



Sudden Valley Community Association

Policy: Policy Regarding Owner Inquiries

Policy # 2026-02

Date: June 11, 2026

Purpose: The Washington State Legislature passed HB 1501 adding a new section to RCW 64.38 pertaining to written inquiries from Unit Owners. The new law allows a community association to adopt rules and regulations regarding the frequency and manner of such inquiries.

Policy: The Board has established the following rules and regulations for such Owner inquiries.



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Procedure:

1. **Submission of Inquiries.**

An Owner who wishes to submit a written inquiry to the Association regarding Association governance or operations ("Owner Inquiry") shall send such Owner Inquiry via certified mail to the following address:

Sudden Valley Community Association
Attention: General Manager
1850 Lake Whatcom Blvd.
Bellingham, WA 98229

1.1 The Owner Inquiry shall be on the form attached hereto as Exhibit A.

2. **Responses to Inquiries.**

2.1 Unless the Association extends the time for a response as provided herein, the Association will provide the Owner a substantive written or recorded (i.e., recorded Board meeting) response within thirty (30) days of receiving an Owner Inquiry (the "Response Deadline"). Depending on the nature of the Owner Inquiry, a substantive response may include the following:

- a. A factual explanation;
- b. References to the Association's governing documents;
- c. Reference to Association records already available for inspection by Owners;
- d. A statement about the Association's current practices; and/or
- e. Other responsive information reasonably available to the Association.

3. **Time Extensions for Responses.** The Association is entitled to extend the Response Deadline for any of the following reasons:

- a. The Board does not have a regularly scheduled Board meeting between the date that the Owner Inquiry is received and the Response Deadline. In this case, the Association may extend the Response Deadline to accommodate the Board's meeting schedule;
- b. The Association elects to consult with an attorney or third-party professional to answer the Owner Inquiry; or
- c. The Owner Inquiry is complex and requires a longer time period in which to respond, provided, however, the extension for a complex inquiry may only be for an additional thirty (30) days.

3.1 Any time extensions will be "reasonably necessary" for the Association to provide a response to the Owner Inquiry.



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3.2 The Association will, prior to the Response Deadline, inform the Owner by e-mail at the e-mail address provided on the Owner Inquiry form if an extension of the Response Deadline is necessary.

4. **Frequency of Owner Inquiries.** In compliance with law, and in order to balance the interest of Owners with the limited resources of the Association, each Unit may submit not more than one (1) Owner Inquiry during each thirty (30)-day period. The thirty (30)-day period commences on the day the Association receives the Owner Inquiry.

If a Unit submits more than one (1) Owner Inquiry during such thirty (30)-day period, the Association will respond to the Owner Inquiries in the order received; however, the thirty (30)-day Response Deadline for subsequent Owner Inquiries shall not commence until the day after the Response Deadline for the prior Owner Inquiry, which may be extended as set forth above.

4.1 **Withdrawal of Owner Inquiry.** An Owner is entitled to withdraw an Owner Inquiry prior to receiving a response from the Association; however, such withdrawal shall not entitle the Owner to submit another Owner Inquiry within the same thirty (30)-day period.

5. **Legal Compliance.** This Policy is intended to comply with and to implement HB 1501. In the event of any conflicts with the foregoing statute, the statute will control.



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**EXHIBIT A
OWNER INQUIRY**

Instructions: Please use this form to submit an inquiry to the Association regarding its governance and/or operations. This form must be sent via certified mail to the Association at the following address:

Sudden Valley Community Association
Attention: General Manager
1850 Lake Whatcom Blvd.
Bellingham, WA 98229

1. Your Name: _____

2. Your Lot and Division Number: _____

3. You Are the (Please check one of the following boxes):

Owner

Authorized agent of the Owner. If you are the authorized agent, you must submit a letter from the Owner identifying you as the authorized agent.

4. Please list an e-mail address where the Association can send communications relating to your inquiry. For example, if the Association needs to extend the response deadline or has questions regarding your inquiry, the Association will send such correspondence to this e-mail address.

Email: _____

5. Physical or Electronic Address for Response: Please set forth the physical or electronic address where you would like to have the response delivered:

6. Description of Your Inquiry:

Note: Each Unit may submit one (1) inquiry to the Association during each thirty (30)-day period.

Signature

Printed Name