



# Sudden Valley Community Association

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## BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** June 25, 2026  
**Subject:** Implementation Results for Rental Registration Program

### Background

On March 26, 2026, the SVCA Board of Directors approved a program for identifying and registering Sudden Valley properties that are being leased by their owners. This memo summarizes the results of implementing the program and makes recommendations for improvements.

### Actions Taken

As described in the March 26 memo, Administration took the following actions to inform members of the requirement to register their rental properties and support them through the process:

- An article was published in the April Views
- Letters were mailed on April 21 to the owners of all potential rental properties
- Corrected letters were mailed on April 23 to the owners of all potential rental properties
- Emails were sent to the owners of potential rental properties who had an email in our system
- Email reminders were sent
- Reminder calls were placed
- Notification of Violation (warning) letters and emails were sent
- Notice of Violation (fine) letters were sent via Priority Mail

### Results

#### Outreach

Outreach began with a list of 613 properties whose mailing addresses were different than their property addresses. As of June 22nd, we have had contact with all but 12 of the listed properties and have heard from 19 properties that were not on the original list. The following table shows the status of all the properties that were included in outreach or were later identified as rentals.

Summary of Registration Results	
Original List of Potential Rentals	613
Owner reported the property is NOT a rental	400
Properties whose owners have not responded	12
Properties identified as a rental (204 from original list PLUS 19 additional properties)	220

The primary reasons given for owners having different mailing addresses were:

- Property is a summer/vacation home
- Property was purchased for a family member who lives there

- Owner has a PO Box or prefers to receive mail at their business address

Registration Status

The 220 rental properties that were identified are in the following stages of registration:

Registration Status	
Identified Rental Properties	220
Have not returned any paperwork (Includes 8 properties that were identified as rentals by searching Airbnb.com and VRBO.com)	58
Incomplete paperwork	37
Complete	125

Staff are actively engaged in follow up with the properties which have not yet completed the registration process.

Short- vs Long-Term Rentals

Of the 220 properties that identified as rentals, 173 are long-term and 47 are short-term rentals.

Inspections

The registration process included an on-site inspection to determine whether the property violated any of the Rules & Regulations or AC Policies. While some violations were found, the majority of properties that have been inspected did not have violations. To date, 107 site inspections have been completed. Among those, eight(8) violations were found, most of which were unapproved exterior alterations. It was necessary to go on-site, however, to determine the number of available parking spaces for each rental property.

**Process Challenges**

Implementing this program has required a significant number of Administrative staff hours, as many property owners did not respond to the initial communications sent by mail and email. To illustrate this, on May 26, the day after the deadline for registration, 100 properties still had not responded, despite being sent two USPS letters and two emails. Additional letters were mailed and follow-up phone calls were placed. After another three weeks, all but 20 properties had responded.

At this point, staff began to use Airbnb and Vrbo websites to investigate whether the non-responding properties were short-term rentals. Although none of the non-responding properties were found, eight properties that had not been on the original list of potential rentals were identified. Notices of Violation were sent to those eight properties.

During the outreach process, many property owners had questions about the program and objected to what they perceived as a “new requirement.” To address this, another article was written for publication in the June Views. Many owners were angry about the registration fee and even the need to register. Despite staff answering their questions and referring them to the memo that described the program, many owners were disrespectful, dismissive, and rude to staff. For this reason, in addition to consuming more than half of the work hours in each day, this implementation has had a negative effect on morale.

## Program Cost

The table below shows budgeted vs actual costs.

Activity	Budgeted \$	Actual \$
Initial set-up	\$5,000	\$5,000
Administrative Staff Support	\$17,680	\$11,133
Management Oversight	\$0	\$5,000
Postage & Materials	\$5,500	\$3,000
Site Inspections (Includes review of property file)	\$250/property (500 X \$250 = \$125,000)	\$250 per property (220 X \$250 = \$55,000)
Total Costs	\$148,680	\$79,133
Rental Fees Collected		220 X \$350 = \$77,000

As you can see, the costs of implementing the program fall short of the total rental registration fees that will be collected.

## Program Value

The database of detailed contact information that we have built for rental properties is an important resource for better managing both compliance and safety. SVCA also has a realistic understanding of the number, type, and location of rental properties, which will aid in decision making.

## Program Recommendations

Staff will continue to work with property owners to complete their initial rental registrations. Going forward, I recommend the following:

- Administrative staff should continue to check STR websites to identify unregistered short-term rentals.
- Administrative staff should follow up with long-term rental properties one month in advance of the expiration of the current lease to remind the owner that an updated lease is needed.
- Administrative staff should contact owners one month in advance of the annual registration renewal.
- All future communication with the owners of rental properties should be done via email, to eliminate the cost of postage.
- The renewal paperwork should be set up as forms that can be completed online, with a secure location for members to upload their documents.
- Security should continue daily checks on short-term rental properties.

## Annual Fee

Now that the initial implementation effort is over, renewals should take less time. If paperwork can be handled electronically, costs can be reduced. Annual inspections will not require a review of property records, so this cost will also decrease. The following table shows estimated costs for administering this program going forward.

Activity	Estimated \$
Administrative Staff Support (1.5 hr /property)	\$8,000
Management Oversight	\$3,000
Postage & Materials	\$0

Site Inspections (Includes review of property file)	\$75 per property (220 X \$75 = \$16,500)
Regular Security Checks (Short-term rentals only)	\$5,000
<b>Total Costs</b>	<b>\$32,500</b>
Rental Fees Collected	
• Short-term Rentals (47 X \$225)	\$10,575
• Long-term Rentals (173 X \$125)	\$21,625
<b>Total Fees</b>	<b>\$32,200</b>

Based on the above estimates, I recommend that the Board approve revised fees for annual rental registration:

- \$225 for short-term rentals,
- \$125 for long-term rentals.

**Request**

I request that the Board approve new annual registration fees for rentals, to take effect on January 1, 2027: \$225 for short-term rental properties, and \$125 for long-term rental properties.

**Motion**

I move that the Board approve new annual registration fees for rentals, to take effect on January 1, 2027: \$225 for short-term rental properties, and \$125 for long-term rental properties.

**Approvals**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Keith McLean, President



## Sudden Valley Community Association

Policy: Marina Community Park Off-Leash Dog Area Policy  
Policy # 2026.02  
Effective Date: June 25, 2026

**Purpose:** To align Association policy with physical changes to the Marina Community Park Off-Leash Dog Area, this policy is hereby adopted by the Association as of the Effective Date.

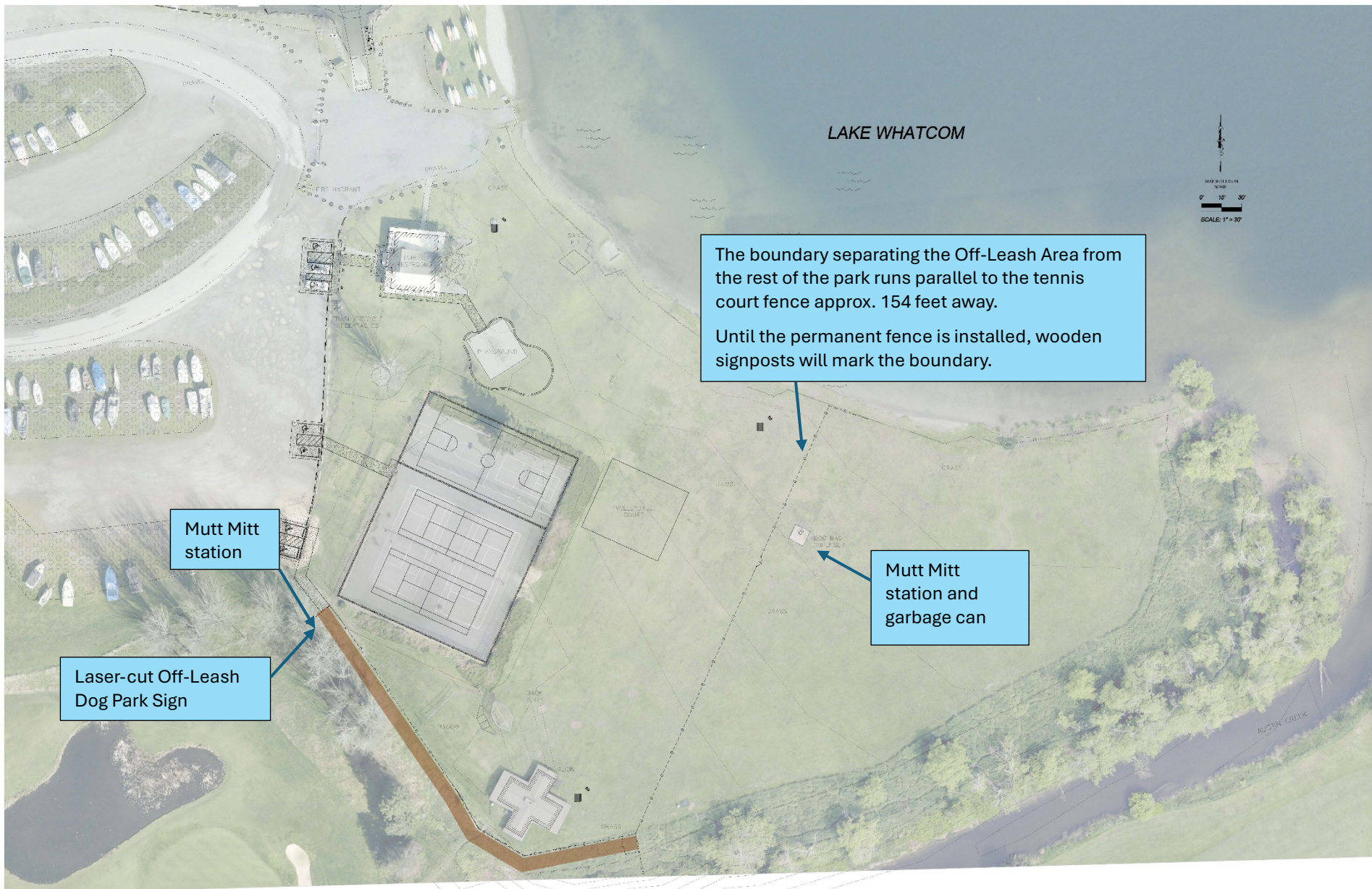
This policy supersedes and replaces SVCA Policy 2020.01.

### Regulations:

1. Dogs must be kept on leash throughout the entire marina facility, except within the designated off-leash dog area (the "Off-Leash Area") shown in Attachment A of this policy.
2. Owners/handlers must REMOVE fecal matter deposited by their dog.
3. When in the Off-Leash Area, owners/handlers must keep their dog under voice or sound control, and control their dog by leash, if necessary, when possible conflict exists.
4. Dogs younger than four (4) months of age, in heat, and/or that show aggressive behavior may not use the Off-Leash Area.
5. Owners/handlers of dogs showing aggressive or disruptive behavior are required to leave the park upon request by SVCA staff or Security personnel.
6. Dogs using the Off-Leash Area must be properly vaccinated. Owners/handlers may be asked to show proof of vaccination when using the park.
7. Owners/handlers shall be held liable for damage or injury inflicted by their dogs.
8. Article 6 (Pet Regulations) Rules and Regulations for SVCA and all associated fines for noncompliance remain in effect and applicable to the Off-Leash Area.
9. Violation of this policy may result in a thirty (30) day suspension from the entire Marina Community Park.

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

Replaces: 2020.01



LAKE WHATCOM



The boundary separating the Off-Leash Area from the rest of the park runs parallel to the tennis court fence approx. 154 feet away. Until the permanent fence is installed, wooden signposts will mark the boundary.

Mutt Mitt station

Mutt Mitt station and garbage can

Laser-cut Off-Leash Dog Park Sign



## Sudden Valley Community Association

Policy: Donation and Memorial Gift Policy  
No. 2026-03  
Date: June 25, 2026

**Purpose:** The purpose of this policy is to establish guidelines for the acceptance, recognition, and administration of voluntary donations and memorial gifts made to the Sudden Valley Community Association (SVCA). Donations and memorial gifts provide members and friends of the community with an opportunity to support amenities, programs, natural areas, and special projects that enhance the quality of life within Sudden Valley.

Participation is entirely voluntary, and no donor shall receive any special rights, privileges, or influence over Association governance or operations as a result of a contribution. **Contributions to 501(c)(4) organizations are generally not deductible as charitable gifts for federal income tax purposes.**

### 1. Authority

The Board of Directors authorizes the General Manager to administer this policy and to accept donations that comply with these guidelines. Gifts that impose significant obligations, restrictions, or ongoing maintenance costs may require approval by the Board of Directors. Proposed donations need to be addressed to the General Manager at office@suddenvalley.com.

### 2. Types of Contributions

SVCA may accept:

- Monetary donations
- Memorial and in-memory gifts
- Honorary gifts recognizing individuals or families
- **Bequests and estate gifts**
- **Securities or marketable investments**
- Donations of equipment or materials
- Restricted gifts designated for approved projects or programs
- Unrestricted gifts to support general Association purposes

SVCA reserves the right to decline any donation that:

- Is inconsistent with the Association's mission or governing documents;
- Creates excessive maintenance or financial obligations;
- Requires the Association to undertake activities outside its authority;
- Includes conditions deemed unreasonable by the Board or General Manager.



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### 3. Memorial Gifts

Individuals or families may make contributions in memory of a loved one or in honor of a person, family, or significant event.

Examples include:

- Trees and landscaping
- Benches
- Park improvements
- Trail enhancements
- Youth programs
- Recreation facilities
- Environmental preservation projects

The Association will make reasonable efforts to ensure that memorial gifts support community priorities and are compatible with existing plans and facilities.

### 4. Restricted Donations

Donors may request that contributions be directed toward specific purposes, including:

- Parks and trails
- Recreation programs
- Environmental stewardship
- Youth activities
- Community events
- Marina improvements
- Lake access facilities
- Open space preservation
- Capital improvements

Restricted gifts shall be used solely for the designated purpose if the original purpose becomes impractical or impossible an option may be proposed to the donor.

### 5. Memorial Benches, Trees, and Physical Improvements

Requests for physical memorials shall be reviewed by staff to ensure:

- Appropriate location and compatibility with existing facilities;
- Compliance with safety and maintenance standards;
- Long-term maintenance requirements are manageable;
- Consistency with the Association's landscape plans.

The donor may be responsible for all installation costs and, if appropriate, an additional contribution toward future maintenance.

SVCA does not guarantee perpetual maintenance or replacement of memorial items. Memorial



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plaques, benches, trees, and other installations may be relocated, repaired, or removed if:

- They become unsafe;
- They interfere with future improvements;
- They are damaged beyond repair;
- Natural conditions or disease require removal.

### 6. Recognition

Unless anonymity is requested, donors may be acknowledged through:

- Letters of appreciation;
- Association publications or newsletters;
- Community recognition events;
- Plaques or engraved markers approved by the Association;
- A memorial or donor registry maintained by SVCA.

Recognition shall be tasteful and consistent with the character of the community. Naming rights for buildings, parks, or major facilities require Board approval.

### 7. Tax Considerations

SVCA shall provide written acknowledgment of donations in accordance with applicable federal and state requirements.

SVCA employees, directors, and volunteers shall not provide legal, financial, or tax advice. Donors are encouraged to consult their own professional advisors regarding the deductibility or tax treatment of gifts.

### 8. Memorial Fund

The Association may establish a separate Memorial and Community Enhancement Fund to receive donations and memorial contributions.

Funds may be used for:

- Beautification projects;
- Tree planting;
- Park and trail improvements;
- Recreation and youth programs;
- Environmental preservation;
- Community gathering spaces;
- Other projects approved by the Board of Directors.

Unused balances shall remain in the fund and carry forward from year to year.

### 9. Administration and Accounting

All donations shall:

- Be recorded and deposited through normal Association financial procedures;
- Be accounted for separately when restricted by the donor;



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- Be subject to annual financial reporting and audit procedures;
- Be administered in accordance with applicable laws and Association policies.

### **10. No Special Benefit**

Contributions are charitable and voluntary in nature. Donations do not:

- Confer ownership rights;
- Alter member voting rights;
- Provide preferential treatment;
- Influence Association decisions or enforcement activities.

### **11. Effective Date**

This Donation and Memorial Gift Policy shall become effective upon adoption by the Sudden Valley Community Association Board of Directors and may be amended from time to time by Board action.