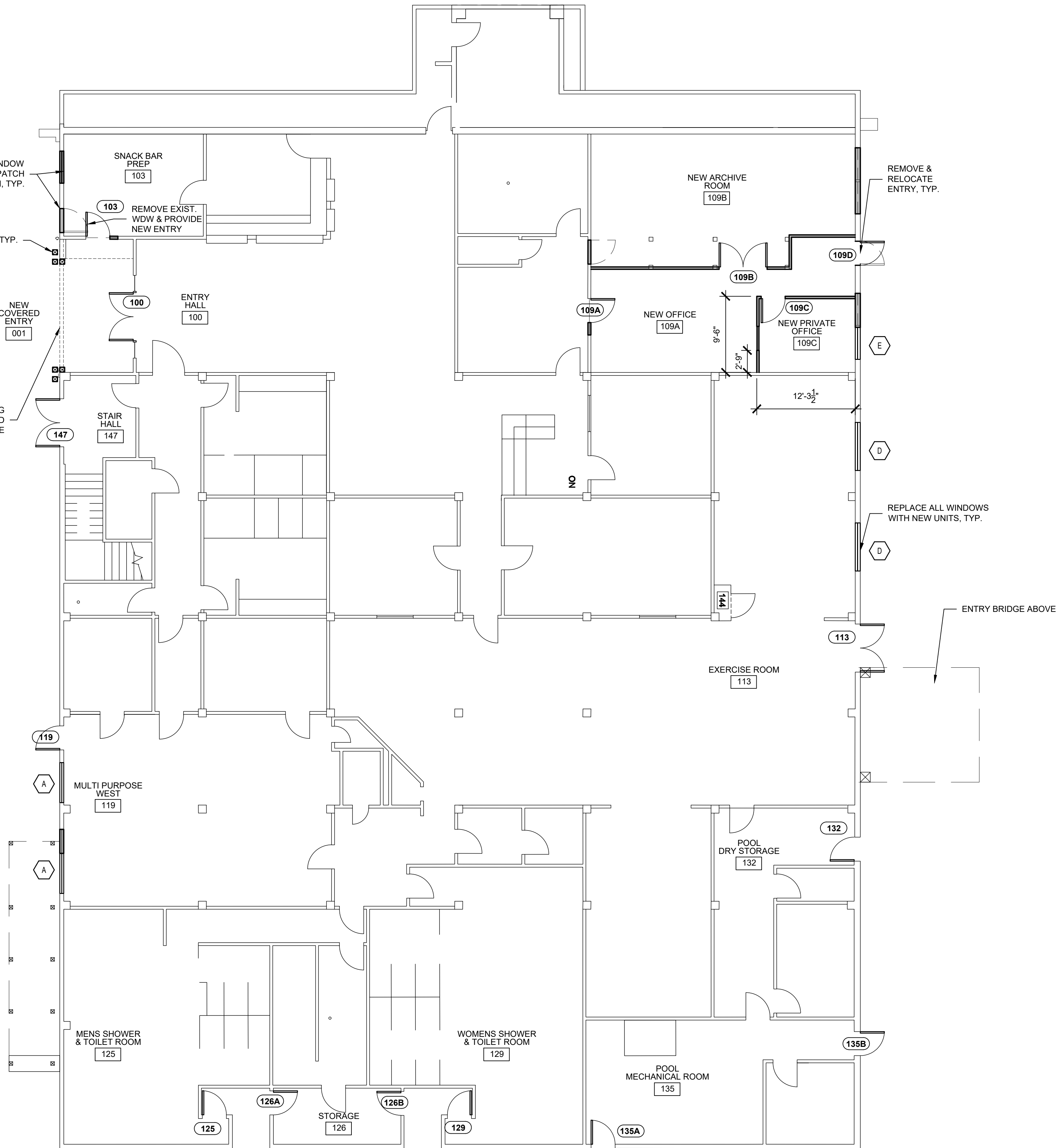
DOOR TYPES

SCALE: 1/4"=1'-0"



WINDOW TYPES

SCALE: 1/4"=1'-0"



FIRST FLOOR - EXISTING FLOOR PLAN

SCALE: 1/8"=1'-0"

WALL KEY

NEW WALL
EXISTING WALL
DEMO WALL

SUDDEN VALLEY
REC CENTER
EXT. REMODEL

SVBARN 8

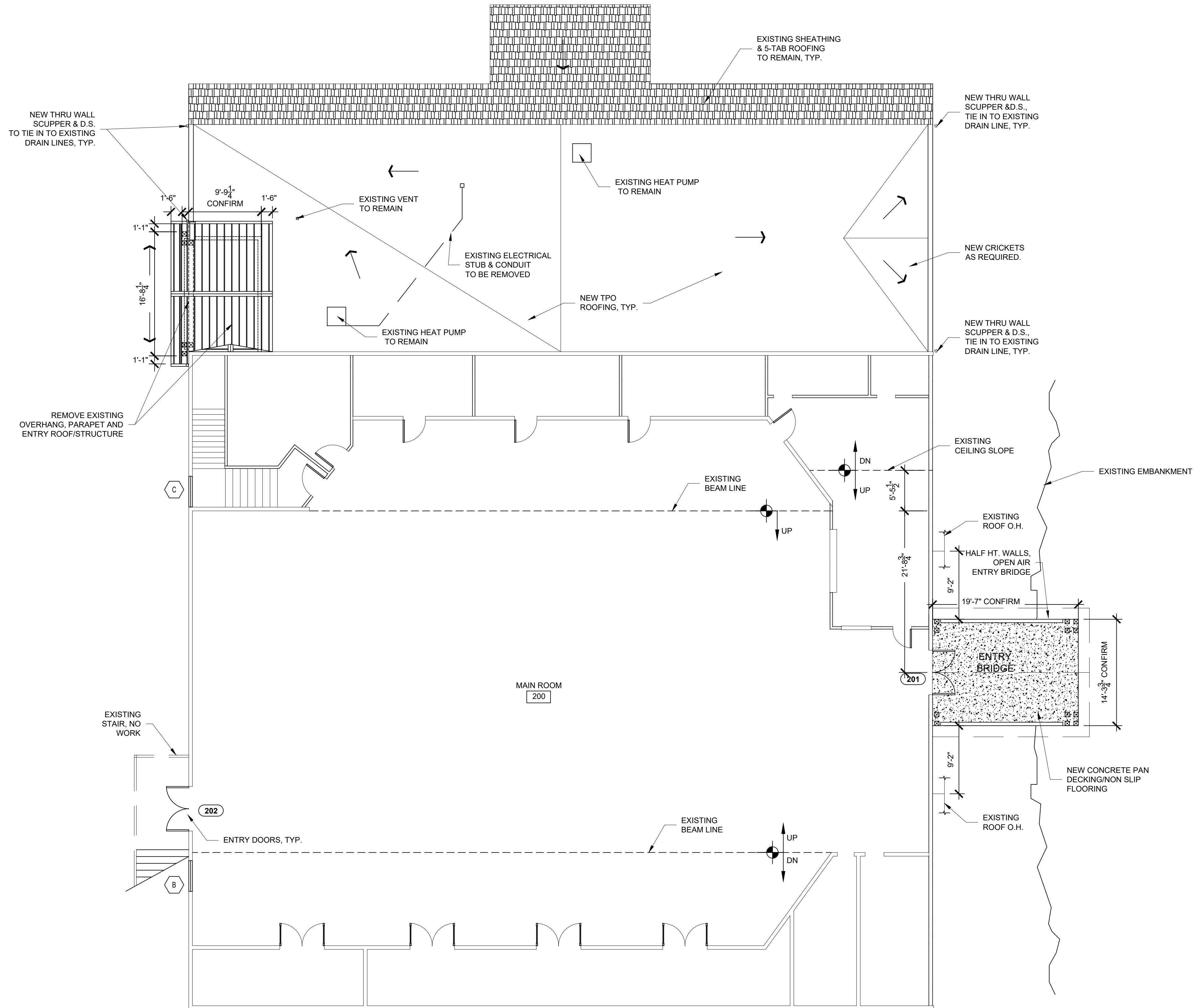
SB JOB NO: 202205.27

DATE: 10.24.2022

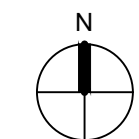
CONSTRUCTION
DOCUMENTS

No.	ISSUED FOR	DATE

FIRST FLOOR PLAN



2 SECOND FLOOR/ROOF PLAN
SCALE: 1/8"=1'-0"



WALL KEY

- NEW WALL
- EXISTING WALL
- DEMO WALL

SUDDEN VALLEY REC CENTER EXT. REMODEL

SVBARN 8

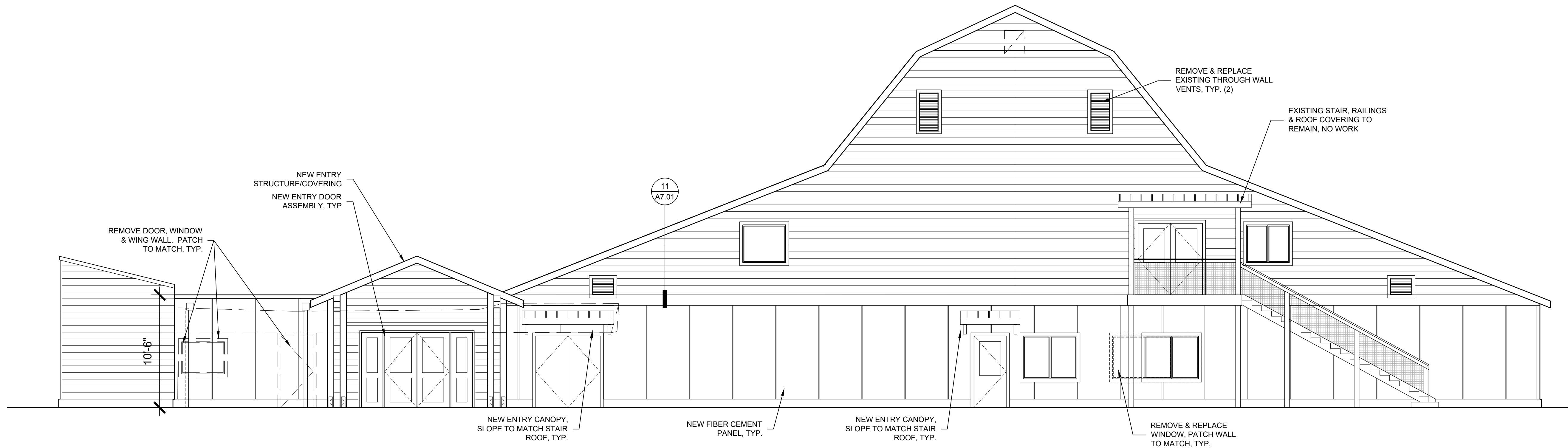
SB JOB NO: 202205.27
DATE: 10.24.2022

CONSTRUCTION DOCUMENTS

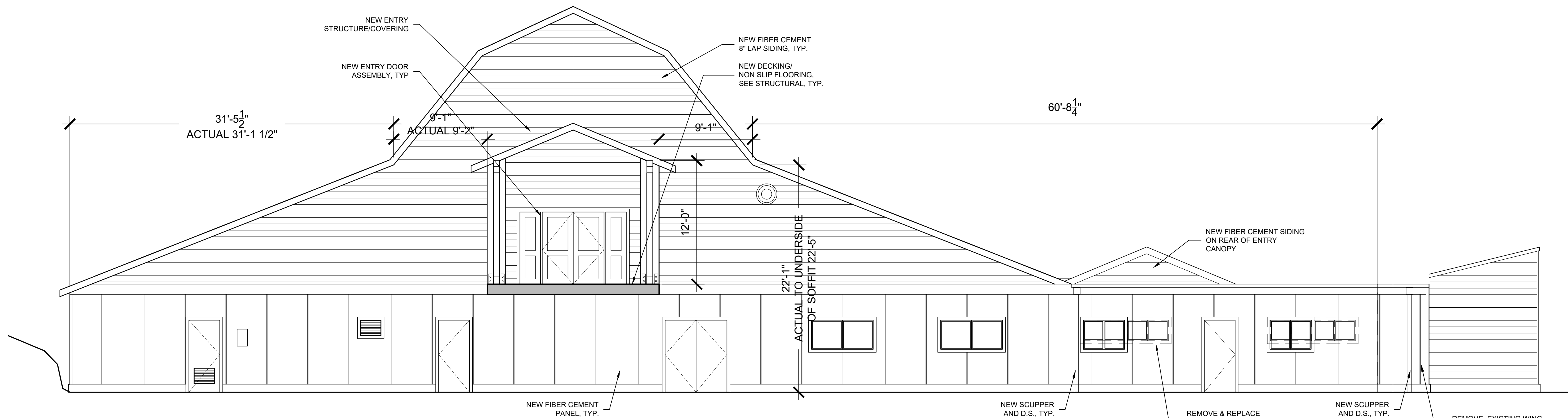
No.	ISSUED FOR	DATE

SECOND FLOOR PLAN

A2.02



2 WEST ELEVATION
SCALE: 3/16"=1'-0"



1 EAST ELEVATION
SCALE: 3/16"=1'-0"

SUDDEN VALLEY REC CENTER EXT. REMODEL

SVBARN 8

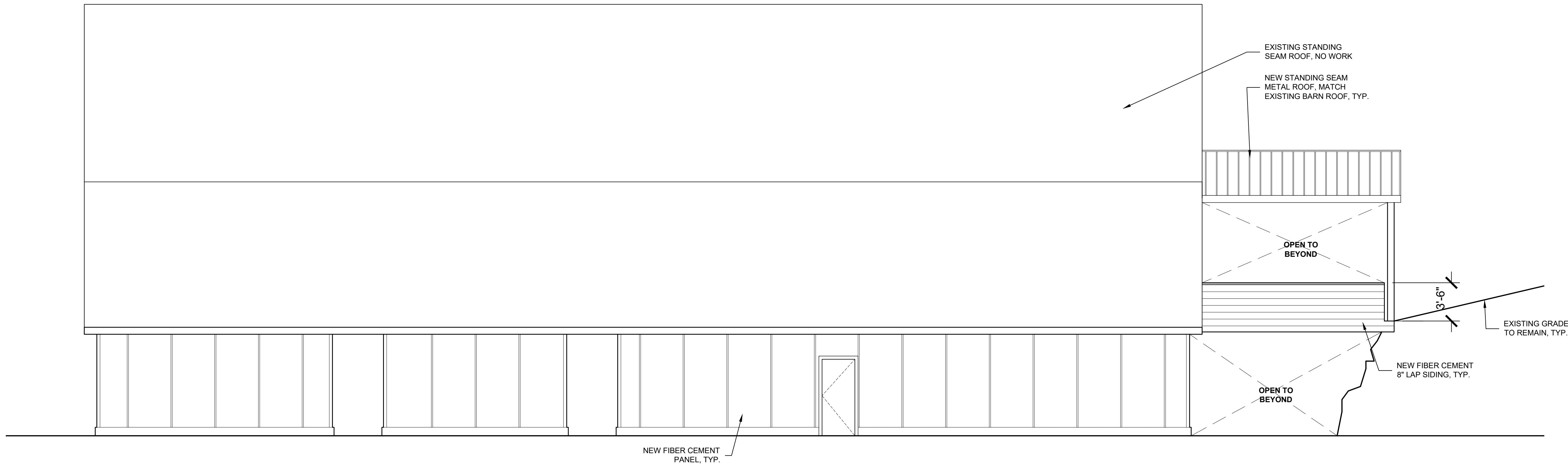
SB JOB NO: 202205.27
DATE: 10.24.2022

CONSTRUCTION DOCUMENTS

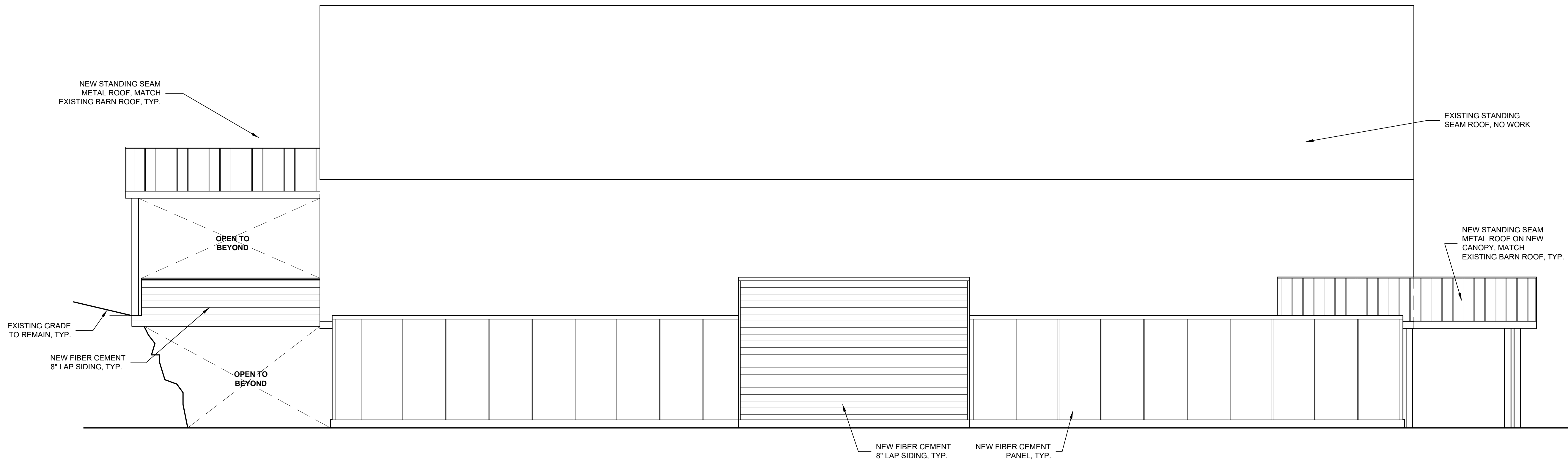
No.	ISSUED FOR	DATE

ELEVATIONS

A3.01



2 SOUTH ELEVATION
SCALE: 1/8"=1'-0"



1 NORTH ELEVATION
SCALE: 1/8"=1'-0"

SUDDEN VALLEY REC CENTER EXT. REMODEL

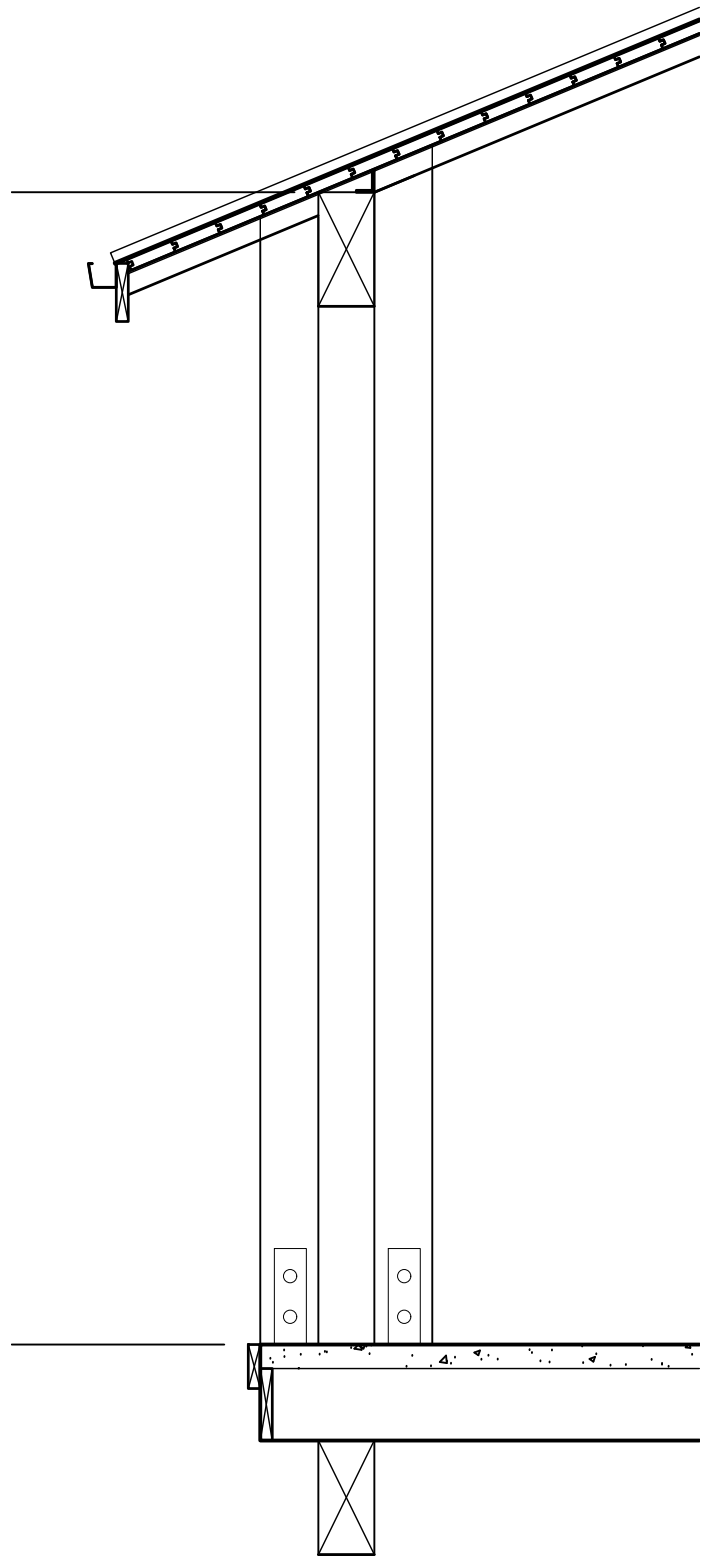
SVBARN 8

SB JOB NO: 202205.27
DATE: 10.24.2022

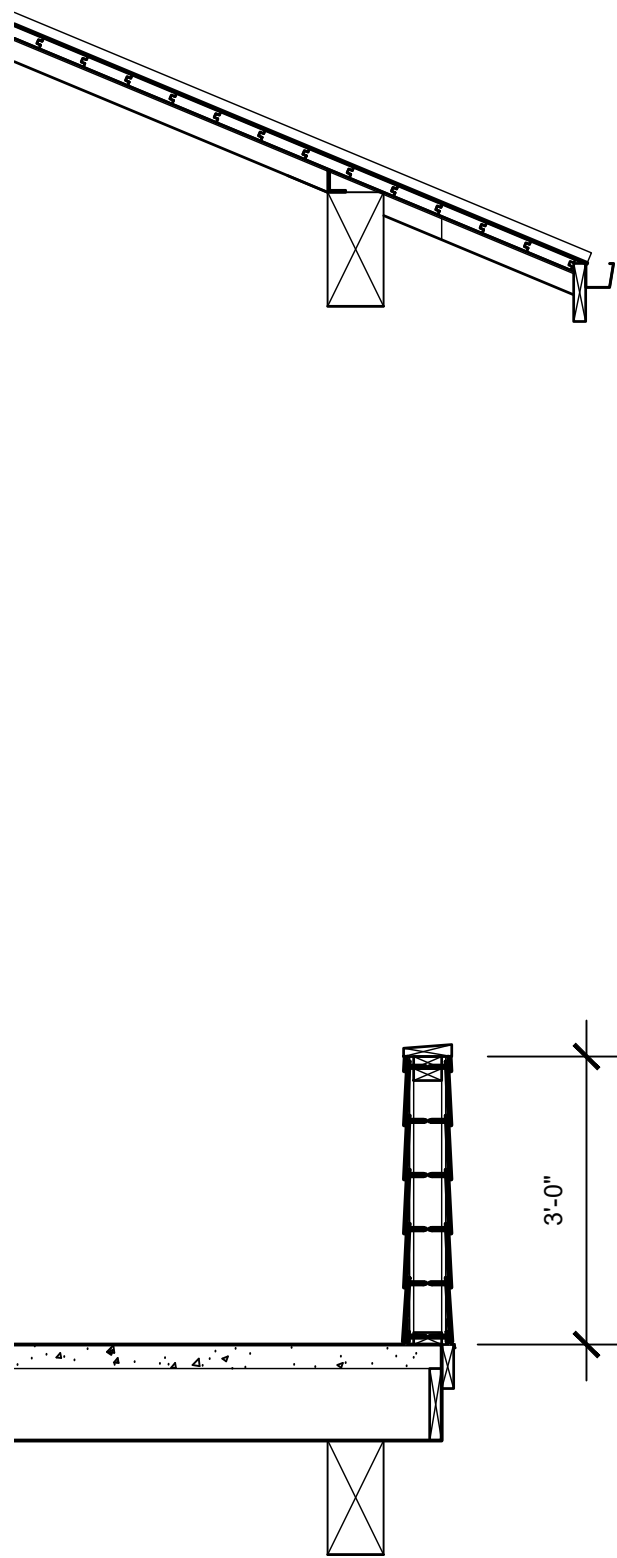
CONSTRUCTION DOCUMENTS

No.	ISSUED FOR	DATE

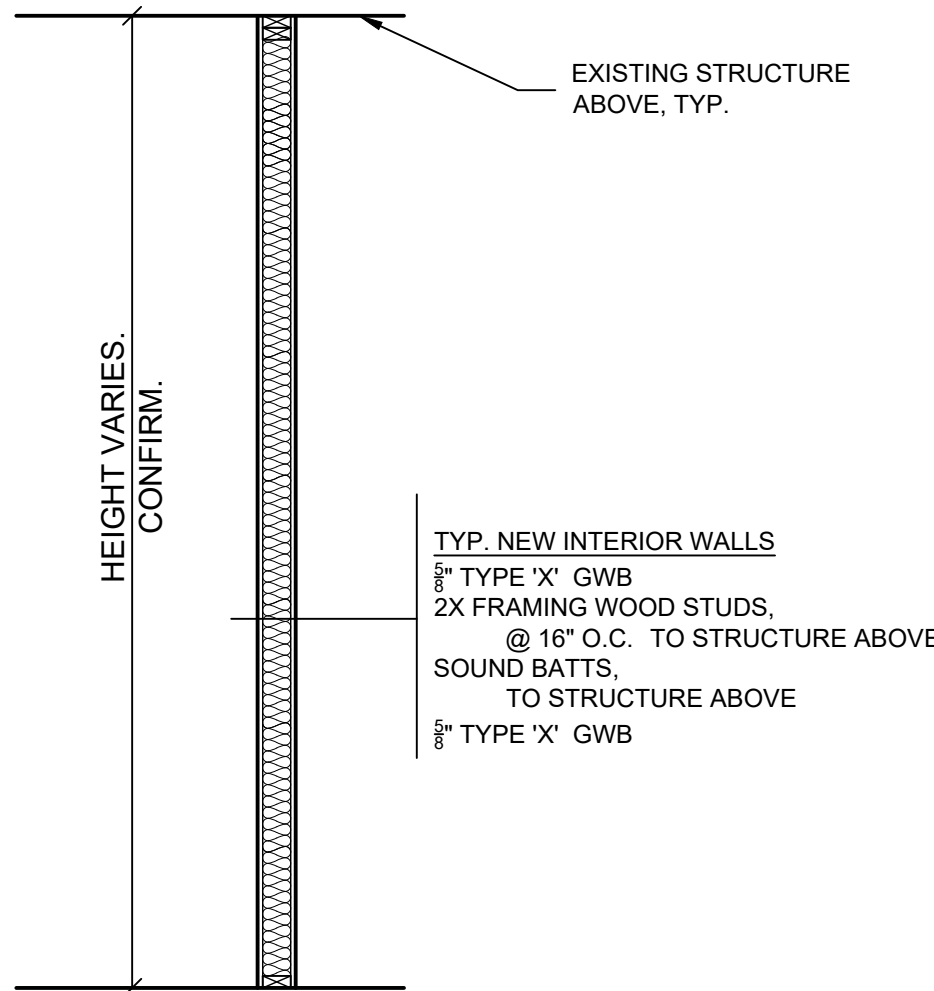
ELEVATIONS



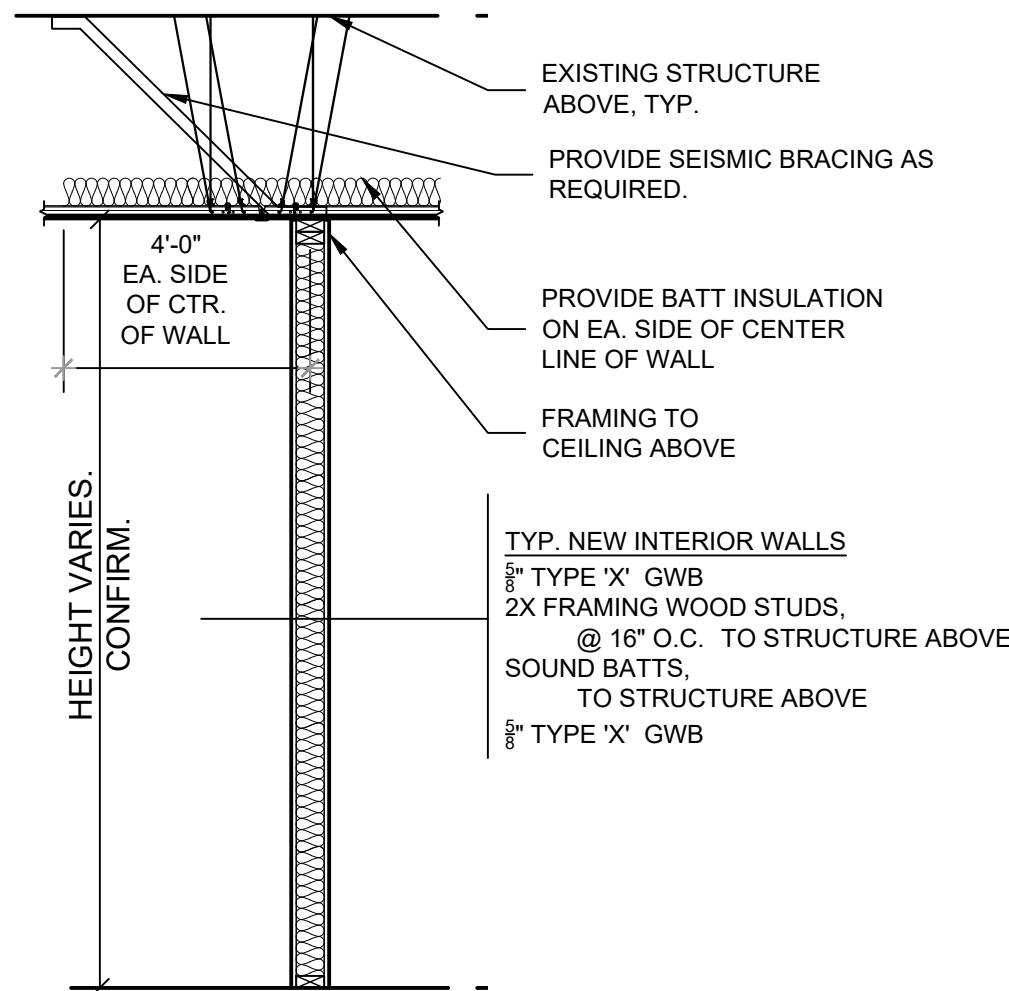
4
BRIDGE SECTION
SCALE: 1/2"=1'-0"



3
BRIDGE SECTION
SCALE: 1/2"=1'-0"



2
TYP INTERIOR WALL SECTION
TO STRUCTURE ABOVE
SCALE: 1/2"=1'-0"



1
TYP INTERIOR WALL SECTION
TO ACT ABOVE
SCALE: 1/2"=1'-0"

SUDDEN VALLEY
REC CENTER
EXT. REMODEL

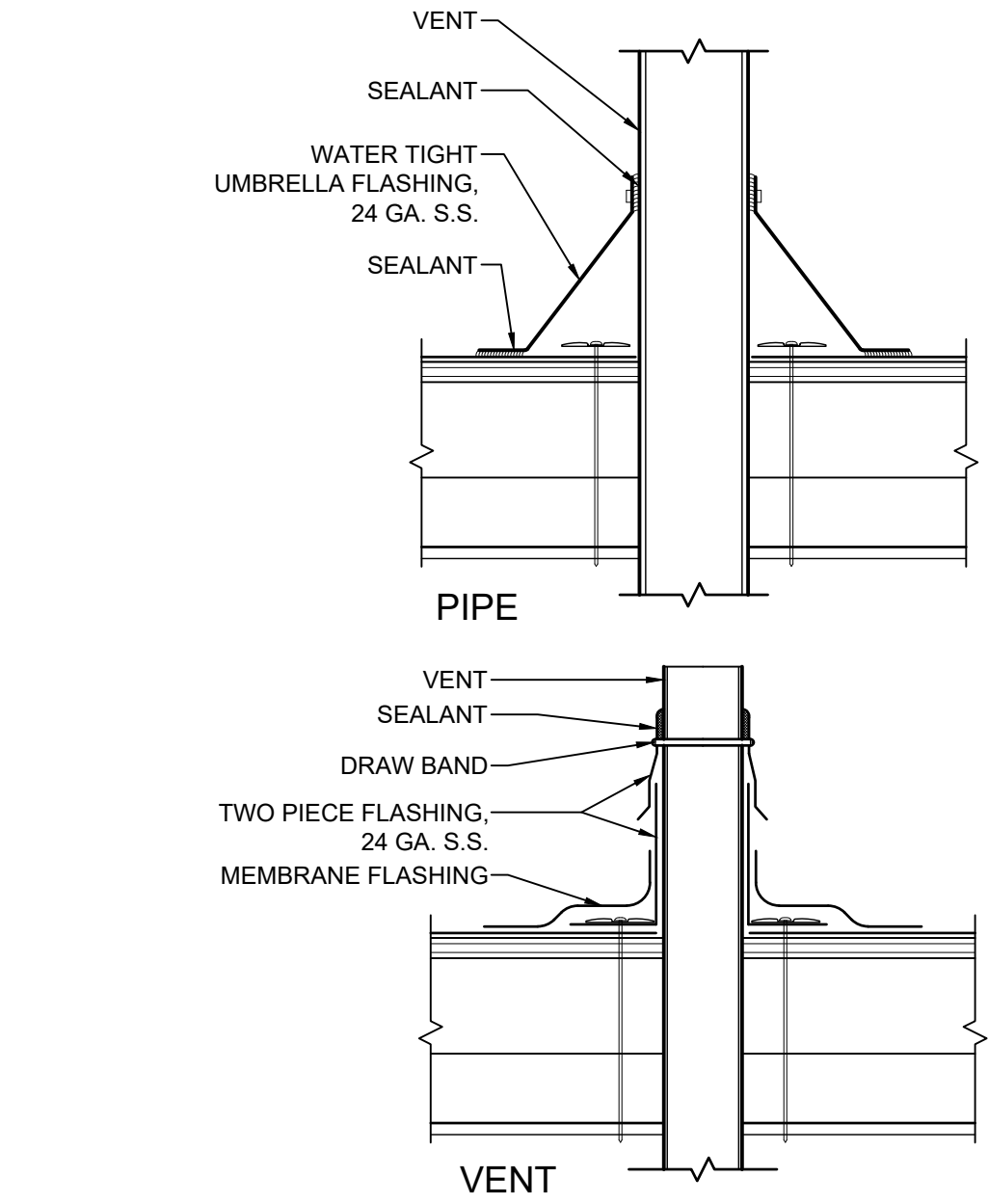
SVBARN 8

SB JOB NO: 202205.27
DATE: 10.24.2022

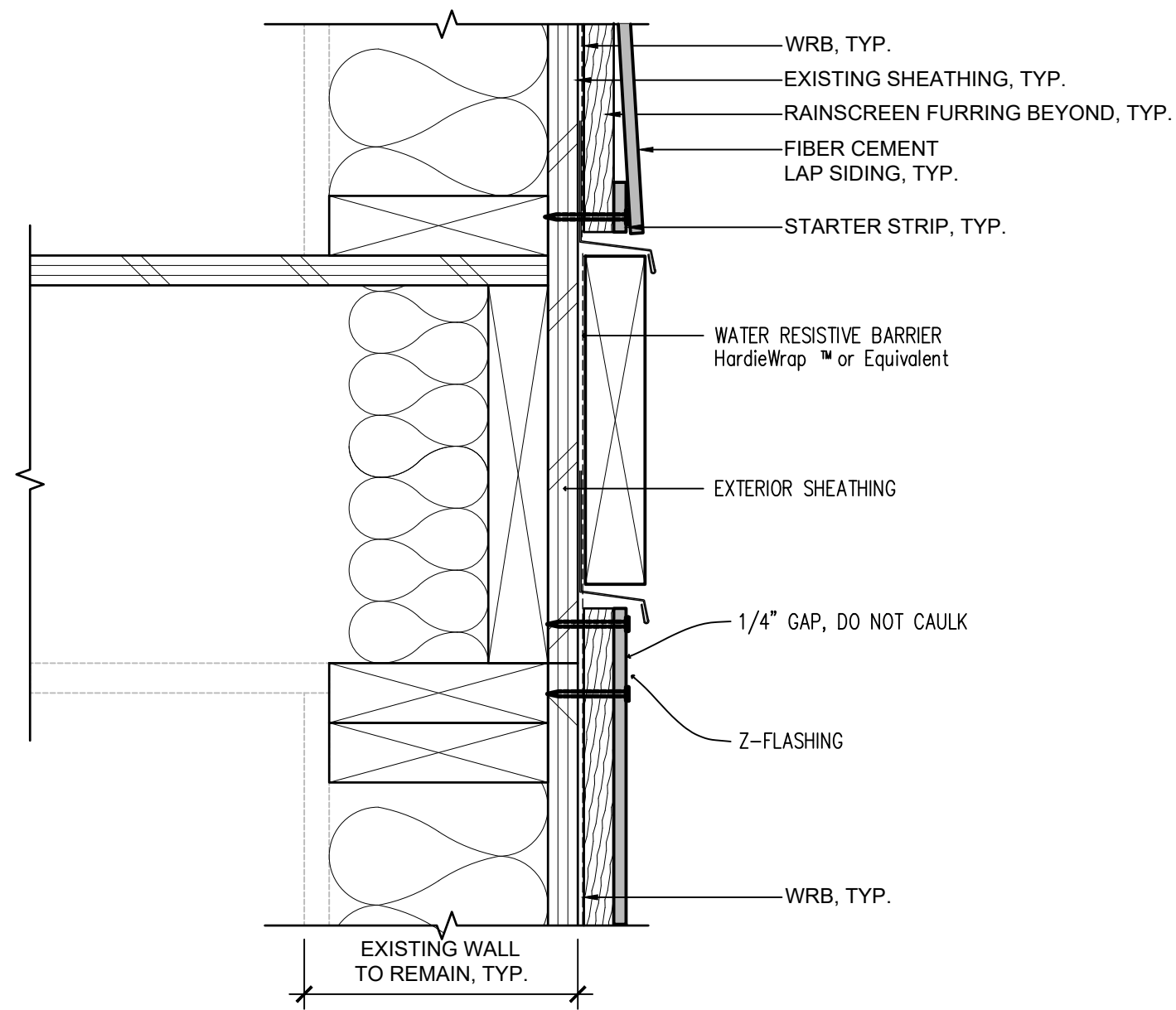
CONSTRUCTION
DOCUMENTS

No.	ISSUED FOR	DATE

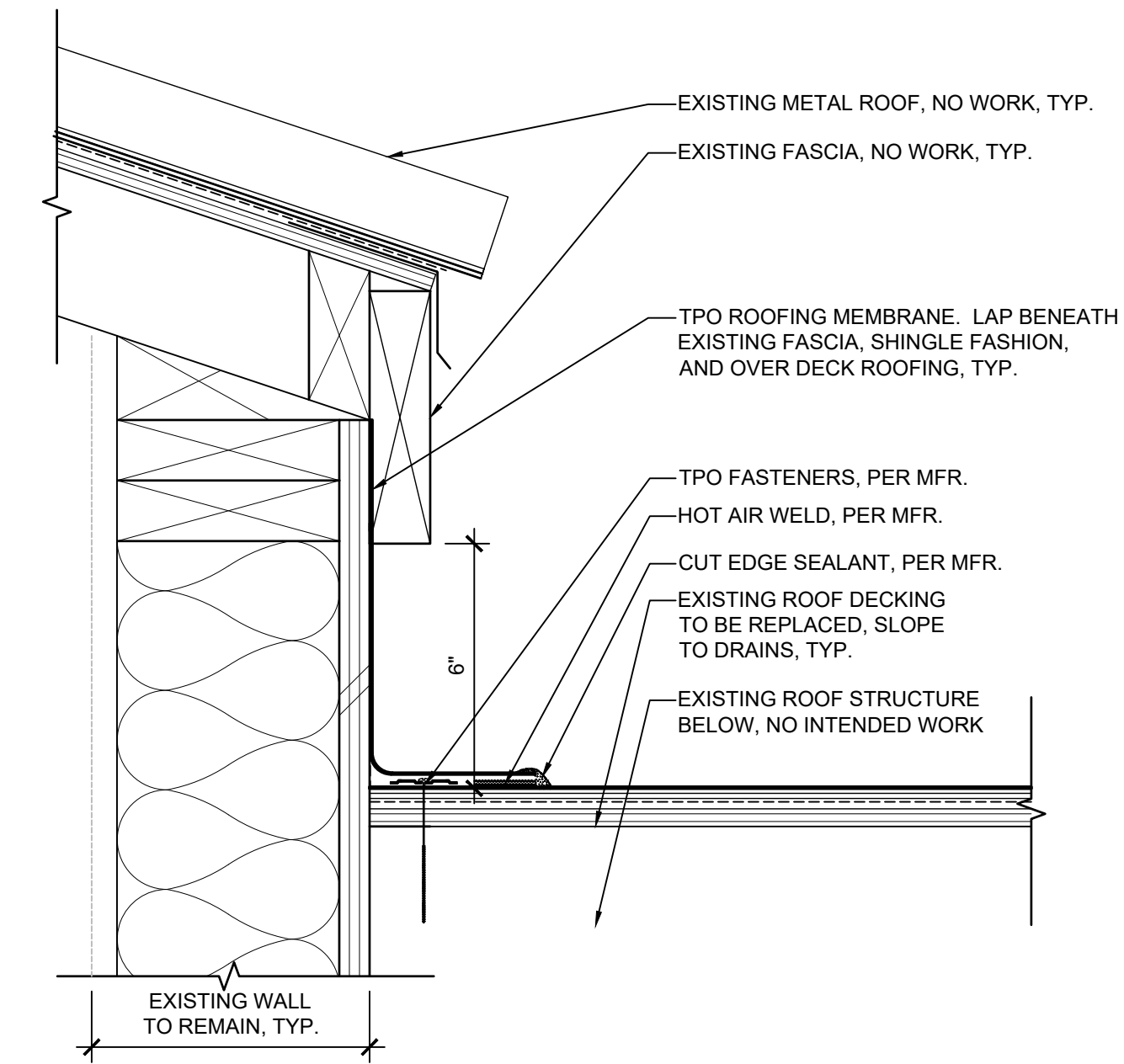
SECTIONS



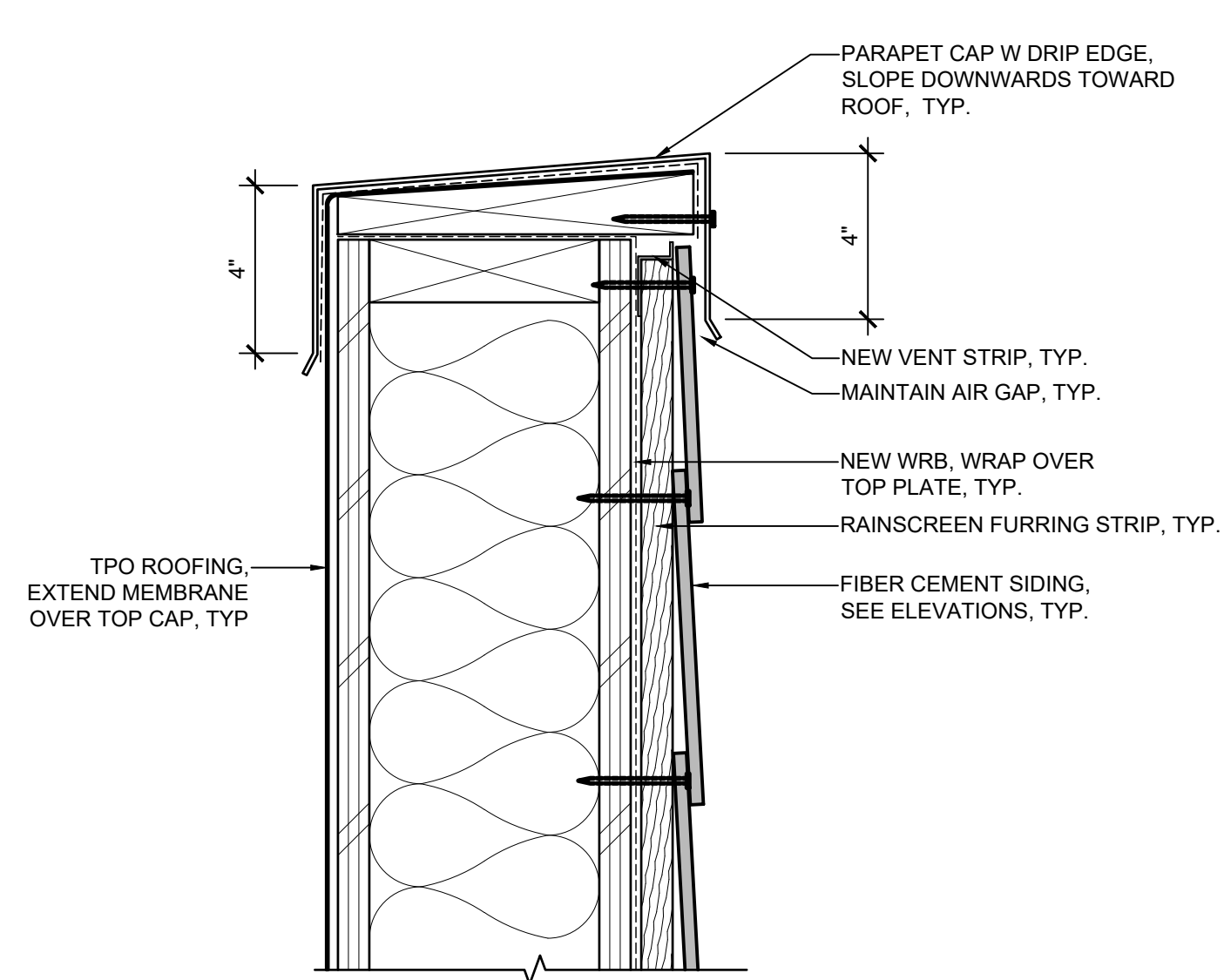
12 FLAT ROOF PENETRATIONS
SCALE: 3"=1'-0"



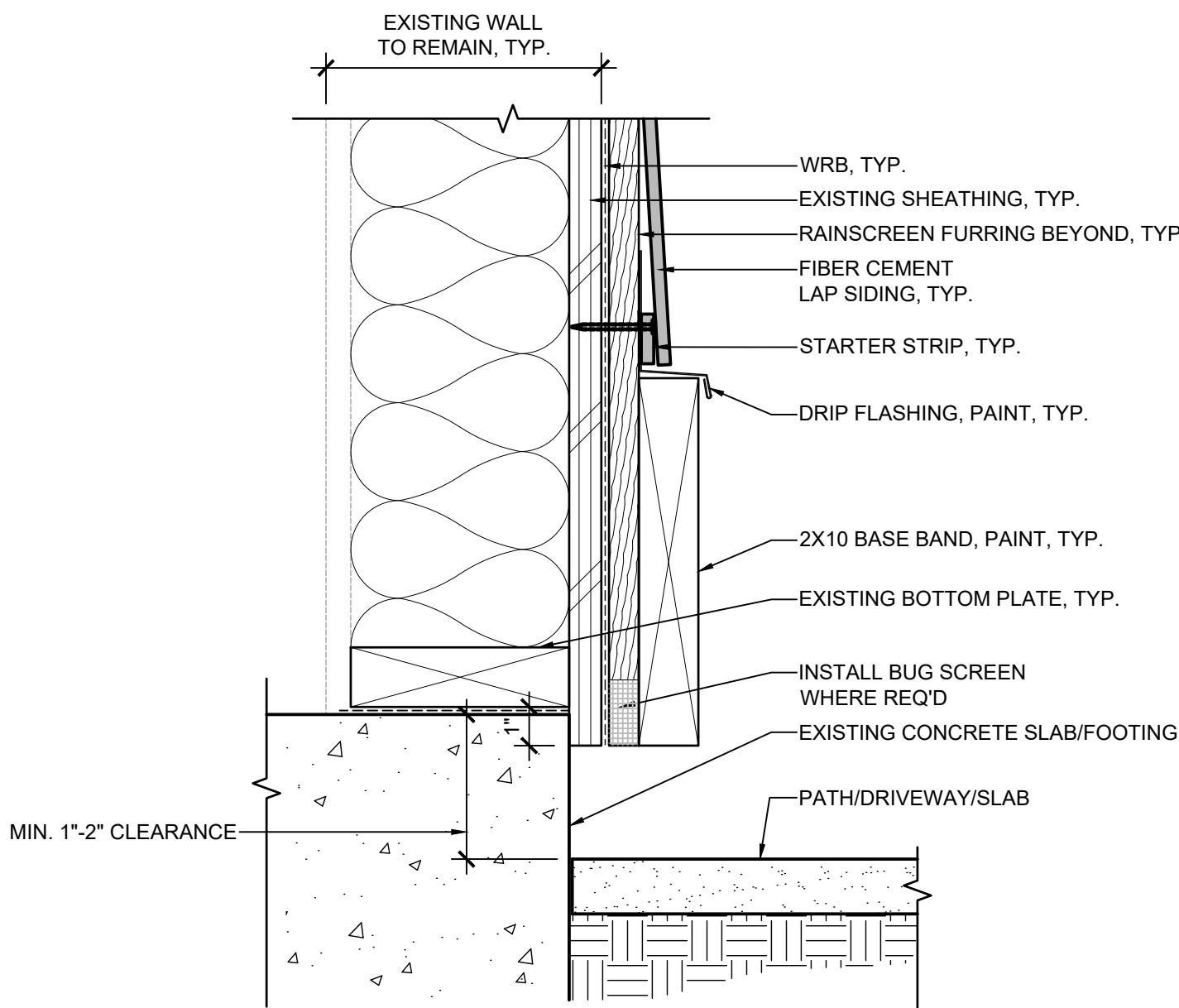
11 MID WALL BAND DETAIL
SCALE: 3"=1'-0"



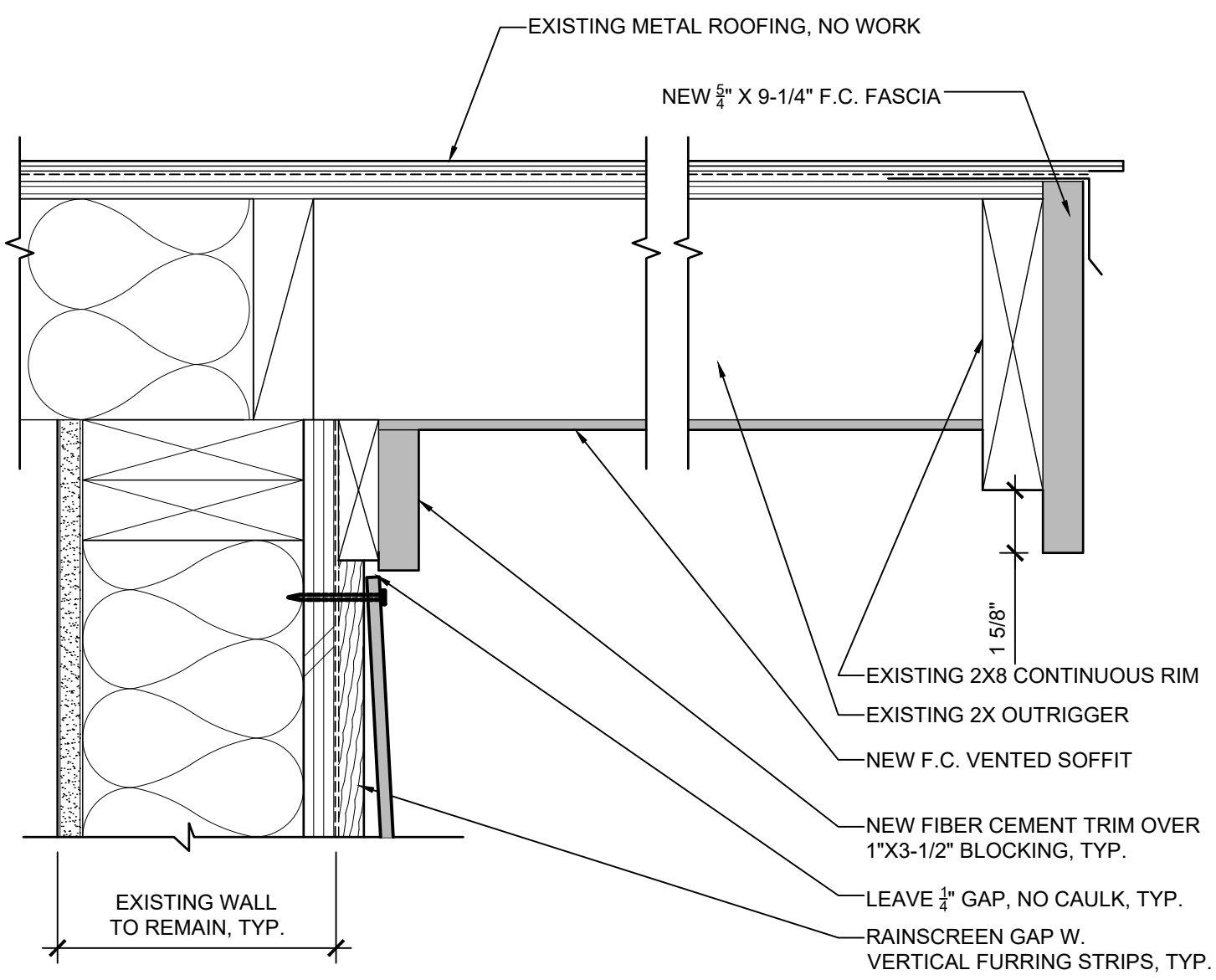
10 HEADWALL @ LOW SLOPE ROOF
SCALE: 3"=1'-0"



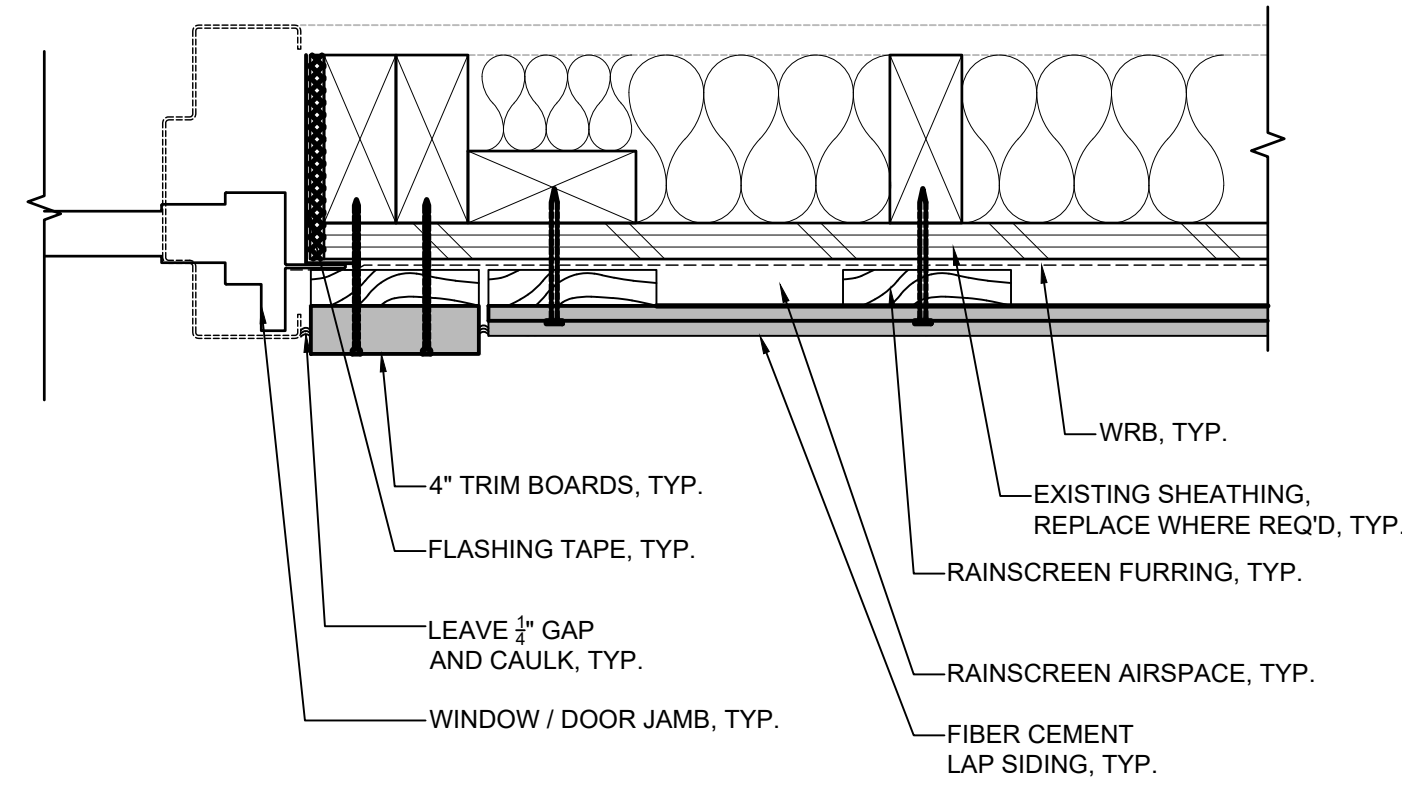
9 PARAPET - RAINSCREEN
SCALE: 3"=1'-0"



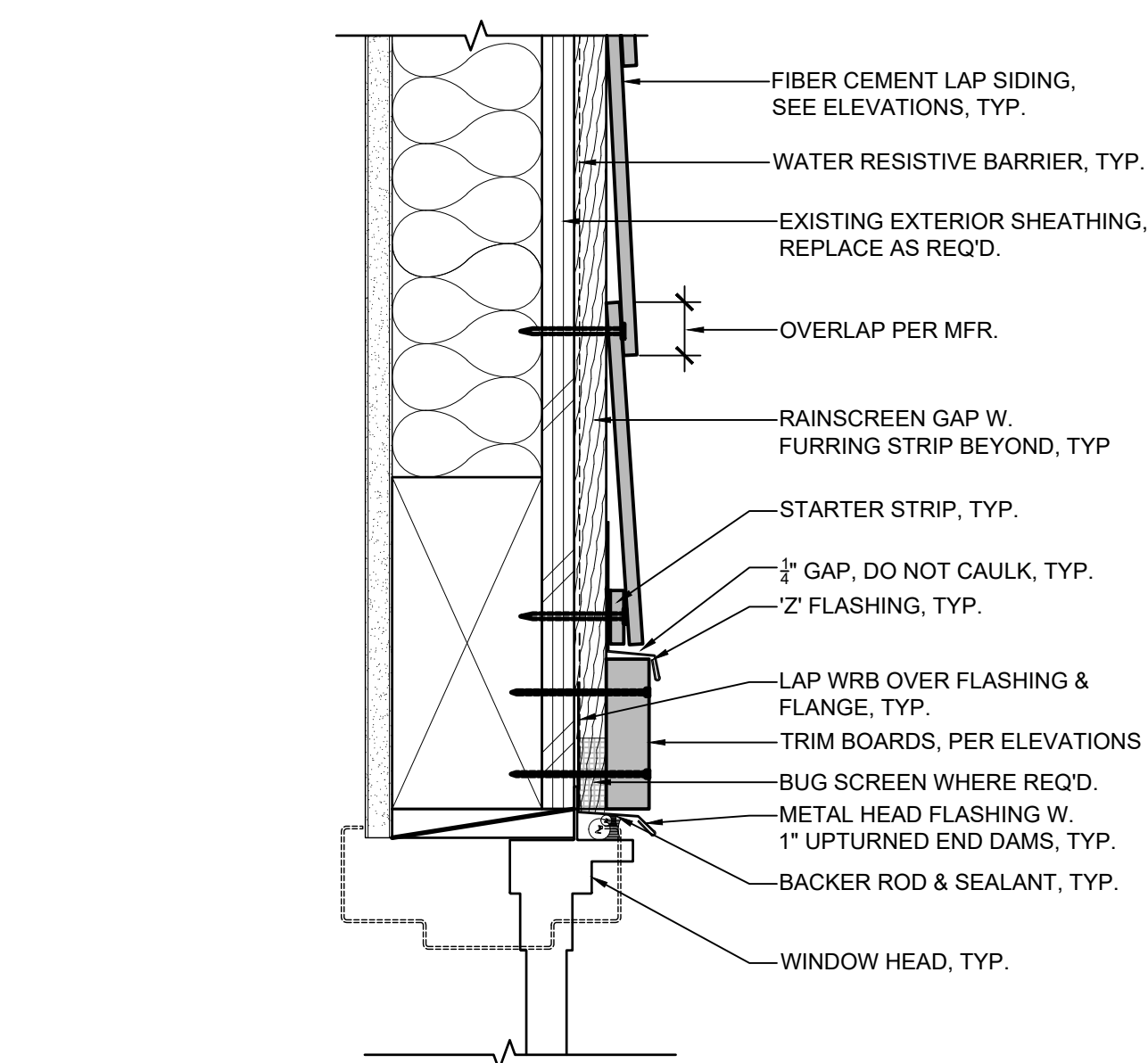
8 HARDSCAPE CLEARANCES - RAINSCREEN
SCALE: 3"=1'-0"



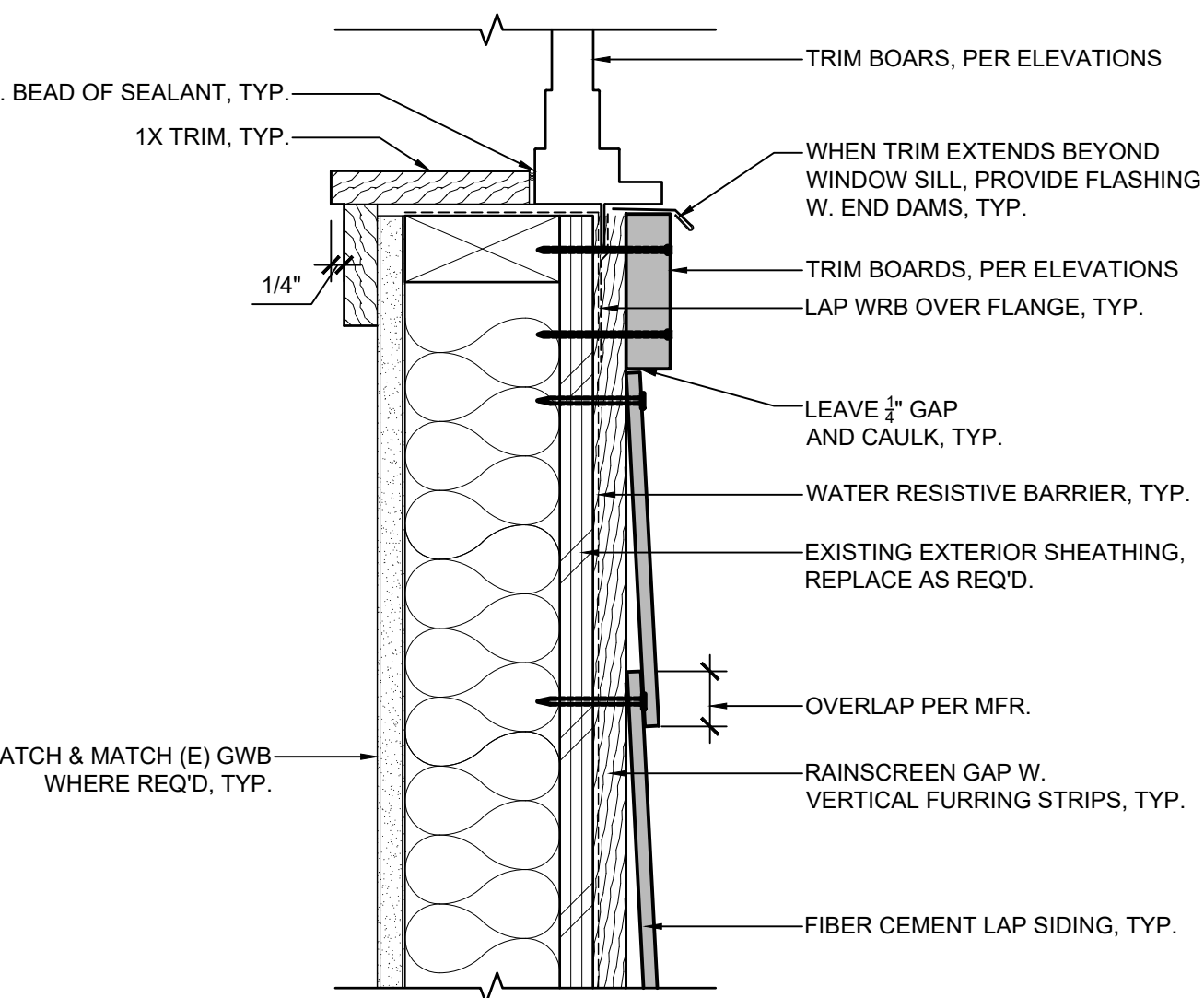
7 TYP. RAKE - RAINSCREEN
SCALE: 3"=1'-0"



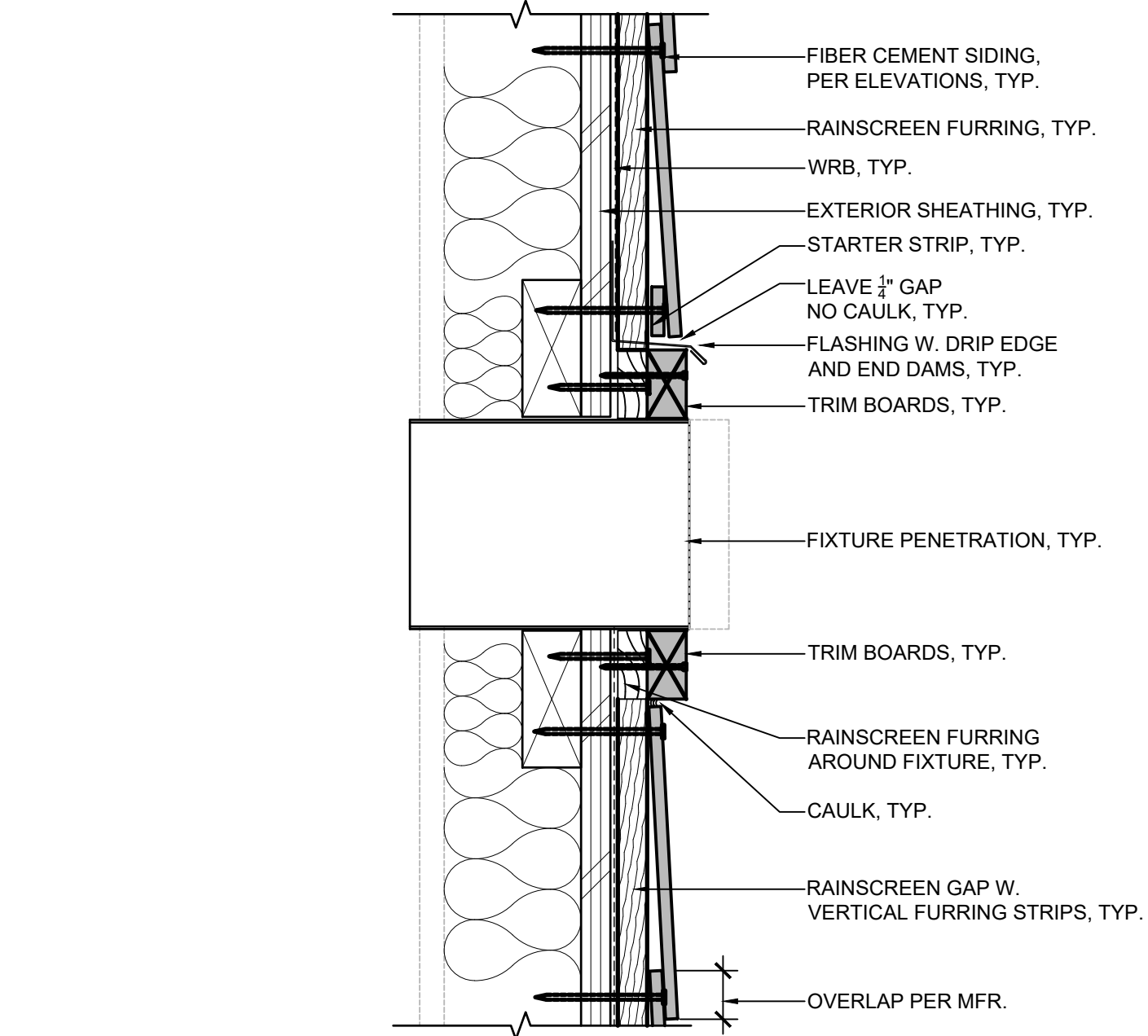
6 WINDOW/DOOR JAMB - RAINSCREEN
SCALE: 3"=1'-0"



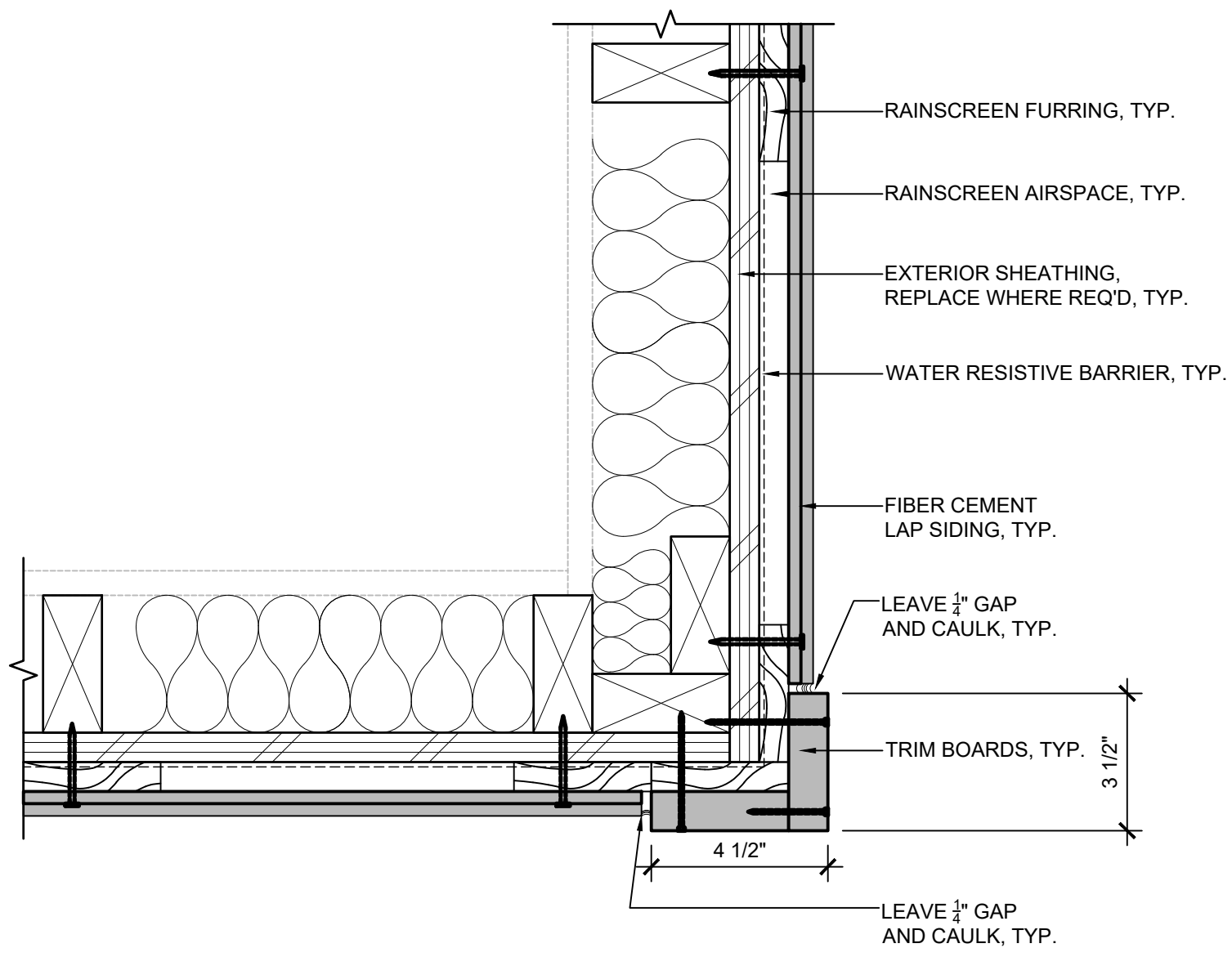
5 WINDOW/DOOR HEAD - RAINSCREEN
SCALE: 3"=1'-0"



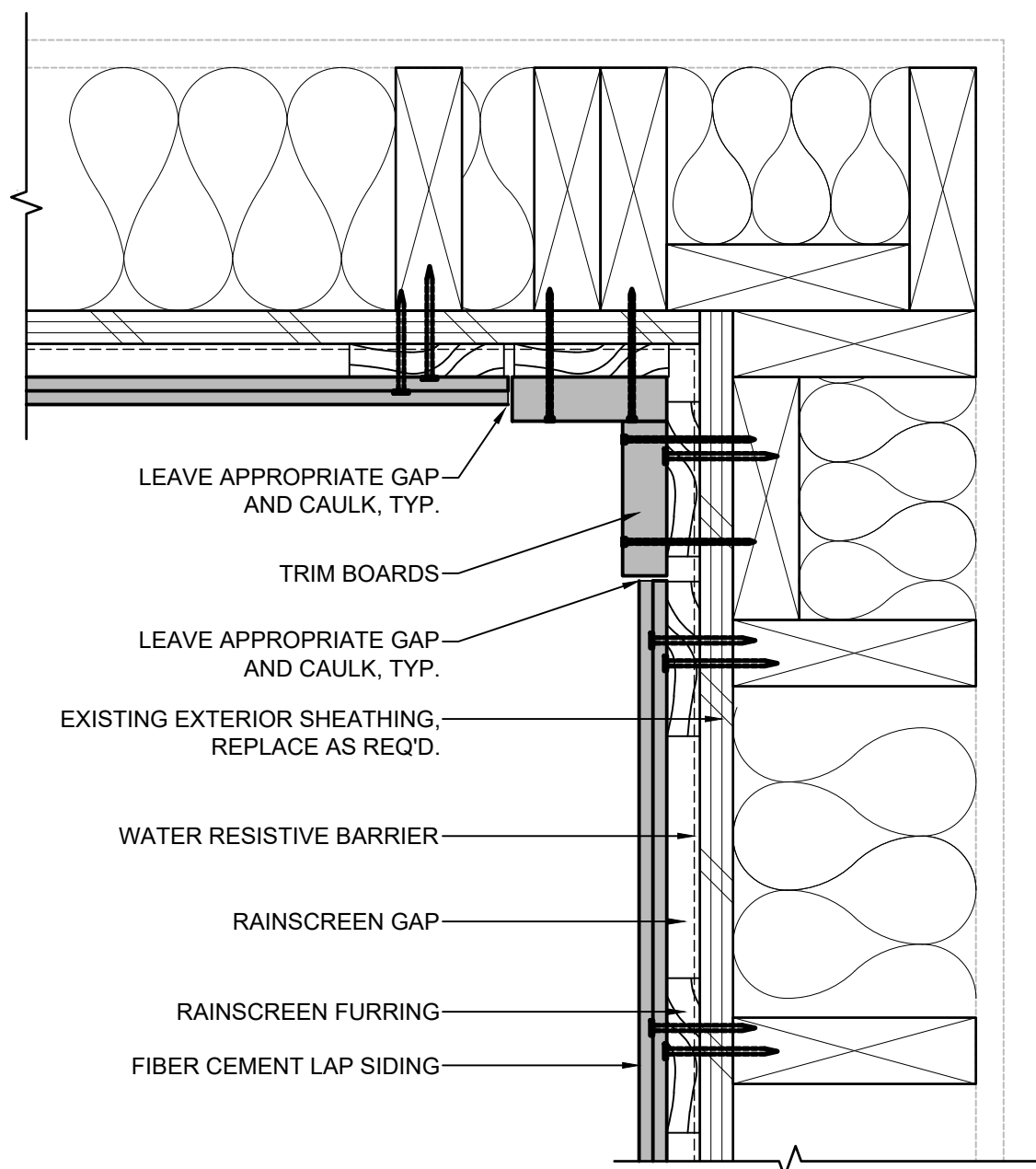
4 WINDOW SILL - RAINSCREEN
SCALE: 3"=1'-0"



3 FIXTURE PENETRATION - RAINSCREEN
SCALE: 3"=1'-0"



2 OUTSIDE CORNER - RAINSCREEN
SCALE: 3"=1'-0"



1 INSIDE CORNER - RAINSCREEN
SCALE: 3"=1'-0"

SUDDEN VALLEY REC CENTER EXT. REMODEL

SVBARN 8

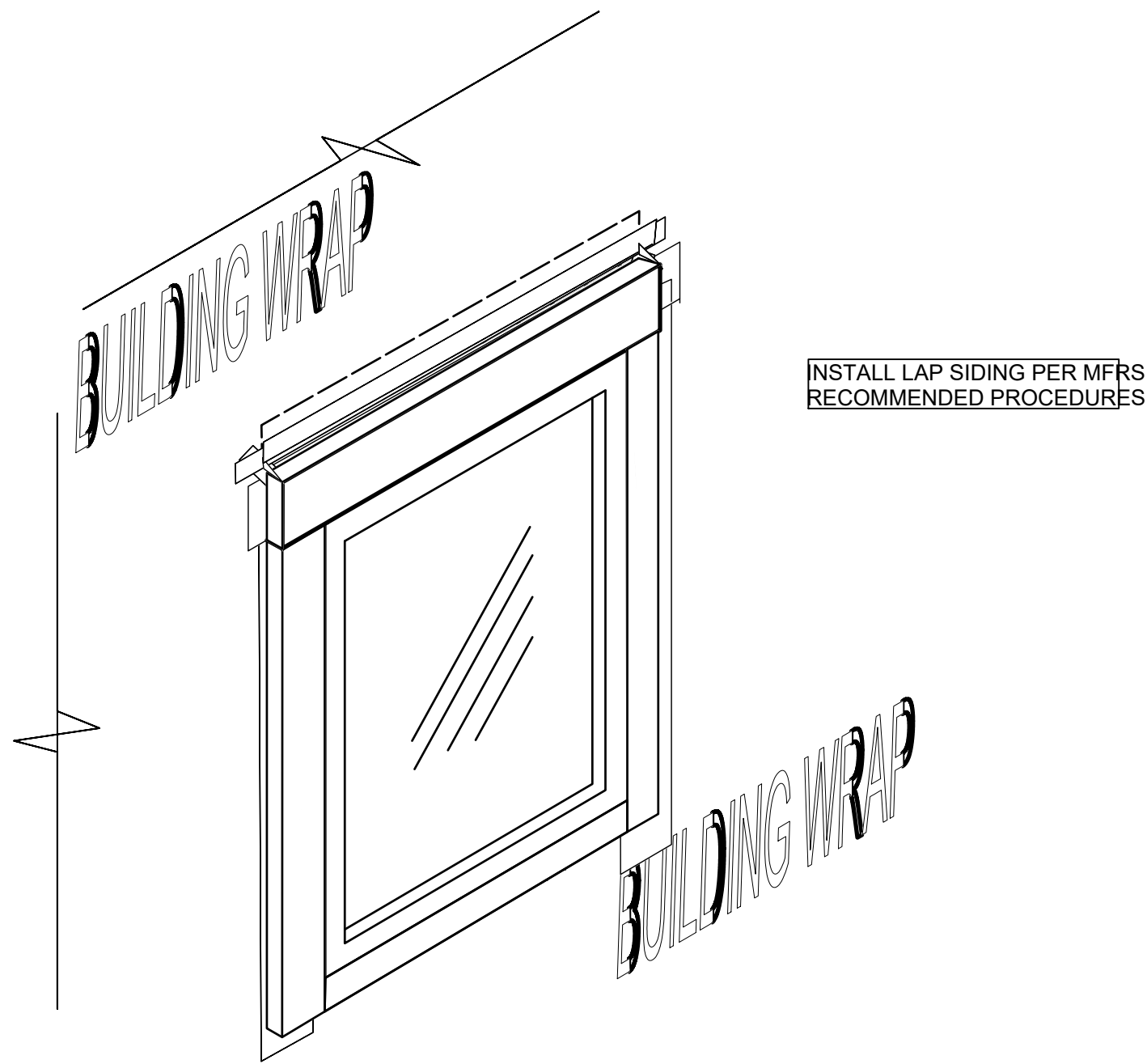
SB JOB NO: 202205.27
DATE: 10.24.2022

CONSTRUCTION DOCUMENTS

No.	ISSUED FOR	DATE

EXTERIOR DETAILS

A 7.01



5 STEP 7
SCALE: NTS

GENERAL WEATHERPROOFING INSTALLATION NOTES:

INSTALL FLASHING, MEMBRANES AND SEALANT DURING FAVORABLE WEATHER CONDITIONS.
INSURE PROPER ADHESION, CONTACT AND SEAL PRIOR TO COVERING

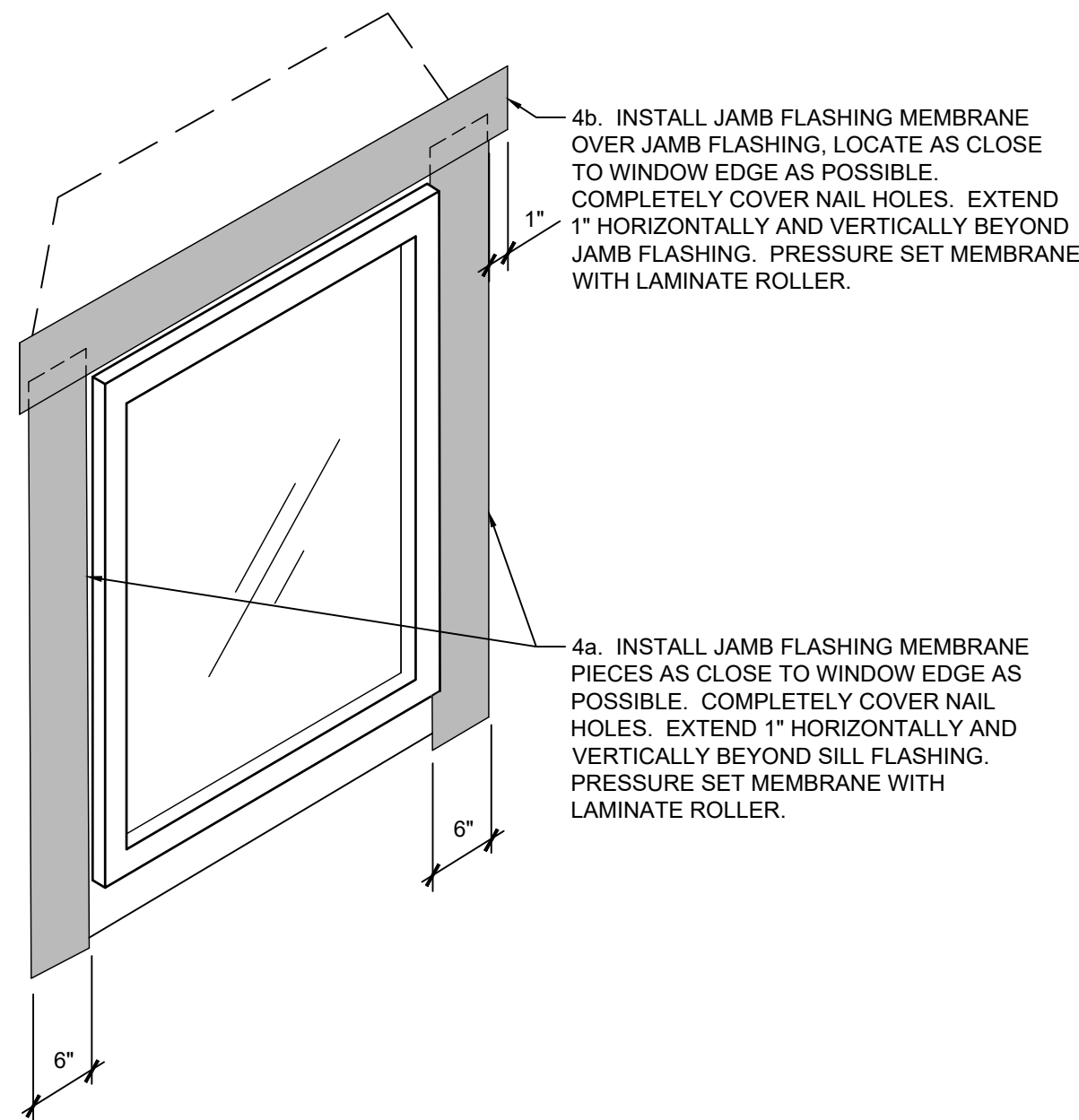
VERIFY COMPATIBILITY WITH DISSIMILAR MATERIALS. CONFIRM EXPANSION TOLERANCES
WITH MANUFACTURE PRIOR TO INSTALLATION.

INSTALL LIKE PRODUCTS ACCORDING TO MANUFACTURES GUIDELINES.

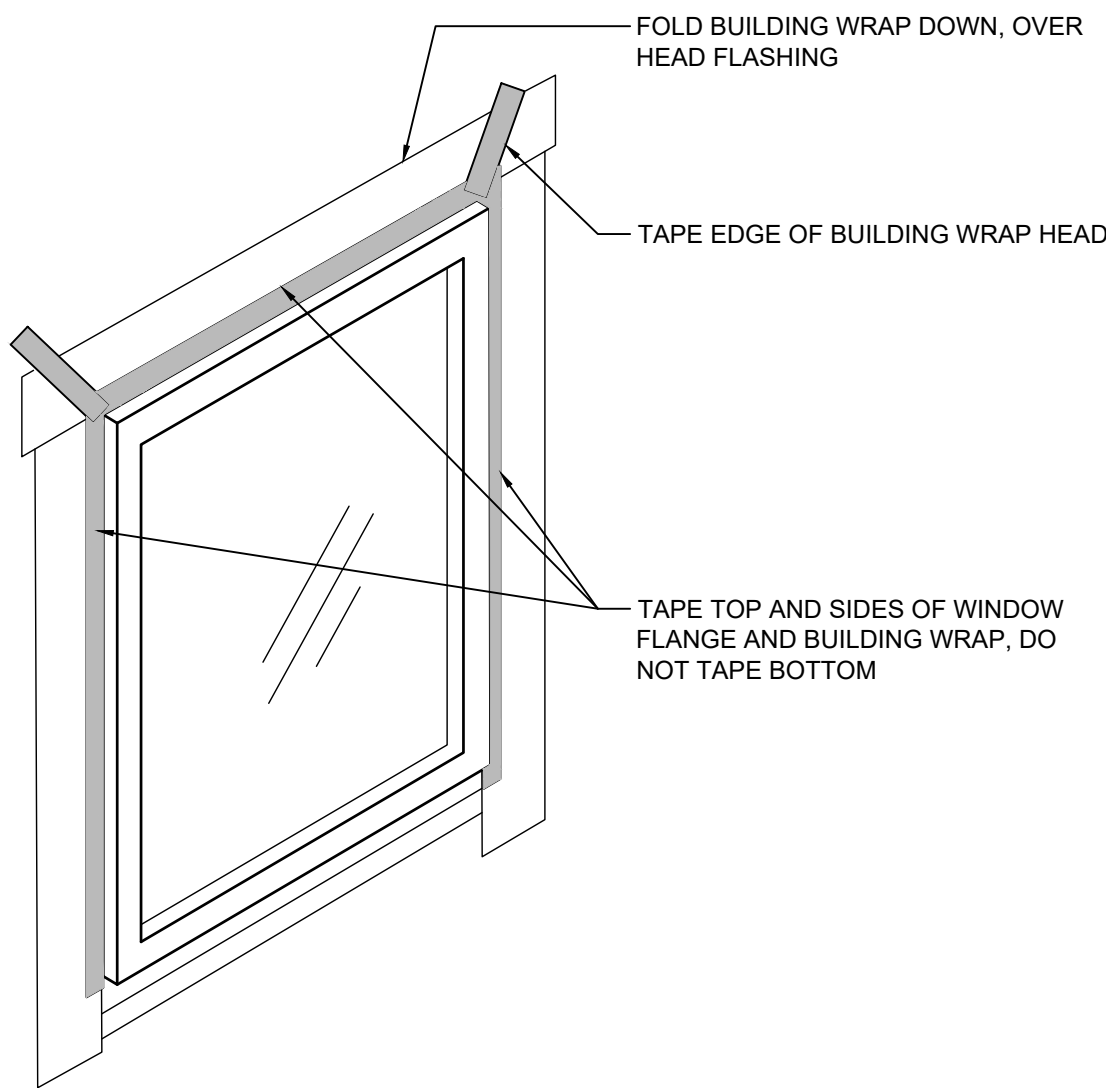
DO NOT COVER SUBSTANDARD OR SUSPECT INSTALLATION OF ANY OTHER TRADE.

ALL EXTERIOR WALL & ROOF OPENINGS, FLASHING, COUNTER-FLASHING, EXPANSION JOINTS,
BACKER-ROD, SEALANT AND FASTENERS TO BE CONSTRUCTED IN IN A WORKMAN LIKE
MANNER REQUIRED TO MAKE THEM WEATHERPROOF AND WATERTIGHT.

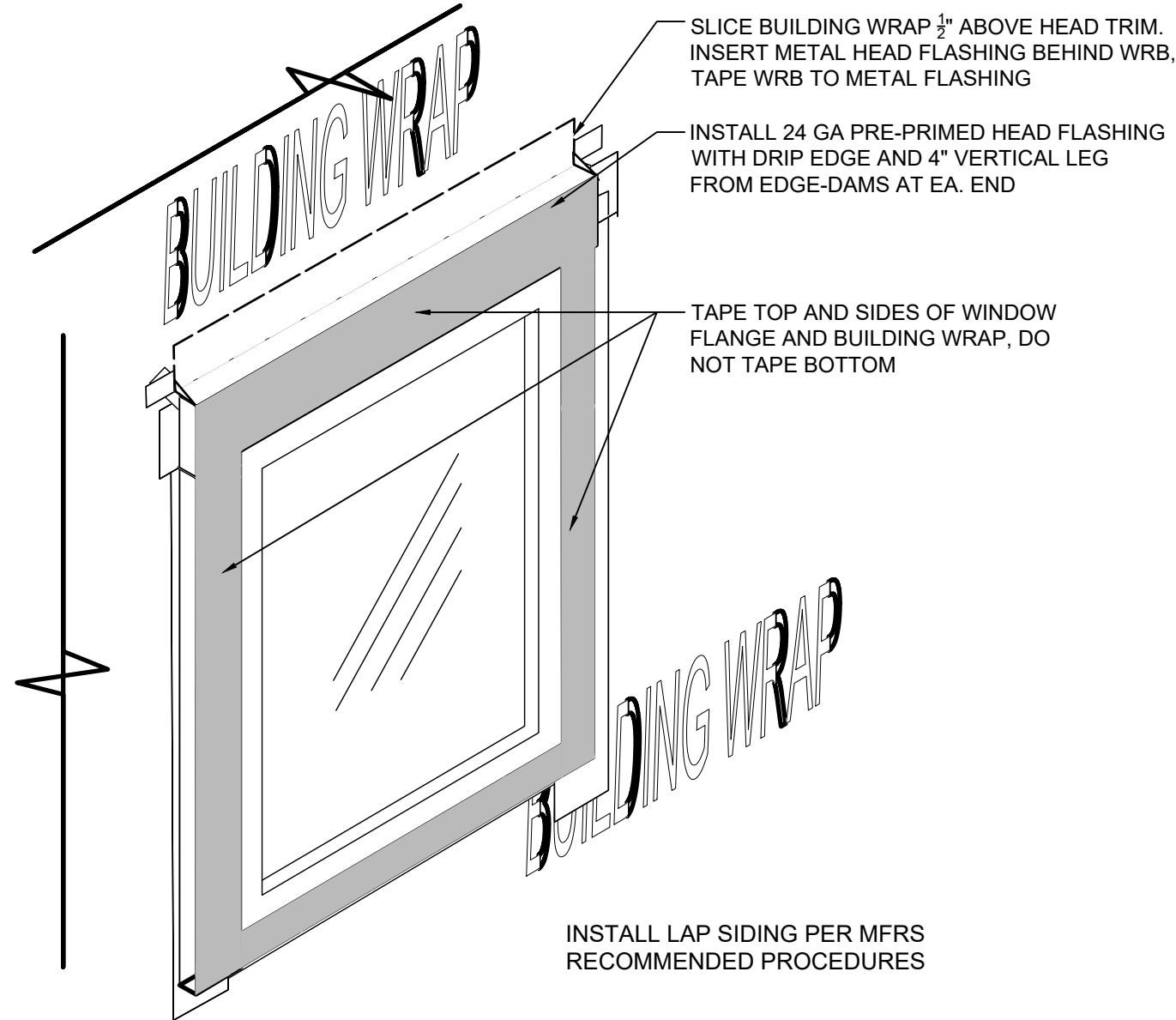
WARRANTY ALL WORK FOR ONE YEAR MINIMUM.



4 STEP 4
SCALE: NTS



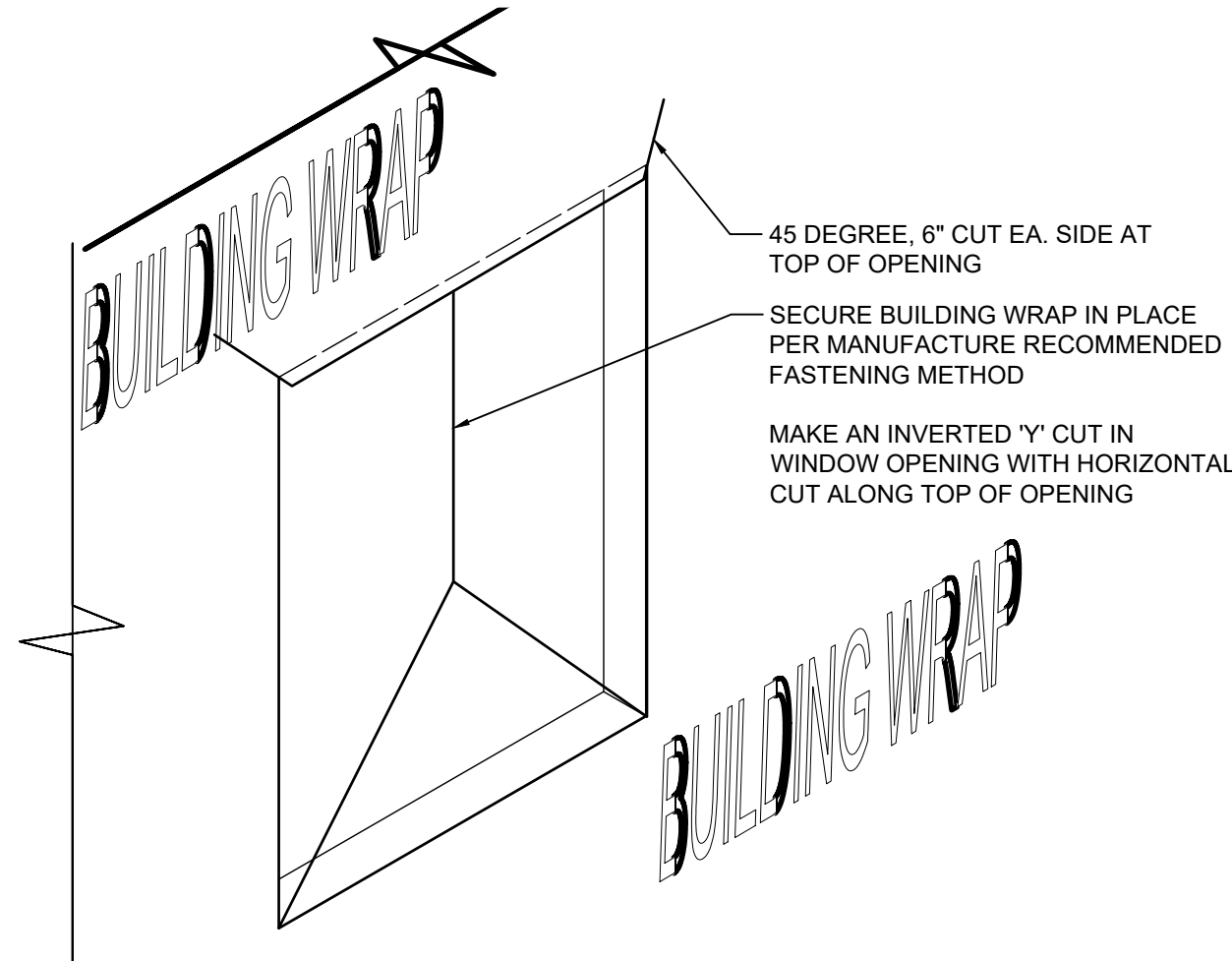
5 STEP 5
SCALE: NTS



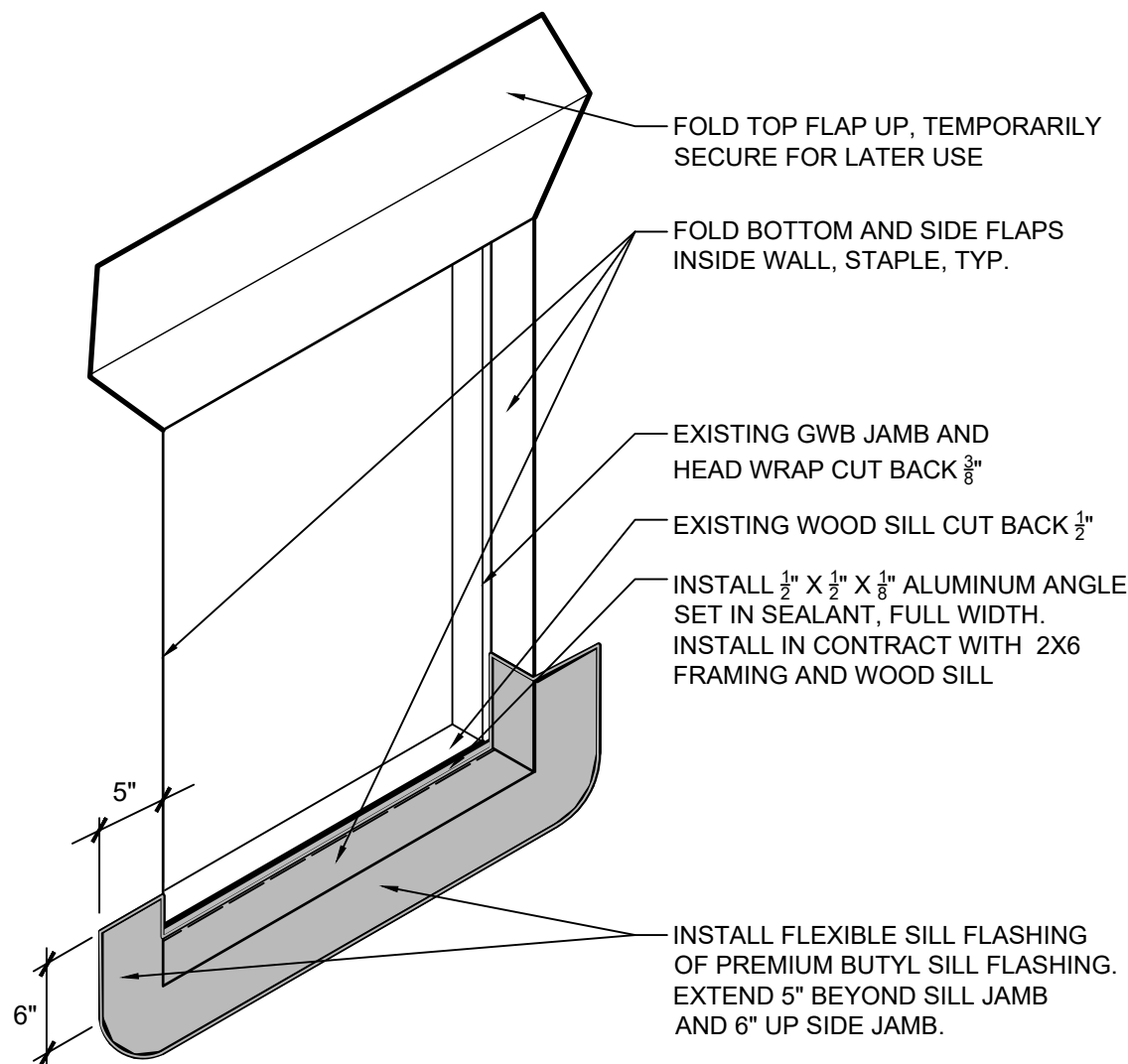
5 STEP 6
SCALE: NTS

THE UNDERSIGNED HAS PROVIDED BUILDING
ENCLOSURE DOCUMENTS THAT IN MY PROFESSIONAL
JUDGMENT ARE APPROPRIATE TO SATISFY THE
REQUIREMENTS OF RCW 64.55.055 THROUGH 64.55.090.
DETAILS INCORPORATE USE OF EXISTING WIDELY
USED BUILDING ENVELOPE PROTECTION
TECHNOLOGIES. DETAILS SUBJECT TO REVIEW AND
UPDATE AS SYSTEMS ADVANCE.

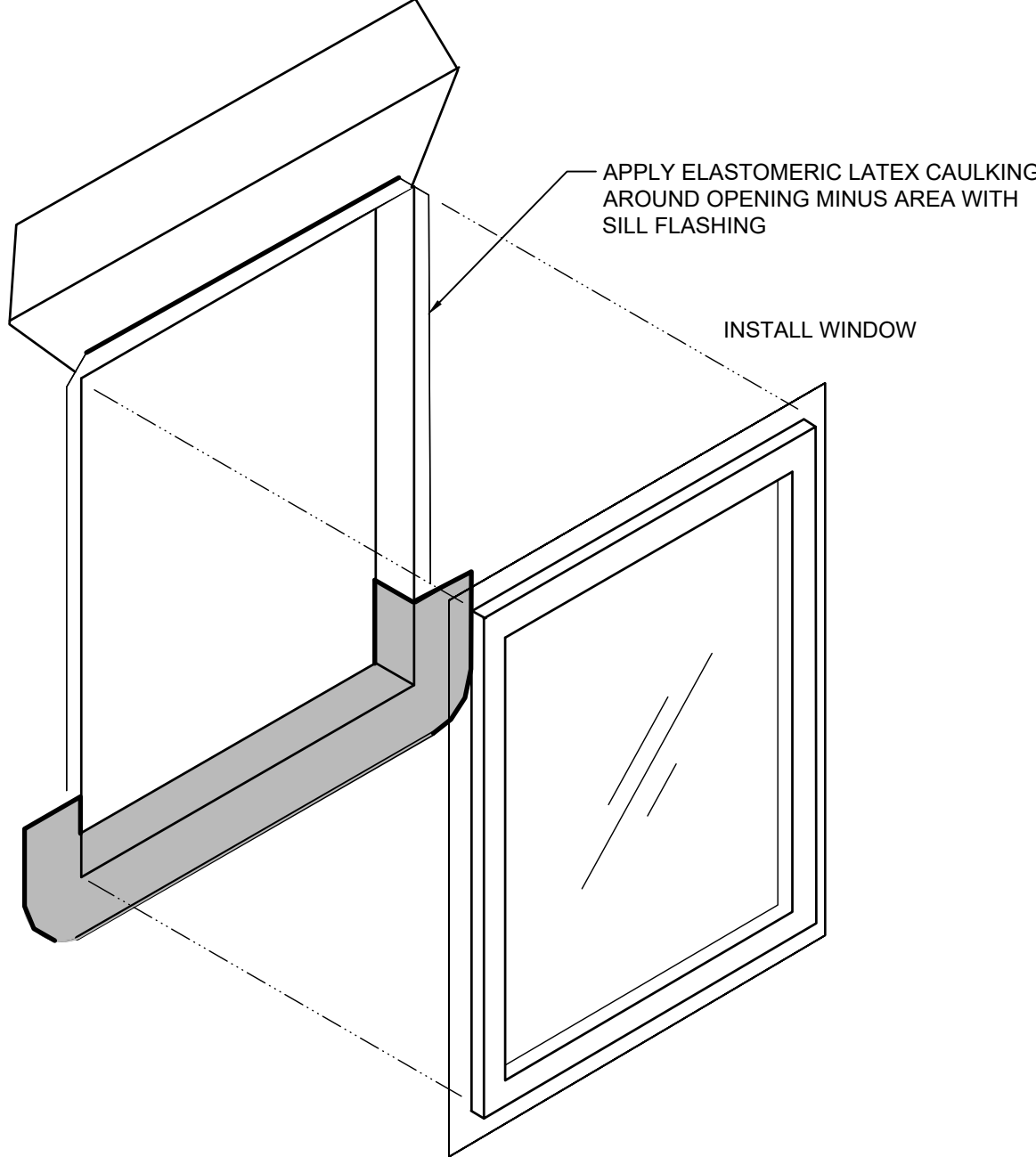
THIRD PARTY INSPECTION AND CERTIFICATION
REQUIRED FOR WEATEHR ENVELOPE SYSTEM



1 STEP 1
SCALE: NTS



2 STEP 2
SCALE: NTS



3 STEP 3
SCALE: NTS

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C) 360.328.8495
E) SARAH@SBARCHDESIGN.COM

SUDDEN VALLEY
REC CENTER
EXT. REMODEL

SVBARN 8

SB JOB NO: 202205.27
DATE: 10.24.2022

CONSTRUCTION
DOCUMENTS

No.	ISSUED FOR	DATE

EXTERIOR DETAILS

A7.02