



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Finance Committee Regular Meeting

July 24th, 2024, 6:00 PM, Remote via Zoom

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Approval of May 22, 2024, Minutes

Item 3) Announcements

Item 4) Property Owner Comments – 15 minutes Total

Please note that comments are limited to 3 minutes per person

Item 5) New Business

5a. Capital Request – Fence Replacement & RV Storage Rehab

5b. Capital Request – Turfcare John Deere 2005 ProGator Replacement

5c. Capital Request – Adult Center HVAC Change Order

5d. Approval Request – Barn 8 Structural Inspection

Adjournment



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CAPITAL REQUEST MEMO

To: Sudden Valley Community Association (SVCA) Board of Directors (BOD)
From: Mike Brock, Maintenance & Facilities Manager
Date: July 25th, 2024
Subject: Capital Request – 2024 Fence Replacement Project

Purpose

To request funding and contract award for replacing fencing at the Adult Center, Area Z RV Storage site, Turfcare Maintenance shop, and to refurbish the Area Z RV site.

Background

The 2024 Capital Budget includes funding to replace fencing at the Adult Center, Area Z RV storage site, and Turfcare Maintenance shop. The total combined budget for all three fencing projects is \$56,251. There is an additional \$15,600 allocated for refurbishment of the Area Z RV Storage site for a total of \$71,851.

Analysis

The chain link fence at the Adult Center has been encroached upon by arborvitae trees and needs replacement. The arborvitae trees were evaluated by a certified arborist and deemed to be healthy. The arborist's recommendation is to install a new fence about 5 feet inside the existing fence to avoid damaging the root structure of the trees. The old fence would be removed, with underground portions left in place. The new fence would have privacy slats like the existing fence and include a new gate to allow safer access to the quiet pool pump room. This project would be scheduled to be completed in September upon closure of the Adult Pool.

The existing fence around the Area Z RV storage is made up of temporary fence panels and has been repaired in various places. The fence would be replaced with a permanent chain link fence with 3 strand barbed wire at the top for security. In conjunction with the fence replacement, the RV Storage area would be graded, lines painted, and spaces numbered to clearly identify each space.

The existing fence at the Turfcare Maintenance shop is a dilapidated wooden fence that needs to be replaced. The preferred option is to replace it with a chain link fence for longevity and lower maintenance costs. The new fence would include privacy slats and be installed in the same location as the existing fence.

For economy of scale, all three fencing projects were combined, and nine vendors were contacted for quotes. Three vendors provided proposals; the preferred option is to select C&P Fencing, who provided the lowest quote:



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C & P Fencing – Quoted \$ 62,089.13
Winslow Brothers Fencing – Quoted \$ 68,330.75
JTI Commercial Services – Quoted \$ 83,623.94

Refurbishment of the RV Storage area is a relatively straight forward project, and the preferred option is to complete this work with SVCA staff and by utilizing SVCA’s established on-call contractor list. This will provide the flexibility needed to complete the project within the scheduled timeframe that will be communicated with RV owners who use the facility.

Proposal

Approve funding in the amount of \$71,851.00 to replace fencing at the Adult Center, Area Z RV Storage site, Turfcare Maintenance shop, and to refurbish the Area Z RV site.

Motion 1

Move that the SVCA Board of Directors approve the allocation of \$71,851.00 from CRRRF to install new fencing at the Adult Center, Area Z RV Storage Area, Turfcare Maintenance Shop, and to refurbish the Area Z RV Storage site.

Motion 2

Move that the SVCA Board of Directors authorize the General Manager to execute SVCA’s standard construction contract with C & P Fencing with a not to exceed amount of \$62,089.13.

Motion 3

Move that the SVCA Board of Directors authorize the Maintenance & Facilities Manager to utilize SVCA’s on-call contractor list, in conjunction with SVCA staff to refurbish the Area Z RV Storage site with a not to exceed amount of \$9,761.87.

Approvals

Motion 1

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Motion 2

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



Sudden Valley Community Association

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Motion 3

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



June 21, 2024

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)
Quote Request – 2024 Fence Project

SVCA is requesting quotes for the 2024 Fence Project. The project replaces existing fencing at 3 locations and is split into 3 bid schedules. Contract award will be based on the combined total of all 3 schedules.

- Schedule A – Area Z RV Fence Replacement
 - o Address: 2800 Lake Louis Road, Bellingham, WA 98229
- Schedule B – Adult Center Fence Replacement
 - o Address: 10 Barn View Ct., Bellingham, WA 98229
- Schedule C – Turfcare Fence Replacement.
 - o Address: 2145 Lake Whatcom Blvd., Bellingham, WA 98229

Contractors are encouraged to complete site visits. Please contact SVCA's Maintenance and Facilities Manager, Mike Brock, to arrange mike.brock@suddenvalley.com or 360-778-2223.

Summary of Work:

1. Contract award is planned for SVCA's Board meeting on Thursday, 7-25-24. Bids are due 3 weeks prior to allow for Finance Committee review, and Board review ahead of the 7-25-24 Board meeting.
2. All work is assumed to be completed under 1 mobilization at each location.
 - a. Contractor may work 1 or multiple locations at a time.
 - b. Once a location is started, the contractor is required to continuously work until complete under typical working hours/days.
 - c. Contractor shall follow the Lake Whatcom Watershed soil disturbance requirement to not exceed 500SF from October 1st through May 31st.
 - d. Notice to proceed will be Monday, 9-16-24.
3. Contract includes 21 working days to complete (7 working days per schedule). Substantial completion for Schedule A is 9-27-24, and for Schedules B and C is 10-18-24. Liquidated damages shall be assessed at \$200.00 per day for any days incurred after the substantial completion dates or over 21 working days. Inclement weather is incidental to the substantial completion date. Final completion is Monday, 11-1-24.
4. SVCA work hours are 8:00am – 7:00pm Monday through Friday, and 8:00am – 6:00pm Saturday.
5. Contractor shall provide a schedule to SVCA within 2 weeks of contract execution.



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6. SVCA will work with the contractor to provide staging space at each location. Additional staging will be available in the overflow parking lot located across from Gate 5 along Lake Louis Road.
7. Survey – The project is intended to be a field fit project, and a licensed surveyor isn't required. SVCA will review layout with the contractor prior to starting.
8. All removed fencing materials shall be disposed of offsite by the contractor unless otherwise noted.
9. Fence shall follow existing grades. All excavated material shall also be disposed of by contractor, and areas restored to existing condition upon completion.
10. If the contractor needs water, a hydrant is available with a water meter located at Area Z (SVCA's Maintenance Shop).
11. Installation shall follow WSDOT specifications and standards.
12. Force account work to receive 15% markup.
13. This is a private project, and prevailing wages are not applicable.
14. Contractor shall warranty work for 1 year from final completion.

Bid Item Clarifications:

- Schedule A – Area Z RV Fence Replacement

- A new gravel surface will be installed, and all of the RV's will be cleared from this space prior to contractor starting.
- Bid Item A2 – Remove and Dispose of Existing Chain Link Fence
 - The existing fence includes approximately 140' of temporary fence panels. These temporary fence panels shall be stockpiled at Area Z and left for SVCA's future use.
 - The existing vehicle access gate shall remain as is.
- Bid Item A3 – New 6' Chain Link Fence with 3 Strand Barbed Wire
 - New fencing shall be 6' tall chain link, and be installed in the same location as existing.
 - Fence shall include 3 strand barbed wire on top of it. Barbed wire shall be on brackets that angle out, not vertical brackets.

- Schedule B – Adult Center Fence Replacement

- Bid Item B2 – Remove and Dispose of Existing Chain Link Fence
 - The lower fence extending around the shed next to the pump house is to remain.
 - The existing fence can't be removed until the new fence is installed. The fence encloses a swimming pool, and for safety reasons a fence needs to stay in place.
- Bid Item B3 – New 6' Chain Link Fence with Blue Slats to Match Existing
 - New fence will be installed inside the tree line approximately 6' from where the existing fence is. SVCA will coordinate placement with contractor prior to starting.
 - Fence shall include blue slats to match the existing.

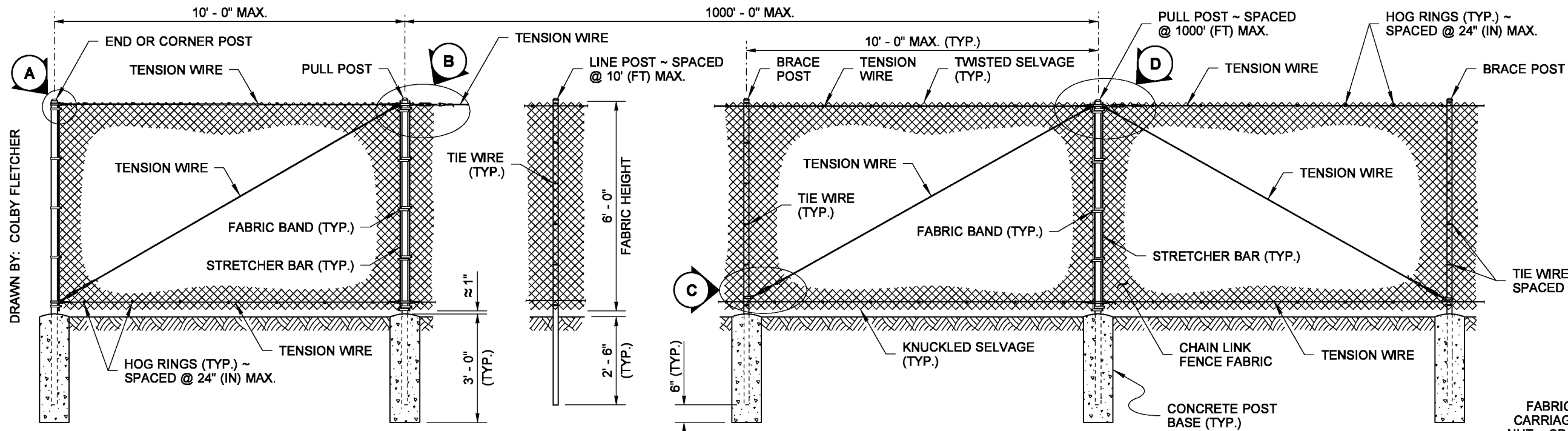


- Bid Item B4 – New 4’ Man-Gate
 - As you face the pumphouse from inside the fence (pool side) a new 4’ man gate shall be installed. With this gate the contractor shall install 4’ wide steps to access the lower shed. Steps are assumed to be built from treated lumber that goes over/down the rock wall, or contractor can provide an equivalent solution. Steps to be approximately 12” deep, and not more than 7” tall. Handrail shall be installed on both sides of the steps.
- Bid Item B5 – New 8’ Gate – Double 4’ Panels
 - This gate shall be installed approximately where the existing 6’ gate is located.
- Bid Item B6 – Minor Changes
 - This item is intended to cover field fitting the new fence with the lower fence that remains around the storage shed.
- **Schedule C – Turfcare Fence Replacement**
 - The area inside the fence will be cleared of debris by SVCA’s staff prior to contractor starting. Fence construction shall primarily take place from inside the fence to minimize disturbance outside.
 - Bid Item C3 – New 6’ Chain Link Fence with Slats
 - Contractor shall provide slat color options for SVCA to select from.
 - The new fence shall follow the existing fence alignment.
 - New fence will end at the existing wood gate next to the fire station. The wood gate and fence connecting to fire station is to remain.

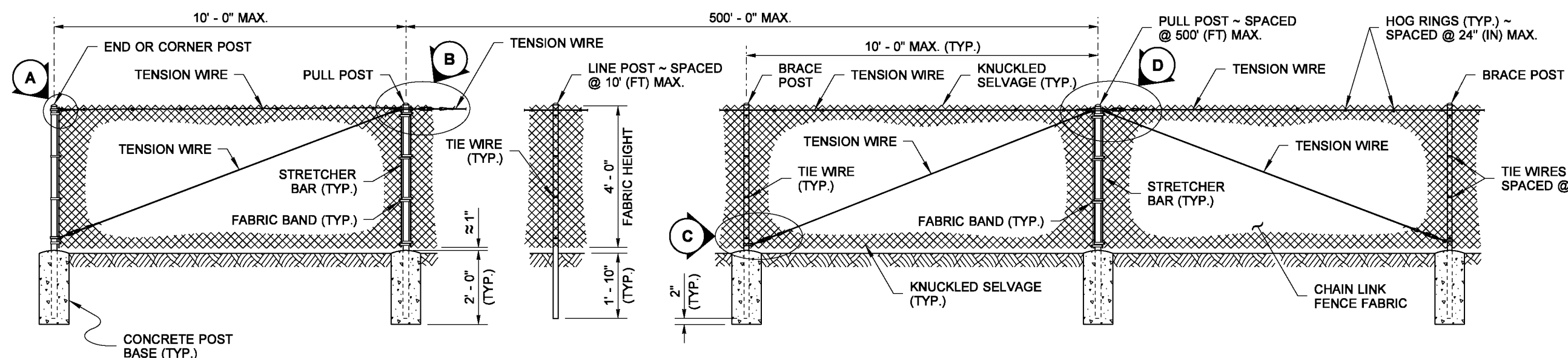
Attachments:

1. Bid Form – 2 Pages
2. WSDOT Fence Details – 5 Pages
3. SVCA Standard Contract – 12 Pages

Questions shall be directed to Mike Brock at mike.brock@suddenvalley.com or 360-778-2223. Contractors are encouraged to independently visit the site; no formal pre-bid is scheduled. Bids are due by 5:00pm on Monday, 7-1-24. Email bid submissions to mike.brock@suddenvalley.com.

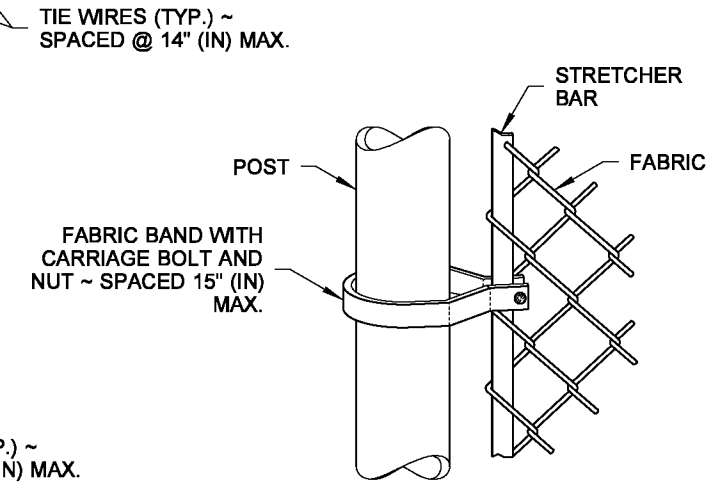


TYPE 3

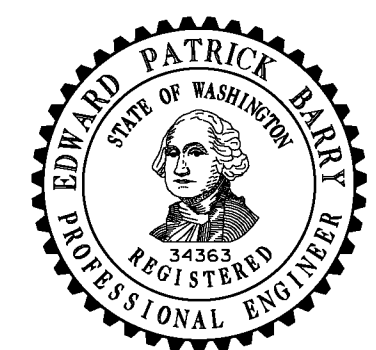


TYPE 4

- NOTES**
1. All concrete post bases shall be 10" (in) minimum diameter.
 2. Along the top and bottom, using Hog Rings, fasten the Chain Link Fence Fabric to the Tension Wire within the limits of the first full fabric weave.
 3. Details are illustrative and shall not limit hardware design or post selection of any particular fence type.
 4. Fencing shall be used for security and boundary delineation only.



METHOD OF FASTENING STRETCHER BAR TO POST



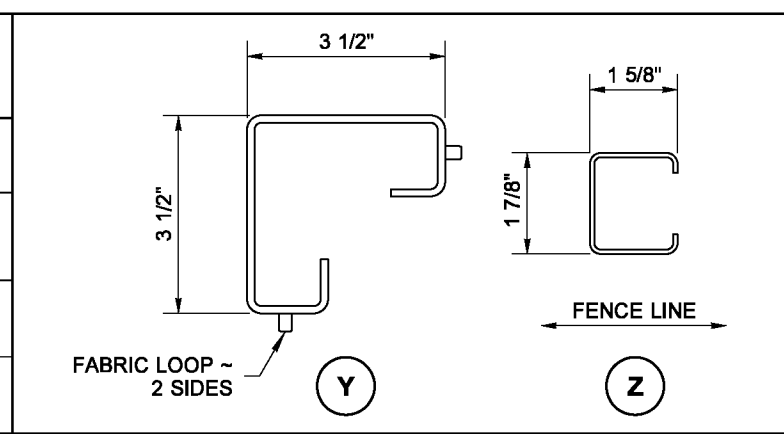
Barry, Ed
Jul 14 2015 11:14 AM

CHAIN LINK FENCE TYPES 3 AND 4

STANDARD PLAN L-20.10-03

SHEET 1 OF 2 SHEETS

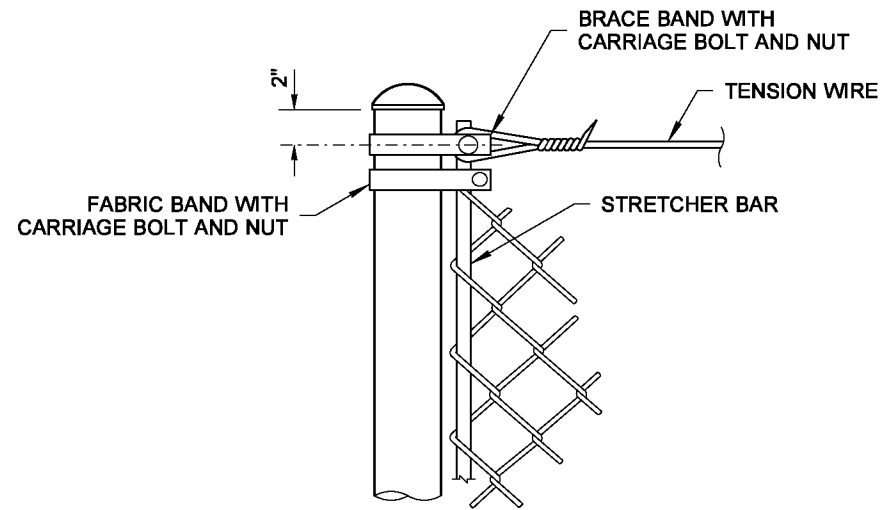
POST AND RAIL SPECIFICATIONS			
POST	PIPE	ROLL FORMED	
	NOM. SIZE (SCH. 40) I.D.	SECTION	WEIGHT (lb/ft)
END, CORNER, OR PULL POST	2 1/2" DIAM.	(Y)	5.10
LINE OR BRACE POST	2" DIAM.	(Z)	1.85



APPROVED FOR PUBLICATION
Carpenter, Jeff
Jul 14 2015 11:24 AM
STATE DESIGN ENGINEER

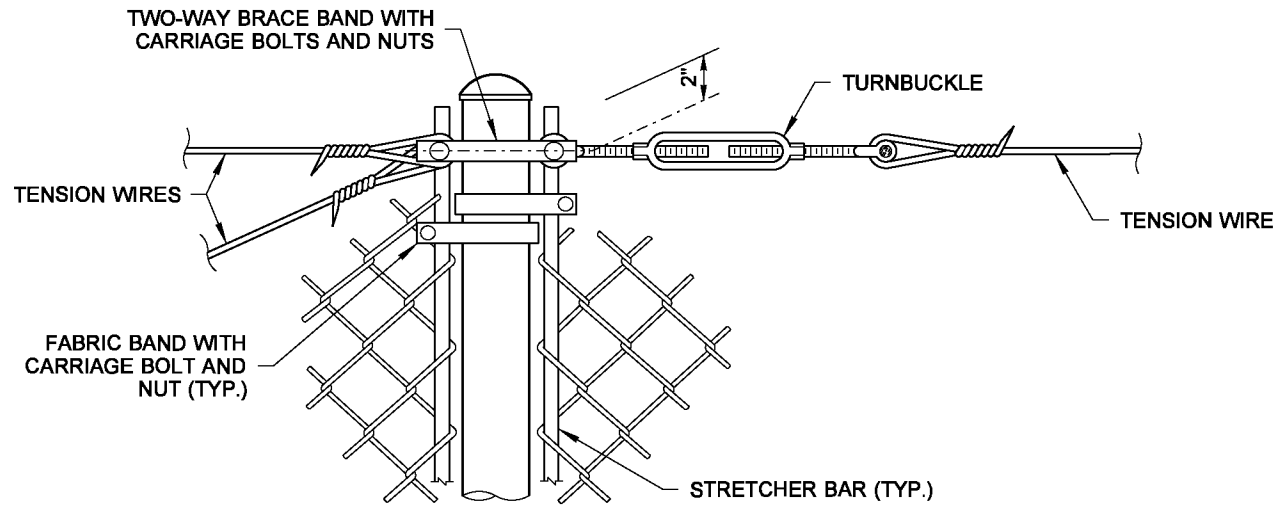
Washington State Department of Transportation

DRAWN BY: COLBY FLETCHER



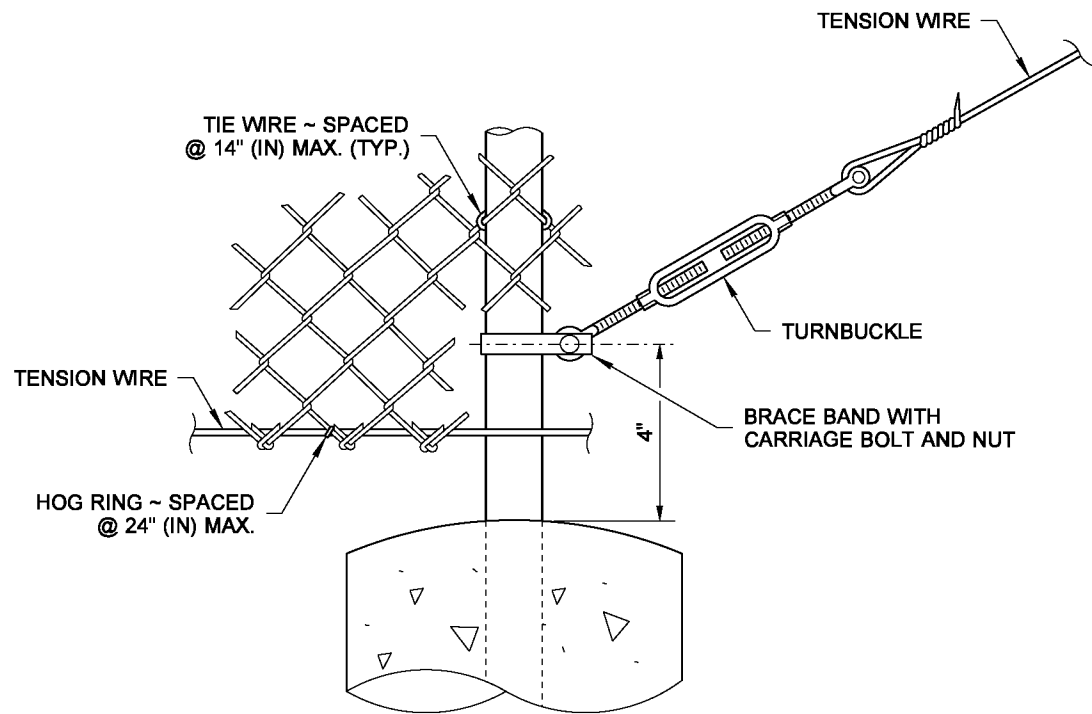
END OR CORNER POST

DETAIL A



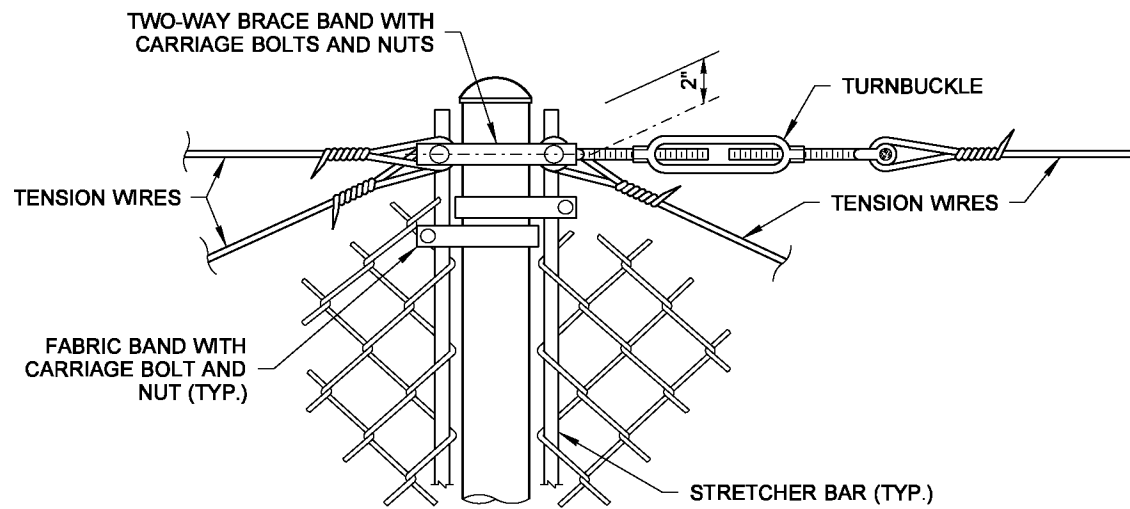
PULL POST (AT END OR CORNER)

DETAIL B



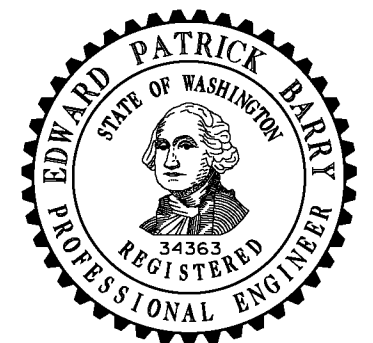
BRACE POST

DETAIL C



PULL POST (WITHIN RUN)

DETAIL D



Barry, Ed
Jul 14 2015 11:14 AM

**CHAIN LINK FENCE
TYPES 3 AND 4**

STANDARD PLAN L-20.10-03

SHEET 2 OF 2 SHEETS

APPROVED FOR PUBLICATION

Carpenter, Jeff

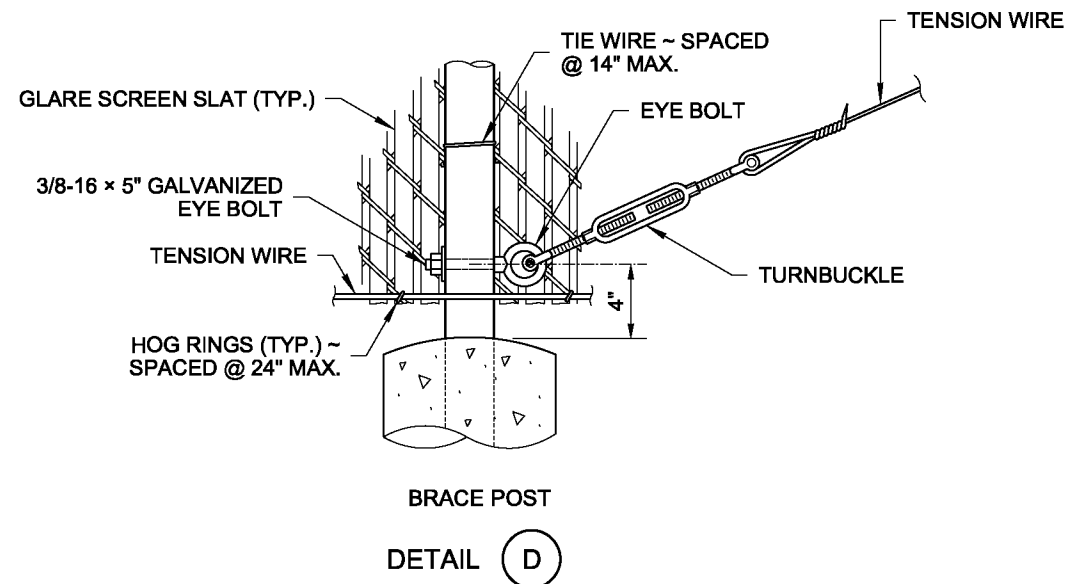
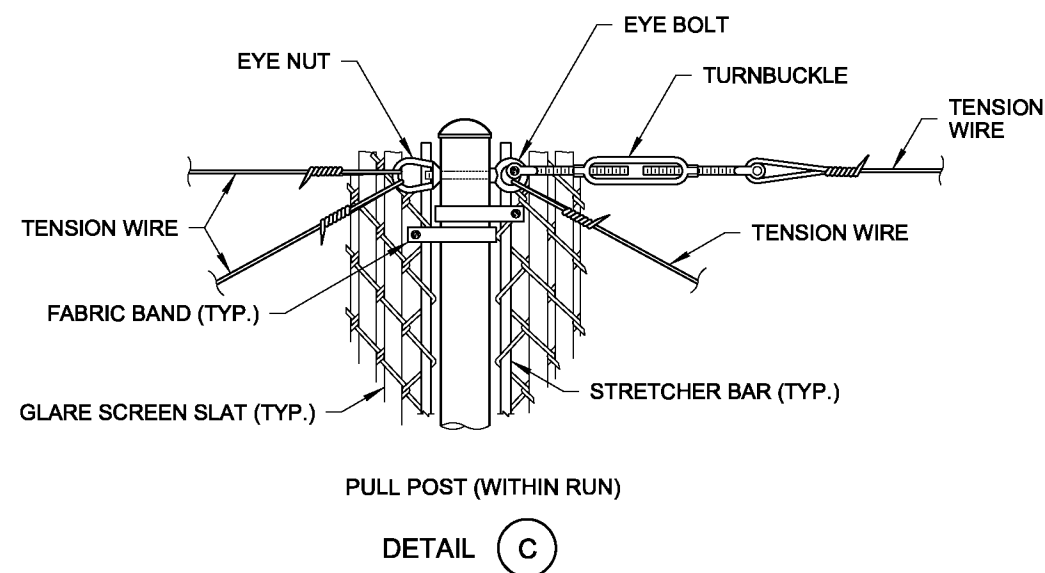
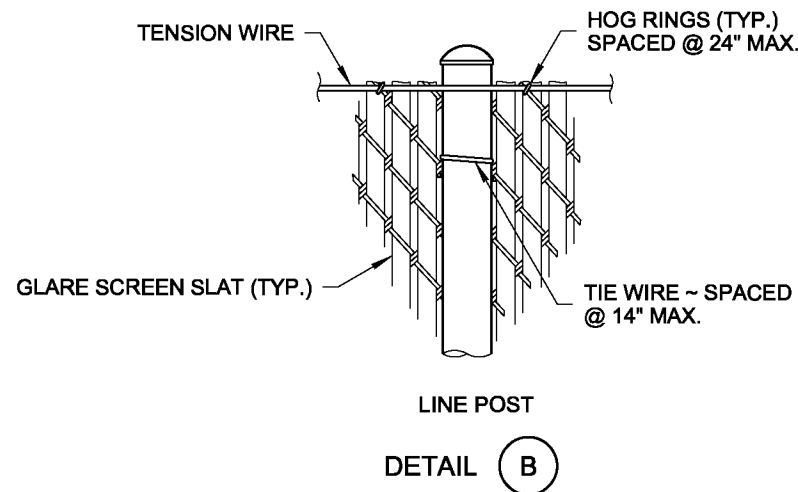
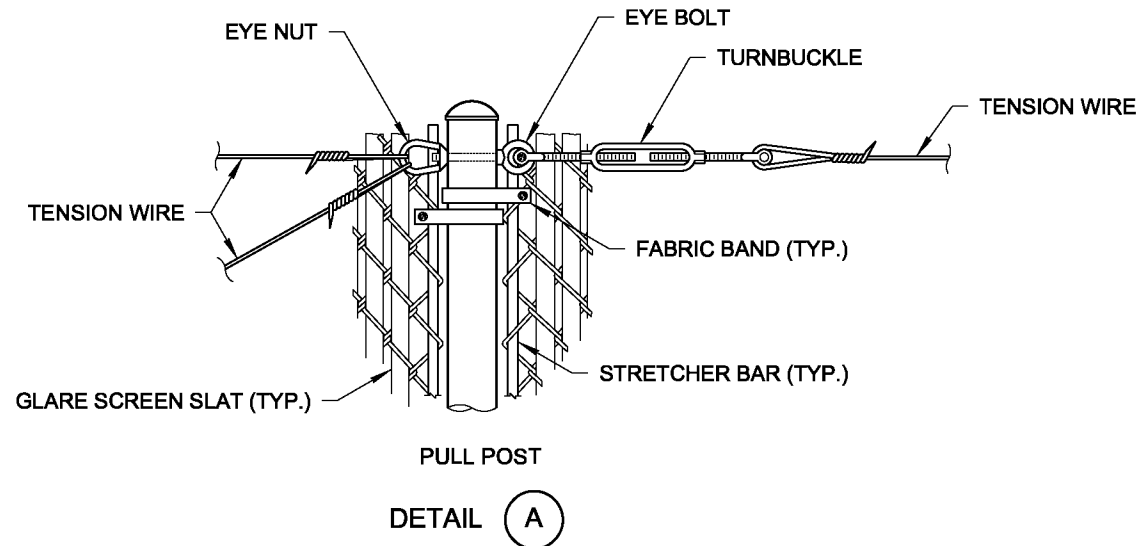
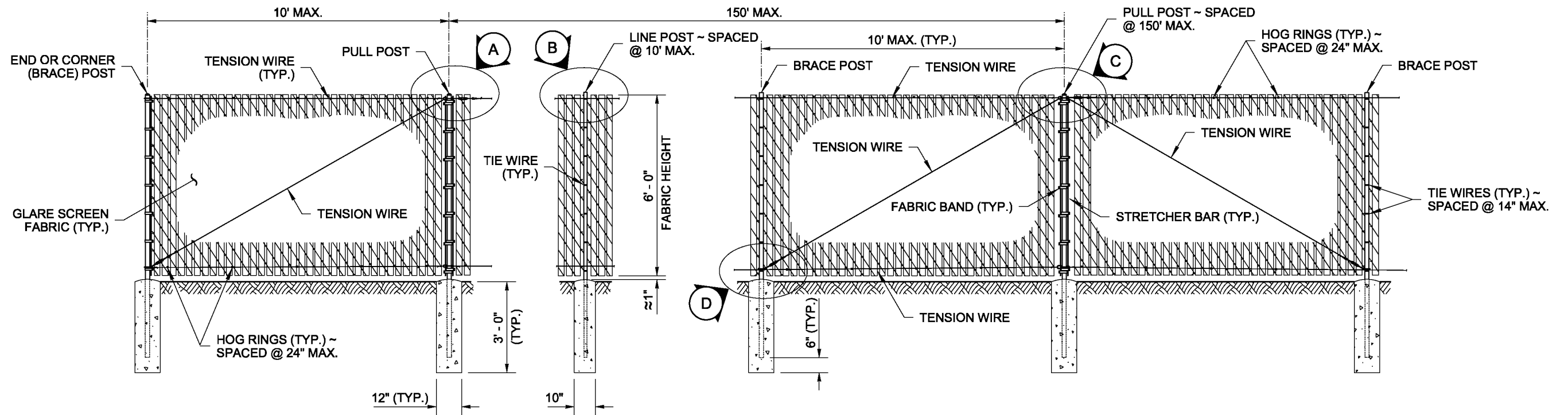
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STATE DESIGN ENGINEER



Washington State Department of Transportation

DRAWN BY: LISA CYFORD



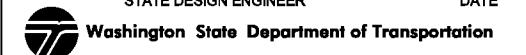
NOTE: THIS PLAN IS NOT A LEGAL ENGINEERING DOCUMENT UNTIL ELECTRONICALLY SIGNED BY THE ENGINEER AND APPROVED FOR PUBLICATION IS FILED AT THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION. A COPY MAY BE OBTAINED UPON REQUEST.

**GLARE SCREEN TYPE 2
(CHAIN LINK WITH SLATS)
STANDARD PLAN L-40.20-02**

SHEET 1 OF 1 SHEET

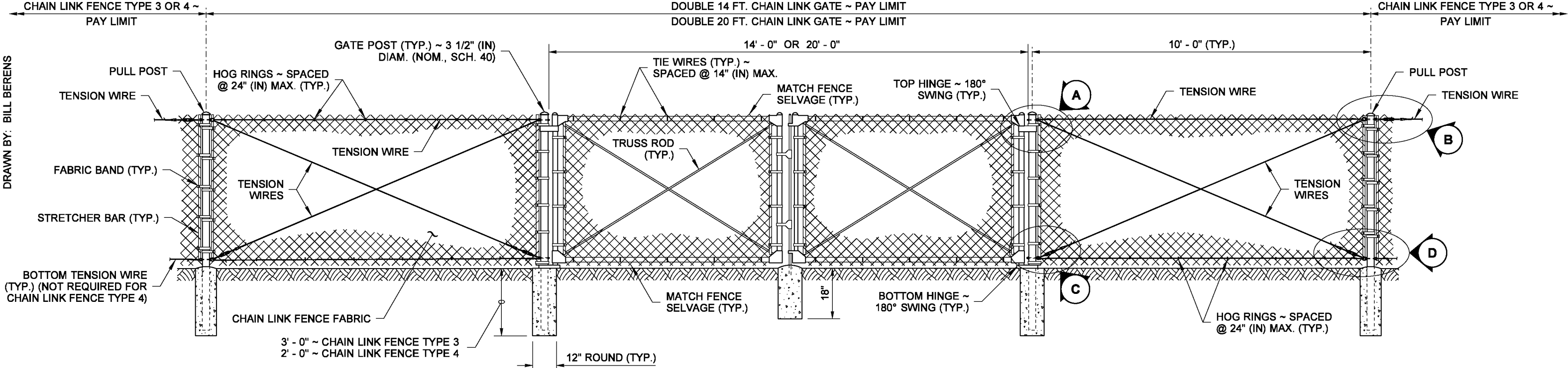
APPROVED FOR PUBLICATION

Pasco Bakotich III 06/21/12
STATE DESIGN ENGINEER DATE

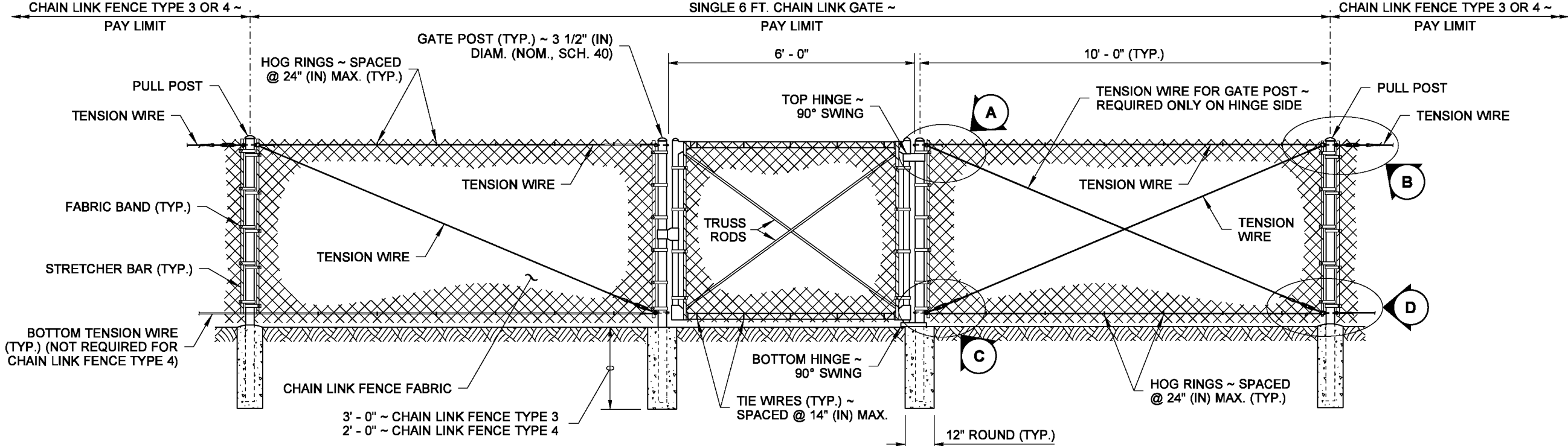


NOTES

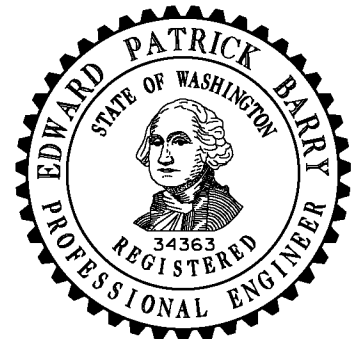
1. Materials shall meet the requirements of **Standard Specification 9-16**.



DOUBLE GATE



SINGLE GATE



Barry, Ed
May 6 2014 3:57 PM

CHAIN LINK GATE

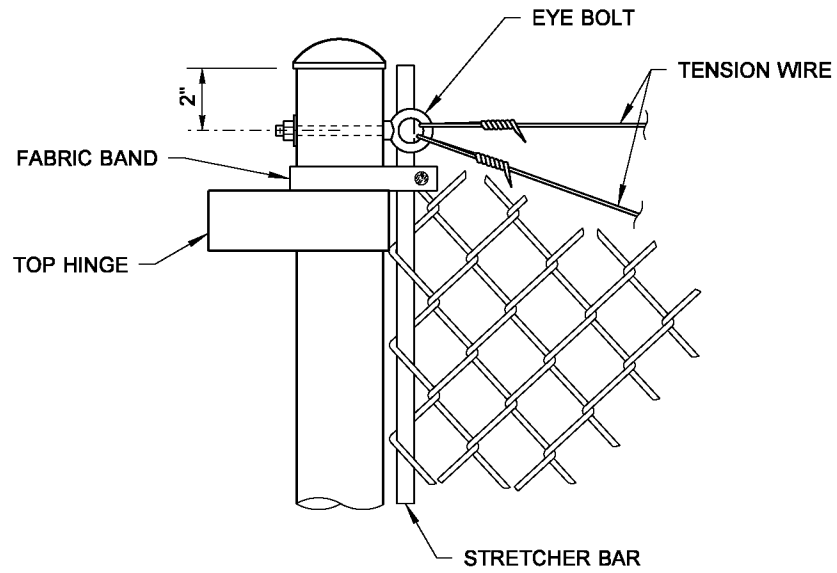
STANDARD PLAN L-30.10-02

SHEET 1 OF 2 SHEETS

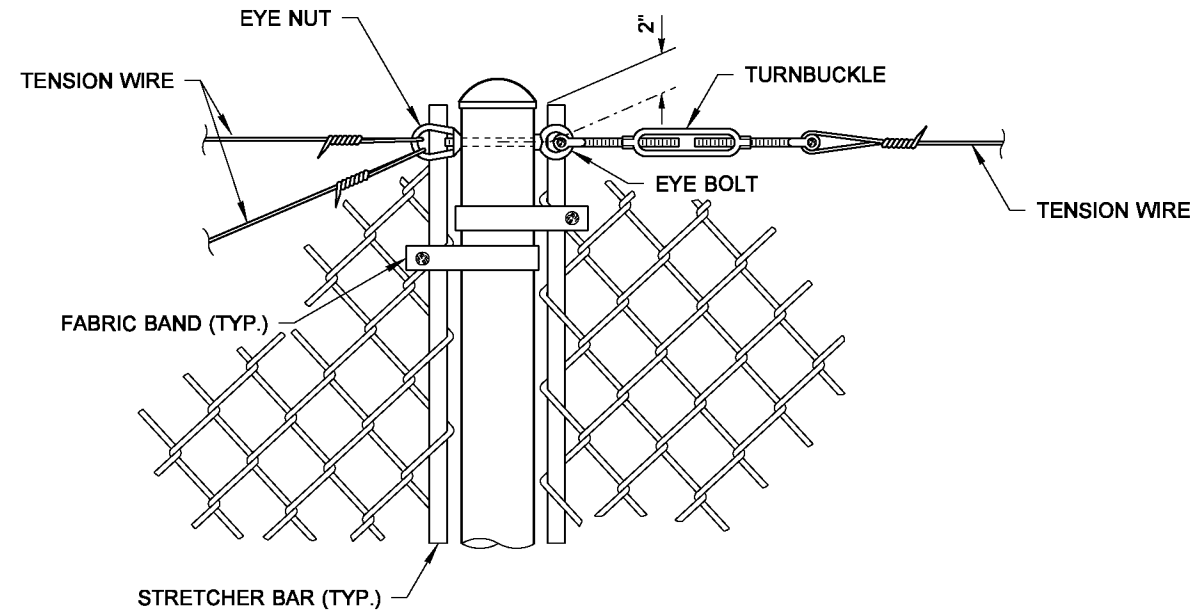
APPROVED FOR PUBLICATION
Bakotich, Pasco
Jun 11 2014 1:40 PM

STATE DESIGN ENGINEER

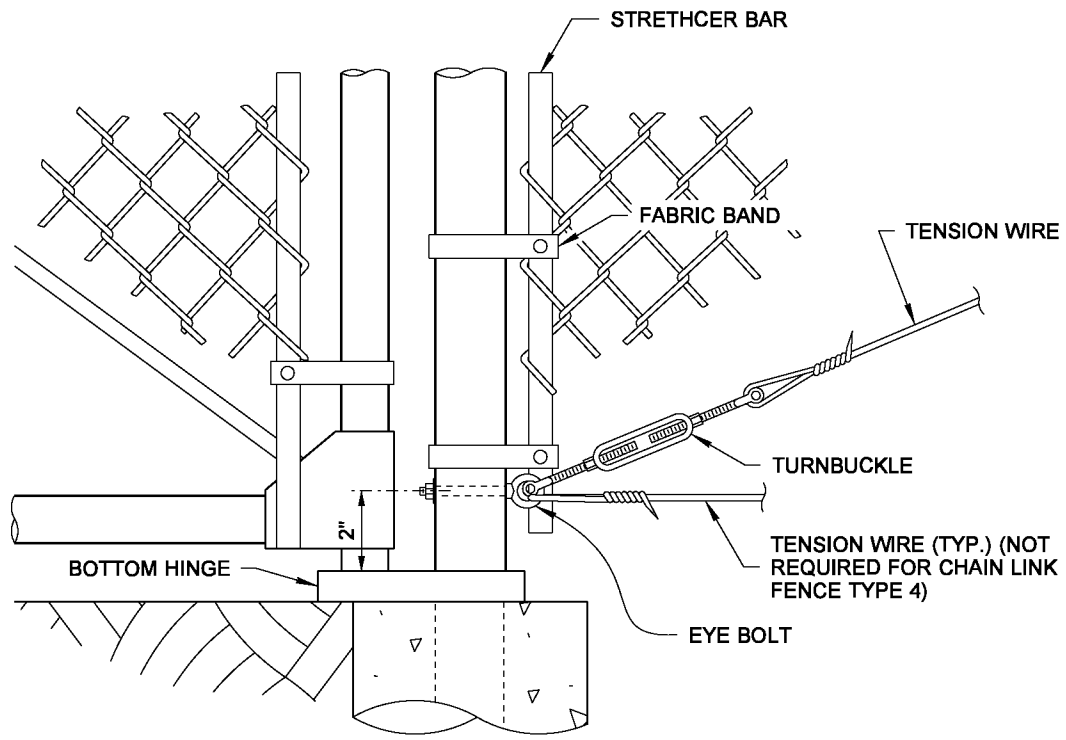
Washington State Department of Transportation



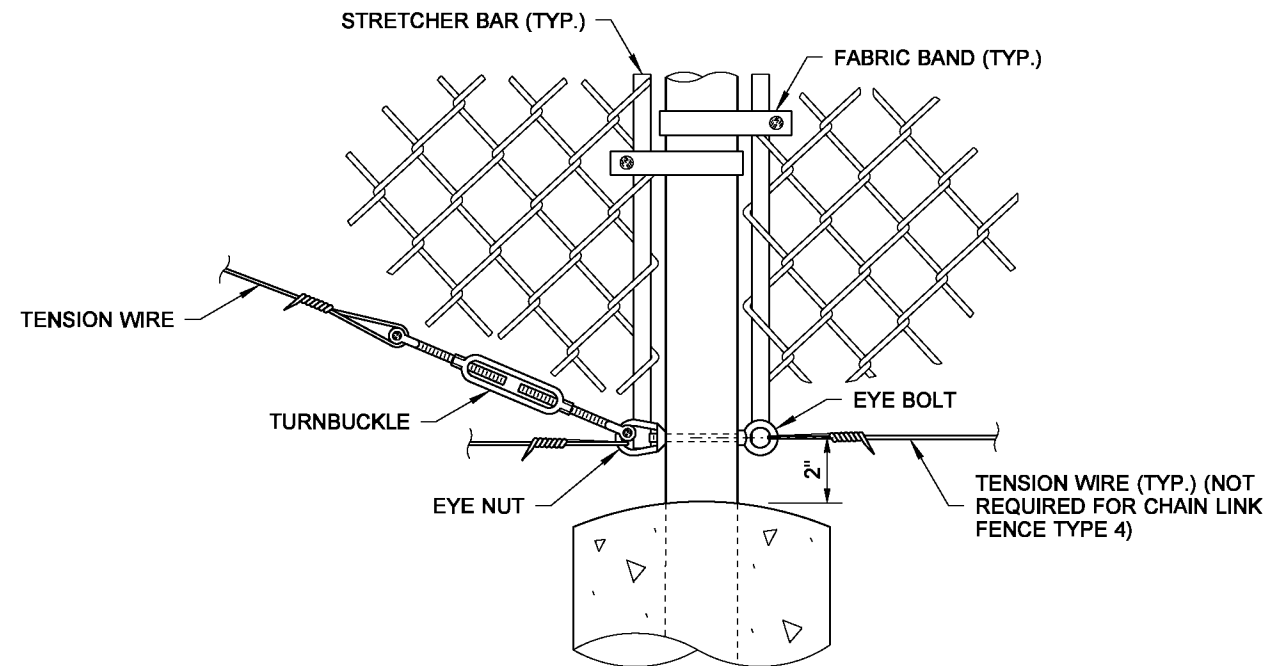
GATE POST
DETAIL A



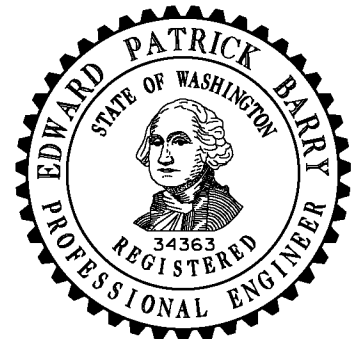
PULL POST
DETAIL B



GATE POST
DETAIL C



PULL POST
DETAIL D



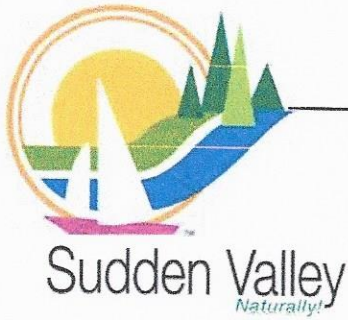
Barry, Ed
May 6 2014 3:58 PM
CSign

CHAIN LINK GATE

STANDARD PLAN L-30.10-02

SHEET 2 OF 2 SHEETS

APPROVED FOR PUBLICATION
 Bakotich, Pasco
 Jun 11 2014 1:41 PM
 STATE DESIGN ENGINEER
 Washington State Department of Transportation



June 21, 2024

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)
Bid Form – 2024 Fence Project

Bid submissions are due by 5:00pm on Monday, 7-1-24. Email bid submissions to mike.brock@suddenvalley.com.

Firm Name: CinPaul LLC, DBA C & P Fencing

Bid Schedule – 2024 Fence Project					
Item #	Description	Quantity	Unit	Unit Price	Total
	Schedule A – Area Z RV Fence Replacement				
A1.	Mobilization	1	LS	\$ 1.00	\$ 1.00
A2.	Remove and Dispose of Existing Chain Link Fence	645	LF	\$ 2.20	\$ 308.00
A3.	New 6' Chain Link Fence with 3 Strand Barbed Wire	645	LF	\$ 36.98	\$ 23,852.10
	Schedule A Subtotal				\$ 24,161.10
	WSST @ 8.8%				\$ 2,126.18
	Schedule A Total w/ WSST				\$ 26,287.28

Schedule B – Adult Center Fence Replacement					
Item #	Description	Quantity	Unit	Unit Price	Total
B1.	Mobilization	1	LS	\$ 1.00	\$ 1.00
B2.	Remove and Dispose of Existing Chain Link Fence	300	LF	\$ 4.20	\$ 1,260.00
B3.	New 6' Chain Link Fence with Blue Slats to Match Existing	290	LF	\$ 42.15	\$ 12,223.50
B4.	New 4' Man-Gate with Steps	1	LS	\$ 1,340.00	\$ 1,340.00
B5.	New 8' Gate – Double 4' Panels	1	EA	\$ 846.40	\$ 846.40
B6.	Minor Changes	1	EST.	\$5,000.00	\$5,000.00
	Schedule B Subtotal				\$ 20,670.90



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	WSST @ 8.8%				\$ 1,819.04
	Schedule B Total w/ WSST				\$ 22,489.94

Schedule C – Turfcare Fence Replacement					
Item #	Description	Quantity	Unit	Unit Price	Total
C1.	Mobilization	1	LS	\$ 1.00	\$ 1.00
C2.	Remove and Dispose of Existing Wood Fence	162	LF	\$ 5.20	\$ 842.40
C3.	New 6' Chain Link Fence with Slats	162	LF	\$ 42.15	\$ 6,828.30
	Schedule C Subtotal				\$ 7,671.70
	WSST @ 8.8%				\$ 675.11
	Schedule C Total w/ WSST				\$ 8,346.81
	Total Schedules A, B, C w/ WSST				\$ 57,124.03

Acknowledgement of Addendums: 0

By: *Paul Pohlman*
Signature of Authorized Person

Date: 7/1/2024

Print Name & Title: Paul Pohlman, Project Manager/Estimator



1516 Chinook Avenue, Enumclaw WA 98022
 Ph 360-802-1059 Fax 360-450-5464
 Contractor License CPFENPF882ME
 SCS Certification #1670

Date: 7/8/2024

Sudden Valley Community Association

Project:

2024 Fence Project

RFP: Add Top Rail To Fence

Attention: Mike

We hereby propose to furnish the materials and perform the labor necessary for the completion of this project:

Scope of Work To Be Completed:

BID #	DESCRIPTION	QTY	UNIT PRICE	EXTENSION
REP	Add 1 5/8" CR40 Top Rail To Fence (Bid Schedule A)	645	\$ 4.16	\$ 2,683.20
	(Bid Schedule B)	290	\$ 4.16	1,206.40
	(Bid Schedule C)	162	\$ 4.16	673.92

TOTAL COST OF THIS ESTIMATE \$ **2,683.20**
 4,563.52
 WSST 8.80% 401.58
Total: \$4,965.10

Exclusions: Insurance premiums for Waiver of Subrogation or primary wording, clearing and grading, concrete saw cutting and core drilling, **bonding**, surveys, signs, electrical **grounding** of fences, traffic control, painting, permits, surveying, labor agreements, staking the fence line, hazardous waste training or removal, temporary fence, concrete mowing strips, post sleeves/setting of post sleeves, damage to irrigation lines, padlocks, knock box. Fence Removal. Use Tax, Sales Tax.

SUBMITTALS MUST BE APPROVED AND RETURNED PRIOR TO ORDERING MATERIAL

THIS ESTIMATE IF ACCEPTED MUST BE SIGNED AND INCLUDED AS AN EXHIBIT IN THE CONTRACT

All material costs over \$1,000.00 will be subject to a joint check agreement provided by our supplier

C & P Fencing requests that retainage be paid 30 days after their work has been completed, provided that all paperwork, warranties, payroll reports, releases, etc. have been satisfied.

*Quote good for 45 days. Materials must be **ordered** and **shipped** immediately in order to guarantee price. Material orders not received immediately are subject to any price increase initiated by **our suppliers**.

IN WITNESS OF WHEREOF, the parties have hereunto caused this Agreement to be executed.

Respectfully Submitted: _____

Date: 7/8/2024

By: Paul Pohlman, Cell No. 253 740-5841, ppohlman@comcast.net

Note: This proposal may be withdrawn by us if not accepted within 45 Days.

Accepted _____

Date: _____

Title: _____



June 21, 2024

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)
Bid Form – 2024 Fence Project

Bid submissions are due by 5:00pm on Monday, 7-1-24. Email bid submissions to mike.brock@suddenvalley.com.

Firm Name: Winslow Brothers Fencing LLC

Bid Schedule – 2024 Fence Project					
Item #	Description	Quantity	Unit	Unit Price	Total
	Schedule A – Area Z RV Fence Replacement				
A1.	Mobilization	1	LS	\$	\$
A2.	Remove and Dispose of Existing Chain Link Fence	645	LF	\$	\$ 2500
A3.	New 6’ Chain Link Fence with 3 Strand Barbed Wire	645	LF	\$	\$ 32250
	Schedule A Subtotal				\$ 34750
	WSST @ 8.8%				\$ 3058
	Schedule A Total w/ WSST				\$ 37808

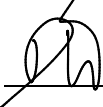
Schedule B – Adult Center Fence Replacement					
Item #	Description	Quantity	Unit	Unit Price	Total
B1.	Mobilization	1	LS	\$	\$
B2.	Remove and Dispose of Existing Chain Link Fence	300	LF	\$	\$ 1500
B3.	New 6’ Chain Link Fence with Blue Slats to Match Existing	290	LF	\$	\$ 15080
B4.	New 4’ Man-Gate with Steps	1	LS	\$	\$ 1400
B5.	New 8’ Gate – Double 4’ Panels	1	EA	\$	\$ 800
B6.	Minor Changes	1	EST.	\$5,000.00	\$5,000.00
	Schedule B Subtotal				\$ 18780

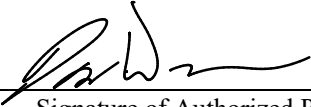


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	WSST @ 8.8%				\$ 1652.64
	Schedule B Total w/ WSST				\$ 20432.64

Schedule C – Turfcare Fence Replacement					
Item #	Description	Quantity	Unit	Unit Price	Total
C1.	Mobilization	1	LS	\$	\$
C2.	Remove and Dispose of Existing Wood Fence	162	LF	\$	\$ 850
C3.	New 6' Chain Link Fence with Slats	162	LF	\$	\$ 8424
	Schedule C Subtotal				\$ 9274
	WSST @ 8.8%				\$ 816.12
	Schedule C Total w/ WSST				\$ 10090.12
	Total Schedules A, B, C w/ WSST				\$ 68330.75

Acknowledgement of Addendums: 

By: 
Signature of Authorized Person

Date: 07/03/2024

Print Name & Title: David Winslow - Owner



June 21, 2024

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)
Bid Form – 2024 Fence Project

Bid submissions are due by 5:00pm on Monday, 7-1-24. Email bid submissions to mike.brock@suddenvalley.com.

Firm Name: JTI Commercial Services

Bid Schedule – 2024 Fence Project					
Item #	Description	Quantity	Unit	Unit Price	Total
Schedule A – Area Z RV Fence Replacement					
A1.	Mobilization	1	LS	\$ 0	\$ 0
A2.	Remove and Dispose of Existing Chain Link Fence	645	LF	\$ 6.00	\$ 3,870.00
A3.	New 6' Chain Link Fence with 3 Strand Barbed Wire	645	LF	\$ 43.28	\$27,915.60
Schedule A Subtotal					\$31,785.60
WSST @ 8.8%					\$ 2,797.13
Schedule A Total w/ WSST					\$ 34,582.73

Schedule B – Adult Center Fence Replacement					
Item #	Description	Quantity	Unit	Unit Price	Total
B1.	Mobilization	1	LS	\$ 0	\$ 0
B2.	Remove and Dispose of Existing Chain Link Fence	300	LF	\$ 7.25	\$ 2,175.00
B3.	New 6' Chain Link Fence with Blue Slats to Match Existing	290	LF	\$ 69.04	\$20,021.60
B4.	New 4' Man-Gate with Steps	1	LS	\$ 3,625.00	\$ 3,625.00
B5.	New 8' Gate – Double 4' Panels	1	EA	\$ 1,225.00	\$ 1,225.00
B6.	Minor Changes	1	EST.	\$5,000.00	\$5,000.00
Schedule B Subtotal					\$ 32,046.60



Sudden Valley

Naturally!

	WSST @ 8.8%				\$ 2,820.10
	Schedule B Total w/ WSST				\$ 34,866.70

Schedule C – Turfcare Fence Replacement					
Item #	Description	Quantity	Unit	Unit Price	Total
C1.	Mobilization	1	LS	\$ 0	\$
C2.	Remove and Dispose of Existing Wood Fence	162	LF	\$ 8.95	\$ 1,449.90
C3.	New 6' Chain Link Fence with Slats	162	LF	\$ 71.47	\$ 11,578.14
	Schedule C Subtotal				\$ 13,028.04
	WSST @ 8.8%				\$ 1,146.47
	Schedule C Total w/ WSST				\$ 14,174.51
	Total Schedules A, B, C w/ WSST				\$ 83,623.94

Acknowledgement of Addendums: Yes

By: *Tony Rossi*
Signature of Authorized Person

Date: 7/1/24

Print Name & Title: Tony Rossi - Project Manager

Exclusions:

- Concrete crowning around post
- Crushed and compacted gravel at the bottom of post holes
- Clearing and grading of proposed fence line.
- Installation of fencing after landscape is installed
- Removal of post hole spoils
- Requirement of Covid 19 vaccination
- Staking and Surveying
- Traffic Control
- Grounding
- Permitting
- Saw Cutting and Core Drilling
- Hydro Excavation
- Engineering of fencing structures
- Hand dig excavation
- Locating of private utilities
- Overtime work
- Gate Locks/Panic hardware
- Additional Mobilizations
- Unforeseen Undergrounds, unsuitable soils, or hazardous materials
- Bond Premium (Other than Performance Bond)
- Fixing damage from another contractor to completed work.
- Demo and disposal of existing fence lines

Initial



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association (SVCA) Board of Directors (BOD)
From: Greg Wadden, Turfcare Superintendent
Date: July 25th, 2024
Subject: Capital Request – Replacement of Asset #1079, John Deere Pro-Gator 2030A

Purpose

Replacement of 2005 John Deere ProGator 2030A

Background

The Pro-Gator was purchased in used condition by SVCA in 20XX. According to the Turfcare maintenance technician, transmission issues have plagued this unit since day one of its use and it now needs to be replaced as it is not functioning. The Pro-Gator is scheduled to be replaced in 2025, with \$51,917 allocated in CRRRF. Because of supply chain backlogs, placing the order now means that the new equipment will be available in early 2025. If we wait until 2025 to place the order, the equipment won't be received until the fall, well past the busy season for which it is most needed.

Analysis

This unit is scheduled for replacement in 2025. Three manufacturers were asked for quotes to replace it. The recommended equipment and prices are summarized in the table below.

Summary of Equipment Features & Cost			
Manufacturer	Toro	John Deere	Jacobsen/Cushman
Model	Workman	Pro-Gator 2030A	Truckster XD
Engine/Horse Power	Kubota 23.3 Hp Diesel	Kubota 24.7 Hp Diesel	Kubota 24.8 Hp Diesel
Transmission	5 speed manual	6 speed manual	5 speed manual
Auxiliary Hydraulics	yes	yes	yes
Cargo Box	yes	yes	yes
Tow hitch/Receiver	yes	yes	yes
Throttle Governor Control	yes	yes	yes
4 Wheel Drive	yes	yes	yes
Work Light Kit	yes	yes	no
Payload Capacity	3185 lbs	3384 lbs	3550 lbs
Compatible with existing implements?	no	yes	no
Cost (w/out tax)	\$51,807.44	\$52,093.44	\$44,952.90



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After reviewing the quotes, we recommend the John Deere Pro-Gator, since it is the only model that will work with our current implements. Additionally, SVCA owns other John Deere ProGators and Gators, which makes maintenance easier and more efficient.

Request

Request that the Board of Directors approve the purchase of a New John Deere ProGator 2030A and allocate \$52,093.44 from CRRRF.

Motion

Move that the Board of Directors approve the purchase of a New John Deere ProGator 2030A and allocate \$52,093.44 from CRRRF.

Approvals

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Quote Summary

Prepared For:
 SUDDEN VALLEY COMMUNITY ASSN
 4 CLUBHOUSE CIR
 BELLINGHAM, WA 98229
 Business: 360-734-6430
 MAINTENANCE@SUDDENVALLEY.COM

Prepared By:
 Rick Michel
 Pacific Golf & Turf
 1818 Bickford Avenue
 Snohomish, WA 98290
 Phone: 360-568-7798
 rmichel@pacificgolfturf.com

Quote Id: 31184371
Created On: 18 June 2024
Last Modified On: 08 July 2024
Expiration Date: 31 October 2025

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE ProGator 2030A (Diesel)	\$ 47,880.00 X	1 =	\$ 47,880.00
Equipment Total			\$ 47,880.00

Quote Summary	
Equipment Total	\$ 47,880.00
SubTotal	\$ 47,880.00
Sales Tax - (8.80%)	\$ 4,213.44
Est. Service Agreement Tax	\$ 0.00
Total	\$ 52,093.44
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 52,093.44

Salesperson : X _____

Accepted By : X _____

Quote Id: 31184371

Customer: SUDDEN VALLEY COMMUNITY ASSN

JOHN DEERE ProGator 2030A (Diesel)

Hours:
Stock Number:

Code	Description	Qty
141ETC	ProGator 2030A (Diesel)	1
Standard Options - Per Unit		
001A	US/Canada	1
183E	JDLink™ Modem	1
0443	All Other Countries - Operator's Manual - English/Spanish	1
1139	Standard Front Tires 23x10.5-12 (4 PR)	1
1161	Fairway Rear (2) Tires and (2) Wheels, 26x14-12 (4 PR)	1
1191	4WD Traction Unit	1
2200	Factory Installed Auxiliary Hydraulics	1
9774	Throttle/Governor Control Kit	1
9775	Armrest Kit (One Set)	1
9776	Cargo Box	1
9778	Quick Connect Kit	1
Dealer Attachments		
BM20433	Heavy-Duty Front Spring Kit	1
TCB10910	Heavy-Duty Rear Spring Kit	1



PURCHASE ORDER

Lynden, Mt. Vernon, Pacific, Chehalis, Rainier, Salem & Eugene



BRIM Tractor Company 2500 Cedardale Road Mt. Vernon, WA 98274 360.424.1600

July 12, 2024

Phone #:

Name: Greg Wadden Sudden Valley Golf

Address:

City, State, Zip:

Email:

Sales Rep: Jon Gouras

Cell #: 360-961-2680

Email: jon.gouras@brimtractor.com

MAKE	MODEL	DESCRIPTION	UNIT #	SERIAL #	HRS	AMOUNT
Cushman	XD	diesel 4x4 Orange, treaded tires, premium operator seat, pwr steering, pwr dump				\$ 35,510.00
		aux hydraulics hi/lo with ports receiver hitch				\$ 2,652.00
						\$ 655.00
		freight				\$ 2,500.00
Trade In						

Warranty:

SUBTOTAL	\$	41,317.00
8.8% SALES TAX	\$	3,635.90
TOTAL	\$	44,952.90

Warranty coverage does not include travel/ hauling time or freight on parts. All sales are final.

DOWN PAYMENT	\$	-
CONTRACT FEE/PDI	\$	-
BALANCE DUE	\$	44,952.90

- Cash
- Check
- Bank Card
- Financed

UNDERWRITING FEE	
PHYSICAL DAMAGE INSURANCE	\$ -
MISC:	\$ -

MONTHS	0
INTEREST	7.90%
PAYMENT	#NUM!

- Sale
- Transfer
- Demo
- Rental
- Consignment

Special Instructions
Free Tire Ballast

MONTHS	0
INTEREST	0.00%
PAYMENT	#NUM!

- Brim to Haul
- Customer to Haul

MONTHS	0
INTEREST	0.00%
PAYMENT	#NUM!

Customer Warrants that Trade In Equipment or Consigned Equipment is Traded or Consigned with no Liens or Encumbrances

Initial Here

Purchaser's Signature: _____

Date: _____



Date: June 19, 2024

Quotation for Sudden Valley Community Assoc

Quote No: Q002872

Prepared For:	Greg Wadden	Quote No:	Q002872
	Sudden Valley Community Assoc 4 Clubhouse Circle Bellingham WA 98229 United States of America	Sales Person:	Shawn Frisbee Shawn.Frisbee@turfstar.com

Summary

Configuration Name	Qty	Unit Price	Sub Total	Sales Tax	Total
07387: Workman HDX-D 4WDKubota Diesel 23.3HP	1	\$47,617.14	\$47,617.14	\$4,190.30	\$51,807.44

Totals			47,617.14	4,190.30	51,807.44
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Date: June 19, 2024

Quotation for Sudden Valley Community Assoc

Quote No: Q002872

Configuration Product Details 07387: Workman HDX-D 4WDKubota Diesel 23.3HP

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
07387	Workman HDX-D 4WDKubota Diesel 23.3HP	1	\$43,648.05	\$43,648.05	\$3,841.02	\$47,489.07
07316	High Flow Hydraulic KitHDX Models Only	1	\$2,624.68	\$2,624.68	\$230.97	\$2,855.65
07420	Hand Throttle	1	\$294.81	\$294.81	\$25.94	\$320.75
117-4831	HITCH KIT, RECEIVER TUBE	1	\$180.60	\$180.60	\$15.89	\$196.49
FSD1	Setup	1	\$719.00	\$719.00	\$63.27	\$782.27
FSD2	Delivery	1	\$150.00	\$150.00	\$13.20	\$163.20
Totals:						\$51,807.44



Date: June 19, 2024

Quotation for Sudden Valley Community Assoc

Quote No: Q002872

Standard Terms and Conditions:

Prices including all finance options are subject to change based on Turf Star Western's receipt of product and estimated shipments. Currently, product availability is a minimum of 6-18 months. Your Final Price will be determined at the time of shipment. Delivery is FOB point of origin unless otherwise stated.

Office Locations:

Northern California:

3928 N. Blattela Lane
Fresno, CA 93727

11373 Sunrise Gold Circle
Rancho Cordova, CA 95742

Southern California:

79-893 Country Club Drive
Bermuda Dunes, CA 92203

955 Beacon Street
Brea, CA 92821

2255 Meyers Avenue
Escondido, CA 92029

Pacific Northwest:

1750 Industrial Dr. NE
Salem, OR 97301

5869 South 194th
Kent, WA 98032

2824 East Garland
Spokane, WA 99207

(800) 585-8001



WARNING:

Cancer and Reproductive Harm - <http://www.P65Warnings.ca.gov>
For more information, please visit <https://www.ttcoCAProp65.com>

CALIFORNIA SPARK ARRESTER WARNING:

Operation of this equipment in the State of California may create sparks that can start fires around dry vegetation
A spark arrester may be required.
The operator should contact local fire agencies for laws or regulations relating to fire prevention requirements



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association (SVCA) Board of Directors (BOD)
From: Jo Anne Jensen, General Manager
Date: July 25th, 2024
Subject: Capital Request – Adult Center HVAC Change Order

Purpose

Adjust funding to accommodate installation of air conditioning in addition to heating at the Adult Center.

Background

On April 25th, 2024, the SVCA Board of Directors approved the allocation of \$7,009.98 for the replacement of the two furnaces that heat the Adult Center and authorized the GM to sign a contract with Lynden Sheet Metal for the project. That contract was signed on April 30th, 2024.

Shortly thereafter, during discussion with the Whatcom County Library System about the renewal of their lease of the Adult Center, the library offered to pay for a one-time capital improvement in return for reduced monthly rent. This suggestion was incorporated into the new lease as a one-time payment of \$40,000, which was approved by the Board on June 27th, 2024.

Analysis

Lynden Sheet Metal revised their quote to incorporate heat pumps and upgraded the furnaces from 80% efficiency to 96% efficiency. These changes increased the cost of the project to \$38,331.33.

Quoted Cost	\$ 36,323.97
<u>Original Funding</u>	<u>\$ 7,009.98</u>
Additional Funding	\$ 29,313.99
WCLS Contribution	\$ 40,000.00
<u>Additional funding</u>	<u>\$ 29,313.99</u>
Surplus Funds	\$ 10,686.01

Requests

Request that the Board of Directors approve an additional \$36,323.97 in funding for capital project 9724.07, Adult Center HVAC Replacement.

Request that the Board of Directors approve the transfer of \$40,000 from Operations to CRRRF.



Sudden Valley Community Association

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Motions

Move that the Board of Directors approve an additional \$31,321.35 in funding for capital project 9724.07, Adult Center HVAC Replacement.

Move that the Board of Directors approve the transfer of \$40,000 from Operations to CRRRF.

Approvals

Motion 1

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Motion 2

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



LYNDEN SHEET METAL INC.

837 Evergreen Street - Lynden, WA 98264
 (360) 354-3991 Phone - (360) 354-1219 Fax
 www.LyndenSheetMetal.com
 Contractor License #LYNDEI*206DM

CUSTOMER NAME SUDDEN VALLEY COMMUNITY ASSOCIATION			PHONE 360-746-8432 OFFC		PROPOSAL DATE 07/10/2024	
JOB SITE ADDRESS 10 BARN VIEW DR			MAILING ADDRESS 4 CLUBHOUSE CIR BELLINGHAM, WA 98229			
CITY BELLINGHAM		STATE WA	ZIP 98229	EMAIL ADDRESS MIKE.BROCK@SUDDENVALLEY.COM		

PROPOSAL # 95764.Rev 2

BID SUMMARY

	Pricing	CASH DISCOUNTED PRICE
Install an AMERICAN STANDARD GOLD AMSS9X2 two stage gas downflow furnace, 96% efficient, 80,000 BTU East Wing. Includes new thermostat and easy access filter rack.	\$5,114.00	\$4,858.00
Install a SILVER 15 AMERICAN STANDARD single stage heat pump, 4 ton Install AMERICAN STANDARD multi position coil East Wing	\$11,750.00	\$11,162.00
Electrical wiring by licensed electrician of outdoor heat pump or AC unit East Wing	\$1,024.00	\$972.00
Electrical wiring by licensed electrician to extend existing power to furnace and to condensate pump East Wing	\$285.00	\$270.00
Install an AMERICAN STANDARD GOLD AMSS9X2 two stage gas downflow furnace, 96% efficient, 100,000 BTU West Wing. Includes new thermostat and easy access filter rack.	\$5,336.00	\$5,069.00
Install a SILVER 15 AMERICAN STANDARD single stage heat pump, 4 ton Install AMERICAN STANDARD multi position coil West Wing	\$11,759.00	\$11,171.00
Electrical wiring by licensed electrician of outdoor heat pump or AC unit West Wing	\$1,024.00	\$972.00
Electrical wiring by licensed electrician to extend existing power to furnace and to condensate pump West Wing	\$285.00	\$270.00
Whatcom County mechanical permit	\$104.00	\$98.00
Low Voltage wiring permits	\$114.00	\$108.00
LSM Special Discount *5% Off when installing both systems simultaneously*	\$(1,564.00)	\$(1,564.00)

See next page for installation details, inclusions and exclusions

<p>CASH DISCOUNT TERMS: To receive the stated cash discount, all deposits, draws and final payments must be made with check or cash. Final payment must be received within 10 days of final billing. Payments made with credit card or are financed do not qualify for the discount</p> <p>Payment Terms: 50% deposit is required upon signing proposal. Full Payment due within 10 days of invoice billing. Any balance beyond 30 days will be assessed a late charge of 1.5% of the outstanding balance per month (18% per annum).</p> <p>Other Terms: Buyer hereby declares that they hold title to the property to which the merchandise is being installed and has legal authority to order the work as outlined. LSM retains title to all materials and property listed until payments have been made in full. Buyer agrees to pay any reasonable attorney and/or collection fees incurred by seller to secure payment.</p>				

Available Rebates:	FROM	AMOUNT \$0.00	Financed By:	Total Cash Discount \$2,007.36
Rebate checks come directly from the utility upon your submission of forms and are subject to approval by the utility company.			Approval Code	

ESTIMATOR'S SIGNATURE		BUYER'S SIGNATURE	
Digitally signed by Kyle Kleindel	DATE	I authorize work to be done as specified I acknowledge that if I cancel, I may be subject to a restocking fee on equipment Prices good for 15 days after bid date	DATE
<i>Kyle Kleindel</i>			

Thank you for allowing us the opportunity to quote this project for you. We look forward to working with you.

INSTALLATION DETAILS & GUARANTEES

CUSTOMER NAME: SUDDEN VALLEY COMMUNITY ASSOCIATION

95764.Rev 2

SCOPE OF WORK:

Two new Furnaces - Gas
Two new Heat Pumps

INSTALLATION INCLUDES:

Reconnect existing power to each furnace
Remove and dispose of existing furnaces.
Furnaces to be natural gas
Install new outdoor unit
Heat pump outdoor units to be located side by side on East side of the building in flower bed.
Location of outdoor unit has been approved by customer. If location changes, extra charges may apply.
At new outdoor unit location, customer will move plants/shrubs as needed.
LSM to provide a lightweight concrete pad for outdoor unit to set on.
Install new indoor evaporator coil on supply side of the furnace.
Use existing furnace bases.
Adapt existing return air ducts to the new furnaces, in the mechanical closets
Install new easily accessible filter racks in the mechanical room, on the return air side of each furnace.
Reconnect existing gas line with new gas flex connector at each furnace.
Install new PVC venting.
New venting will go up through roofline.
Install new condensate line for gas furnace to condensate drain at tankless water heater.
Install condensate pump with new gas furnace.
Install new condensate line for coil to drain to furnace condensate pump.
Install new refrigeration lines.
New refrigeration lines to be routed through crawl space.
Customer has approved the refrigeration lineset routing.
Install new heat pump thermostat in same place as existing.
Use existing thermostat wiring
LSM will be performing electrical work
Install new electrical to outdoor unit with disconnect
Routing of electrical from panel to outdoor unit through crawl space.
American Standard Furnace Warranty for Platinum 95, Gold S9V2, S9X2, S9X1 is 10 year parts when registered online within 60 days, limited lifetime on heat exchanger, 1 year labor.
American Standard Heat pump warranty: 10 year parts and compressor when registered online within 60 days, 1 year labor. Platinum 20 or 18 have additional two years on compressor (12 years).
Leak check all new connections to gas, refrigeration or water lines of all equipment provided by Lynden Sheet Metal ; proper startup and setup of all equipment provided by Lynden Sheet Metal ; review system operation and location of manuals with owner of all equipment provided by Lynden Sheet Metal , if applicable.

ITEMS THAT ARE ADDITIONAL OR NOT INCLUDED, UNLESS SPECIFICALLY NOTED OTHERWISE:

Sales Tax is not included in the base price and will show up as a separate line item on this proposal .
Tax will be added to all prices based on the current rate .
Any carpentry, if needed
Moving of items to allow clear access to the installation site.
Removal or relocation of any landscaping or sprinkler heads to place any outdoor unit.

SPECIAL NOTES

Thank you for allowing us the opportunity to quote this project for you. We look forward to working with you.

Bid price does not include any electrical work.

Bid price does not include any carpentry or drywall work.

Bid price does not include any moving of items to gain clear access to the install area, such as vehicles, landscaping, sprinklers, boxes, furniture, decor, shelves, etc.

Bid price assumes the existing thermostat wiring is adequate and wire is free of any shorts. If wiring needs to be replaced, it will be completed on a time and material basis.

Bid price assumes the existing electrical panel is capable of handling new equipment. If not, the panel may need to be upgraded at an additional cost.

Air Conditioner and Heat Pumps are not designed to cool below 70 Degrees.

To best keep the conditioned space warm on really cold days or cool on really hot days , we strongly recommend setting the thermostat at one temperature and leaving it set 24 hours per day. It is easier to maintain temperatures than to try to reduce or increase temperature in large amounts.

If static pressures are too high upon start up of equipment, it may be necessary to modify or add a return air duct or supply outlets. If needed this would be done on a time and material basis.

If static pressures are too high upon start up of equipment, it may be necessary to modify or add a return air duct or supply outlets. If needed this would be done on a time and material basis.

If blower fan or air flow volumes are higher than previous equipment it may be necessary to modify or add a return air duct or supply outlets. If needed this would be done on a time and material basis.

Heat Pumps provide a milder temperature to heat the conditioned space. Supply air temperatures will be cooler than that of a furnace, but will heat your home efficiently.

All heating and cooling equipment requires regular maintenance annually.

Cancellation of project after acceptance will result in a 10% of the base quote restocking fee.

QUALITY INSTALLATION GUARANTEES

No Surprises: The price on the signed proposal is the price you pay for the approved scope of work. Any changes or additional work beyond the original scope of work, may result in additional charges.

Code Compliance: The installation will comply with all existing local codes.

Customer Respect: Our technicians will politely answer any questions or concerns you have regarding the installation. Our technicians will remove their shoes or put on shoe coverings and use drop clothes when working inside the home whenever possible. There are some instances where it is not practical to do so and we will always ask and let you know. Our technicians will leave the job site as neat as they found it.

DUE TO THE SHORTAGE OF RAW MATERIALS, PRICING OF EQUIPMENT AND PARTS ARE FLUCTUATING FREQUENTLY. UNTIL THIS LEVELS OUT, WE CAN ONLY HOLD OUR PRICING FOR 15 DAYS



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

APPROVAL REQUEST MEMO

To: Sudden Valley Community Association (SVCA) Board of Directors (BOD)
From: Jo Anne Jensen, General Manager
Date: July 25th, 2024
Subject: Approval Request – Barn 8 Structural Evaluation Phase 1

Purpose

To request approval to use obligated funds to pay for the first phase of a structural evaluation of Barn 8.

Background

On May 9, 2024, the Sudden Valley Community Association (SVCA) Board of Directors directed the General Manager to commission a structural evaluation of Barn 8. PNW Services has worked with Kingworks Structural Engineers and Cool Runnings to develop a plan for that work.

Analysis

Kingworks recommends using a two-phase approach to avoid completing unnecessary work. Phase 1 will focus on the building framing, including an analysis of the building's gravity support framing and lateral system. This analysis will determine whether the structural elements of the barn are adequate for the intended use. To complete this analysis, Kingworks has identified specific areas in which finishes (flooring, siding, drywall, ceilings, etc.) will be removed so that they can directly observe the structural elements. A floor plan (attached) indicates in red where finishes will be removed. The removal and restoration of finishes will be completed by Cool Runnings. When the analysis is complete, Kingworks will prepare a report for SVCA and will also give a presentation to the Board.

The removal and restoration of finishes is not trivial. This work will include:

- Excavation to expose the exterior concrete foundation;
- Concrete slab removal and excavation to expose interior concrete column foundations;
- Exterior siding removal in numerous locations to expose the full height of the wall;
- First floor ceiling removal in numerous locations to expose ceiling and second floor framing;
- Second floor interior wall covering removal to expose wall framing;
- Second floor ceiling removal for one complete bay between columns/trusses to expose roof framing structure.

After Kingworks reviews the exposed areas, the areas will be patched. Patching is proposed to be completed to a "reasonable extent." For example:

- The existing siding will be reinstalled where possible;



Sudden Valley Community Association

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4 Clubhouse Circle Bellingham, WA 98229
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- Second floor ceiling patching will be completed with plywood stained to match the existing ceiling;
- Drywall will be taped and patched but not texture or painted.

Based on the results of phase 1, the Board may elect to go forward with phase 2, a structural condition survey. This portion of the work would include an exhaustive inspection of the framing and connections. Additional finishes that were not removed in phase 1 would be removed in phase 2 so that a majority of members and connections are accessible.

To determine the extent of decay in the structural members, the building will have to be stripped so that the framing is in full view. This is a large undertaking. This is the reason that a phased approach is suggested. Phase 2 should only be completed if the structural analysis confirms that the structure is adequate for the intended use.

Budget

Kingworks Structural Engineer	\$19,200.00
Aerial lift rental	\$9,800.00
Cool Runnings: finish demo and repair	\$43,084.80
Disposal and patching materials	\$14,144.00
Concrete sawcutting	\$3,808.00
Electrical	\$5,440.00
<u>PNW Project Oversight</u>	<u>\$10,800.00</u>
Total	\$116,904.48

Please refer to PNW’s memo dated July 11, 2024, for more detail on costs.

Request

Request that the Board of Directors approve the use of \$116,904.48 from funds currently obligated to project 9722.09, Barn 8 Refurbishment, to pay for the proposed phase 1 structural analysis.

Motion

Move that the Board of Directors approve the use of \$116,904.48 from funds currently obligated to project 9722.09, Barn 8 Refurbishment, to pay for the proposed phase 1 structural analysis.

Approvals

Recommended: _____ Not Recommended: _____ SVCA Finance Committee

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



July 11, 2024

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

RE: Barn 8 – Structural Evaluation – Phase 1

PNW was directed by SVCA to prepare a structural evaluation of Barn 8 to verify the condition of the building. This memo is a summary of the proposed project, and anticipated costs. PNW asked Kingworks Structural Engineers (Kingworks) to review the request as Kingworks is familiar with the building, and has completed numerous other projects for SVCA. Attached is the proposal received from Kingworks to complete the structural analysis.

As described in Kingworks proposal, the project is proposed to be completed in 2 phases. At this time, we are requesting funding to only proceed with phase 1. After phase 1 is complete, a report will be presented to the Board, and a decision can be made on whether to proceed with phase 2. Phase 1 will focus on the building framing, and to analyze the building's gravity support framing and lateral system. Essentially, review how the building was constructed, and is this adequate or are framing members overstressed, not fastened appropriately, etc. Kingworks has identified numerous locations that will be opened for their review. Only a portion of the building will be explored in phase 1 to provide Kingworks with enough information to make informed assumptions regarding the rest of the building. To open areas for Kingworks review, Cool Runnings Construction, LLC (Cool Runnings) is proposed to be used on a time and materials contract. Cool Runnings is currently mobilized at SVCA performing the Maintenance Shop remodel, and has done numerous other small projects for SVCA.

Opening areas for review will include numerous tasks:

- Excavation to expose the exterior concrete foundation.
- Concrete slab removal, and excavation to expose interior concrete column foundations.
- Exterior siding removal in numerous locations to expose full height of wall.
- First floor ceiling removal in numerous locations to expose ceiling / 2nd floor framing.
- 2nd floor interior wall covering removal to expose wall framing.
- 2nd floor ceiling removal for 1 complete bay between columns / trusses to expose roof framing structure.

After all of the areas identified by Kingworks are reviewed, these areas will be patched back. Patching is proposed to be completed to a reasonable extent without being considered a permanent fix. For example:

- The existing siding removed will be reinstalled where materials are suitable.
- 2nd floor ceiling patching will be completed with plywood and stained to match the existing ceiling.
- Drywall will be patched and taped, but not textured / painted.

After SVCA reviews the phase 1 report from Kingworks a decision will be made regarding phase 2. Phase 2 expands the review of phase 1, but includes a complete review of the building. For example:

- All interior columns would be fully exposed.



- Complete removal of the 2nd floor ceiling to fully review the roof framing.
- Etc.

Phase 2 focuses heavily on what condition each structural component is in to identify if wood decay exists, or any other issues not discovered while analyzing the building's gravity support framing and lateral system. The only way to fully know the condition of the building is to remove all coverings on any structural element. Essentially, the building would be stripped to fully review the framing. This would be a very large undertaking from a construction standpoint with the amount of demolition required, and then restoration. For this reason, the project is split into 2 phases to first get a better understanding of the building before doing the full in-depth review for a complete structural analysis.

Phase 1 Budget:

- Kingworks Structural Engineer – Per attached proposal.	\$19,200.00
- Aerial lifts rental allowance for Cool Runnings and Kingworks access. Assumes 2 all-terrain scissor lifts for external access, and 1 electric scissor lift for internal access. 1-month rentals assumed with mobilization.	\$9,800.00
- Cool Runnings Construction, LLC – Total hours based on site visit with Cool Runnings, SVCA, and PNW making an educated guess about hours required for removal and patching. Total hours assumed is 440 at \$90.00/HR per attached proposal - \$39,600.00 plus WSST.	\$43,084.80
- Disposal and patching materials allowance - \$13,000.00 plus WSST.	\$14,144.00
- Concrete sawcutting allowance \$3,500.00 plus WSST.	\$3,808.00
- Electrical allowance - \$5,000.00 plus WSST.	\$5,440.00
- PNW Services, Inc. – Project Oversight per Attached	\$10,800.00
Subtotal	\$106,276.80
10% Contingency	\$10,627.68
Total w/ Contingency	\$116,904.48

The above estimates assume 40-hour work weeks during regular business hours. The gym is anticipated to be closed for approximately 1 week to complete exploration and patching. The above is an estimate of anticipated costs. It is unknown if or how much rot will be encountered that needs to be dealt with in order to patch back. The above estimate captures some allowances for repairs as needed, but until demolition is completed, the exact extent of repairs required for patching is unknown.

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

Sincerely,

Tyler Andrews
President



**KINGWORKS
STRUCTURAL
ENGINEERS**

SCOPE OF SERVICES AND FEE PROPOSAL

DATE June 20, 2024

PROJECT Sudden Valley Assoc. Barn 8 Structural Evaluation **KW#24110**

CLIENT PNW Services
PO Box 30498
Bellingham, WA 98228

CLIENT REPRESENTATIVE Tyler Andrews

KINGWORKS REPRESENTATIVE John R (Jack) King, SE
Kingworks Structural Engineers
600 Dupont Street, Suite B
Bellingham, WA 98225

Thank you for the opportunity to provide a proposal for your project. The following sections describe our understanding of the project scope and the services to be provided by Kingworks (KW). The project description and services are based on our meeting on site on 5/22/2024.

Project Definition

This project involves the structural evaluation of an existing timber building that was constructed between 1961 and 1966. The building is referred to as a barn, and it may have originally been utilized for agricultural purposes, but it is now mostly finished on the interior and used as a community center for the Sudden Valley Association. It has a gym, offices, locker rooms, and pool equipment on the ground floor and an assembly room, kitchen, restrooms, and storage on the upper floor. The total floor area is approximately 22,000 sf. There are no original structural drawings for the building. Based on previous studies and our meeting on 5/22/2024, we know that the building is timber framed with post and beam construction. The exterior wall framing is likely wood studs clad with cedar siding. The upper floor is likely framed with 2x or larger joists, spanning between timber beams and sheathed with 1x or 2x decking. Likewise, the roof is framed with 2x rafters or purlins over timber frames with board sheathing. The ground floor is slab supported on grade. Based on the visible concrete plinths at interior columns, the foundations are assumed to be concrete spread footings. Their proportions and reinforcement are not known.

Most of the structural components of this building are concealed by interior and exterior finishes. Several structural condition issues have been noted, including areas of the upper floor that appear to be sagging or settled and the exterior cladding deterioration that may indicate enclosed wall

structure damage. A new metal and membrane roof has recently been installed but the previous roofing has leaked over the years and there could be concealed water damage.

Scope of Basic Structural Engineering Services

The Sudden Valley Community Association has requested a detailed structural evaluation of the building. We are proposing two phases for their consideration as follows.

Phase 1: Structural systems evaluation

During this phase KW will become generally familiar with the existing building framing. Removal of finishes and excavation of footings, in select locations, will be necessary. See exhibit A for proposed locations and more description of this work. It is assumed that this work and subsequent re-installation will be provided by PNW. Kingworks will observe and document the existing structural members and connections in these areas. Condition issues, such as wood decay and corrosion, will be noted. If wood decay is present, holes may be drilled in the members to aid in estimated the decay extents. Based on our observations in these selected demolition locations, KW will make assumptions regarding the remainder of the structure (in areas that are not uncovered). Based on the observations and assumptions, KW will develop as-built framing drawings and will analyze the building's gravity support framing and lateral system. To the extent possible, the drawings, analysis and evaluation will include observed members and connections. A report of our findings will be provided at the completion of this phase. Time for a presentation of the findings to the owners is included.

Structural engineering professional services outline for phase 1:

- Finalize locations of finish removal and footing excavations
- Perform site observations to measure and document framing and connections.
- Direct GPR scanning of the excavated footings to determine if steel reinforcement is present.
- Prepare as-built drawings documenting known members and connections and approximating the framing in areas that were not revealed.
- Provide sealed calculations and a report of findings and recommendations.
- Present findings to the owners in a meeting.

Phase 2: Structural condition survey

After reviewing the Phase 1 report findings, if the owner elects to proceed, the remainder of finishes (or those agreed to by the owner) would be removed so that a majority of members and connections are accessible. KW will observe the framing and connections to assess their condition. If wood decay is present, holes may be drilled in the members to aid in estimated the decay extents. Previous assumptions made during phase 1 will be confirmed and as-built drawings will be updated. For new framing or connection conditions that were not evaluated during phase 1, analysis will be performed. A report of our findings will be provided at the completion of this phase. Time for a presentation of the findings to the owners is included.

Structural engineering professional services outline for phase 2:

- Coordinate finish removal
- Perform site observations to measure and document framing and connections.



- Update as-built drawings documenting known members and connections and approximating the framing in areas that were not revealed.
- Provide sealed calculations and a report of findings and recommendations.
- Present findings to the owners in a meeting.

Excluded building areas

We propose that the following areas be excluded from this study:

- Bridge structure / due to planned replacement
- Interior stairs and landing / due to degree of disruption and limited value of findings
- Pool equipment room concrete elements / this area appears to have been installed more recently.
- All interior walls that seem to be non-bearing based on the direction and layout of the framing above
- All lowered ceilings / such as at the upper floor kitchen

Compensation for Basic Services

KW will be compensated for the basic services as follows:

Phase 1: Structural systems evaluation	\$19,200 (Not to exceed amount)
Phase 2: Structural condition survey	\$12,000 (Estimate)

All fees are hourly. The stated phase 1 not to exceed limit will not be exceeded unless there are scope changes or unforeseen conditions. In this case, the client will be consulted prior to performing additional work. The phase 2 fee is currently an estimate. A not to exceed limit can be established after phase 1 is completed and the phase 2 scope has better definition.

Client's Responsibility

- The Client will remove finishes and will provide means for KW staff to safely observe framing. If boom equipment is used, an operator will be provided.

Supplementary Additional Services

(To be provided by KW only upon direct authorization by the Client.)

- Services and/or consultation not specified and/or in excess of those indicated in the Scope of Basic Services.
- Design of repairs for noted defects

KW will be compensated for the supplementary additional services on an Hourly basis at the rates indicated in the attached Fee Schedule.

Reimbursable Expenses

The Client will reimburse KW at their direct cost for printing and travel expenses per the attached Terms and Conditions



Terms and Conditions

Terms and Conditions set forth in the Agreement are delineated in the attached Service Agreement Terms and Conditions document.

When authorized, this Proposal, the Attached Fee Schedule, and the attached Service Agreement Terms and Conditions will constitute the entire Agreement between parties. This Proposal shall be subject to renegotiation if not signed by all parties within 30 days.

Please let me know if you wish additional information or clarification of our proposal. If you are in agreement with and wish to authorize us to proceed with the project as delineated herein, please sign this proposal and return it to our office.

We sincerely appreciate the opportunity to provide this Proposal for Professional Services.

Sincerely,

John R (Jack) King, SE
Principal

Accepted

Authorized Representative for Client

Date _____

Attachments: Terms and Conditions and Fee Schedule



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.

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 Million Dollars (\$1,000,000). 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:

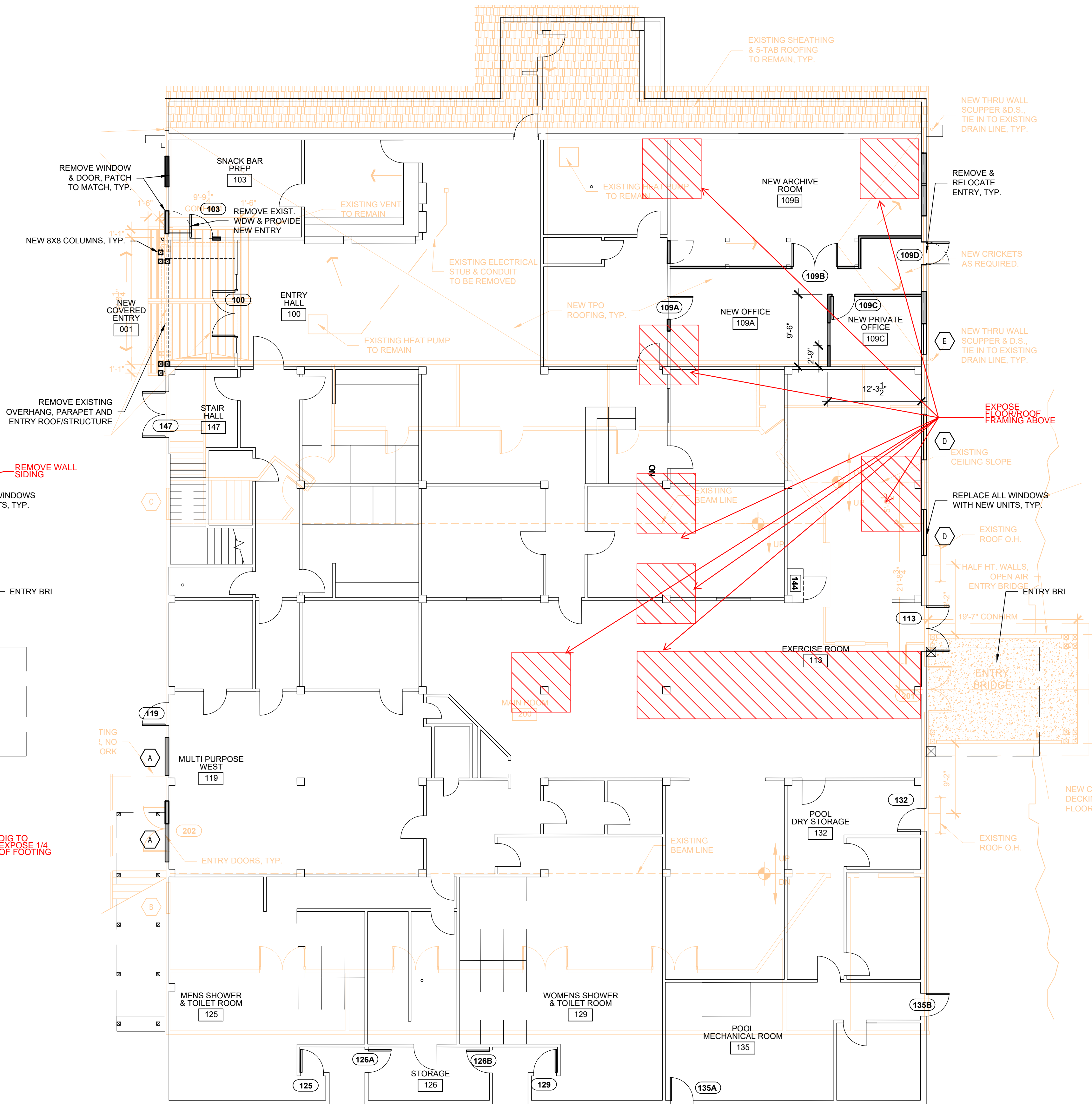
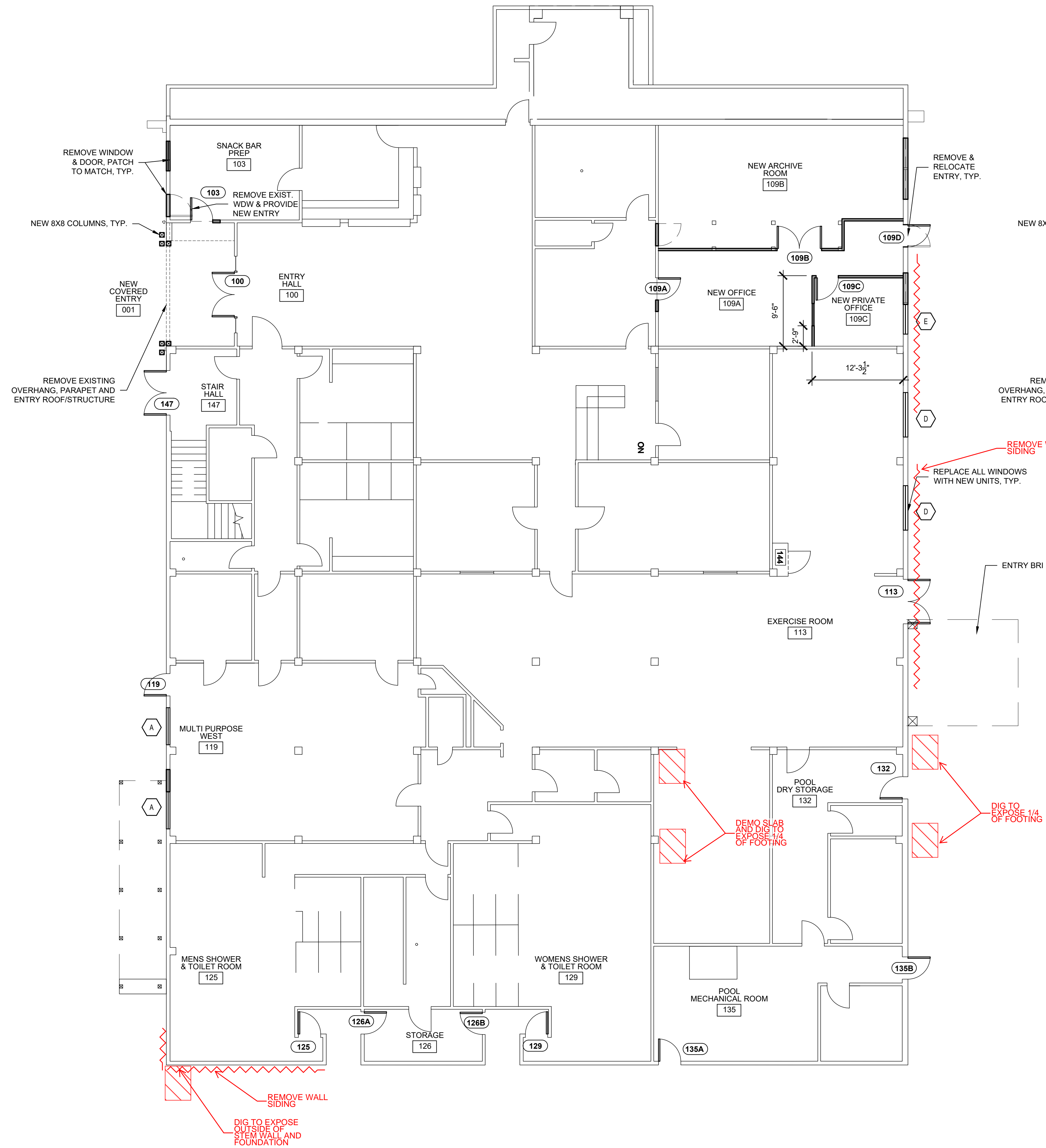
CLASSIFICATION	HOURLY RATE
Principal	\$175.00
Project Manager / Associate	158.00
Senior Engineer	146.00
Staff Engineer	119.00
EIT	104.00
Technician	99.00

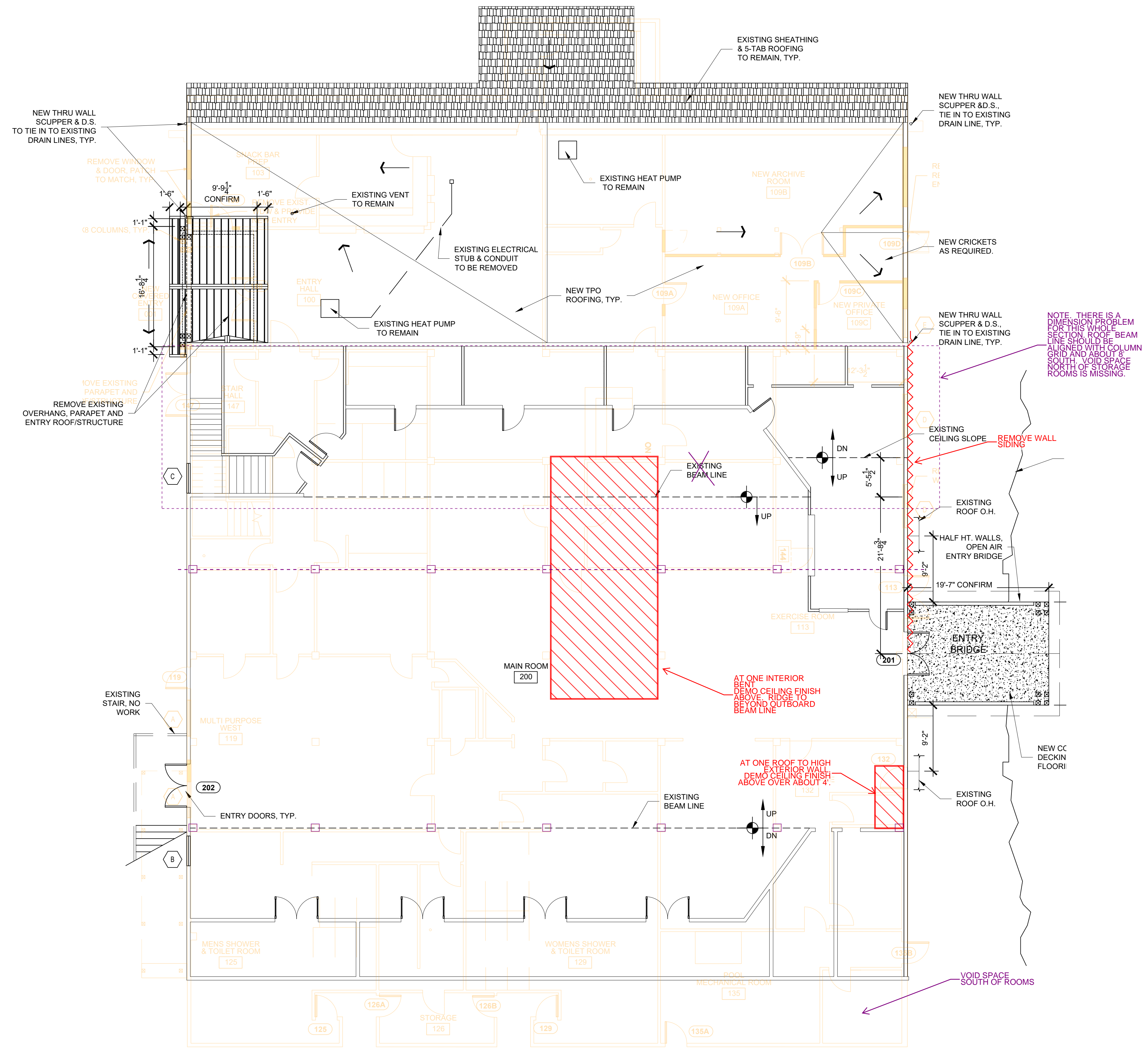
The rates may be changed annually in accordance with KW's normal review practices.

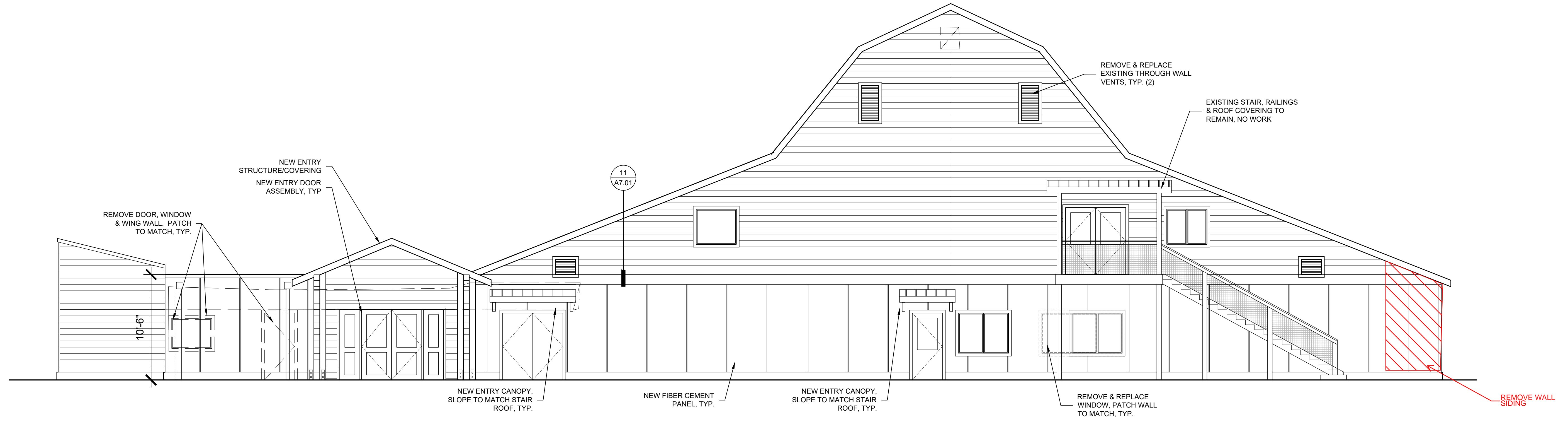
Reimbursable Expenses are in addition to compensation for Basic Services and Extra Services and include expenses incurred by KW directly related to the PROJECT, including the following:

- 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.

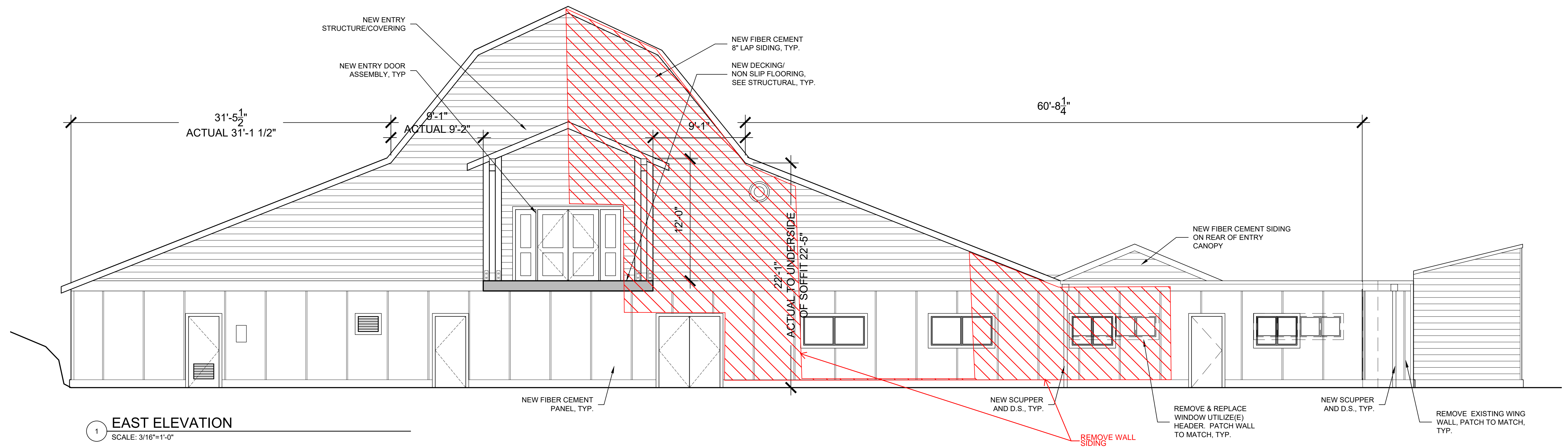
Reimbursable Expenses will be billed monthly. Except as specifically stated above, Reimbursable Expenses will be charged at cost.



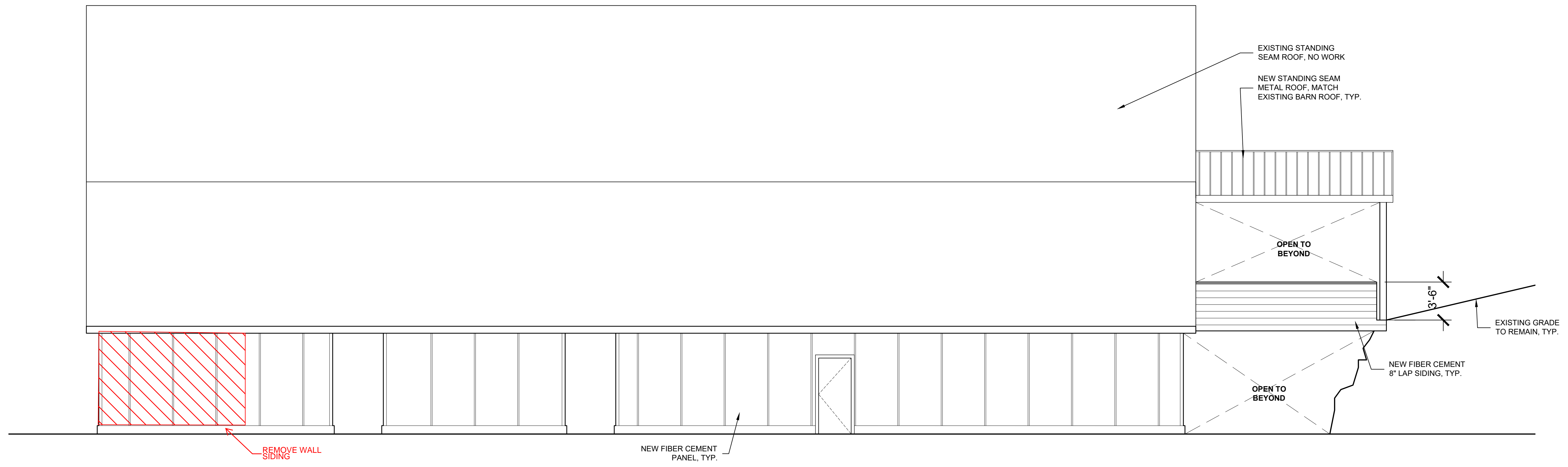




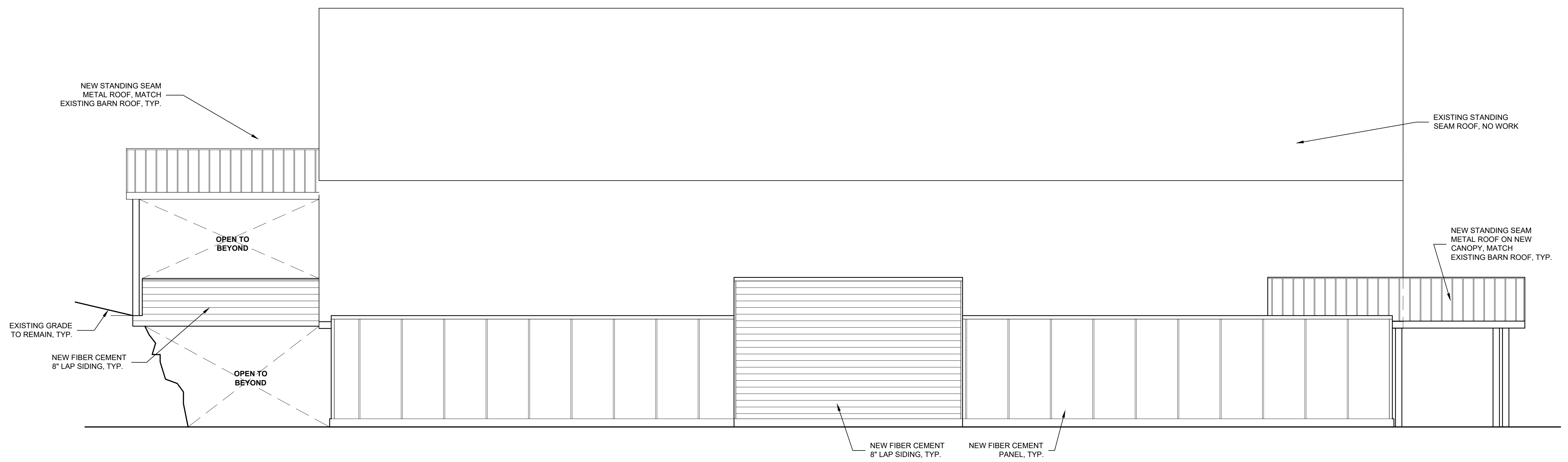
2 WEST ELEVATION
SCALE: 3/16"=1'-0"



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



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



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

Sudden Valley Community Association

Barn 8 Structural Evaluation - Phase 1

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight	Oversight of Kingworks Structural Engineers performing onsite evaluations, and report coordination as needed. Oversight of Cool Runnings Construction, LLC preparing access for Kingworks evaluation, and patching upon completion. Coordinate with SVCA as needed.	80	
	Total Estimated Design Oversight Hours	80	\$ 10,800.00
Permitting	N/A		
	Total Estimated Permitting Cost	0	\$ -
Contractor Bids	N/A		
	Total Estimated Bid Package Hours	0	\$ -
Construction Management	N/A		
	Total Estimated Construction Management Hours	0	\$ -
	Total Estimated		\$ 10,800.00