



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

[www.suddenvalley.com](http://www.suddenvalley.com)

## **Board of Directors Regular Meeting**

September 26, 2024, 7:00 PM, IN PERSON, MULTIPURPOSE ROOM A

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Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Announcements

Item 3) Property Owner Comments – 15 Minutes Total

*Please note that comments are limited to 3 minutes per person.*

Item 4) Consent Agenda

4a. Minutes - August 8, 2024

4b. Minutes – August 22, 2024

Item 5) Financial Report – July Financial Statements

Item 6) Continuing Business

6a. Resubmit Amended Board Policies

Item 7) New Business

7a. Capital Request - #2 Golf Bridge Repair

Closed Session -- Personnel

Adjournment



## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday, August 8, 2024

Minutes

**DATE AND LOCATION:** Dance Barn

**CALLED TO ORDER AT:** 7:00PM.

**AUDIENCE MEMBERS:** Not Recorded

### BOARD MEMBERS PRESENT:

|                                |                    |                  |                      |
|--------------------------------|--------------------|------------------|----------------------|
| 1. Keith McLean                | 4. Laurie Robinson | 7. AJ Tischleder | 10. Robb Gibbs       |
| 2. Taimi Van de Polder-excused | 5. Sonia Voldt     | 8. Rick Asai     | 11. Daniel Rodriguez |
| 3. Linda Bradley               | 6. Ray Meador      | 9. Stu Mitchell  |                      |

### ATTENDING:

**Staff Members:** Jo Anne Jensen, General Manager, Spencer Huston, IT.

### Call to Order

President McLean called the meeting to order at 7:00PM. Land Acknowledgement and Anti-Racism Statement.

#### 1. President called for a motion to adopt the agenda.

##### Motion to adopt the agenda.

|                             |               |                                |       |
|-----------------------------|---------------|--------------------------------|-------|
| Motion By: Director Bradley |               | Seconded By: Director Robinson |       |
| Approved: X                 | Not Approved: | Tabled:                        | Died: |
| In Favor: Unanimous         | Against:      | Abstained:                     |       |

#### 2. Announcements.

#### 3. Property owner comments.

Homeowners made comments.

#### 4. Consent Agenda

##### 4a. Motion: Move to approve the minutes from July 11, 2024.

|                             |               |                                |       |
|-----------------------------|---------------|--------------------------------|-------|
| Motion By: Director Bradley |               | Seconded By: Director Robinson |       |
| Approved: X                 | Not Approved: | Tabled:                        | Died: |
| In Favor: Unanimous         | Against:      | Abstained:                     |       |

##### 4b. Motion: Move to approve the minutes from July 25, 2024.

|                             |               |                                |       |
|-----------------------------|---------------|--------------------------------|-------|
| Motion By: Director Bradley |               | Seconded By: Director Robinson |       |
| Approved: X                 | Not Approved: | Tabled:                        | Died: |
| In Favor: 7                 | Against:      | Abstained: 1                   |       |

#### 5. General Manager Report

#### 6. Committee Reports

- 6a. ACC Busy has had 24 new constructions submitted this year. Working on editing policies.
- 6b. DRC-No August meetings. Bringing amended policy edits to Board later in August, also waiting for ACC policies approval.
- 6c. Finance-had joint meeting with Board on Budget and next meeting Wednesday-Zoom.
- 6d. GM Search-13 applications, Prothman doing initial interviews. Recommendations to Board by early September.
- 6e. LRPC-No meetings
- 6f. N & E-Discussed number of candidates needed for Board, ACC and N&E for election.
- 6g. Safety-Currently working in small break-out groups: Firewise and school bus stops.

## 7. Continuing Business

### 7a) Budget Discussions-

i. Operations-discussion of various statements in the budget presentation. No Voting

ii. Capital-discussion of the wet slip capital funding-no voting

**Motion:** Move that the SVCA Board rescind the organizational changes approved on May 23rd, 2024, and direct the Finance Director to transfer the unused \$45,000 back to UDR within five business days.

|                                  |                        |                                        |              |
|----------------------------------|------------------------|----------------------------------------|--------------|
| <b>Motion By:</b> Director Voldt |                        | <b>Seconded By</b> Director Tischleder |              |
| <b>Approved:</b>                 | <b>Not Approved:</b> X | <b>Tabled:</b>                         | <b>Died:</b> |
| <b>In Favor:</b> 3               | <b>Against:</b> 5      | <b>Abstained:</b>                      |              |

**Motion:** to de-obligate \$45,000 from the accounting manager position.

|                                     |                      |                                    |              |
|-------------------------------------|----------------------|------------------------------------|--------------|
| <b>Motion By:</b> Director Mitchell |                      | <b>Seconded By</b> Director Meador |              |
| <b>Approved:</b> X                  | <b>Not Approved:</b> | <b>Tabled:</b>                     | <b>Died:</b> |
| <b>In Favor:</b> Unanimous          | <b>Against:</b>      |                                    |              |

### 7b) Review and Approval of Proposed Bylaw amendments

**Motion 1:** Move that the Board of Directors approve Bylaw. Measure 2, Bylaw Amendment to revise Section 7, Leasing.

|                                    |                        |                                   |              |
|------------------------------------|------------------------|-----------------------------------|--------------|
| <b>Motion By:</b> Director Bradley |                        | <b>Seconded By</b> Director Gibbs |              |
| <b>Approved:</b>                   | <b>Not Approved:</b> X | <b>Tabled:</b>                    | <b>Died:</b> |
| <b>In Favor:</b> 1                 | <b>Against:</b> 6      | <b>Abstained:</b> 1               |              |

**Motion:** Move that an ad hoc committee be formed to explore the STR issue within Sudden Valley. The President would come back with a resolution/charter for the Board to consider.

|                                  |                      |                                       |              |
|----------------------------------|----------------------|---------------------------------------|--------------|
| <b>Motion By:</b> Director Gibbs |                      | <b>Seconded By:</b> Director Mitchell |              |
| <b>Approved:</b> X               | <b>Not Approved:</b> | <b>Tabled:</b>                        | <b>Died:</b> |
| <b>In Favor:</b> 7               | <b>Against:</b>      | <b>Abstained:</b> 1                   |              |

**Motion 2:** Make a motion to have the Board approve. Measure 3. The Bylaw Amendment to amend election in terms of office.

|                                    |                      |                                   |              |
|------------------------------------|----------------------|-----------------------------------|--------------|
| <b>Motion By:</b> Director Bradley |                      | <b>Seconded By</b> Director Gibbs |              |
| <b>Approved:</b> X                 | <b>Not Approved:</b> | <b>Tabled:</b>                    | <b>Died:</b> |
| <b>In Favor:</b> Unanimous         | <b>Against:</b>      | <b>Abstained</b>                  |              |

## 8) New Business

8a Voter Ballot Instructions and Election Materials, outer envelope design

**Motion:** Move that the Board of directors approve the proposed outer carrier envelope, design and the business reply, envelope, design, and the secrecy envelope design

|                                   |                      |                                     |              |
|-----------------------------------|----------------------|-------------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By</b> Director Bradley |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                      | <b>Died:</b> |
| <b>In Favor:</b> 7                | <b>Against:</b>      | <b>Abstained:</b> 1                 |              |

8b) Town Hall Format & Agenda--Discussion

8c) HOA Community Association Institute (CAI), membership discussion. Consensus to not seek membership to CAI.

8d) Easement Requests

- 8 & 10 Valley View

**Motion:** Request that the Board of directors approve the addition of stormwater lines to the existing sanitary sewer easements for 8 and 10 Valley View Circle and direct the General Manager to execute the agreements on behalf of the Association.

|                                   |                      |                                  |              |
|-----------------------------------|----------------------|----------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By</b> Director Asai |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                   | <b>Died:</b> |
| <b>In Favor:</b> 4                | <b>Against:</b> 3    | <b>Abstained</b> 1               |              |

- 8 Thunder Peak

**Motion:** Move that the Board of directors approve an easement for 8 Thunder Peak way to allow a sanitary sewer line to be installed across. SVCA owned parcel 30592 and direct the General Manager to execute the agreement on behalf of the Association.

|                                   |                      |                                  |              |
|-----------------------------------|----------------------|----------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By</b> Director Asai |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                   | <b>Died:</b> |
| <b>In Favor:</b> 7                | <b>Against:</b> 1    | <b>Abstained</b>                 |              |

- 20 Sweet Clover Circle

**Motion:** Move that the board of directors approve an easement for 20 Sweet Clover Circle to allow sanitary sewer, sewer, and stormwater lines to be installed across SVCA on parcel 32097 and allow the General Manager to execute the agreement on behalf of the Association.

|                                   |                      |                                   |              |
|-----------------------------------|----------------------|-----------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By</b> Director Voldt |              |
| <b>Approved:</b>                  | <b>Not Approved:</b> | <b>Tabled:</b>                    | <b>Died:</b> |
| <b>In Favor:</b> 4                | <b>Against:</b> 3    | <b>Abstained</b> 1                |              |

## 9) Move to go into closed session.

|                                   |                      |                                     |              |
|-----------------------------------|----------------------|-------------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By</b> Director Bradley |              |
| <b>Approved X:</b>                | <b>Not Approved:</b> | <b>Tabled:</b>                      | <b>Died:</b> |

|                  |                 |                    |  |
|------------------|-----------------|--------------------|--|
| <b>In Favor:</b> | <b>Against:</b> | <b>Abstained 1</b> |  |
|------------------|-----------------|--------------------|--|

**9b) Move to go back into open session.**

|                                    |                      |                                    |              |
|------------------------------------|----------------------|------------------------------------|--------------|
| <b>Motion By:</b> Director Bradley |                      | <b>Seconded By</b> Director McLean |              |
| <b>Approved: X</b>                 | <b>Not Approved:</b> | <b>Tabled:</b>                     | <b>Died:</b> |
| <b>In Favor:</b>                   | <b>Against:</b>      | <b>Abstained 1</b>                 |              |

**Adjourned: 11:57PM**

Approved by: \_\_\_\_\_

Linda Bradley, Board of Directors Secretary

DRAFT



## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday August 22, 2024

Minutes

**DATE AND LOCATION:** Thursday, August 22, 2024, Dance Barn

**CALLED TO ORDER AT:** 7:00 pm.

**AUDIENCE MEMBERS:** Not Recorded

### BOARD MEMBERS PRESENT:

|                         |                      |                              |                       |
|-------------------------|----------------------|------------------------------|-----------------------|
| 1. Keith McLean         | 4. Linda Bradley     | 7. Andrew Tischleder-Excused | 10. Daniel Rodriguez  |
| 2. Taimi Van de Polder  | 5. Ray Meador        | 8. Stu Mitchell              | 11. Rob Gibbs-Excused |
| 3. Laurie Robinson-Zoom | 6. Rick Asai-Excused | 9. Sonia Voldt               |                       |

### ATTENDING:

**Staff Members:** Jo Anne Jensen, General Manager, Joel Heverling, Finance Director, and Spencer Huston, IT.

#### Call to Order

President McLean called the meeting to order at 7:00PM.

Land Acknowledgement and Anti- Racism Statement.

#### 1. President called for a motion to adopt the agenda.

##### Motion to adopt the agenda.

|                                    |                      |                                            |              |
|------------------------------------|----------------------|--------------------------------------------|--------------|
| <b>Motion By:</b> Director Bradley |                      | <b>Seconded By:</b> Director Van De Polder |              |
| <b>Approved:</b> X                 | <b>Not Approved:</b> | <b>Tabled:</b>                             | <b>Died:</b> |
| <b>In Favor:</b> Unanimous         | <b>Against:</b>      | <b>Abstained:</b>                          |              |

#### 2. Announcements

Update on the General Manager search process.

Holiday Market information and date.

Update on formation of the ad hoc committee to look at short term rentals.

#### 3. Property Owner Comments

Property owners addressed comments and questions to the Board.

#### 4. May & June Financial Presentation

#### 5. Continuing Business

##### 5a. Review and Approval of Proposed ACC Policy Revisions.

**Motion:** Whereas the proposed revisions include changes that will alter the development of lots from current standards, whereas SVCA believes that the changes are reasonable, made in good faith and directly relevant to the interests, welfare, or rights of SVCA owners. Now, therefore, be it resolved by the Board of Directors that the revised AC Policies document become effective January 1, 2025, superseding all previous AC Policies documents. Adopted this 22<sup>nd</sup> day of August 2024, at a regularly scheduled meeting of the Board of Directors, at which a quorum was present.

|                                    |                      |                         |              |
|------------------------------------|----------------------|-------------------------|--------------|
| <b>Motion By:</b> Director Bradley |                      | <b>Seconded By:</b> N/A |              |
| <b>Approved:</b> X                 | <b>Not Approved:</b> | <b>Tabled:</b>          | <b>Died:</b> |
| <b>In Favor:</b> Unanimous         | <b>Against:</b>      | <b>Abstained:</b>       |              |



## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday August 22, 2024

Minutes

### 5b. Request for Approval-Easement Documents

#### i. Sweet Clover Circle

**Motion:** Move that the Board of Directors direct the General Manager to execute the proposed Easement agreement for 20 Sweet Clover Circle on behalf of the Association.

|                                   |                      |                                            |              |
|-----------------------------------|----------------------|--------------------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> Director Van De Polder |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                             | <b>Died:</b> |
| <b>In Favor:</b> 6                | <b>Against:</b> 1    | <b>Abstained:</b>                          |              |

#### ii. Thunder Peak Way

**Motion:** moved that the Board of Directors direct the General Manager to execute the proposed Easement agreement for 8 Thunder Peak way on behalf of the association.

|                                   |                      |                                            |              |
|-----------------------------------|----------------------|--------------------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> Director Van De Polder |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                             | <b>Died:</b> |
| <b>In Favor:</b> 6                | <b>Against:</b> 1    | <b>Abstained:</b>                          |              |

### 6. New Business

#### 6a. Review and Approve the Proposed 2025 Fee and Fine Schedule

##### Amendments:

**Amendment 1:** Motion to adjust the fees and fine schedule for failure to provide owner or tenant information from just \$10 per day to be \$10 per day, and an additional \$100 fine.

|                                    |                      |                                            |              |
|------------------------------------|----------------------|--------------------------------------------|--------------|
| <b>Motion By:</b> Director Bradley |                      | <b>Seconded By:</b> Director Van De Polder |              |
| <b>Approved:</b> X                 | <b>Not Approved:</b> | <b>Tabled:</b>                             | <b>Died:</b> |
| <b>In Favor:</b> Unanimous         | <b>Against:</b>      | <b>Abstained:</b>                          |              |

**Amendment 2:** Move to remove on the line duplex or excessive occupancy, just to remove the language or excessive occupancy.

|                                  |                      |                                     |              |
|----------------------------------|----------------------|-------------------------------------|--------------|
| <b>Motion By:</b> Director Voldt |                      | <b>Seconded By:</b> Director McLean |              |
| <b>Approved:</b> X               | <b>Not Approved:</b> | <b>Tabled:</b>                      | <b>Died:</b> |
| <b>In Favor:</b> Unanimous       | <b>Against:</b>      | <b>Abstained:</b>                   |              |

**Amendment 3:** Wait List fees for Secured Storage and Marina Moorage and Storage are a one-time only \$50 fee. No voting, consensus to add that information to the fee line.

**Amendment 4:** Secured storage 2025 increase.

**Motion:** In favor of the increase to 750.

|                                   |                      |                         |              |
|-----------------------------------|----------------------|-------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> N/A |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>          | <b>Died:</b> |



## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday August 22, 2024

### Minutes

|                    |                 |                     |  |
|--------------------|-----------------|---------------------|--|
| <b>In Favor:</b> 6 | <b>Against:</b> | <b>Abstained:</b> 1 |  |
|--------------------|-----------------|---------------------|--|

**Amendment 5: Marina Rates**-Not voted or approved see note below.

Bringing back the marina fees for discussion in October with more information and the math. The marina fees are not being approved because we are bringing them back.

#### **Amendment 6: Facility Rentals-Damage Deposit-deleted**

**Motion:** Keep Damage Deposit-fully refundable with alcohol at event. All in favor of keeping that and not deleting it.

|                                   |                      |                         |              |
|-----------------------------------|----------------------|-------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> N/A |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>          | <b>Died:</b> |
| <b>In Favor:</b> Unanimous        | <b>Against:</b>      | <b>Abstained:</b>       |              |

#### **Amendment 7: Dance Barn Rental Rates**

**Motion:** On the dance barn hourly rate. All in favor of keeping it as suggested on the schedule.

|                                   |                      |                         |              |
|-----------------------------------|----------------------|-------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> N/A |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>          | <b>Died:</b> |
| <b>In Favor:</b> 5                | <b>Against:</b> 1    | <b>Abstained:</b> 1     |              |

#### **Amendment 8: Pool Use Fees**

**Motion:** Delete the daily use for the seniors, family adults, child, and so forth. We are going to go \$10 per person per day. All in favor of keeping the proposed fee schedule.

|                                   |                      |                         |              |
|-----------------------------------|----------------------|-------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> N/A |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>          | <b>Died:</b> |
| <b>In Favor:</b> 6                | <b>Against:</b> 1    | <b>Abstained:</b>       |              |

**Motion:** Moved that the Board of directors approve the proposed 2025 revisions to the Fee and Fine Schedule with amendments.

|                                    |                      |                                            |              |
|------------------------------------|----------------------|--------------------------------------------|--------------|
| <b>Motion By:</b> Director Bradley |                      | <b>Seconded By:</b> Director Van De Polder |              |
| <b>Approved:</b> X                 | <b>Not Approved:</b> | <b>Tabled:</b>                             | <b>Died:</b> |
| <b>In Favor:</b> Unanimous         | <b>Against:</b>      | <b>Abstained:</b>                          |              |

#### **6b. Amended Board Policies**

Note: Suggestions were made for edits to two of the policies: Contracts Policy and Board Orientation Policy. There were no edits to Board Member & Committee Chair Involvement in Association Management. Suggested edits to be made and all policies returned for approval.

#### **6c. Easement Requests**

##### **i. 208 Polo Park Drive**

**Motion:** Moved that the Board of directors approve an easement for 208 Polo Park Drive to allow a stormwater line to be installed across SVCA on parcel 29301 and direct the General Manager to execute the agreement on behalf of the association.



## REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday August 22, 2024

Minutes

|                                   |                      |                                      |              |
|-----------------------------------|----------------------|--------------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> Director Bradley |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                       | <b>Died:</b> |
| <b>In Favor:</b> 6                | <b>Against:</b> 1    | <b>Abstained:</b>                    |              |

### 6d. Capital Request- Change Oder for Maintenance Facility Remodel

Motion: moved that the Board of directors approve an additional \$20,500.42 cents from CRRRF for capital. Project 9722.08 Maintenance Shop Remodel and authorize a change order to Cool Runnings contract in the amount of \$20,500. 42.

|                                   |                      |                                      |              |
|-----------------------------------|----------------------|--------------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> Director Bradley |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                       | <b>Died:</b> |
| <b>In Favor:</b> Unanimous        | <b>Against:</b>      | <b>Abstained:</b>                    |              |

### 6e. UDR Request-Funding for Legal Support of Collections Actions

**Motion:** Moved that the Board of directors approved funding in the amount of \$20,000 from UDR for legal expenses associated with identified past due accounts.

|                                   |                      |                                      |              |
|-----------------------------------|----------------------|--------------------------------------|--------------|
| <b>Motion By:</b> Director McLean |                      | <b>Seconded By:</b> Director Bradley |              |
| <b>Approved:</b> X                | <b>Not Approved:</b> | <b>Tabled:</b>                       | <b>Died:</b> |
| <b>In Favor:</b> 5                | <b>Against:</b> 1    | <b>Abstained:</b> 1                  |              |

Adjourned 10:02 PM

Approved by: \_\_\_\_\_  
Linda Bradley, Board of Directors Secretary

Sudden Valley Community Association

Sudden Valley Community Association  
Balance Sheet  
July 31, 2024 and December 31, 2023

|                                                 | Unaudited**<br>Jul 31, 2024 | Unaudited**<br>Dec 31, 2023 | Inc / (Dec)        |
|-------------------------------------------------|-----------------------------|-----------------------------|--------------------|
| <b>OPERATIONS</b>                               |                             |                             |                    |
| <b>Current Assets</b>                           |                             |                             |                    |
| Operating Cash                                  | \$ 831,093                  | \$ 678,244                  | \$ 152,849         |
| Building Completion Deposit Fund                | 754,165                     | 506,408                     | 247,757            |
| Member Receivables - Operations*                | -                           | 43,985                      | (43,985)           |
| Other Receivables                               | 17,913                      | 16,560                      | 1,353              |
| Prepaid Expenses                                | 149,180                     | 70,215                      | 78,965             |
| Operating Lease ROU Assets                      | 7,055                       | 10,631                      | (3,576)            |
| Inventory                                       | 7,818                       | 5,659                       | 2,160              |
| <b>Total Current Assets</b>                     | <b>1,767,224</b>            | <b>1,331,702</b>            | <b>435,523</b>     |
| <b>Current Liabilities</b>                      |                             |                             |                    |
| Accounts Payable                                | (105,114)                   | (226,676)                   | 121,562            |
| Accrued Vacation Liability                      | (81,161)                    | (64,195)                    | (16,966)           |
| Accrued Payroll                                 | -                           | (64,114)                    | 64,114             |
| Prepaid Assessments                             | (286,253)                   | (224,404)                   | (61,849)           |
| Building Completion Deposits                    | (754,165)                   | (506,408)                   | (247,757)          |
| Other Refundable Deposits                       | (10,456)                    | (5,896)                     | (4,560)            |
| Operating Lease Liability                       | (7,055)                     | (10,631)                    | 3,576              |
| Prepaid Golf Memberships                        | -                           | (112,089)                   | 112,089            |
| <b>Total Current Liabilities</b>                | <b>(1,244,204)</b>          | <b>(1,214,413)</b>          | <b>(29,791)</b>    |
| <b>Deferred Lease Revenue Liabilities</b>       |                             |                             |                    |
| Deferred Library Lease Revenue                  | (39,333)                    | -                           | (39,333)           |
| <b>Total Deferred Lease Revenue Liabilities</b> | <b>(39,333)</b>             | <b>-</b>                    | <b>(39,333)</b>    |
| <b>Operating Reserve Funds</b>                  |                             |                             |                    |
| Emergency Operating Cash                        | 363,204                     | 362,252                     | 952                |
| Undesignated Reserves Cash                      | 307,470                     | 306,265                     | 1,205              |
| <b>Total Operating Reserve Funds</b>            | <b>670,674</b>              | <b>668,517</b>              | <b>2,157</b>       |
| <b>Net Operating Assets</b>                     | <b>\$ 1,154,361</b>         | <b>\$ 785,806</b>           | <b>\$ 368,556</b>  |
| <b>CAPITAL</b>                                  |                             |                             |                    |
| <b>Capital Current Assets</b>                   |                             |                             |                    |
| CRRRF (Capital Repair & Replacement) Cash Fund  | 3,394,781                   | 3,627,018                   | (232,237)          |
| Roads Reserve Cash Fund                         | 2,161,345                   | 2,034,275                   | 127,070            |
| Board Density Reduction Cash Fund               | 87,815                      | 87,688                      | 127                |
| Mailbox Cash Fund                               | 141,313                     | 126,445                     | 14,868             |
| CRRRF Capital Reserve Holding Cash              | 219,249                     | 222,019                     | (2,770)            |
| Mitigation Assignment of Savings Cash           | 49,772                      | 49,688                      | 84                 |
| LWWSD Assignment of Savings Cash                | 14,931                      | 101,840                     | (86,909)           |
| Member Receivables - Capital**                  | -                           | 16,112                      | (16,112)           |
| <b>Total Capital Current Assets</b>             | <b>6,069,206</b>            | <b>6,265,085</b>            | <b>(195,879)</b>   |
| <b>Capital Fixed Assets</b>                     |                             |                             |                    |
| Fixed Assets                                    | 16,342,132                  | 15,373,162                  | 968,970            |
| Finance ROU Assets                              | 91,079                      | 136,464                     | (45,385)           |
| Lots Held for Sale                              | 236,456                     | 236,456                     | -                  |
| <b>Total Capital Assets</b>                     | <b>16,669,667</b>           | <b>15,746,082</b>           | <b>923,585</b>     |
| <b>Long Term Liabilities</b>                    |                             |                             |                    |
| CRRRF Loan 2022                                 | (1,647,363)                 | (1,799,425)                 | 152,061            |
| Finance Leases                                  | (70,528)                    | (106,596)                   | 36,068             |
| <b>Total Long Term Liabilities</b>              | <b>(1,717,891)</b>          | <b>(1,906,021)</b>          | <b>188,129</b>     |
| <b>NET ASSETS</b>                               | <b>\$ 22,175,342</b>        | <b>\$ 20,890,952</b>        | <b>\$1,284,390</b> |
| <b>MEMBER EQUITY</b>                            |                             |                             |                    |
| <b>Member Equity</b>                            |                             |                             |                    |
| Current Year Net Income: Operations             | 503,113                     | 463,239                     | 39,874             |
| Net Income: Rec Special Assmt                   | -                           | (180,468)                   | 180,468            |
| Transfers Out from Operations to Capital        | (145,600)                   | (32,799)                    | (112,801)          |
| Current Year Net Income: Capital**              | 784,627                     | 1,471,336                   | (686,709)          |
| Transfers Into Capital from Operations          | 145,600                     | 32,799                      | 112,801            |
| Retained Earnings**                             | 5,232,892                   | 4,950,121                   | 282,771            |
| Capital**                                       | 15,654,710                  | 14,186,724                  | 1,467,986          |
| <b>TOTAL MEMBER EQUITY</b>                      | <b>\$ 22,175,342</b>        | <b>\$20,890,952</b>         | <b>\$1,284,390</b> |

\* 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 July 31, 2024, and December 31, 2023, the balances of receivables written off were \$754,155 and \$623,674, respectively.

\*\* Beginning with the 2020 year end audited financial statements, Accounting Standards Codification (ASC) 606 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 is only incorporated into the issued audited financial statements and is not factored into SVCA's internal monthly statements as it would obscure the reality of monthly capital dues/capital transferee fee revenues collected for internal monthly presentation purposes. See SVCA's 2020, 2021, and 2022 audited financial statements (2022 represents the most recently issued audited statements), which fully incorporate ASC 606 and comply with Generally Accepted Accounting Principals (GAAP).

**Sudden Valley Community Association  
Income Statement Summary**

**UNAUDITED**

|                                                  | Current Month - July 2024                |                                          |                       | Year to Date - 7 Months Ending 7/31/2024 |                                          |        |                    |
|--------------------------------------------------|------------------------------------------|------------------------------------------|-----------------------|------------------------------------------|------------------------------------------|--------|--------------------|
|                                                  | Operations<br>&<br>Operating<br>Reserves | Operations<br>Better / (Worse)<br>Budget | Capital<br>Reserves** | Operations<br>&<br>Operating<br>Reserves | Operations<br>Better / (Worse)<br>Budget | Coll % | Capital Reserves** |
| <b>REVENUE</b>                                   |                                          |                                          |                       |                                          |                                          |        |                    |
| Current Year Dues & Assessments Income           |                                          |                                          |                       |                                          |                                          |        |                    |
| Dues & Assessments Income                        | 222,585                                  |                                          | 230,752               | 1,559,049                                |                                          |        | 1,616,305          |
| Bad Debt Reserve                                 | (497)                                    |                                          | (827)                 | (39,373)                                 |                                          |        | (31,749)           |
| Net Current Year Assessment Income               | 222,088                                  | 10,805                                   | 229,925               | 1,519,676                                | 40,691                                   | 97.5%  | 1,584,556          |
| Bad Debt Recoveries - Prior Years                |                                          |                                          | 2,321                 |                                          |                                          |        | 23,201             |
| Golf Income                                      | 206,149                                  | (3,963)                                  | -                     | 915,704                                  | 67,850                                   |        | -                  |
| Marina Income                                    | 6,306                                    | 6,306                                    | -                     | 236,552                                  | 42,832                                   |        | -                  |
| Rec Center & Pools Income                        | 11,006                                   | 5,474                                    | -                     | 22,910                                   | 7,931                                    |        | -                  |
| Legal & Collections Income                       | -                                        | -                                        | -                     | -                                        | -                                        |        | -                  |
| Other Income                                     | 21,249                                   | 6,851                                    | -                     | 90,681                                   | 35,574                                   |        | -                  |
| Rental Income - Other                            | 1,426                                    | 839                                      | -                     | 9,426                                    | 3,029                                    |        | -                  |
| Area Z Rental Income                             | 3,631                                    | (2,610)                                  | -                     | 14,760                                   | (3,024)                                  |        | -                  |
| Lease Income                                     | 5,532                                    | 1,386                                    | -                     | 38,010                                   | 8,988                                    |        | -                  |
| New Home Construction Fees                       | 8,450                                    | 1,138                                    | -                     | 165,800                                  | 90,800                                   |        | 2,500              |
| Capital Gain (Loss) on Sale of Assets            | -                                        | -                                        | -                     | -                                        | -                                        |        | 1,368              |
| Investment Income                                | 922                                      | 831                                      | 4,335                 | 4,718                                    | 4,076                                    |        | 28,397             |
| <b>Total Revenue</b>                             | <b>486,759</b>                           | <b>27,057</b>                            | <b>236,581</b>        | <b>3,018,237</b>                         | <b>298,747</b>                           |        | <b>1,640,022</b>   |
| <b>EXPENSES</b>                                  |                                          |                                          |                       |                                          |                                          |        |                    |
| Salaries & Benefits                              | 203,551                                  | 16,497                                   | -                     | 1,273,377                                | 65,294                                   |        | -                  |
| Contracted & Professional Services               | 19,701                                   | (2,280)                                  | -                     | 144,681                                  | (52,104)                                 |        | -                  |
| CC&Rs/ Mandates                                  | 51,754                                   | (15,705)                                 | -                     | 306,111                                  | (51,084)                                 |        | -                  |
| Maintenance & Landscaping                        | 44,862                                   | (15,096)                                 | -                     | 258,329                                  | 17,260                                   |        | -                  |
| Utilities                                        | 10,731                                   | 1,152                                    | -                     | 117,955                                  | (3,378)                                  |        | -                  |
| Administrative                                   | 19,249                                   | (2,216)                                  | -                     | 112,204                                  | (16,626)                                 |        | -                  |
| Regulatory Compliance                            | 17,924                                   | (4,819)                                  | -                     | 128,878                                  | (45,548)                                 |        | -                  |
| Insurance Premiums                               | 16,260                                   | (2,030)                                  | -                     | 106,327                                  | (6,706)                                  |        | -                  |
| Other Expenses                                   | -                                        | 83                                       | -                     | -                                        | 583                                      |        | -                  |
| Depreciation Expense                             | -                                        | -                                        | 112,312               | -                                        | -                                        |        | 800,032            |
| Interest expense                                 | -                                        | -                                        | 6,037                 | -                                        | -                                        |        | 39,251             |
| <b>Total Expenses</b>                            | <b>384,032</b>                           | <b>(24,414)</b>                          | <b>118,349</b>        | <b>2,447,862</b>                         | <b>(92,309)</b>                          |        | <b>839,283</b>     |
| <b>Net Income (Loss)</b>                         | <b>102,727</b>                           | <b>2,643</b>                             | <b>118,232</b>        | <b>570,375</b>                           | <b>206,438</b>                           |        | <b>800,739</b>     |
| <b>Net UDR Activity for Operations</b>           |                                          |                                          |                       |                                          |                                          |        |                    |
| Firewise                                         | -                                        |                                          |                       | (5,734)                                  |                                          |        |                    |
| Hazardous Tree Removal                           | (10,518)                                 |                                          |                       | (33,561)                                 |                                          |        |                    |
| GM Recruiting Search                             | (3,464)                                  |                                          |                       | (9,630)                                  |                                          |        |                    |
| <b>Net Income (Loss) with Board Approved UDR</b> | <b>88,745</b>                            | <b>2,643</b>                             | <b>118,232</b>        | <b>521,450</b>                           | <b>206,438</b>                           |        | <b>800,739</b>     |
| <b>Other Activity</b>                            |                                          |                                          |                       |                                          |                                          |        |                    |
| Net Other UDR Activity*                          | 5,706                                    |                                          |                       | 42,614                                   |                                          |        |                    |
| AR Accrual - Prior Year Reversal                 | -                                        |                                          | -                     | (43,985)                                 |                                          |        | (16,112)           |
| AR Accrual - Current Year                        | -                                        |                                          | -                     | -                                        |                                          |        | -                  |
| Vacation Liability Accrual                       | (3,573)                                  |                                          |                       | (16,966)                                 |                                          |        |                    |
| <b>Total Other Activity</b>                      | <b>2,133</b>                             |                                          | <b>-</b>              | <b>(18,337)</b>                          |                                          |        | <b>(16,112)</b>    |
| <b>Grand Total Activity</b>                      | <b>90,878</b>                            | <b>2,643</b>                             | <b>118,232</b>        | <b>503,113</b>                           | <b>206,438</b>                           |        | <b>784,627</b>     |

\*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 revenue collections.

**Sudden Valley Community Association**  
**Reserve Cash Balance & Activity**  
 7 Months Actual, 5 Months Projected

UNAUDITED

UNAUDITED

|                                                  | Capital Reserve Funds |              |                                    |                         |            |                                   | Operating Reserve Funds     |               |            |                               |
|--------------------------------------------------|-----------------------|--------------|------------------------------------|-------------------------|------------|-----------------------------------|-----------------------------|---------------|------------|-------------------------------|
|                                                  | CRRRF                 | Roads        | 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 12/31/2023                    | 3,627,018             | 2,034,275    | 222,019                            | 87,688                  | 126,445    | 151,528                           | \$ 6,248,973                | 362,252       | 306,265    | \$ 668,517                    |
| Dues Received                                    | 779,097               | 807,532      |                                    | -                       | 14,524     |                                   | 1,601,152                   | -             | 62,026     | 62,026                        |
| Storm Water Mitigation Plan Fee                  |                       | 2,500        |                                    |                         |            |                                   | 2,500                       |               |            | -                             |
| Investment Income                                | 16,292                | 10,956       | 579                                | 127                     | 344        | 98                                | 28,397                      | 952           | 839        | 1,791                         |
| Sale of Assets                                   | 1,368                 |              |                                    | -                       |            |                                   | 1,368                       |               |            | -                             |
| Board Approved Transfer- Marina Dock Replacement | 105,600               |              |                                    |                         |            |                                   |                             |               |            |                               |
| Board Approved Transfer- Other Transfers         | 40,000                |              |                                    |                         |            |                                   | 40,000                      |               |            | -                             |
| Mitigation Release                               | -                     | 86,923       |                                    |                         |            | (86,923)                          | -                           |               |            | -                             |
| 2024 Expenditures                                | (1,174,593)           | (780,841)    | (3,349)                            | -                       | -          |                                   | (1,958,784)                 |               | (61,660)   | (61,660)                      |
| Net Available Cash at 7/31/2024                  | 3,394,781             | 2,161,345    | 219,249                            | 87,815                  | 141,313    | 64,703                            | \$ 6,069,206                | 363,204       | 307,470    | \$ 670,674                    |
| 5 Month Outlook                                  |                       |              |                                    |                         |            |                                   |                             |               |            |                               |
| Outlook - 2024 Dues (95% collections)            | 535,173               | 550,443      |                                    |                         | 9,933      |                                   | \$ 1,095,549                |               |            | \$ -                          |
| Outlook - Prior Year Collections                 | 8,290                 | 8,526        |                                    |                         | 154        |                                   | 16,970                      |               | 16,364     | 16,364                        |
| CRRRF Loan Payments for year 2024                | (138,766)             |              |                                    |                         |            |                                   | (138,766)                   |               |            | -                             |
| Obligated Expenses/Holdings                      | (1,480,787)           | (739,253)    | (219,249)                          |                         |            | (64,703)                          | (2,503,992)                 |               | (98,992)   | (98,992)                      |
| Net Usable Cash Balance 12/31/2024               | 2,318,690             | 1,981,061    | -                                  | 87,815                  | 151,400    | -                                 | \$ 4,538,967                | 363,204       | 224,842    | \$ 588,046                    |
| Board Recommended Carryover Balance              | (600,000)             | (500,000)    |                                    |                         |            |                                   | \$ (1,100,000)              |               |            | \$ -                          |
| Net Usable Cash 12/31/2024, After Recommendation | \$ 1,718,690          | \$ 1,481,061 | \$ -                               | \$ 87,815               | \$ 151,400 | \$ -                              | \$ 3,438,967                | \$ 363,204    | \$ 224,842 | \$ 588,046                    |
| Net Current Year Cash Increase (Decrease)        | (1,308,328)           | (53,214)     | (222,019)                          | 127                     | 24,955     | (151,528)                         | \$ (1,710,006)              | 952           | (81,423)   | \$ (80,471)                   |

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

**Sudden Valley Community Association**  
**Operations - By Department**  
**July 1, 2024 to July 31, 2024**  
**CURRENT MONTH**

Whole \$

**UNAUDITED**

| <u>Department</u>                            | <u>Actual<br/>Revenue</u> | <u>Revenue<br/>B / (W)</u> | <u>Actual<br/>Salary<br/>Benefits</u> | <u>Salary<br/>&amp; Benefits<br/>B / (W)</u> | <u>Actual<br/>Other<br/>Expense *</u> | <u>Other Exp<br/>B / (W)*</u> | <u>Net<br/>Income /<br/>(Loss) *</u> | <u>Net<br/>B / (W)*</u> |
|----------------------------------------------|---------------------------|----------------------------|---------------------------------------|----------------------------------------------|---------------------------------------|-------------------------------|--------------------------------------|-------------------------|
| ACC / Security                               | 19,450                    | 11,908                     | -                                     | 7,098                                        | 27,002                                | 5,508                         | (7,552)                              | 24,514                  |
| Accounting                                   | 3,989                     | (6,136)                    | 28,877                                | (708)                                        | 20,101                                | (11,595)                      | (44,989)                             | (18,439)                |
| Administration                               | 1,035                     | 824                        | 34,743                                | 1,387                                        | 14,387                                | (4,958)                       | (48,095)                             | (2,747)                 |
| Common Costs                                 | 4,747                     | 1,489                      | -                                     | -                                            | 41,129                                | (15,920)                      | (36,382)                             | (14,431)                |
| Facilities                                   | 9,162                     | (1,224)                    | 3,743                                 | 484                                          | 9,361                                 | 3,295                         | (3,942)                              | 2,555                   |
| Maintenance                                  | -                         | -                          | 23,256                                | (433)                                        | 2,777                                 | 6,001                         | (26,033)                             | 5,568                   |
| Subtotal                                     | <b>38,383</b>             | <b>6,861</b>               | <b>90,619</b>                         | <b>7,828</b>                                 | <b>114,757</b>                        | <b>(17,669)</b>               | <b>(166,993)</b>                     | <b>(2,980)</b>          |
| Golf                                         | 206,149                   | (3,963)                    | 76,334                                | 5,394                                        | 42,556                                | (12,602)                      | 87,259                               | (11,171)                |
| Marina                                       | 7,706                     | 7,040                      | -                                     | -                                            | 665                                   | 423                           | 7,041                                | 7,463                   |
| Rec/ Pools/ Parks                            | 12,432                    | 6,313                      | 36,598                                | 3,275                                        | 22,502                                | (11,062)                      | (46,668)                             | (1,474)                 |
| Subtotal                                     | <b>226,287</b>            | <b>9,390</b>               | <b>112,932</b>                        | <b>8,669</b>                                 | <b>65,723</b>                         | <b>(23,241)</b>               | <b>47,632</b>                        | <b>(5,182)</b>          |
| Subtotal Operations before Ops Dues          | <b>264,670</b>            | <b>16,251</b>              | <b>203,551</b>                        | <b>16,497</b>                                | <b>180,480</b>                        | <b>(40,910)</b>               | <b>(119,361)</b>                     | <b>(8,162)</b>          |
| Ops Dues Earned                              | 222,585                   |                            |                                       |                                              |                                       |                               | 222,585                              |                         |
| Curr Yr Bad Debts Activity                   | (497)                     |                            |                                       |                                              |                                       |                               | (497)                                |                         |
| Net Ops Dues                                 | <b>222,088</b>            | <b>10,805</b>              |                                       |                                              |                                       |                               | <b>222,088</b>                       | <b>10,805</b>           |
| Net Operations                               | <b>486,758</b>            | <b>27,056</b>              | <b>203,551</b>                        | <b>16,497</b>                                | <b>180,480</b>                        | <b>(40,910)</b>               | <b>102,727</b>                       | <b>2,643</b>            |
| Net BOD Approved UDR Activity for Operations |                           |                            |                                       |                                              |                                       |                               |                                      |                         |
| Firewise                                     | -                         |                            | -                                     |                                              | -                                     |                               | -                                    |                         |
| Hazardous Tree Removal                       | -                         |                            | -                                     |                                              | 10,518                                |                               | (10,518)                             |                         |
| GM Recruiting Search                         | -                         |                            | -                                     |                                              | 3,464                                 |                               | (3,464)                              |                         |
| Net Operations with Board Approved UDR       | <b>486,758</b>            | <b>27,056</b>              | <b>203,551</b>                        | <b>16,497</b>                                | <b>194,462</b>                        | <b>(40,910)</b>               | <b>88,745</b>                        | <b>2,643</b>            |
| Other Operating Activity                     |                           |                            |                                       |                                              |                                       |                               |                                      |                         |
| UDR Activity                                 | 5,896                     |                            |                                       |                                              | 190                                   |                               | 5,706                                |                         |
| AR Accrual - Prior Year Reversal             | -                         |                            |                                       |                                              | -                                     |                               | -                                    |                         |
| AR Accrual - Current Year                    | -                         |                            |                                       |                                              | -                                     |                               | -                                    |                         |
| Vacation Liability Accrual                   | -                         |                            |                                       |                                              | 3,573                                 |                               | (3,573)                              |                         |
| Total Other Operating Activity               | <b>5,896</b>              |                            |                                       |                                              | <b>3,763</b>                          |                               | <b>2,133</b>                         |                         |
| Grand Total Operations Activity              | <b>492,654</b>            | <b>27,056</b>              | <b>203,551</b>                        | <b>16,497</b>                                | <b>198,225</b>                        | <b>(40,910)</b>               | <b>90,878</b>                        | <b>2,643</b>            |

\* Excludes Depreciation

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

**Sudden Valley Community Association**  
**Operations - By Department**  
**January 1, 2024 to July 31, 2024**  
**YEAR TO DATE**

Whole \$

**UNAUDITED**

| <u>Department</u>                            | <u>Actual<br/>Revenue</u> | <u>Revenue<br/>B / (W)</u> | <u>Actual<br/>Salary<br/>Benefits</u> | <u>Salary<br/>&amp; Benefits<br/>B / (W)</u> | <u>Actual<br/>Other<br/>Expense *</u> | <u>Other Exp<br/>B / (W)*</u> | <u>Net<br/>Income /<br/>(Loss) *</u> | <u>Net<br/>B / (W)*</u> |
|----------------------------------------------|---------------------------|----------------------------|---------------------------------------|----------------------------------------------|---------------------------------------|-------------------------------|--------------------------------------|-------------------------|
| ACC / Security                               | 203,960                   | 127,355                    | -                                     | 49,689                                       | 281,013                               | (74,686)                      | (77,053)                             | 102,358                 |
| Accounting                                   | 17,384                    | (9,031)                    | 199,602                               | (2,406)                                      | 48,981                                | (17,649)                      | (231,199)                            | (29,086)                |
| Administration                               | 3,124                     | 1,535                      | 249,400                               | 3,533                                        | 76,528                                | (23,236)                      | (322,804)                            | (18,168)                |
| Common Costs                                 | 30,325                    | 7,516                      | -                                     | -                                            | 270,473                               | (62,506)                      | (240,148)                            | (54,990)                |
| Facilities                                   | 52,770                    | 5,964                      | 26,224                                | 3,365                                        | 88,862                                | 38,234                        | (62,316)                             | 47,563                  |
| Maintenance                                  | -                         | -                          | 214,253                               | 853                                          | 40,129                                | 15,059                        | (254,382)                            | 15,912                  |
| Subtotal                                     | <b>307,563</b>            | <b>133,339</b>             | <b>689,479</b>                        | <b>55,034</b>                                | <b>805,986</b>                        | <b>(124,784)</b>              | <b>(1,187,902)</b>                   | <b>63,589</b>           |
| Golf                                         | 915,704                   | 67,850                     | 442,990                               | 7,551                                        | 266,703                               | (18,445)                      | 206,011                              | 56,956                  |
| Marina                                       | 242,960                   | 45,907                     | -                                     | -                                            | 10,193                                | 1,280                         | 232,767                              | 47,187                  |
| Rec/ Pools/ Parks                            | 32,335                    | 10,960                     | 140,908                               | 2,709                                        | 91,604                                | (15,654)                      | (200,177)                            | (1,985)                 |
| Subtotal                                     | <b>1,190,999</b>          | <b>124,717</b>             | <b>583,898</b>                        | <b>10,260</b>                                | <b>368,500</b>                        | <b>(32,819)</b>               | <b>238,601</b>                       | <b>102,158</b>          |
| Subtotal Operations before Ops Dues          | <b>1,498,562</b>          | <b>258,056</b>             | <b>1,273,377</b>                      | <b>65,294</b>                                | <b>1,174,486</b>                      | <b>(157,603)</b>              | <b>(949,301)</b>                     | <b>165,747</b>          |
| Ops Dues Earned                              | 1,559,049                 |                            |                                       |                                              |                                       |                               | 1,559,049                            |                         |
| Curr Yr Bad Debts Activity                   | (39,373)                  |                            |                                       |                                              |                                       |                               | (39,373)                             |                         |
| Net Ops Dues                                 | <u>1,519,676</u>          | <u>40,691</u>              |                                       |                                              |                                       |                               | <u>1,519,676</u>                     | <u>40,691</u>           |
| Net Operations                               | <b>3,018,238</b>          | <b>298,747</b>             | <b>1,273,377</b>                      | <b>65,294</b>                                | <b>1,174,486</b>                      | <b>(157,603)</b>              | <b>570,375</b>                       | <b>206,438</b>          |
| Net BOD Approved UDR Activity for Operations |                           |                            |                                       |                                              |                                       |                               |                                      |                         |
| Firewise                                     | -                         |                            | -                                     |                                              | 5,734                                 |                               | (5,734)                              |                         |
| Hazardous Tree Removal                       | -                         |                            | -                                     |                                              | 33,561                                |                               | (33,561)                             |                         |
| GM Recruiting Search                         | -                         |                            | -                                     |                                              | 9,630                                 |                               | (9,630)                              |                         |
| Net Operations with Board Approved UDR       | <b>3,018,238</b>          | <b>298,747</b>             | <b>1,273,377</b>                      | <b>65,294</b>                                | <b>1,223,411</b>                      | <b>(157,603)</b>              | <b>521,450</b>                       | <b>206,438</b>          |
| Other Operating Activity                     |                           |                            |                                       |                                              |                                       |                               |                                      |                         |
| UDR Activity                                 | 55,400                    |                            |                                       |                                              | 12,786                                |                               | 42,614                               |                         |
| AR Accrual - Prior Year Reversal             | (43,985)                  |                            |                                       |                                              | -                                     |                               | (43,985)                             |                         |
| AR Accrual - Current Year                    | -                         |                            |                                       |                                              | -                                     |                               | -                                    |                         |
| Vacation Liability Accrual                   | -                         |                            |                                       |                                              | 16,966                                |                               | (16,966)                             |                         |
| Total Other Operating Activity               | <u>11,415</u>             |                            |                                       |                                              | <u>29,752</u>                         |                               | <u>(18,337)</u>                      |                         |
| Grand Total Operations Activity              | <b>3,029,653</b>          | <b>298,747</b>             | <b>1,273,377</b>                      | <b>65,294</b>                                | <b>1,253,163</b>                      | <b>(157,603)</b>              | <b>503,113</b>                       | <b>206,438</b>          |

\* Excludes Depreciation

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

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2024

|     |                     |     |       |                |       |       |                  |     |                  |     |                  |     |                   |     |           |     |                         |       |       |                   |     |       |                     |       | 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                  | 96  | 116   | 301            | 2,517 | 2,818 | 24               | 62  | 5                | 13  | 1                | 11  | 16                | 40  | 1         | 14  | 321                     | 2,613 | 2,934 | 47                | 140 | 187   | 368                 | 2,753 | 3,121           | 774        | 0    | 3      | 777       | 737         | 6                       | 1,520          | 4,641 |
| Feb | 22                  | 104 | 126   | 303            | 2,508 | 2,811 | 14               | 59  | 10               | 22  | 3                | 6   | 15                | 42  | 1         | 12  | 325                     | 2,612 | 2,937 | 43                | 141 | 184   | 368                 | 2,753 | 3,121           | 774        | 0    | 3      | 777       | 737         | 6                       | 1,520          | 4,641 |
| Mar | 23                  | 114 | 137   | 307            | 2,510 | 2,817 | 11               | 57  | 4                | 9   | 4                | 7   | 17                | 44  | 1         | 12  | 330                     | 2,624 | 2,954 | 37                | 129 | 166   | 367                 | 2,753 | 3,120           | 774        | 0    | 3      | 777       | 738         | 6                       | 1,521          | 4,641 |
| Apr | 27                  | 121 | 148   | 308            | 2,532 | 2,840 | 5                | 31  | 4                | 13  | 1                | 4   | 21                | 38  | 1         | 14  | 335                     | 2,653 | 2,988 | 32                | 100 | 132   | 367                 | 2,753 | 3,120           | 774        | 0    | 3      | 777       | 738         | 6                       | 1,521          | 4,641 |
| May | 28                  | 123 | 151   | 304            | 2,508 | 2,812 | 13               | 58  | 3                | 11  | 0                | 6   | 18                | 34  | 1         | 13  | 332                     | 2,631 | 2,963 | 35                | 122 | 157   | 367                 | 2,753 | 3,120           | 774        | 0    | 3      | 777       | 738         | 6                       | 1,521          | 4,641 |
| Jun | 29                  | 136 | 165   | 293            | 2,482 | 2,775 | 17               | 65  | 9                | 17  | 1                | 5   | 16                | 37  | 2         | 11  | 322                     | 2,618 | 2,940 | 45                | 135 | 180   | 367                 | 2,753 | 3,120           | 774        | 0    | 3      | 777       | 738         | 6                       | 1,521          | 4,641 |
| Jul | 31                  | 152 | 183   | 293            | 2,476 | 2,769 | 11               | 51  | 7                | 15  | 7                | 10  | 16                | 35  | 2         | 14  | 324                     | 2,628 | 2,952 | 43                | 125 | 168   | 367                 | 2,753 | 3,120           | 774        | 0    | 3      | 777       | 738         | 6                       | 1,521          | 4,641 |
| Aug | 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     |
| 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](http://www.suddenvalley.com)

### Approval Request Memo

**To: SVCA Board of Directors**

**From:** Linda Bradley, Document Review Committee Chair

**Date:** September 26, 2024

**Subject: Revised Board Policies**

**Purpose:** To amend or rescind current Board policies.

**Background:** At the August 22, 2024 Board meeting the listed policies were presented for review and approval. Two of the policies below had suggested revisions suggested by the Board. Rather than submit each separately they are being submitted for final approval as a set.

In the Board packet you will find copies of each of the policies with the recommended amended changes.

| Policy Number                     | Policy Date                    | Policy Name                                                             |
|-----------------------------------|--------------------------------|-------------------------------------------------------------------------|
| <b><u>Board Specific</u></b>      |                                |                                                                         |
| <b>2005.01</b><br><b>2024</b>     | 09/26/05<br>9/26/2024          | Contract                                                                |
| <b>2010.08</b><br><b>2024</b>     | 4/26/2010<br>9/26/2024         | Board Orientation                                                       |
| 2017.03 (Policy)<br>(see 2023.01) | <del>10/29/17</del><br>Rescind | Director & Committee Chair Requests for<br>Records/Information          |
| <b>2017.05</b><br><b>2024</b>     | 10/26/17<br>TBD                | Board Member & Committee Chair Involvement in<br>Association Management |

|                                 |        |                                                                                                                 |
|---------------------------------|--------|-----------------------------------------------------------------------------------------------------------------|
| 2018.04<br><br><b>No Change</b> | 8/9/18 | Discrimination and Harassment Policy and Procedures for Volunteers, Including Members of the Board of Directors |
|---------------------------------|--------|-----------------------------------------------------------------------------------------------------------------|

**Motion:** Move that the SVCA Board of Directors approve the Board policies with recommended changes and rescind the one policy that has been recently updated to reflect changes to the state law.

**Approvals**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Board of Directors

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Keith McLean, SVCA Board President

## Sudden Valley Community Association

Policy: SVCA CONTRACT POLICY  
Policy #: 2024  
Date: TBD

**Definition:** A contract represents an agreement between two or more parties that is written and enforceable by law.

**Purpose:** **Operations Contracts.** This document provides the policy for contracts between SVCA and other parties. Contracts are for goods and services that SVCA is purchasing, or goods and services that SVCA is providing. A contract with Board review and approval will be required if the goods and service(s) to be provided by any party exceeds a total dollar amount of Ten Thousand Dollars (\$10,000). The contract term may be for multiple years. This could be an expense to SVCA as the purchaser of goods and services, or revenues to SVCA that commit the association to provide goods and services and may be signed by the GM with authorization of the Board.

### **For Capital Expenditures Two Thousand Five Hundred Dollars (\$ \$2,500.00) or More for the Contract Term:**

**Contracts covering the purchase of Capital Expenditures, the purchase of which has been previously reviewed by the Finance Committee and the Board of Directors, may be executed by any two signatory Board Officers.** The Board will also decide if the contract needs legal review. Approval by the Board capital expenditures will be indicated by a documented motion in the Board minutes. Any contract must be signed by an authorized Board signatory or, by the General Manager with authorization of the Board.

### **Operational Contracts Less than Ten Thousand Dollars (\$10,000) for the Contract Term\*:**

For operational expenses for the procurement of goods and services, or revenues earned by providing goods and services, the General Manager (GM) shall be authorized to approve contracts for less than Ten Thousand Dollars (\$10,000). Examples of operational expenses include inspections, pest control, laundry services, etc. An example of operational revenues is facility rentals.

\*Exceptions may be goods and services that the Board is responsible for, such as the yearly external audit, legal settlements, reserve studies, and sales of assets such as lots. Contracts for these goods and services will require Board review and approval.

Bylaw Article IV, Section 11, entitled "Agreements, Contracts, Deeds, Licenses, Checks, etc." "All agreements, contracts, deeds, leases and other instruments of the Association shall be executed by at least two (2) officers or by such other person(s) including managing agents, as may be designated by resolution of the Board."

**A contract should include the following components as appropriate:**

- A) A complete description of the goods and service(s) to be provided. The contract will clearly state the specifications that must be met for contract fulfillment. This may be accomplished by attaching the RFP (Request for Proposal) as part of the contract.
- B) The price shall include all financial costs required for completion including sales tax, installation charges, and shipping charges. Whenever possible, SVCA will seek a fixed price contract rather than a time and materials contract. If a time and materials contract must be done, a "not to exceed" total dollar amount must be specified.
- C) Payments shall only be made upon satisfactory completion of work as specified in the contract. An example would be the Road Maintenance contract where partial payments are made as the work is completed.
- D) When appropriate, the contract shall require a ten percent (10%) retention amount (holdback) that will not be paid until the terms of the contract are fully completed to the satisfaction of SVCA.
- E) The party/parties providing the goods and service(s) to SVCA must provide complete liability insurance coverage for their employees. SVCA shall be held harmless. Proof of insurance and a certificate of insurance naming Sudden Valley as loss payee must be provided. In addition, their employees should be bonded. These conditions also apply to any subcontractors.
- F) An arbitration clause.
- G) **No contract shall involve a loan of SVCA monies without the approval of the Board and SVCA legal counsel.** If any contract involves a loan of SVCA money, the debt must be enforceable through the process of attachment and perfection as specified under Article 9 of U.C.C. (Uniform Commercial Code).
- H) The process and authorization required for change orders.
- I) The contract should specify completion dates and a penalty clause if completion dates are not met.

**For multi-year contracts:** (This section to be added to the Board Secretary's duties)

In October of every year, the outgoing Board Secretary will **ensure the Finance Director prepare a contract list** to be provided to the Board in their November Board packet. This list will identify all contracts that are in effect for the following year(s), a summary of the goods and service(s) being purchased or provided, the contract term, and the dollar amount(s) remaining on the contract. This list is to provide notification to the new Board of existing financial obligations that have been committed to by SVCA.

History: Rescinded \_\_\_\_\_

Superseded/Replaced by Policy # \_\_\_\_\_

## Sudden Valley Community Association

Policy: Board Orientation Policy  
Policy #: 2024  
Date: TBD

Purpose: Each Director shall be informed about Association history, policies, documents and procedures.

Policy: Following the AGM in November, the Board shall participate in an orientation. At the orientation there shall be:

- A Legal Presentation (provided by SVCA Attorney)
- Review the contents of the Board Members Manual
- Review all Board policies
- Review the duties of the Executive Officers and GM
- Review the Association's financial position and statements (by Director of Finance)
- An Insurance Presentation (presentation by SVCA agent)
- A Parliamentary Presentation (by SVCA Parliamentarian)
- Sign the Board Member Code of Conduct and submit it to the Board Secretary to be filed at Administration.
- Directors will be requested to undertake a tour of Sudden Valley to familiarize the directors with Sudden Valley facilities.

Responsible Position: The Board Secretary shall coordinate with the Executive Committee and General Manager to schedule the timely completion of this orientation requirement.

History: Rescinded \_\_\_\_\_

Superseded/Replaced by Policy # \_\_\_\_\_

## **Sudden Valley Community Association**

Policy: Board Member and Committee Chair Involvement in Association Management

Policy #: 2017.5

Date: October 26, 2017

Page: 1 of 1

### Intent:

To avoid confusing, contradictory and otherwise inefficient intrusion into areas primarily the responsibility of the General Manager or other designated Association agents.

It is recognized that Board priorities are established only by Board action, that SVCA's General Manager, Administrative staff, Counsel, and Consultants should not face inappropriate influence, pressure or fear of reprisal, and that they should be allowed to efficiently execute all appropriate instructions given them by the General Manager so as to carry out officially established Board priorities.

### Policy:

No Director other than the President shall direct the General Manager to initiate any action, project, or study without prior approval of the President or prior Board direction. Individual Directors and Committee Chairs may not intervene in staff decision-making, or the development of staff recommendations, scheduling of staff work, and execution of SVCA priorities, without prior approval of the Board President or Board as a whole, with notice thereof being promptly provided to the General Manager.

Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by official action of the Board. The principal delegee of SVCA executive and administrative powers is the General Manager, with primary responsibility for management of the daily affairs of the Association, supervision and discipline of SVCA personnel, and establishment of a chain of command to carry that out.

In the event any Director is dissatisfied with the operation of the Association, or any action of any of its personnel, regarding a prior approval, the Director shall first bring such matter to the attention of the General Manager, then if necessary to (i) the President, (ii) the Executive Committee, or ultimately (iii) the entire Board.

History: Rescinded \_\_\_\_\_

Superseded/Replaced by Policy # \_\_\_\_\_

## **Sudden Valley Community Association**

Policy: Discrimination and Harassment Policy and Procedures for Volunteers,  
Including Members of the Board of Directors  
Policy #: 2018.04  
Date: August 9, 2018

### **Policy**

#### Purpose:

The Sudden Valley Community Association (SVCA) believes that every volunteer, including Board members, has the right to volunteer in surroundings that are free from unlawful discrimination, harassment and retaliation. This Policy sets forth SVCA's commitment to maintaining an environment free from all forms of discrimination and harassment. SVCA strictly prohibits unlawful discrimination and harassment, and prohibits retaliation for appropriate reporting of such conduct. SVCA complies with all applicable Federal and State of Washington laws and ethical business practices. All SVCA volunteers, including Board members, are required to comply.

SVCA takes immense pride in providing its members with the highest quality services. SVCA therefore expects its volunteers and Board members to treat each other, all Association Members, employees and all third-party contractors with the utmost respect and in full compliance with all applicable laws and SVCA policies. Volunteers, including Board members, are encouraged to address questions or concerns about this policy to the chair of their committee and the General Manager, or the Human Resources Manager if the General Manager is involved, and the General Manager, or Human Resources Manager as necessary, will immediately contact Counsel for appropriate guidance. Discussion with an Executive such as the President may be appropriate if none of the other named persons is available. This is considered the Chain of Reporting in all matters regarding this policy, in the required order of approach. Skipping steps within the Reporting Chain may be appropriate only if one of the named persons is unavailable or directly involved.

Allegations of discrimination and harassment will be promptly addressed pursuant to the procedures set forth below, and appropriate action will be taken. SVCA will strictly enforce all provisions of this Policy and Complaint Procedures.

#### Discrimination Prohibited:

SVCA prohibits unlawful discrimination by volunteers and Board members or staff based on race, color, religion, creed, national origin, age, sex, marital status, disability, sexual orientation, gender identity, citizenship, genetic information, familial status, veterans' status, military status, pregnancy or maternity status, HIV/Aids/Hepatitis C status, domestic violence victim status, or any other legally protected classification under applicable state or federal laws.

Discrimination is the unequal and illegal treatment or denial of normal privileges to persons because of the person's status as listed above. Decisions affecting an individual

generally may not be made on the basis of one of these factors. Decisions should be made on the basis of neutral and objective criteria by which an individual may be evaluated in terms of their accomplishments and performance without regard to the above factors.

Prohibited discrimination includes, but is not limited to, discrimination in appointment, training, evaluation, or appointment to or removal from committee or Board positions or other responsibilities.

Harassment Prohibited:

SVCA is committed to maintaining an environment free from inappropriate, disrespectful, intimidating and coercive conduct, and to preventing and eliminating all forms of harassment. This policy prohibits harassment based on the protected status factors listed above. (Harassment based on gender is specifically addressed below under “Sexual Harassment Prohibited.”) Harassment is conduct based on a protected status factor that has the purpose or effect of unreasonably interfering with an individual’s volunteer conditions or performance; or creating an intimidating, hostile or offensive environment. Harassment includes abusive or harassing behavior – whether non-verbal, verbal or physical – which demeans, intimidates, threatens, or injures an employee or resident because of that person’s personal characteristics or beliefs, including membership in a protected status category. Such harassment also includes any malicious act that causes harm to any person’s physical or mental well-being. When SVCA becomes aware of an incident of harassment, it will investigate and respond appropriately. SVCA is committed to stopping harassment even if it does not rise to the level of a legal violation.

Sexual Harassment Prohibited:

SVCA specifically prohibits any volunteer, including Board member, from sexually harassing anyone, including employees, other volunteers, Board members, community members, or third parties such as vendors or contractors. This policy explicitly incorporates and prohibits sexual harassment as a form of gender discrimination. Sexual harassment encompasses any unwelcome conduct of a sexual nature. It may be conduct toward an individual of the opposite sex or the same sex. Sexual harassment may include, without limitation, unwelcome sexual advances, requests for sexual favors, other verbal, visual or physical conduct of a sexual nature, sharing or displaying sexually suggestive objects or pictures, sexually explicit or offensive jokes or engaging in any sexually-oriented conduct which unreasonably interferes with another’s performance or creates an environment that is intimidating, hostile or offensive. Such conduct constitutes sexual harassment when any of the following occur:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s volunteer status or Board membership.
2. Submission to or rejection of such conduct by an individual is used as the basis for volunteer, Board membership or other decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance, Board membership or abilities, opportunities, or creating an intimidating, hostile or offensive environment.

Determinations of sexual harassment are made by considering all facts and circumstances surrounding the allegations, including the perceptions of the parties, witnesses and others who have information about the presence or absence of the alleged conduct.

Sexual Violence Prohibited:

This policy explicitly incorporates and prohibits sexual violence. Sexual violence is a physical act of a sexual nature or purpose that includes aggression, coercion, assault, rape, unwanted or forced sexual activity and/or lewd or unwanted exposure to private parts. Sex with a drugged or intoxicated person constitutes rape. When SVCA becomes aware of any incident of sexual violence it will take prompt corrective action and shall also notify the appropriate police department.

Reporting Strongly Encouraged:

SVCA vigorously enforces its prohibitions against discrimination and harassment. Any SVCA volunteer, including Board member, who feels that they or others may have been subject to discrimination or harassment are strongly encouraged to bring the matter to the immediate attention of an appropriate person within the Reporting Chain as soon as possible.

Board Member Reporting and Monitoring Required:

SVCA may be liable whenever any Board member is notified or aware of possible discrimination or harassment. All Board members must immediately report to the Board President or other Executive Director all instances of possible discrimination or harassment, of which they are aware, whether resolved or not.

It is the direct responsibility of all Board members to:

- Ensure that all employees, volunteers and Board members are made aware of this policy, the types of conduct prohibited by it, and the avenues available for resolution of violations.
- Monitor their respective areas for violations of this policy.
- Attentively listen to allegations of policy violations brought to their attention.
- Follow reporting requirements stated above.
- Eliminate or minimize the potential for retaliation as defined by this policy.

Threats of Physical Harm:

In situations where a volunteer or Board member reasonably believes there is imminent danger of serious bodily harm to a volunteer including another Board member, the volunteer or Board member should take immediate and appropriate action, including promptly notifying an appropriate person within the Reporting Chain, separating the complainant and Respondent, and notifying the authorities if necessary. The General Manager and Board President or Vice President will each promptly ensure they all are fully apprised of the situation, unless involved.

Retaliation Prohibited:

SVCA prohibits retaliation or reprisal of any kind against any volunteer or Board member for any good faith report of discrimination or harassment, or participation in an investigation of such a claim. Retaliation may take the form of verbal or written comments; intimidation; denial of reasonable and standard requests; denial of regular assignments; assignment of additional or unreasonable tasks, or other forms of verbal or non-verbal communication. Such retaliatory action shall be regarded as a separate problem, subject to a separate complaint, distinct from the initial allegation of discrimination or harassment.

Volunteers and Board members who believe that they have experienced such retaliation should notify an appropriate person within the Reporting Chain as soon as possible. Any individual who is found to have engaged in retaliatory conduct will be subject to appropriate corrective action, up to and including termination of the volunteer relationship, or removal from Board or committee positions or other responsibilities.

If an initial discrimination or harassment complaint includes a report of threatened retaliation, or if the complainant has good reason to fear retaliation, the General Manager shall take appropriate action to eliminate or minimize the potential for retaliation, unless involved. In that case, the person within the Reporting Chain who received the report bears that responsibility.

Malicious, Frivolous or Bad Faith Allegations Prohibited:

This policy prohibits any individual from knowingly filing a false report of discrimination or harassment or from filing a complaint in bad faith or solely for a malicious or frivolous purpose. If it is determined that a complaint is malicious or frivolous in nature, the complainant may be subject to disciplinary action, including termination of the volunteer relationship or removal from Board or committee positions or other responsibilities.

Free Speech Not Prohibited:

Nothing in this policy should be construed to prevent or discourage the free exchange and expression of diverse ideas and information, including the right to dissent or protest. SVCA encourages such discussions and expressions when conducted in a respectful manner.

**Complaint Procedures:**

Purpose:

The following procedures provide for the resolution of complaints alleging violations of SVCA's Volunteer Discrimination and Harassment Policy. These complaint procedures are available to any person who, at the time the alleged offense occurred, was an SVCA volunteer or Board member; or who was a volunteer (including Board member), or Association Member with a complaint against another volunteer, including Board member, or an SVCA employee, vendor or contractor. These procedures ensure that, according to principles of due process, a fair and impartial review of each complaint will be conducted in order to establish whether a Policy violation has occurred. The Board is responsible for approving and ensuring appropriate implementation of these procedures.

Definitions:

Throughout this section:

- The term "Complainant" refers to any person who files a complaint alleging a violation of the Policy.
- The term "Respondent" refers to a person (or persons) accused of such a violation. The Respondent may be an employee, volunteer (including Board member), community member or third person, such as a vendor or contractor.
- The term "Parties" refers jointly to the Complainant(s) and Respondent(s).

Confidentiality:

SVCA is committed to providing an environment in which persons aggrieved may step forward with claims of discrimination and harassment safely, with dignity, and without fear of reprisal. While SVCA will make every effort to maintain confidentiality for the Complainant and Respondent, SVCA must act to eliminate any discrimination and harassment. SVCA cannot promise absolute confidentiality. SVCA will not disclose information obtained in connection with any investigation unless a legitimate business reason or legal requirement supports disclosure.

Formal Investigations and Informal Resolutions:

SVCA takes all credible, good faith reports of discrimination, harassment and retaliation seriously and conducts, as appropriate, an informal resolution or formal investigation. All informal resolutions and formal investigations will be conducted promptly, and should be completed within twenty (20) working days, unless compelling reasons exist requiring an extension. SVCA requires volunteers, including Board members, to cooperate in any informal resolution or formal investigation, whether or not they are directly involved in the alleged misconduct.

Informal Resolutions: In some situations the Complainant may wish to request informal assistance in bringing an incident to the Respondent's attention to resolve the situation and prevent further incidents. In such situations, SVCA, may not conduct a formal investigation, but instead, may speak with the Parties and any other individuals involved and attempt to resolve the issue informally.

Formal Investigations: If it is determined that a formal investigation is warranted, the General Manager, if available and not involved, or the Human Resources Manager shall be immediately informed in order to protect the Corporation from legal liability. The Executive Committee or an outside professional investigator hired by Association Counsel (collectively referred to as "investigator") will conduct a formal and comprehensive investigation. The investigator acts solely as a neutral fact-finder whose work is confidential to SVCA as attorney work-product. Based on their investigation, the investigator determines whether the facts support the allegations and whether this Policy has been violated. The investigator – if an outside investigator, in consultation with and approval by the Executive Committee – may make a report and recommendations to Association Counsel.

A formal investigation generally will be conducted as follows:

1. The Executive Committee will notify the Respondent and the committee chair, if applicable, that a complaint has been filed, that a formal investigation will be conducted, and of the confidentiality requirement. The Executive Committee will request the committee chair, if applicable, to monitor for any conduct that may be considered retaliatory against the Complainant.
2. The investigator will separately interview the Complainant and Respondent, explaining the allegations, the investigator's role, the investigation process, confidentiality and its limitations, and the prohibition against retaliation. The Complainant will be asked to confirm the allegations to be investigated.
3. The investigator may interview any potential witnesses identified by the Parties as having relevant information. The investigator will review all relevant documentation

provided by the Parties or obtained through their investigation, and the investigator may review the Parties' past complaints.

4. Based on its formal investigation, the investigator will make a determination on whether credible facts support the allegations, and whether the Policy has been violated. The investigator may make credibility assessments when necessary.
5. If the investigator determines there is insufficient basis to conclude a Policy violation has occurred, this will conclude their investigation. However, the General Manager may recommend that the Executive Committee address conduct that does not violate the Policy, but could be considered inappropriate, unprofessional or detrimental to the well-being of SVCA.
6. If the investigator determines there is reasonable cause to believe that a Policy violation has occurred, the investigator will discuss their findings, and any recommendations. The Executive Committee will implement any necessary corrective or disciplinary action found necessary by them, up to and including termination of the volunteer relationship or removal from Board or committee positions or other responsibilities, and/or any other action deemed appropriate under the circumstances. The parties will be advised thereof.

Rights and Responsibilities of the Parties:

1. The Complainant has the right to take complaints to the Equal Opportunity Employment Commission or the Washington Human Rights Commission at any time during the complaint resolution or investigation process.
2. During a formal investigation or an informal resolution, both Parties are expected to:
  - a. Cooperate fully throughout the formal investigation, and be completely honest in answering questions and providing information.
  - b. Provide the investigator with all information and documentation that may be relevant to this matter as soon as possible.
  - c. Refrain from discussing this formal investigation with the opposing party or with any person who does not have a legitimate business need to know this information.
  - d. Refrain from any conduct that may be construed as retaliatory against a Complainant for filing a complaint.

Complaints Against Outside Individuals:

SVCA has an obligation to address all credible, good faith allegations of discrimination and harassment against its volunteers, including Board members. When such allegations involve actions by non-SVCA individuals, such as vendors, contractors or guests, SVCA will make all reasonable efforts to resolve the situation. These efforts may include the following:

- Preventing the Respondent from entering onto SVCA property.
- Conducting a formal investigation to the extent possible.
- Contacting the Respondent's employer and/or human resource director.
- Arranging for a substitute vendor or contractor pending a formal investigation.

Questions Regarding This Policy:

Questions regarding this policy should be directed to the General Manager or Board President. The General Manager can be reached by telephone at (360) 734-6430, ext. 321 and by email at [gm@SuddenValley.com](mailto:gm@SuddenValley.com). The Board Executives can change w, and the General Manager will provide the current contact information.

History: Rescinding/Superseding\_\_\_\_\_

Superseded/Replaced by Policy\_\_\_\_\_



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

[www.suddenvalley.com](http://www.suddenvalley.com)

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** September 26th, 2024  
**Subject:** Capital Request – #2 Golf Bridge Repair

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### Purpose

To request capital funds for the repair of the #2 Golf bridge.

### Background

On July 8<sup>th</sup>, 2024, SVCA received a report summarizing the results from Integrity Structural Engineering's biannual (every two years) Golf Course bridge inspection. This report evaluated four of the eight bridges to be in Excellent or Good condition, while three bridges were deemed Fair and one bridge, #2, was found to be in Poor condition.

The report included maintenance recommendations which were immediately added to the work list maintained by Turf Care Superintendent, Greg Wadden. The repairs recommended for the #2 bridge included adding steel beams to support 4, 10" x 16" timber girders whose condition has degraded. This work is beyond the scope for the Turf Care team, so SVCA's Capital Project Manager, Tyler Andrews, was asked to prepare an estimate for installation of two steel beams.

### Analysis

SVCA proposes to install two new beams as per the drawing supplied by Integrity. These beams and other materials needed for installation will be purchased from Morse Steel Service. Stremler Gravel will complete the work under their on-call contract and PNW will provide supervision.

### Summary of Costs:

| Item                   | Cost                |
|------------------------|---------------------|
| Labor Costs            | \$ 8,769.28         |
| Equipment/Mobilization | \$ 3,856.96         |
| Materials              | \$ 9,046.24         |
| Subtotal               | \$ 21,672.48        |
| Contingency – 10%      | \$2,167.25          |
| PNW Oversight          | \$1,620.00          |
| <b>Total</b>           | <b>\$ 25,459.73</b> |

In the Capital Repair and Replacement Reserve Fund Budget, The #2 Golf bridge is scheduled for \$74,012 of repairs in 2033. Spending a much smaller amount now, as well as implementing the recommended maintenance for all the golf course bridges, is a prudent approach to ensuring that the bridges are maintained in the best possible condition for the smallest outlay.



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

[www.suddenvalley.com](http://www.suddenvalley.com)

## Requests

Request that the Board of Directors approve \$ 25,459.73 from CRRRF for repairs to the #2 Golf bridge.

## Motions

Move that the Board of Directors approve \$ 25,459.73 from CRRRF for repairs to the #2 Golf bridge.

## Approvals

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ SVCA Finance Committee

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Board of Directors

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Keith McLean, SVCA Board President



INTEGRITY  
STRUCTURAL  
ENGINEERING  
PLLC

4124 INTERLAKE AVENUE NORTH SEATTLE, WA 98103  
TEL: (206) 547-1379 FAX: (206) 547-1381 EMAIL: INTEGRITYSE@ATT.NET

# Memo

**Date:** July 8, 2024

**To:** Mr. Tyler Andrews, PNW Civil, Inc. / Sudden Valley Community Association Board

**From:** Ken Wilson, PE SE, Integrity Structural Engineering, PLLC

**RE:** Sudden Valley Golf Course Bridges Inspection and Reporting

This memo contains the summarized field inspection observations for the eight (8) Sudden Valley Golf Course Bridges. The Bridges are each numbered and labeled in the order of their inspection (see Figure 1, below) and follows the inspection reporting layout from February 2022. Field sketches were modified relative to the past inspection and photographic figures are included as Appendix A. Condition summary is included in Table 1 below along with maintenance recommendations. Appendix B includes GC BR 2 the recommended repair Plan & Details.



**Figure 1** Golf Course Bridge Location Map



## Inspection Summary

Bridge inspection commenced before tee off of the first groups and was completed ahead of the golfers without interference. The golf course bridges are used primarily for pedestrian and golf cart access, but importantly include access and use by maintenance equipment. This loading is expected to be limited to Cushman type personnel/equipment carriers, mowers, and infrequent light pick-up trucks. Bridge 6 (GC BR 6) is a new structure, stated as designed to HL-93 loading, and therefore can be used by any legal highway truck or loading. Any larger necessary maintenance loading access north of Austin Creek should only cross GC BR 6.

| BRIDGE  | TYPE                           | BRIDGE WIDTH              | Approx SPAN | GENERAL CONDITIONS | MAINTENANCE RECOMMENDATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|--------------------------------|---------------------------|-------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GC BR 1 | Glulam Timber<br>(10.5x16.75)  | 10'<br>(Transv. 4x10s)    | 36.5'       | Good               | <ul style="list-style-type: none"> <li>Repair utility/conduit holes in approach fill</li> <li>Remove wet soil on concrete seat below</li> <li>Unbolt flood gage connection to bridge</li> </ul>                                                                                                                                                                                                                                                                   |
| GC BR 2 | Sawn Timber<br>(10x16)         | 18.17'<br>(Transv. 4x10s) | 35.67'      | Poor               | <ul style="list-style-type: none"> <li>Remove wet soil on concrete seats below</li> <li>Repair broken curb on NW corner</li> <li>Repair north Abutment Scour hole (~5')</li> <li>Correct three broken irrigation line supports</li> <li>Add Steel Beam &amp; monitor exterior gir timber splits</li> <li>Add longitudinal running boards to better distribute maintenance vehicle loading</li> <li>Raise utilities to above bottom of girders (future)</li> </ul> |
| GC BR 3 | Sawn Timber Spliced<br>(10x16) | 10'<br>(Transv. 4x10s)    | 41.33'      | Fair               | <ul style="list-style-type: none"> <li>Remove wet soil contact to wood on concrete seat and below south girder supports</li> <li>Remove tree growing on NE girder seat</li> <li>Repair loose SW chamfer support deck boards</li> </ul>                                                                                                                                                                                                                            |
| GC BR 4 | Glulam Timber<br>(10.5x16.5)   | 10'<br>(Transv. 4x10s)    | 34.83'      | Good               | <ul style="list-style-type: none"> <li>Repair utility/conduit hole at SE approach fill</li> <li>Remove wet soil on concrete seat below</li> <li>Repair south approach paving hole</li> </ul>                                                                                                                                                                                                                                                                      |
| GC BR 5 | Steel Box Car                  | 8'<br>Corr. & Conc.       | 52.25'      | Good               | <ul style="list-style-type: none"> <li>Repair missing curb connectors and add splice plate between adjacent ends of curb rails</li> <li>Repair utilities support to permanent hangers</li> <li>Remove blackberries growing &amp; repair erosion</li> </ul>                                                                                                                                                                                                        |
| GC BR 6 | New Steel Girder Br            | 16'<br>Corr. & ACP        | 50'         | Excellent          | <ul style="list-style-type: none"> <li>Monitor SW scour repair fiber matts</li> <li>Remove NW upstream tree blocking floodway</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| GC BR 7 | Glulam Timber<br>(repaired)    | 10.08'<br>(Transv. 4x10s) | 35.08'      | Fair               | <ul style="list-style-type: none"> <li>Remove wet soil on concrete seat below</li> <li>Repair two broken conduits &amp; supports</li> <li>Remove blackberries growing below bridge</li> <li>Add scour protection at bridge SW &amp; NE corners</li> <li>Add woody debris erosion protection to upstream creek edges that are unraveling &amp; loose</li> </ul>                                                                                                    |
| GC BR 8 | Steel Box Car                  | 8'<br>Longit Timber       | 34.92'      | Fair               | <ul style="list-style-type: none"> <li>Replace soft timber decking at east end</li> <li>Remove wet soil on concrete seat below</li> </ul>                                                                                                                                                                                                                                                                                                                         |

**Table 1 Golf Course Bridge & Maintenance Listing**



*Inspection Discussion*

**GC BR 1** is in good structural condition. The timber girders and timber deck function satisfactorily and appear to provide adequate flood clearance with no impacts to the bridge girders from floating materials observed. A new flood gage is embedded within the creek, but is currently bolted to the timber girders. This top bolt connection must be unbolted as flooding large woody debris will catch on the vertical pole in the creek impacting the bridge and may likely damage or washout the bridge during flooding. Concrete substructure is in good condition and alignment with no observed concerns. Adequate rip rap scour protection was in place, some rock should be adjusted by hand as moved from recent high flows, but protection systems were in place and functioning. Holes in the approach fill for utility/conduit work should be repaired.

**GC BR 2** is a much wider bridge at 18'-2" out-to-out and functions as the primary route for patron golf carts and equipment crossings. The superstructure is supported by four (4) timber rough sawn 10"x16" girders, but is in poor condition as the two west girders have splits and the central west girder contains internal decay and support crushing. Sagging is apparent at the west exterior of the bridge (see photos) and a Repair Plan & Detail is included in **Appendix B**. All utility support is focused on the west exterior girder and the three utility support anchors pulled free during the last major flooding still require repair. Furthermore, wet soil must be removed from the concrete bearing seats as it has impacted the girders causing timber decay. Review of the foundations shows the concrete piers in good condition, except for a needed north abutment scour hole repair. Adequate riprap protection is in place, but hand adjustment of the rock to correct shifting during the last flooding is recommended. The curb railing also remains damaged at the northwest corner and must be replaced. Irrigation utilities are located more than 2-feet below the bottom of the girder and in the future should be adjusted up to locate in between the girders to improve the creek's floodway and share the weight between girders.

**GC BR 3** this bridge is the longest timber structure at 41'-4" and is about 5-feet longer than the next timber bridge on the golf course system. The two girders for this bridge were inspected in fair condition with no defects or decay noted and each have a unique 16-foot over lapping four bolt splice. This bridge also has the largest vertical flood clearance at approximately 8'-6" between the bottom of girder and water surface. The triangular southwest corner deck system is currently starting to loosen (see photo) and should be repaired to continue to augment the cart path width and facilitate cart movement. Wet soil has accumulated against the timber supports at this south end of structure and must be moved away from the existing timbers. A tree and other plant material have also grown on the north concrete seat impacting the timber girders and must be removed. The concrete substructure were in good condition with heavy riprap protection at the south abutment, while the north abutment is well back from the creek with more sparse riprap.

**GC BR 4** is a two (2) glulam girder system in good condition. The south east asphalt approach has a significant pothole that needs repair as well as a utility/conduit hole at the SE approach fill. The concrete substructures are also in good condition, but require continued maintenance to remove moist soil that is collecting on the pier seat against the existing timber girders. Moving the soil away it was discovered that carpenter ants were present at this bridge and using the moist soil to wood contact. Adequate riprap protection is present at both abutments and appeared effective.



**GC BR 5** is a narrow steel box car bridge in good condition. The superstructure system consists of two primary steel girders with numerous smaller transverse steel members and steel diaphragms supporting a galvanized corrugated deck with a thin 2-inch concrete deck fill. The concrete substructures were in good condition with small sized riprap and some adjacent upstream erosion noted at the SW and along the path at the NE corners. The existing bridge rail was struck by a cart or equipment near a joint recently causing misalignment and should be re-aligned with a simple screwed in place timber at the outside of the timber curb railing. Also, two conduits require minor repairs to reconnect and the main waterline is supported by temporary ropes that should be replaced with permanent steel straps. The small trees and blackberries growing below the bridge should be removed and maintained.

**GC BR 6** is a new four (4) steel girder bridge in excellent condition with a galvanized transverse corrugated deck filled with asphalt, and new timber hand rails and transitions. The substructure consists of precast concrete members and the girders are bolted to the concrete foundations and include elastomeric bearings in good alignment and position. The approach up to the bridge was significantly raised and the transitions of the asphalt approaches reworked. This bridge should be used as the primary crossing of Austin Creek for all maintenance vehicles. A new set of fiber erosion control matts and plantings has been incorporated into a previous flood caused scour hole at the SW corner immediately upstream of the bridge. This area should continue to be monitored. A tree on the NW upstream creek bank is growing in a way that diverts the creek into this area SW erosion repair causing scour and should be removed and replanted.

**GC BR 7** is a two (2) girder glulam timber bridge that was repaired successfully with a steel plate and rod clamping system of the south girder. The approach roadway to the bridge requires some additional gravel edge repair due to unraveling and additional asphalt to better match width of the existing bridge. The bridge supports a 6-inch utility irrigation line along the inside of the northeast girder and there are two smaller conduits that are currently in disarray with open wires and require repair. The accumulated moist soil/debris at both abutment seats should also be removed to maintain the girders in satisfactory condition. The substructure is in fair condition due to significant soil erosion at the southeast and northwest corners of the bridge where woody debris and other fill materials should be incorporated to correct the creek edge and protect against future unraveling.

**GC BR 8** is a narrow steel box car bridge in fair condition. The curbs were recently repaired, but the timber decking at the east end is soft, deteriorated, and in need of maintenance. Since last inspection, the conduit location was improved and mostly brought up onto edge of south girder, but still is within the floodway at the southeast corner and the plastic straps will become brittle in the sun and should be replaced with permanent steel straps along the girder. The substructure is in satisfactory condition. At the west abutment some rock and riprap is in place and the creek is flowing immediately along its face. The east abutment by contrast is located back from the creek and protected with adequate riprap and no scour is apparent.

## **APPENDIX A: Field Measurements, Notes, Sketches, & Photographic Figures**



4124 Interlake Avenue North  
Seattle, Washington 98103  
**Phone: (206) 547-1379**  
**Fax: (206) 547-1381**

JOB SUDDEN VALLEY COURSE BRIDGES

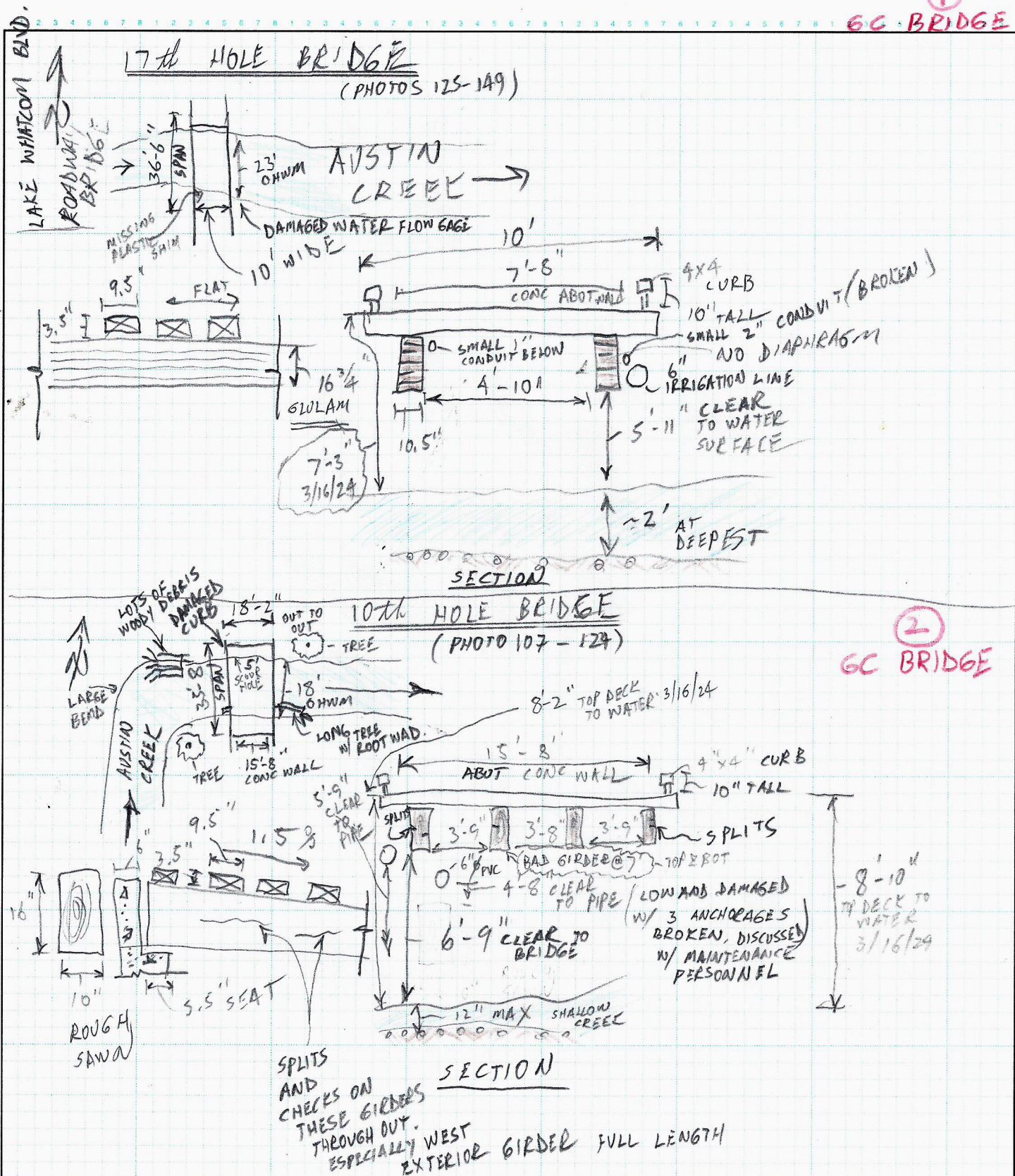
SHEET NO. 1 OF 5

CALCULATED BY KMW DATE 11/22/21

CHECKED BY \_\_\_\_\_ DATE 3/16/20

SCALE \_\_\_\_\_

6C BRIDGE





INTEGRITY  
STRUCTURAL  
ENGINEERING  
PLLC

4124 Interlake Avenue North  
Seattle, Washington 98103  
Phone: (206) 547-1379  
Fax: (206) 547-1381

JOB SUDDEN VALLEY COURSE BRIDGES

SHEET NO. 2 OF 5

CALCULATED BY XMM DATE 11/22/21

CHECKED BY XMM DATE 3/16/25

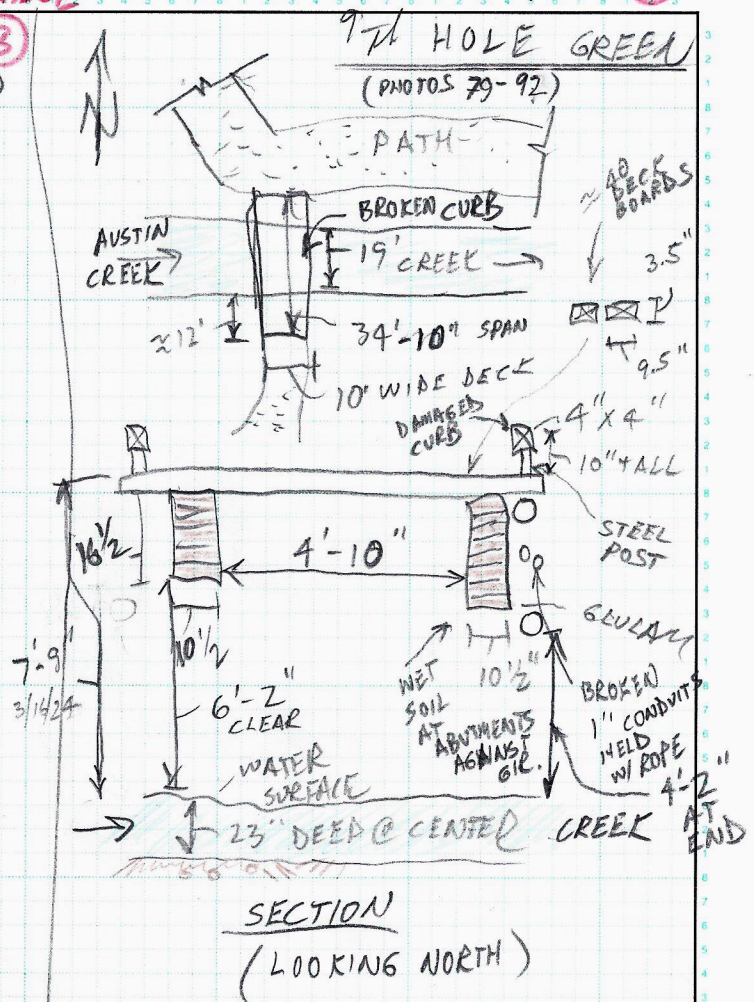
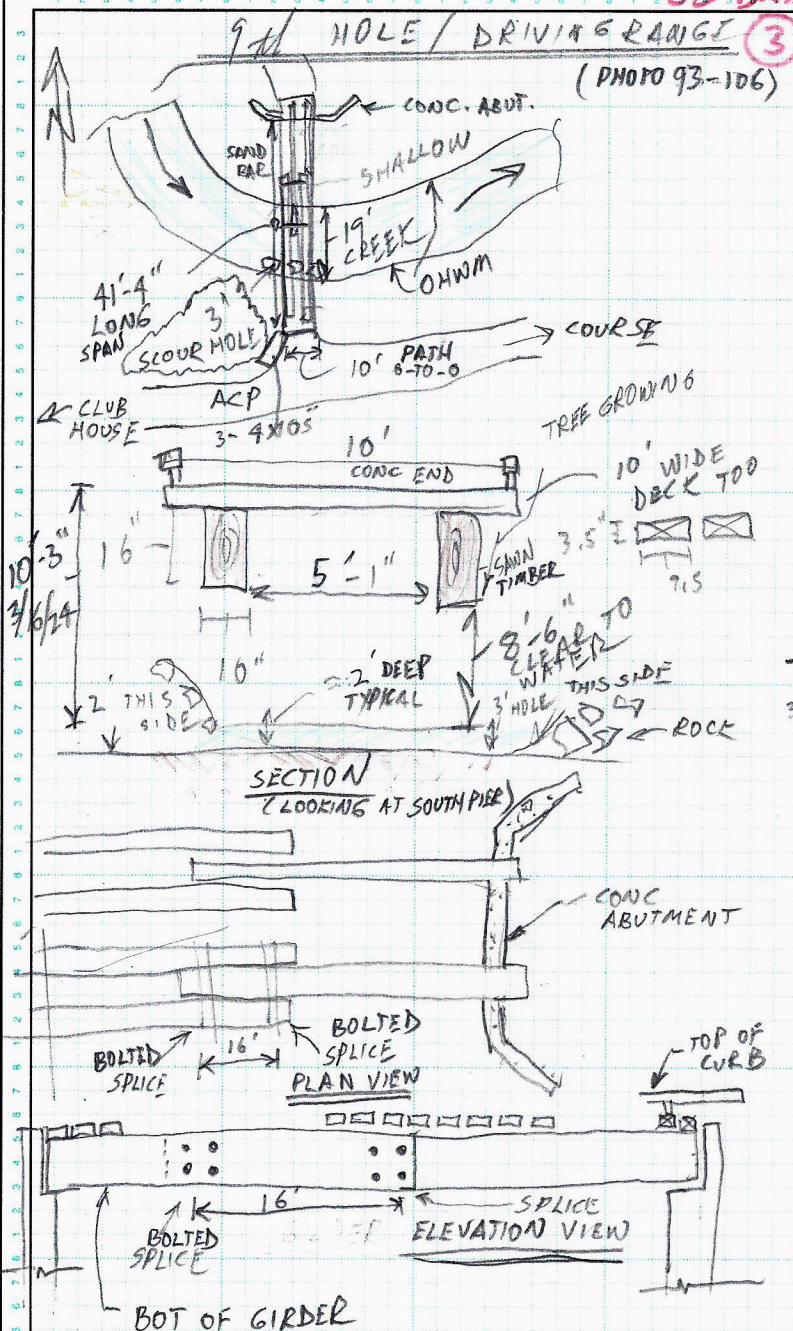
SCALE 1" = 10'

VERIFIED/UPDATED  
XMM

GC BRIDGE  
(4)

### FIELD NOTES:

GC BRIDGE

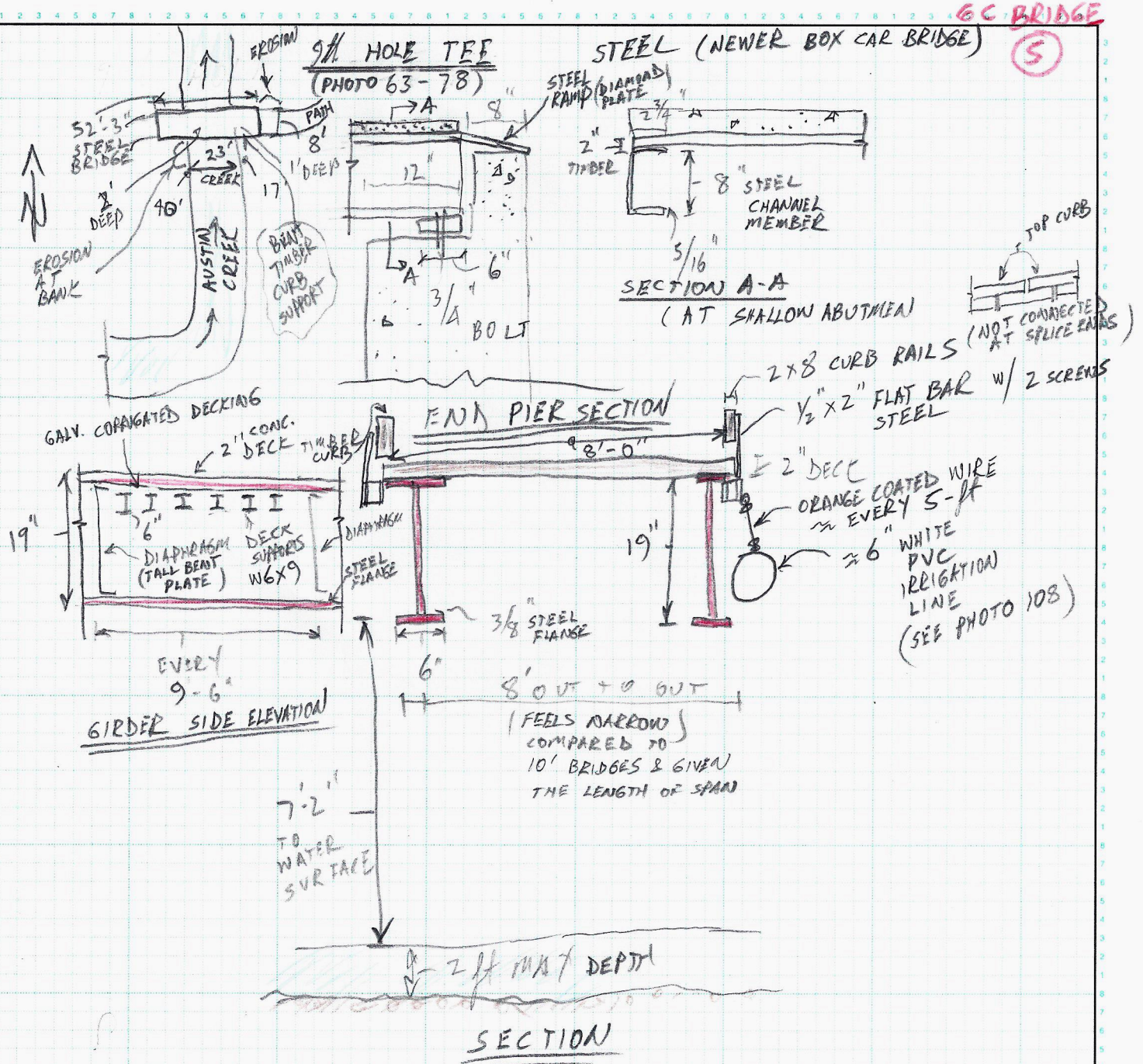




**INTEGRITY  
STRUCTURAL  
ENGINEERING  
PLLC**

4124 Interlake Avenue North  
Seattle, Washington 98103  
Phone: (206) 547-1379  
Fax: (206) 547-1381

JOB SUDDEN VALLEY COURSE BRIDGES  
SHEET NO. 3 OF 5  
CALCULATED BY KMAN DATE 11/22/21  
CHECKED BY \_\_\_\_\_ DATE 3/16/24 KMAN  
SCALE \_\_\_\_\_





**INTEGRITY  
STRUCTURAL  
ENGINEERING  
PLLC**

4124 Interlake Avenue North  
Seattle, Washington 98103  
Phone: (206) 547-1379  
Fax: (206) 547-1381

JOB SUDDEN VALLEY COURSE BRIDGES

SHEET NO. 4 OF 5

CALCULATED BY [Signature] DATE 3/16/24

CHECKED BY [Signature] DATE 3/16/24

SCALE 6

GC BRIDGE

NEW 8th GREEN

PHOTOS (37-62)

REMOVE

11' ACP

ROCK SLOPE

ROCK

TREE

50'

ROCK

14' CREEK

ROCK

CREEK FLOW

EDGE OF OHW

10'

ROCK

BRUSH

FIBER MATTS

PRE CAST

BLOCK

FOUNDATION

W/ ROCK PROTECTION

(SMALL ROCKS)

9-4x6 POSTS

@ 6'-3"

X8'

SLOPE

W/ ROCK

ASPHALT PAVED

3'-6"

5" STEEL

DECK

4-2x6

(3" BOT CAP)

6" TYPICAL

2x8

2 A307

5/8" BOLTS

2-1 1/8"

BOLTS/BEARING

END

AND

CENTRAL

DIMENSIONS

~9ft

2ft

10.5' x 29.625"

4'-3"

4'-3"

1'-10 1/2"

5/8" W30x90

1-8

8"



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PLLC**

4124 Interlake Avenue North  
Seattle, Washington 98103  
Phone: (206) 547-1379  
Fax: (206) 547-1381

JOB SUDDEN VALLEY COURSE BRIDGES

SHEET NO. 5 OF 5

CALCULATED BY KMM DATE 11/22/21

CHECKED BY \_\_\_\_\_ DATE 3/16/24 KMM

SCALE \_\_\_\_\_

**VERIFIED/UPDATED  
3/16/24 KMM**

**GC BRIDGE**

**FIELD NOTES:**

**GC BRIDGE**

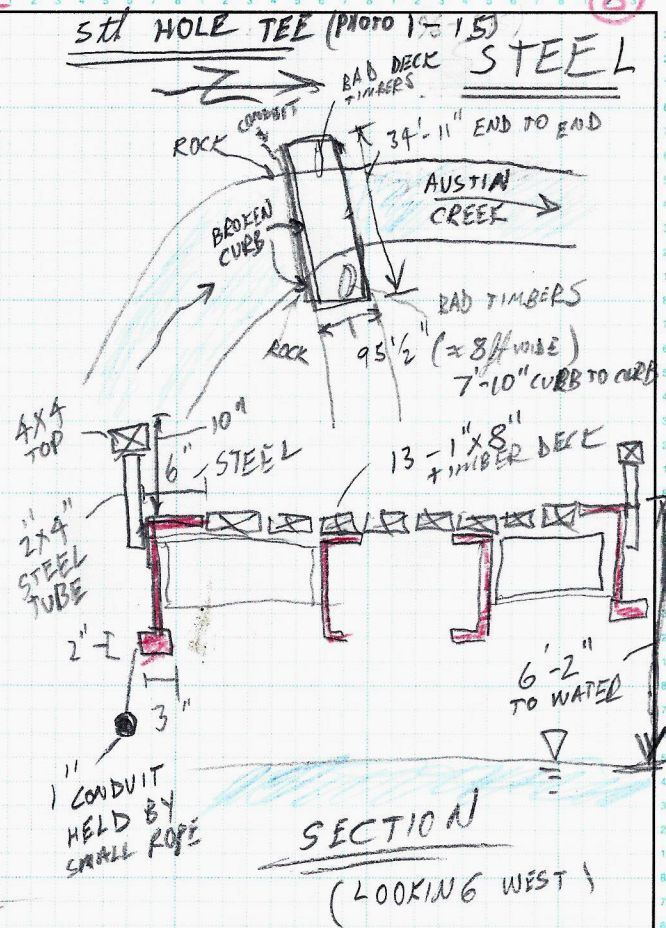
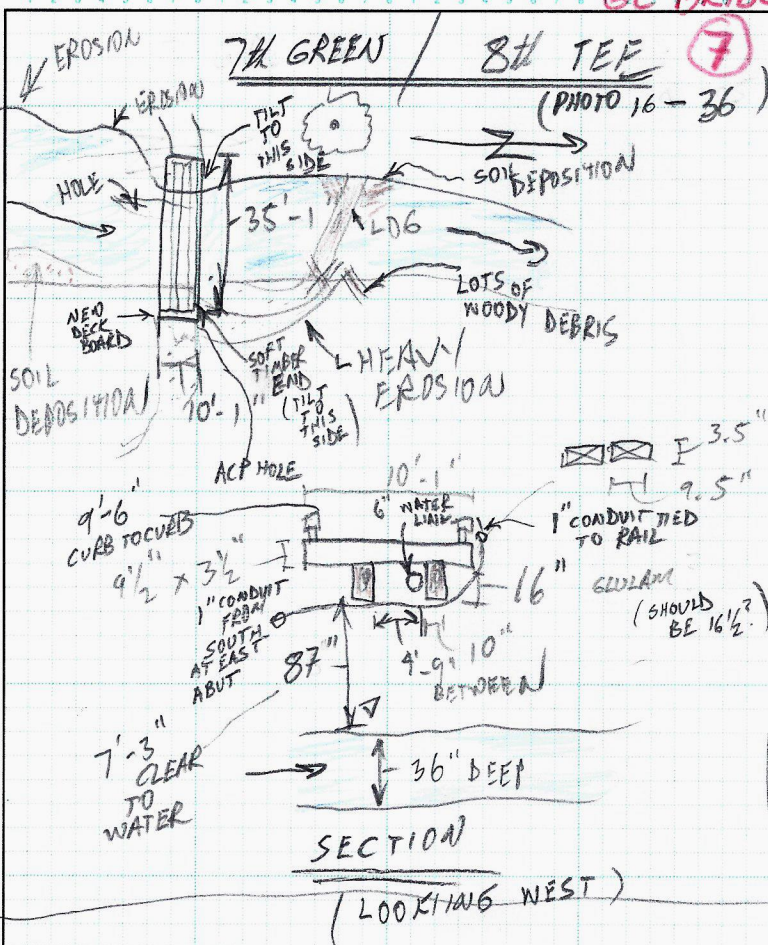




Photo No.: 1

Date of Photo: 03/16/24

Description: GC BR 1 elevation looking SW upstream. New creek vertical flood gage at the left.



Photo No.: 2

Date of Photo: 03/16/24

Description: Approach paving hole and on-going conduit/wiring modifications, similar repairs required at both ends of the bridge.

**GC BR 1 - 17<sup>th</sup> Hole Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 3

Date of Photo: 03/16/24

Description: View of East girder in satisfactory condition. Steel bolts must be removed at the top of floodway gage to prevent debris build-up and damage to the timber girders during flooding.



Photo No.: 4

Date of Photo: 03/16/24

Description: Significant wet soil accumulation at typical concrete pier seat causing girder decay.

**GC BR 1 - 17<sup>th</sup> Hole Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 5

Date of Photo: 03/16/24

Description: GC BR 2 wide timber deck with midspan sag along west exterior edge (center of photo). Replace the damaged last timber rail segment in the northwest corner.



Photo No.: 6

Date of Photo: 03/16/24

Description: Continue to monitor the west exterior timber girder mid-depth split and now also the first interior girder rot at 7-ft from north the abutment. Also, noted for repair is the two missing utility hanger supports shown hanging below at the inside edge of west exterior girder.

### **GC BR 2 - 10<sup>th</sup> Hole Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 7

Date of Photo: 03/16/24

Description: Large ~5'wide by 2'deep by 6"tall scour hole below the North abutment concrete footing. Remove loose material, cast solid with low shrink concrete, cover w/ hand placed riprap.



ACCUMULATION OF WET  
SOIL/DEBRIS AGAINST GIRDER  
ENDS AND REMOVAL

Photo No.: 8

Date of Photo: 03/16/24

Description: First interior timber girder from the west. Significant decay and end deterioration observed at the South abutment caused by wet soil accumulation and contact. Remove soil at each concrete pier seat and limit timber contact to moist soil using a heavy roofing paper wrap.

### GC BR 2 - 10<sup>th</sup> Hole Bridge

March 2024 Golf Course Bridge Inspection



Photo No.: 9

Date of Photo: 03/16/24

Description: View along satisfactory west rail and southwest corner buildout. Inset below shows the widening is loose and deteriorating from wet soil contact. Remove soil and reconnect timber.



Photo No.: 10

Date of Photo: 03/16/24

Description: View below the bridge of fair condition superstructure with timber girder contact to moist wet soil accumulating at both the south and north abutments. Remove soil and include a protective wrap of girder ends with heavy roofing paper or metal flashing.

### **GC BR 3 - 9<sup>th</sup> Hole Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 11

Date of Photo: 03/16/24

Description: View of glulam bridge and deck with new replacement rails. South approach pavement has two potholes that require patching and the utility excavation work backfilled.



Photo No.: 12

Date of Photo: 03/16/24

Description: Timber decay noted after removal of moist soil accumulated, typical at each concrete abutment seat. Also, carpenter ant activity was noted at this abutment seat and girders.

#### **GC BR 4 - 9<sup>th</sup> Hole Green Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 13

Date of Photo: 03/16/24

Description: Bridge in good condition, and view of downstream elevation. Timber curb bolts were corrected by maintenance. Replace rope utility support ties with permanent steel strap materials.



Photo No.: 14

Description: Cart or equipment impact to upstream timber curb rail. Align back into position with timber member at the outside of the splice. Repair separated conduits along north bridge edge.

### **GC BR 5 – 9<sup>th</sup> Hole Tee Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 15

Date of Photo: 03/16/24

Description: View below bridge of galvanized corrugated deck above. Girders in good condition.  
Note bare patch at upstream edge requiring adjustment of the hand placed riprap protection.



Photo No.: 16

Date of Photo: 03/16/24

Description: Adjacent upstream scour hole along Austin Creek in need of repair to prevent the  
remaining slope from unraveling during higher flow flood waters conditions.

**GC BR 5 – 9<sup>th</sup> Hole Tee Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 17

Date of Photo: 03/16/24

Description: New south bridge approach up to the GC BR 6 crossing, looking north.



Photo No. 18

Date of Photo: 03/16/24

Description: View looking upstream from the bridge's southwest corner at creek edge repairs with erosion control mats staked coir logs, and plantings. Recommend trimming overgrown brush and tree that pushed the last river flooding to washout the south end of the bridge.

### **GC BR 6 – 8<sup>th</sup> Hole Green Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 19

Date of Photo: 03/16/24

Description: Upstream steel girder bridge and rail elevation looking southeast across the creek.



Photo No.: 20

Date of Photo: 03/16/24

Description: Typical cross section of the four (4) steel girders, end diaphragm, and precast concrete south abutment. Also, shown is the galvanized transverse corrugated decking below.

**GC BR 6 – 8<sup>th</sup> Hole Green Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 21

Date of Photo: 03/16/24

Description: Successful steel repair to the longitudinal glulam girder. Viewed of steel plate/bolts from above and inset is the system as viewed below. Continue to remove moist soil at pier seat.



Photo No.: 22

Date of Photo: 03/16/24

Description: View across the creek from below with timber glulam girders in fair condition and normal weathering. Waterline supported at left and lots of exposed wires from conduit work. Riprap protection is in place and satisfactory condition for the east approach.

**GC BR 7 – 7<sup>th</sup> Hole Green Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 23

Date of Photo: 03/16/24

Description: View east showing typical erosion at edges that narrow the path creating a drop off.



Photo No.: 24

Date of Photo: 03/16/24

Description: Local log debris in the floodway is significantly improved, but open soil edge erosion of the creek is little changed. Continue plantings and material protection improvements.

### **GC BR 7 – 7<sup>th</sup> Hole Green Bridge**

March 2024 Golf Course Bridge Inspection



Photo No.: 25

Date of Photo: 03/16/24

Description: New bridge rail timber repairs since last inspection. A west approach pothole repair is required to limit damage to the longitudinal timber decking deck boards needing replacement.



Photo No.: 26

Date of Photo: 03/16/24

Description: Elevation view of fair condition steel box girder. Concrete pier in satisfactory condition with riprap protection at the lead and tailing corners for the piers. GC BR8 has a narrow cross section at 8-feet, but is adequate for intended access.

**GC BR 8** – 5<sup>th</sup> Hole Tee Bridge

March 2024 Golf Course Bridge Inspection



Photo No.: 27

Date of Photo: 03/16/24

Description: Typical underside view of steel box girders showing surface rust throughout but with limited measured section loss.



Photo No.: 28

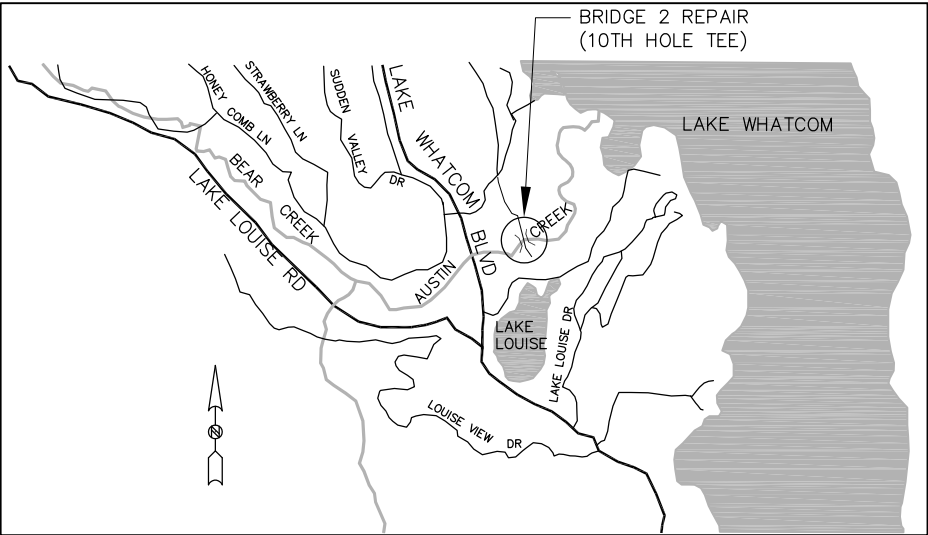
Date of Photo: 03/16/24

Description: Conduit utility supports are significantly improved with multiple support points and most all locations above the bottom of the girder. The conduit end condition, shown at right, continues to hang below and obstruct the floodway. Recommend correction with steel strap supports and also the replacement of the short-term plastic supports, when possible, including raising all conduit locations to above the bottom of the steel box girder.

**GC BR 8** – 5<sup>th</sup> Hole Tee Bridge

March 2024 Golf Course Bridge Inspection

## **APPENDIX B: GC BR 2 Repair Plan & Details**



VICINITY MAP  
NOT TO SCALE

QUANTITY SUMMARY

| ITEM NO.                   | TOTAL QUANTITY | UNIT | STD. ITEM NO. | ITEM                                                       | PROJECT NUMBERS | AS-BUILT |
|----------------------------|----------------|------|---------------|------------------------------------------------------------|-----------------|----------|
| PREPARATION                |                |      |               |                                                            |                 |          |
| 1                          | LUMP SUM       | L.S. | 0001          | MOBILIZATION                                               | L.S.            |          |
| DRAINAGE                   |                |      |               |                                                            |                 |          |
| 2                          | 1              | TON  | 1072          | HAND PLACED RIPRAP                                         | 1               |          |
| STRUCTURE                  |                |      |               |                                                            |                 |          |
| 3                          | LUMP SUM       | L.S. | S.P.          | SMALL BATCH SITE MIX CONCRETE REPAIR AT NORTH FOUNDATION   | L.S.            |          |
| 4                          | 1882           | LBS. | 4286          | STRUCTURAL CARBON STEEL - SUPERSTR.                        | 1882            |          |
| 5                          | LUMP SUM       | L.S. | S.P.          | FURNISH AND INSTALL STEEL BEAM REPAIR, SHIMS, & DIAPHRAGMS | L.S.            |          |
| 6                          | LUMP SUM       | L.S. | S.P.          | EXISTING TIMBER RAIL REPAIRS & RUNNING BOARDS              | L.S.            |          |
| EROSION CONTROL & PLANTING |                |      |               |                                                            |                 |          |
| 7                          | \$500          | EST. | 6490          | EROSION/WATER POLLUTION CONTROL                            | \$500           |          |
| OTHER ITEMS                |                |      |               |                                                            |                 |          |
| 8                          | LUMP SUM       | L.S. | S.P.          | EXISTING UTILITY SUPPORT MODIFICATIONS                     | L.S.            |          |

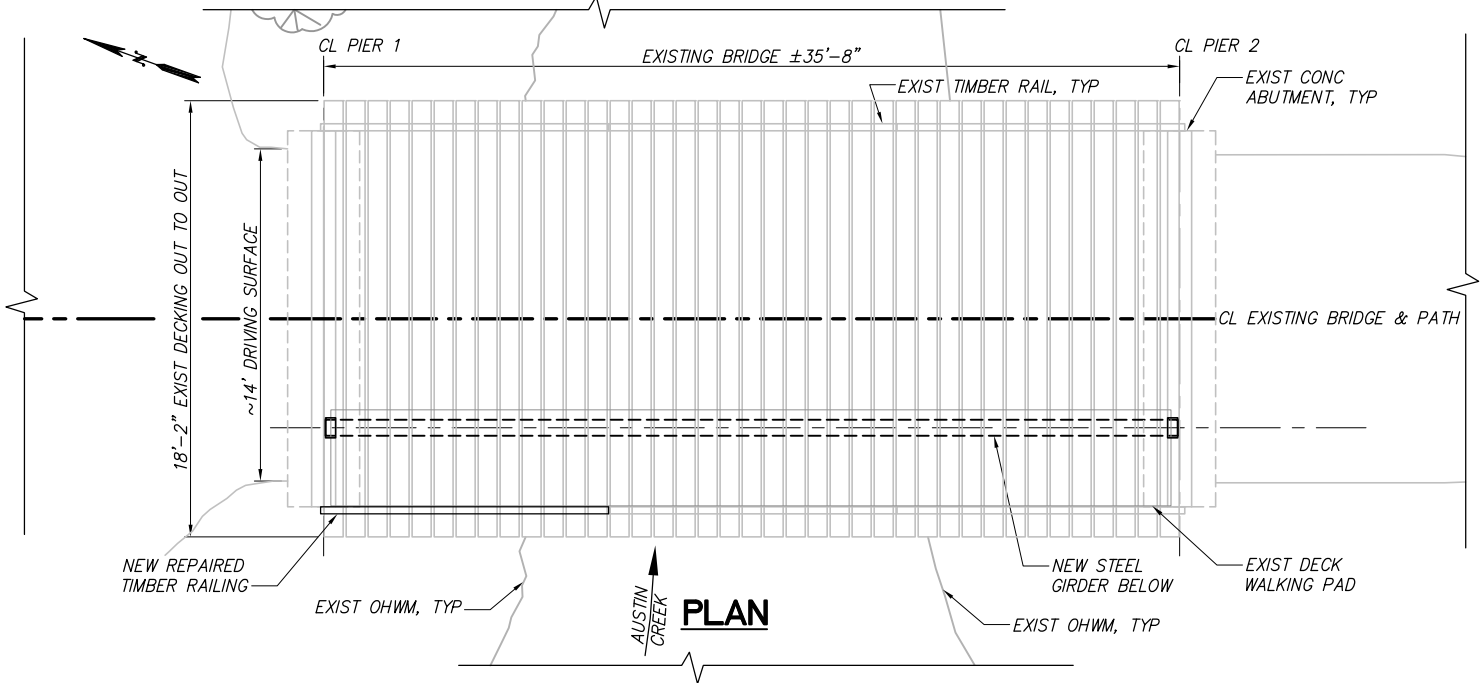
NOTE: FOR SPECIAL FEATURES SEE SPECIAL PROVISIONS

GENERAL NOTES:

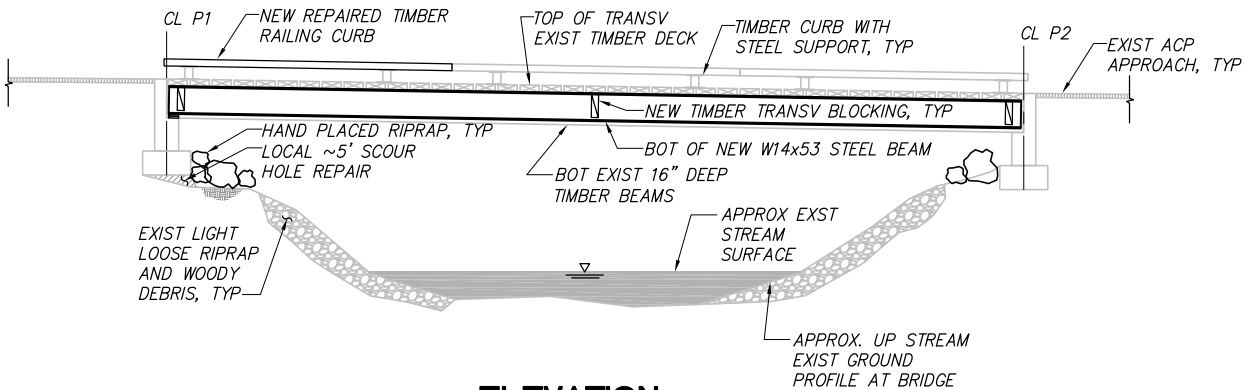
- ALL MATERIAL AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE WASHINGTON STATE DEPT. OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION DATED 2020, AND INTERIM AMENDMENTS.
- FINISHED BRIDGE REPAIR IS A FOUNDATION SCOUR REPAIR, UTILITY SUPPORT CORRECTION, AND GIRDER STRENGTHENING FROM BELOW. CENTER LINE OF EXISTING BRIDGE, PATH, AND EXISTING GRADE AND CLEARANCE ARE UNCHANGED. NO SURVEY HAS BEEN COMPLETED. CONTRACTOR SHALL FIELD MEASURE AND VERIFY DIMENSIONS IN THE FIELD TO COMPLETE THE REPAIR CONSTRUCTION AND SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.
- MATERIALS:  
STRUCTURAL STEEL: GALV. A36 ANGLES/PLATES AND GALV. A992 GRADE 50 BEAM  
BOLTS: GALV. 3/4" ASTM A325 IN STANDARD 1 1/8" HOLES  
RAIL/TIMBER BOLTS: GALV. 3/4" A307 DOME HEADED CARRIAGE BOLTS IN 1" HOLES
- DAMAGE AND IMPACT TO THE PROJECT SITE AND CREEK SHALL BE MINIMIZED AND SHALL BE RESTORED PER THE SPECIFICATIONS AND THE ENGINEER'S DIRECTION.
- ALL DIMENSIONS SHOWN ARE MEASURED HORIZONTALLY OR VERTICALLY UNLESS NOTED.
- EXISTING BRIDGE IS LOAD LIMITED AND CONTRACTOR SHALL WORK TO NOT OVERLOAD THE BRIDGE OR CAUSE UNDUE STRESS. THE COMPLETED REPAIR CONSTRUCTION SHALL REMAIN CLOSED TO TRUCK AND EQUIPMENT TRAFFIC UNTIL FINAL ACCEPTANCE.

DESIGN LIVE LOADING:

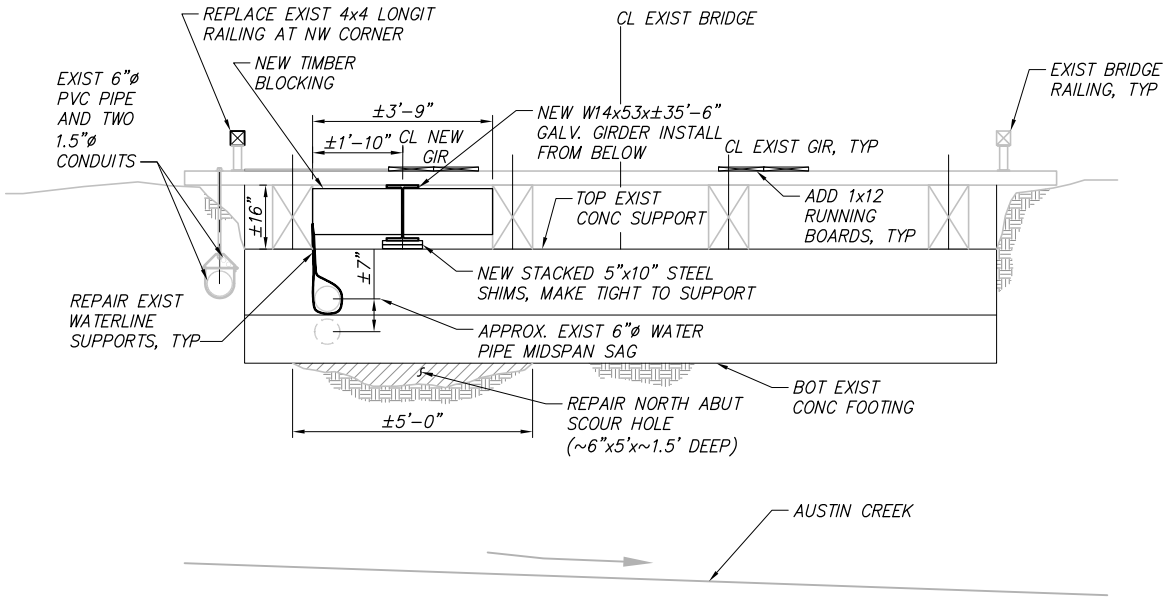
AASHTO H-10 (10 TON)



PLAN



ELEVATION



TYPICAL NORTH ABUT SECTION

(DIMENSIONS NORMAL TO BRIDGE)

|                  |          |      |      |  |  |
|------------------|----------|------|------|--|--|
| FIELD BOOK:      |          |      |      |  |  |
| SURVEYED:        |          |      |      |  |  |
| SURVEY BASE MAP: |          |      |      |  |  |
| DESIGN ENTERED:  | KMW      | 7/24 |      |  |  |
| DESIGNED:        | KMW      | 7/24 |      |  |  |
| CHECKED:         |          |      |      |  |  |
| SUPERVISOR:      |          |      |      |  |  |
| DATE             | REVISION | BY   | DATE |  |  |



Integrity  
Structural  
Engineering,  
PLLC  
4124 Interlake Ave. N  
Seattle, WA 98103  
Tel: 206.547.1379  
Fax: 206.547.1381

FED. AID No. \_\_\_\_\_  
PROJECT No. \_\_\_\_\_  
SURVEY No. \_\_\_\_\_  
MAINTENANCE DIVISION No. \_\_\_\_\_

SUDDEN VALLEY GOLF COURSE  
Sudden Valley Home Owners Association  
4 Clubhouse Circle, Bellingham WA 98229  
General Plan - BRIDGE 2 REPAIR



SHEET  
1  
OF  
1  
SHEETS

**DAILY REPORT OF  
HOURS WORKED**

**PNW Services, Inc.**

**Time and Materials**

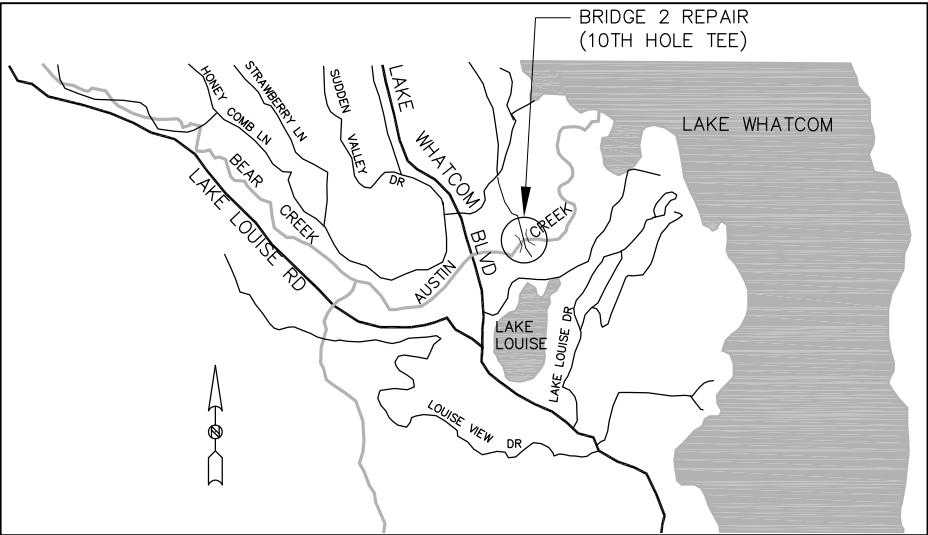
Job No.: SVCA Project Name: 2024 Golf Bridge #2 Repair  
 Item No.: Date: 8/13/2024  
 Description of Work: The golf bridge inspection report identified repairs needed to Bridge #2, and provided a drawing. This is an estimate to complete the repairs with installation of 2 new steel beams. It is proposed that SVCA will purchase the materials, and Stremler Gravel's On-Call Contract will be utilized to complete the repairs.  
 Prime Contractor: Stremler Gravel & SVCA Subcontractor:

| LABOR                                    |              |               |            |                  |                  |               |
|------------------------------------------|--------------|---------------|------------|------------------|------------------|---------------|
| EMPLOYEE'S NAME                          | TRADE        | STRAIGHT TIME |            | OVERTIME         |                  | DOLLAR AMOUNT |
|                                          |              | HOURS         | WAGE RATE  | HOURS            | WAGE RATE        |               |
| Stremler Crew Allowance                  | Foreman      | 24.0          | 115.00     |                  |                  | 2760.00       |
|                                          | Foreman      | 20.0          | 115.00     |                  |                  | 2300.00       |
|                                          | Laborer      | 20.0          | 75.00      |                  |                  | 1500.00       |
|                                          | Laborer      | 20.0          | 75.00      |                  |                  | 1500.00       |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
| Subtotal/Labor Costs:                    |              |               |            |                  |                  | 8,060.00      |
| Contractor's O.H. & P. %:                |              |               |            |                  |                  |               |
| 01) <b>LABOR TOTAL:</b>                  |              |               |            |                  |                  | 8,060.00      |
| EQUIPMENT                                |              |               |            |                  |                  |               |
| DESCRIPTION                              | INVOICE #    | HOURS         | UNIT PRICE | OPERATING / FUEL | USE TAX          | DOLLAR AMOUNT |
| Stremler - Equipment Mobilization        |              | 2.0           | 305.00     |                  |                  | 610.00        |
| Stremler - Equipment Mobilization        |              | 1.0           | 435.00     |                  |                  | 435.00        |
| Tool Truck - In Foreman Rate Above       |              | 2.0           | 0.00       |                  |                  | 0.00          |
| Excavator                                |              | 20.0          | 65.00      |                  |                  | 1,300.00      |
| Excavator                                |              | 20.0          | 60.00      |                  |                  | 1,200.00      |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
| Subtotal/Equipment. Costs:               |              |               |            |                  |                  | 3,545.00      |
| Contractor's O.H. & P. %:                |              |               |            |                  |                  |               |
| 02) <b>EQUIPMENT TOTAL</b>               |              |               |            |                  |                  | 3,545.00      |
| MATERIALS                                |              |               |            |                  |                  |               |
| DESCRIPTION                              | INVOICE #    | QUANTITY      | UNIT PRICE | USE TAX          |                  | DOLLAR AMOUNT |
| Steel Beams - Morse Steel                | 456236       | 1.0           | 6444.72    |                  |                  | 6,444.72      |
| Decking Boards - Western Forest Products | Email        | 1.0           | 285.33     |                  |                  | 285.33        |
| Miscellaneous Allowance                  |              | 1.0           | 500.00     |                  |                  | 500.00        |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
|                                          |              |               |            |                  |                  | 0.00          |
| Subtotal/Equipment. Costs:               |              |               |            |                  |                  | 7,230.05      |
| Contractor's O.H. & P. 15%:              |              |               |            |                  |                  | 1,084.51      |
| 03) <b>MATERIALS TOTAL</b>               |              |               |            |                  |                  | 8,314.56      |
| SUBCONTRACTORS                           |              |               |            |                  |                  |               |
| DESCRIPTION                              | HOURS WORKED | RATE PER HOUR | OTHER COST |                  | DOLLAR AMOUNT    |               |
|                                          |              |               | DESC.      | RATE             |                  |               |
|                                          |              |               |            |                  | 0.00             |               |
|                                          |              |               |            |                  | 0.00             |               |
|                                          |              |               |            |                  | 0.00             |               |
|                                          |              |               |            |                  | 0.00             |               |
|                                          |              |               |            |                  | 0.00             |               |
|                                          |              |               |            |                  | 0.00             |               |
| Subtotal/Subcontractor Costs:            |              |               |            |                  | 0.00             |               |
| Contractors O.H. & P. 15%:               |              |               |            |                  | 0.00             |               |
| 04) <b>SUBCONTRACTORS TOTAL :</b>        |              |               |            |                  | 0.00             |               |
| 05) SUBTOTAL (Line 1 + 2 + 3 + 4) =      |              |               |            |                  | 19,919.56        |               |
| 06) WSST @ 8.8%                          |              |               |            |                  | 1,752.92         |               |
| <b>TOTAL AMOUNT DUE</b> Line 5 + 6) =    |              |               |            |                  | <b>21,672.48</b> |               |

VERIFICATION OF HOURS WORKED

Contractor's Representative

Owner's Representative



VICINITY MAP  
NOT TO SCALE

QUANTITY SUMMARY

| ITEM NO.                   | TOTAL QUANTITY | UNIT | STD. ITEM NO. | ITEM                                                       | PROJECT NUMBERS | AS-BUILT |
|----------------------------|----------------|------|---------------|------------------------------------------------------------|-----------------|----------|
| PREPARATION                |                |      |               |                                                            |                 |          |
| 1                          | LUMP SUM       | L.S. | 0001          | MOBILIZATION                                               | L.S.            |          |
| DRAINAGE                   |                |      |               |                                                            |                 |          |
| 2                          | 1              | TON  | 1072          | HAND PLACED RIPRAP                                         | 1               |          |
| STRUCTURE                  |                |      |               |                                                            |                 |          |
| 3                          | LUMP SUM       | L.S. | S.P.          | SMALL BATCH SITE MIX CONCRETE REPAIR AT NORTH FOUNDATION   | L.S.            |          |
| 4                          | 3764           | LBS. | 4286          | STRUCTURAL CARBON STEEL -- SUPERSTR.                       | 3764            |          |
| 5                          | LUMP SUM       | L.S. | S.P.          | FURNISH AND INSTALL STEEL BEAM REPAIR, SHIMS, & DIAPHRAGMS | L.S.            |          |
| 6                          | LUMP SUM       | L.S. | S.P.          | EXISTING TIMBER RAIL REPAIRS & RUNNING BOARDS              | L.S.            |          |
| EROSION CONTROL & PLANTING |                |      |               |                                                            |                 |          |
| 7                          | \$500          | EST. | 6490          | EROSION/WATER POLLUTION CONTROL                            | \$500           |          |
| OTHER ITEMS                |                |      |               |                                                            |                 |          |
| 8                          | LUMP SUM       | L.S. | S.P.          | EXISTING UTILITY SUPPORT MODIFICATIONS                     | L.S.            |          |

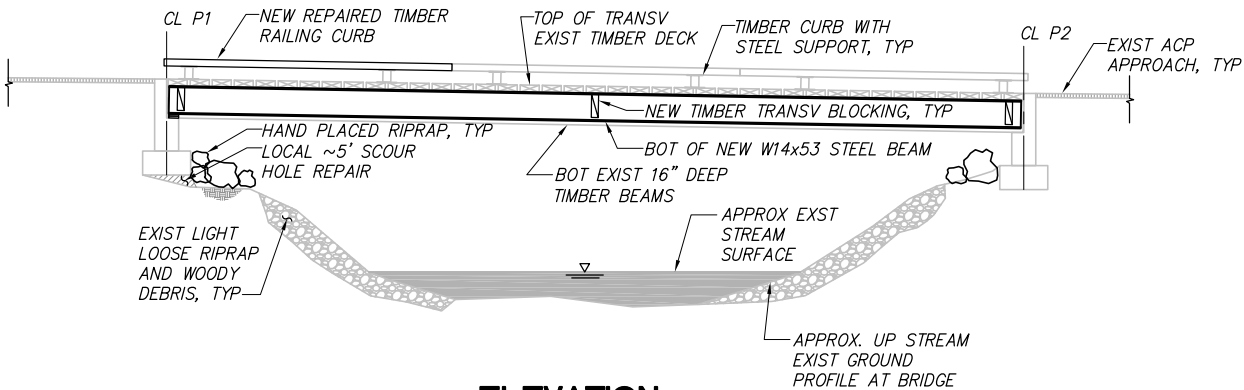
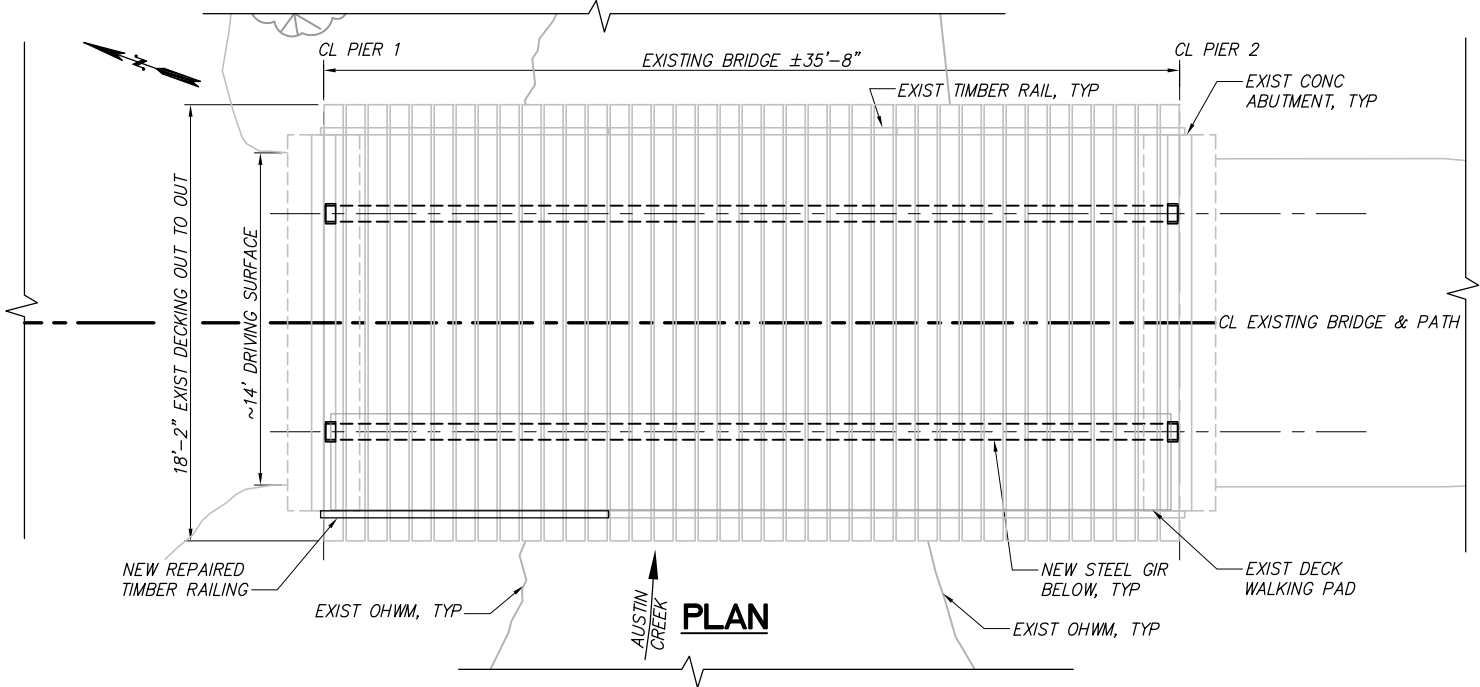
NOTE: FOR SPECIAL FEATURES SEE SPECIAL PROVISIONS

GENERAL NOTES:

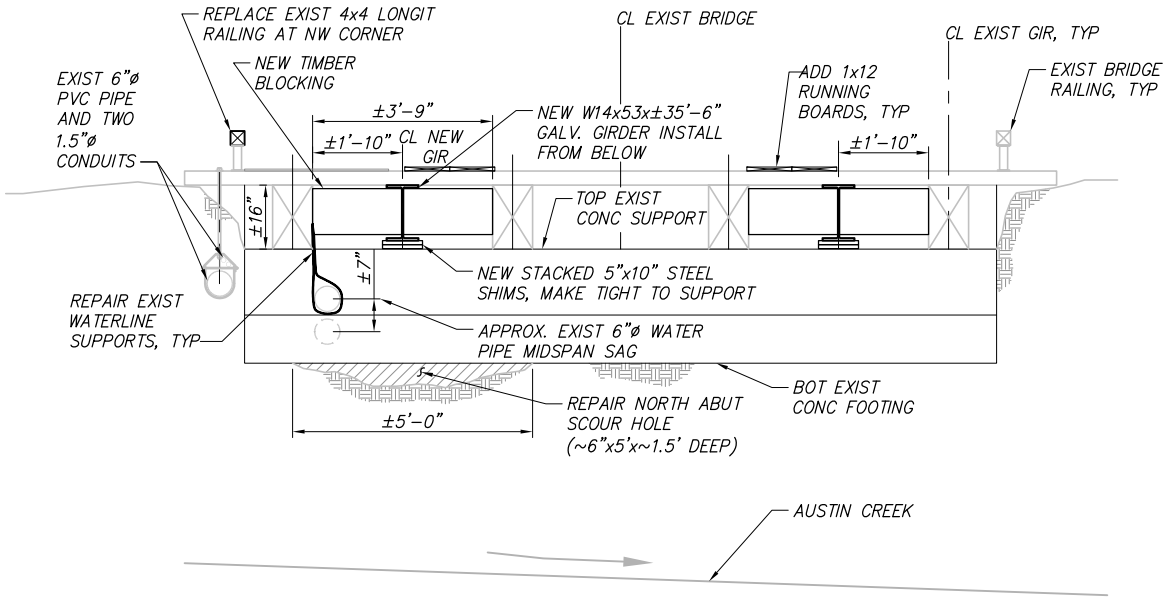
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DESIGN LIVE LOADING:

AASHTO H-10 (10 TON)



ELEVATION



TYPICAL NORTH ABUT SECTION

(DIMENSIONS NORMAL TO BRIDGE)

|                  |     |      |      |          |         |
|------------------|-----|------|------|----------|---------|
| FIELD BOOK:      |     |      |      |          |         |
| SURVEYED:        |     |      |      |          |         |
| SURVEY BASE MAP: |     |      |      |          |         |
| DESIGN ENTERED:  | KMW | 7/24 |      |          |         |
| DESIGNED:        | KMW | 7/24 |      |          |         |
| CHECKED:         |     |      |      |          |         |
| SUPERVISOR:      |     |      | DATE | REVISION | BY DATE |



Integrity  
Structural  
Engineering,  
PLLC  
4124 Interlake Ave. N  
Seattle, WA 98103  
Tel: 206.547.1379  
Fax: 206.547.1381

FED. AID No. \_\_\_\_\_  
PROJECT No. \_\_\_\_\_  
SURVEY No. \_\_\_\_\_  
MAINTENANCE DIVISION No. \_\_\_\_\_

SUDDEN VALLEY GOLF COURSE  
Sudden Valley Home Owners Association  
4 Clubhouse Circle, Bellingham WA 98229  
General Plan -- BRIDGE 2 REPAIR



SHEET  
1  
OF  
1  
SHEETS



Everett Steel Inc.

Morse Steel Service | Everett Steel Inc.  
3006 W. Illinois Street  
Bellingham, WA 98225  
Phone: 360-756-6200 Fax:  
Website: www.everettsteel.com

August 08, 2024

9:18:07AM

Page 1 of 2

Quotation No. 456236

Bill To CSEL2 CASH CUSTOMER  
 , WA

Ship To CASH CUSTOMER 2  
BELLINGHAM WILL CALL  
BELLINGHAM, WA 98225

ATTN: TYLER ANDREWS 360-739-2072

Contract:  
Sales 1: None Given  
Terms: CASH SALE

Quote Date: 08/08/2024  
F.O.B.: Bellingham  
Sales 2: Ben Le

Due Date: 08/27/2024  
Ship Via: Will Call

| Pcs | Description                                                                                    | Width | Length | Weight   | Price      | UM | Extension  | Tax |
|-----|------------------------------------------------------------------------------------------------|-------|--------|----------|------------|----|------------|-----|
| 2   | W.F. BEAM 14 X 53.00# GALV<br>A992<br>BX<br>SAW:<br>2 PCS AT 36'<br>SHIP DROPS<br>SEND TO GALV |       | 40' 0" | 4,240.00 | \$2,605.60 | E  | \$5,211.20 | T   |
| 4   | PLATE 1" ABS GR-A GALV<br>ASTM A36 / ABS GR-A<br>BURN:<br>4 PCS AT 5" X 10"<br>BLANK RECTS     | 5"    | 10"    | 61.04    | \$60.12    | E  | \$240.48   | T   |
| 4   | PLATE 3/4" ABS GR-A GALV<br>ASTM A36 / ABS GR-A<br>BURN:<br>4 PCS AT 5" X 10"<br>BLANK RECTS   | 5"    | 10"    | 45.78    | \$56.03    | E  | \$224.12   | T   |
| 4   | PLATE 1/2" A36 GALV<br>ASTM A36<br>BURN:<br>4 PCS AT 5" X 10"<br>BLANK RECTS                   | 5"    | 10"    | 30.52    | \$51.94    | E  | \$207.76   | T   |
| 4   | PLATE 1/4" A36 GALV<br>ASTM A36<br>BURN:<br>4 PCS AT 5" X 10"<br>BLANK RECTS                   | 5"    | 10"    | 15.26    | \$47.22    | E  | \$188.88   | T   |
| 4   | SHEET 11GA GALV<br>ASTM A1011<br>BURN:<br>4 PCS AT 5" X 10"<br>BLANK RECTS                     | 5"    | 10"    | 7.47     | \$45.55    | E  | \$182.20   | T   |
| 16  | SHEET 16GA GALV<br>ASTM A1011<br>BURN:<br>16 PCS AT 5" X 10"<br>BLANK RECTS                    | 5"    | 10"    | 14.95    | \$11.88    | E  | \$190.08   | T   |

Total Weight 4,415.02

Subtotal Non taxable \$0.00  
Subtotal taxable \$6,444.72



Morse Steel Service | Everett Steel Inc.  
3006 W. Illinois Street  
Bellingham, WA 98225  
Phone: 360-756-6200 Fax:  
Website: www.everettsteel.com

August 08, 2024  
9:18:07AM  
Page 2 of 2



**Everett Steel Inc.**

**Quotation No. 456236**

**Bill To** CSEL2 CASH CUSTOMER  
 , WA

**Ship To** CASH CUSTOMER 2  
BELLINGHAM WILL CALL  
BELLINGHAM, WA 98225

ATTN: TYLER ANDREWS 360-739-2072

**Contract:**  
**Sales 1:** None Given  
**Terms:** CASH SALE

**Quote Date:** 08/08/2024  
**F.O.B.:** Bellingham  
**Sales 2:** Ben Le

**Due Date:** 08/27/2024  
**Ship Via:** Will Call

| Pcs | Description | Width | Length | Weight | Price                                     | UM | Extension             | Tax |
|-----|-------------|-------|--------|--------|-------------------------------------------|----|-----------------------|-----|
|     |             |       |        |        | <del>SEATTLE SALES TAX 1726: 10.35%</del> |    | <del>\$667.03</del>   |     |
|     |             |       |        |        | <del>Total</del>                          |    | <del>\$7,111.75</del> |     |

Please fax your confirming purchase order to 206-682-2977, or complete the following and fax this page instead.

I accept the product, price, terms, and conditions of this order as described above and agree to Everett Steel, Inc.'s general terms and conditions.

Print Name: \_\_\_\_\_ PO #: \_\_\_\_\_ PO Amount: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*QUOTE SUBJECT TO AVAILABILTY PRICE IN EFFECT AT TIME OF SHIPMENT\*\*\*

THANK YOU FOR THE OPPORTUNITY

\*\*\*ALL SALES ARE CONSIDER FINAL AT TIME OF PURCHASE. NO RETURNS OF NON STOCK OR CUT MATERIAL. 30%  
RESTOCK FEE ON ALL STOCK RETURNS ALLOWED.\*\*\*

\*\*\* INVOICED ORDERS MAY BE SUBJECT TO A FUEL SURCHARGE ON DELIVERED MATERIAL \*\*\*

## Tyler Andrews

---

**From:** Tyler Snook <bhamsales@westernforestproducts.com>  
**Sent:** Thursday, August 8, 2024 8:56 AM  
**To:** Tyler Andrews  
**Subject:** RE: Quote Request - SVCA Bridge

4x10 20' Doug Fir 71.33 a piece. Four of them is 285.33. we do not carry any 8" metal spikes

---

**From:** Tyler Andrews <tylera@pnwcivil.com>  
**Sent:** Thursday, August 8, 2024 5:54 AM  
**To:** Tyler Snook <bhamsales@westernforestproducts.com>  
**Subject:** Quote Request - SVCA Bridge

Good Morning Tyler,

Can you please let me know a quote and lead time for:

- Client: Sudden Valley Community Association
- Project Name: 10<sup>th</sup> Tee Bridge Repairs
- 4 planks at #1 DF, 4"x10" at 20' length
- 40 each = 8" Galvanized spikes

We do all of the construction management for Sudden Valley, and are helping them put together a bridge repair. Let me know if you have any questions.

Thanks,

Tyler

Tyler Andrews  
PNW Civil, Inc  
PO Box 30498  
Bellingham, WA 98228  
360-739-2072



January 23, 2024

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)  
**Bid Form – 2024 On-Call Contractor**

Bid submissions are due by 2:00pm on Tuesday, 2-6-24. Email bid submissions to [tylera@pnwcivil.com](mailto:tylera@pnwcivil.com). Bid bonds are not required.

Firm Name: Stremler Gravel, Inc.

| Bid Schedule – 2024 On-Call Contractor |                                                        |          |      |            |             |
|----------------------------------------|--------------------------------------------------------|----------|------|------------|-------------|
| Item #                                 | Description                                            | Quantity | Unit | Unit Price | Total       |
| 1.                                     | Equipment Mobilization to SVCA – 8,000LB Size Machine  | 2        | EA   | \$ 305.00  | \$ 610.00   |
| 2.                                     | Equipment Mobilization to SVCA – 18,000LB Size Machine | 2        | EA   | \$ 435.00  | \$ 870.00   |
| 3.                                     | Equipment Mobilization to SVCA – 35,000LB Size Machine | 2        | EA   | \$ 435.00  | \$ 870.00   |
| 4.                                     | Foreman w/ Tool Truck                                  | 80       | HRS  | \$ 115.00  | \$ 9200.00  |
| 5.                                     | Operator                                               | 70       | HRS  | \$ 75.00   | \$ 5250.00  |
| 6.                                     | Laborer                                                | 70       | HRS  | \$ 75.00   | \$ 5250.00  |
| 7.                                     | Truck Driver                                           | 70       | HRS  | \$ 70.00   | \$ 4900.00  |
| 8.                                     | Traffic Spotter                                        | 70       | HRS  | \$ 75.00   | \$ 5250.00  |
| 9.                                     | Flagger                                                | 40       | HRS  | \$ 75.00   | \$ 3000.00  |
| 10.                                    | 2 <sup>nd</sup> Tool Truck if Required                 | 40       | HRS  | \$ 35.00   | \$ 1400.00  |
| 11.                                    | Dump Truck – Solo                                      | 40       | HRS  | \$ 90.00   | \$ 3600.00  |
| 12.                                    | Dump Truck – 5 CY                                      | 40       | HRS  | \$ 80.00   | \$ 3200.00  |
| 13.                                    | Excavator – 8,000LB Size                               | 40       | HRS  | \$ 60.00   | \$ 2400.00  |
| 14.                                    | Excavator – 18,000LB Size                              | 40       | HRS  | \$ 65.00   | \$ 2600.00  |
| 15.                                    | Staging Area Reload Machine                            | 10       | HRS  | \$ 75.00   | \$ 750.00   |
| 16.                                    | Offsite Disposal via Truck & Trailer                   | 500      | TCY  | \$ 18.50   | \$ 9250.00  |
| 17.                                    | Onsite Equipment Moves                                 | 20       | HRS  | \$ 165.00  | \$ 3300.00  |
| 18.                                    | Traffic Control Devices                                | 1        | LS   | \$ 500.00  | \$ 500.00   |
| 19.                                    | Materials                                              | 1        | EST. | \$5,000.00 | \$5,000.00  |
| 20.                                    | Minor Changes                                          | 1        | EST. | \$5,000.00 | \$5,000.00  |
|                                        | <b>Subtotal</b>                                        |          |      |            | \$72,200.00 |
|                                        | <b>WSST @ 8.6%</b>                                     |          |      |            | \$ 6209.20  |
|                                        | <b>Total w/ WSST</b>                                   |          |      |            | \$78,409.20 |



By: \_\_\_\_\_

Signature of Authorized Person

Date: 2/6/24

Print Name & Title: Lane Stremmer, President