



Sudden Valley Community Association

1850 Lake Whatcom Blvd, Bellingham, WA 98229

www.suddenvalley.com 360-734-6430

Board of Directors Meeting

April 9, 2026, 7:00 PM, 8 Barn View Ct. Multipurpose Room A

Call to Order

Roll Call

1) Adoption of Agenda

2) Announcements

3) Property Owner Comments – 15 Minutes Total

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

4) Consent Agenda

- a) Approval of Minutes – March 26, 2026

5) Candidate Interviews and Voting

6) Reports

- (a) GM Report
- (b) Financial Statements, January
- (c) Committee Reports:
 - (i) Architectural Control
 - (ii) Document Review
 - (iii) Finance
 - (iv) Long Range Planning
 - (v) Nominations & Elections
 - (vi) Safety

7) Continuing Business

- a) Committee Business
- b) Request for Approval -- Security Services Proposal
- c) Capital Request – Barn 6 Design & Permitting

8) New Business

- a) Discussion of Property Transfer Fee
- b) Request for Approval – Golf Course Member Discount
- c) Approval of Lynden Tribune Contract

Adjournment

How to Attend Meetings of the Board of Directors

Meetings can be attended in-person or online. A link to the Zoom meeting can be found at <https://suddenvalley.com/board/> or follow these instructions: go to Zoom.com; Click on “Meet” on the top menu bar and select “Join a Meeting”; Enter **86704997445** in the meeting ID box; follow the instructions to enter the meeting.



BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 26, 2026, 7:00 PM
8 Barn View Ct, Multipurpose Room A

Minutes

CALLED TO ORDER AT: 7:00 PM

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Keith McLean, President Present	4. Taimi Van de Polder, Secretary Present	7. Sean Chaffee Present	9 of 9 BOD members present.
2. Tom Henning, Vice President Present	5. Laurie Robinson Present	8. Linda Bradley Present	
3. Jean Maixner, Treasurer Present	6. Ray Meador Present	9. Daniel Rodriguez, ACC Chair Present	

ATTENDING:

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

Call to Order:
Keith McLean, President, called the meeting to order at 7:00 PM.

1. President called for motion to adopt the agenda

Motion: Move to adopt the agenda

Motion By: Secretary Van de Polder		Seconded By: Vice President Henning	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

2. Announcements

- CTK will be having their Easter event on April 4th
- Spring Fair is on March 28th from 10 AM – 3 PM at the Dance Barn

3. Property Owner Comments

- A resident expressed that they were still not happy with the proposed project on the dog park. They wondered if the survey would be given out before the decision of the dog park. Did not like that the survey only specified dogs instead of pets.
- A resident brought up the county code chapter 604 on "Animal Control". Read out loud the chapter and how the BOD is responsible for animal control. Brought up that until SVCA fences off the "off leash" dog park, SVCA is violating county law.
- A resident spoke in agreement that dog owners should have their dogs on a leash once they get out of their cars. Brought up the issue of dog owners not picking up dog poop. Is concerned with the space of the fenced off dog park.
- A resident, with a dog, spoke about wanting to go back to how things used to be and how the Marina park was used with kids playing, renting out the pavilion, etc. Asked residents around SVCA that if the dog park fence was put up, would they start using that area again and got an overwhelming response of yes.

- A resident spoke out about the overuse of the Marina park from non-residents, leaving residents nowhere to park over the Spring and Summer months. They agreed that there should be a fence for the dog park.

4. Consent Agenda

- Approval of Meeting Minutes 02/26/2026 – Sent back for corrections
- Approval of Meeting Minutes 03/12/2026 – Sent back for corrections

Motion: Move to approve the corrected meeting minutes for the February 26, 2026 meeting and March 12, 2026.

Motion By: President McLean		Seconded By: Director Bradley	
Approved:	Not Approved: X	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

5. Reports

5a. None

6. Continuing Business

6a. Committee Business

- N&E: Will meet on March 30th hopefully will fill the chair vacancy. At the April 9th meeting N&E is recommending to hold interviews with the two candidates who applied.

6b. Rental Registration Process & Materials

Motion: Move that the Board of Directors approve the proposed processes for initial and ongoing registration.

Motion By: President McLean		Seconded By: Secretary Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Motion: Move that the Board of Directors approve the proposed registration fee of \$350 per property, per year.

Motion By: President McLean		Seconded By: Secretary Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Motion: Move that the Board of Directors approve the proposed fine of \$40, 1st occurrence, and \$80, 2nd occurrence, for parking at a rental property outside of an approved spot.

Motion By: President McLean		Seconded By: Secretary Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

7. New Business

7a. Request for Approval – Community Survey Support page 9

Motion: Move that the Board of Directors approve the proposed survey design as described above, allocate \$18,400 from UDR for this project, and authorize the General Manager to execute a

contract with Catapult Insights for third-party support.

Motion By: President McLean		Seconded By: Secretary Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Majority	Against: Vice President Henning	Abstained	

7b. Request for Approval – Approval Request – Pool Service & Chemicals page 22

Motion: I move that the SVCA Board of Directors approve the 2026 Cesco Solutions contract and authorize the General Manager to sign it on their behalf.

Motion By: President McLean		Seconded By: Secretary Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

7c. Capital Request – Golf Range Equipment page 26

Motion: Move that the SVCA Board of Directors approve \$22,378.46 from CRRRF for the purchase of the Club Car Carryall, Par West Picking Unit, and Range Servant Ball Washer.

Motion By: President McLean		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

7d. Capital Request – Marina Security Upgrade page 41

Motion: I move that the SVCA Board of Directors approve \$19,318.45 from CRRRF for the proposed upgrade to the marina security system.

Motion By: President McLean		Seconded By: General Manager Jo Anne Jensen	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

Meeting adjourned at 9:06 PM.

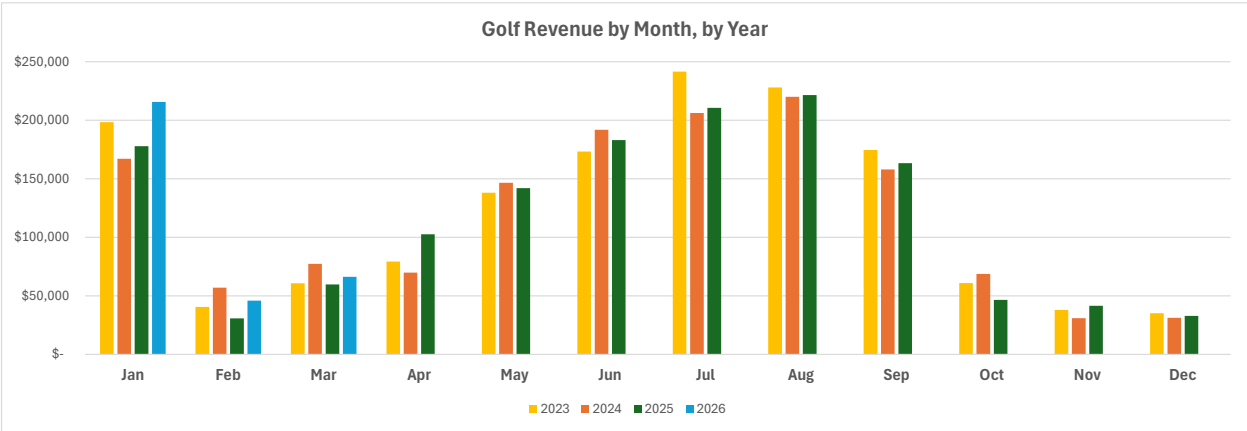
Approved by: _____
Taimi Van de Polder, Board of Directors Secretary

General Manager’s Report – March 2026

In March, Sudden Valley experienced the extreme variability of traditional Spring weather. Maintenance was kept busy removing trees blown down by the wind, only to turn around and have to prepare for possible snow removal the next day. Seasonal hiring, in preparation for the summer season, kept Administration busy, while Recreation focused on filling the open wet and dry slips at the Marina.

Golf Revenue

Golf revenues are off to a strong start, with a total of \$327,689 for the first quarter. This is an increase over last year of \$60,418, or 22%. A large portion of the increase is attributed to more memberships being purchased than usual, but the daily green fees have been very healthy in both February and March, despite challenging weather. Golf expenses for January are lower than last year by \$3,568, which is a very healthy indicator.



Marina Renewals

Recreation was not able to fill all the available wet and dry slips by the end of March. Currently, there are 8 standard-sized wet slips and 24 dry slips still open. Recreation is working with people on the wet slip waiting list, but most of the boats that need to be accommodated are too large to fit in a standard spot. Thirty-seven (37) people who were on the wet slip waitlist were contacted and then removed from the list. Twenty (20) people remain on the list; sixteen (16) of them need a premium or select slip. There is no waiting list for dry slips.

There are also thirty-two (32) open canoe/kayak racks; most of these are top slots which many people don’t want because it’s difficult for them to lift their boats that high. Eighteen (18) people have been removed from the waiting list and twenty-three (23) remain on the list.

We will continue to contact people on the waiting lists and to advertise these openings in the weekly eBlast and in the Views.

New Resident Welcome Packets

Administration has revived the practice of sending welcome packets to new residents each quarter. Materials were revised in March and the first mailing went out this week.

Updated Website

Administration has been working on an updated version of the SVCA website since the beginning of the year. We expect to go live with the new version in April. It is structured very much like the current website, so users should not experience any disruption. The new platform will be mobile enabled for better access on cell phone, and it will allow us to reinstate the online events calendar and support fillable forms.

2026 Capital Projects Status

CRRRF Projects	Approved Budget	Status
<u>Facilities:</u>		
Austin Creek Bank Repair	\$ 32,571	
Barn 8 Refurbishment	\$ 843,555	Paused
Turfcare Building Remodel	\$ 125,446	Complete
Clubhouse HVAC	\$ 214,114	In Progress
Golf Bridge Repair - #1 & #4	\$ 59,056	Complete
Marina Tennis Court Refurbishment	\$ 21,120	In Progress
Marina Security Upgrade	\$ 19,318	In Progress
<u>Equipment:</u>		
Turfcare Tractor Replacement	\$ 48,048	Complete
Turfcare Equipment Replacement	\$ 232,506	In Progress
Driving Range Equipment Replacement	\$ 22,378	In Progress
Total Budgeted	\$ 1,618,112	
Roads Projects	Approved Budget	Status
Design/Permits for 2026 Projects	\$ 41,888	In Progress
Area Z Access Bridge/Culvert #4 Replacement	\$ 1,219,468	In Progress
On Call Engineering	\$ 44,995	In Progress
Fast Response - Roads & Drainage	\$ 95,613	In Progress
Ditches, Culverts, & Swales (CVC)	\$ 135,546	In Progress
Potholes & Minor Road Repairs	\$ 39,370	In Progress
Bridge Inspections	\$ 6,976	Complete
2026 Road Repairs	\$ 428,714	In Progress
Total Budgeted	\$ 2,012,570	

Capital Projects in Progress

Austin Creek Bank Repair

Design is underway and we are waiting for feedback from Whatcom County before finalizing the design and submitting permit applications.

Clubhouse HVAC

A contract has been awarded, and work is expected to begin in May.

Marina Tennis Court Refurbishment

This project is being designed and permits will be submitted in April. When the design is complete, additional funding will be requested before the project is put out to bid. Construction is expected to take place this summer.

Turfcare Replacement Equipment

The equipment has been ordered and will take up to six weeks to come in.

Marina Security Upgrade

Work is expected to begin in April.

2026 Road Repairs

We are waiting for permits to be approved. Work is expected to begin after June 1.

Department Reports

Administration

Activity Summary

- Began recruiting for seasonal positions: custodian, maintenance, lifeguards, golf staff; Filled several positions and will continue seasonal hiring support
- Purchased hardware to trial new POS software; began implementing new software
- Continued developing Standard Operating Procedures (SOPs) to reflect current processes
- Completed development of a process to register and manage short- and long-term rental properties within the Association
- Finalized and successfully tested implementation of software to streamline the onboarding process for new employees
- Began process to identify more affordable healthcare options for employees
- Developed materials to begin sending welcome packets to new Sudden Valley residents

Successes

- Streamlining the hiring and onboarding process will ensure that seasonal hiring goes more smoothly and department managers can focus on their core responsibilities instead of worrying about paperwork
- Managers have been able to identify qualified candidates for open seasonal positions much earlier than in prior years

Planned Work

- Finalize the new POS software implementation and plan the transition to the new system
- Continue updating SOPs
- Implement process to register and manage short- and long-term rental properties within the Association

Maintenance

Activity Summary

- Completed interior painting at the Rec Center
- Completed shelving and assisted with moving files to new archive room
- Replaced stop sign at Sudden Valley Drive & Inglewood Place
- Repaired exterior door at the Rec Center
- Built secure storage for gaming equipment at the Rec Center
- Removed invasive ivy from SVCA ROW on Yearling Place
- Repaired potholes in various locations

- Removed fallen trees from several roadways due to wind events
- Removed tree from over roadway on Sudden Valley Drive
- Removed hazardous log from Lake Louise
- Repaired boardwalk on Strawberry Falls Trail
- Performed maintenance on Beaver Ridge Trail
- Repaired path and removed fallen tree on Lake Louise Trail
- Started cleaning out Barn 6
- Trimmed vegetation at various intersections to improve visibility
- Replaced condenser, front and rear brakes, and repaired seat on SP-6
- Repaired suction hose and removed and replaced hoses on Vac Trailer
- Set up snowplows and sanders for possible snow event
- Removed and stored snow removal equipment
- Installed support bracket for PSE meter at the Marina
- Serviced OP-26
- Cleared area near kayak racks at AM/PM Park
- Assisted with removal of kayaks that were past due on storage fees
- Cleaned bridge drainage on Polo Park Drive
- Sharpened blades on mowers for upcoming season
- Trimmed trees and cleaned Clubhouse parking area
- Repaired damage to landscaping at Clubhouse parking lot
- Replaced damaged traffic barrier at Clubhouse parking lot and improved visibility
- Repaired two doors at Clubhouse
- Prepared lower Clubhouse for upcoming HVAC project
- Replaced damaged street sign
- Repaired tilt bed trailer
- Cleaned mailbox clusters in all gates
- Replaced lighting at several facilities
- Replaced signage at North Point Park
- Cleaned and serviced AD-1 to be used by Security
- Completed repairs to speed bumps in several gates
- Removed tree from Area Y trail
- Repaired toilet at Hole 7 bathroom

Successes

- Equipment is serviced and ready for spring mowing season
- We have an excellent candidate to fill our vacant seasonal custodian position

Planned Work

- Refurbish Rec Center gazebo
- Install new kayak rack at AM/PM Park
- Continue trimming vegetation to improve visibility at intersections
- Replace handicap parking sign at Dance Barn
- Gravel restoration of parking areas and keyways
- Pool start up maintenance
- Spring cleaning – Mailboxes, entryways, sidewalks
- Replace cv axel and front brakes on AD-1
- Replace handicap parking sign at Dance Barn
- Repair tire on deck trailer
- Gravel restoration of parking areas and keyways
- Service wood-chipper and replace blades

- Prepare for Firewise

Golf

Activity Summary

- Send out letter to membership regarding tournament schedule and course updates
- Met with area courses – we have created a collaborative website (mountbakergolftrail.com) to promote Whatcom County courses
- Completed our final Winter Series event with 136 players
- Working closely with Club Prophet on new web site design scheduled to go live by April 1st
- Met with several returning staff members to discuss 2026 season and onboarding. Interviewed new and returning seasonal staff
- Booked two new outing events for May and June
- Promote and prepare for first two member events for the season (Masters Par 3 and Opening Day)
- Training of new pro shop employee – Connie Gregor
- Cleaning up around the clubhouse after heavy winds

Successes

- Bridge repairs will be completed by March 14th
- Tree trimming and landscaping around the club house is wonderful
- Completion of all nine scheduled Winter Series events
- YTD revenue is \$60K over 2025

Planned Work

- Promote our Master Par 3 and Opening Day event on April 10th & 11th
- Finalize new web site and email marketing platform
- Finalize a new golf course tri-fold brochure to hand out to visitors
- Continue to reach out to potential tournament outings
- Coordinate annual detailing of golf carts in preparation of the busy season
- Plan and schedule golf clinics beginning in mid-April
- Meet with Men's Club to go over the Men's Invitational itinerary and fees

Turfcare

Activity Summary

- Moved all pipe to new rack next to building
- Planted 60 Rhododendrons around the Clubhouse
- Cleaned up yard prior to sand bunker project
- Yard Sand storage area completed
- Sent out 2026 soil tests for all greens
- Cleaned out Lake Louise trash gates
- Worked on rough mower to be ready for the season
- Blew heavy debris off fairways
- Demo'd a robot turf mower on hole 16
- Installed small drain line on hole 7 with pipe and gravel
- Attended Spring WWGCA Superintendents meeting at Everett CC
- Replaced a rotten deck board on bridge 7
- Started annual sand trap edging
- Light top dressing of all greens
- Third application of lime on all putting greens
- Aerated Driving Range grass tee box
- Heavy wind debris cleanup

- Interviewed a seasonal greenskeeper
- Extensive Turfcare building cleanup and organization
- Final grading on #13 and #2 forward tee boxes
- Irrigation wiring issue troubleshooting on hole 15
- Light sand top dress all putting greens completed
- Received new greens roller
- Irrigation wiring issue troubleshooting on hole 15
- #1 and #4 bridge repairs complete

Successes

- General winter maintenance and early spring cultural practices are going as planned

Planned Work

- Layout sod on #8 and #13 tee boxes
- Fairway and rough area rolling with 10' roller
- Clean out all irrigation satellites pedestals for the upcoming season
- Aerate and heavy top-dress driving range tee
- Sand trap edging
- More planting of perennial shrubs at clubhouse
- Fairway aerating and sand topdressing set to go for the next few weeks
- Greens aerating set to go April 6-7, weather pending
- Clean out all irrigation satellites pedestals for the upcoming season
- All tee box aerating/overseeding and sanding planned
- Install sod on 3 new tee boxes for the 2026 season

Recreation

Activity Summary

- Open Mic Night on 3/5
- Trivia Night on 3/20
- YMCA Sudden Valley Spring Soccer program confirmed, registration launched
- Filling empty wet slips & kayak racks
- Posted job openings for Lifeguards & Lead Lifeguards. Reviewing applications.
- Removed kayaks from unpaid kayak racks
- Preparing for 3/28 Spring Market

Successes

- Spring Soccer Program partnership!
- Reducing kayak waitlist length

Planned Work

- Updated signage for Pools & Area-Z
- Continue to offer open Kayak racks, and wet slips
- Planning April Events: 4/4 Open House, 4/17 Trivia Night, 4/25 Open Mic Night, and working on a potential community planting class
- 2026 Valley Fair planning

**Sudden Valley Community Association
Balance Sheet
January 31, 2026 and December 31, 2025**

	Unaudited** Jan 31, 2026	Unaudited** Dec 31, 2025	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 594,221	\$ 493,749	\$ 100,472
Building Completion Deposit Fund	718,900	798,900	(80,000)
Member Receivables - Operations*	-	47,957	(47,957)
Other Receivables	3,250	3,850	(600)
Prepaid Expenses	77,086	91,940	(14,854)
Operating Lease ROU Assets	22,474	23,036	(562)
Inventory	6,415	5,704	711
Total Current Assets	1,422,346	1,465,136	(42,790)
Current Liabilities			
Accounts Payable	(140,206)	(169,663)	29,457
Accrued Vacation Liability	(86,985)	(78,129)	(8,856)
Accrued Payroll	-	(96,358)	96,358
Prepaid Assessments	(433,605)	(187,700)	(245,905)
Building Completion Deposits	(718,900)	(798,900)	80,000
Other Refundable Deposits	(11,076)	(11,426)	350
Operating Lease Liability	(22,474)	(23,036)	562
Prepaid Golf Memberships	-	(156,649)	156,649
Total Current Liabilities	(1,413,246)	(1,521,861)	108,615
Other Liabilities			
Contingent PPP Loan Liability***	(357,700)	(357,700)	-
Deferred Library Lease Revenue	(27,333)	(28,000)	667
Total Other Liabilities	(385,033)	(385,700)	667
Operating Reserve Funds			
Emergency Operating Cash	364,771	364,709	62
Undesignated Reserves Cash	330,339	314,936	15,403
Total Operating Reserve Funds	695,110	679,645	15,465
Net Operating Assets	\$ 319,177	\$ 237,220	\$ 81,957
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,838,144	3,757,709	80,435
Roads Reserve Cash Fund	3,033,126	2,992,291	40,835
Board Density Reduction Cash Fund	150,802	150,789	13
Mailbox Cash Fund	181,064	178,900	2,164
CRRRF Capital Reserve Holding Cash	219,353	219,316	37
Mitigation Assignment of Savings Cash	49,911	49,905	6
LWWSD Assignment of Savings Cash	14,953	14,953	-
Member Receivables - Capital**	-	13,020	(13,020)
Total Capital Current Assets	7,487,353	7,376,883	110,470
Capital Fixed Assets			
Fixed Assets	16,868,499	16,881,457	(12,958)
Finance ROU Assets	34,775	41,258	(6,483)
Lots Held for Sale	188,706	188,706	-
Total Capital Assets	17,091,980	17,111,421	(19,441)
Long Term Liabilities			
CRRRF Loan 2022	(1,243,871)	(1,267,067)	23,196
Finance Leases	(45,591)	(49,661)	4,070
Total Long Term Liabilities	(1,289,462)	(1,316,728)	27,266
NET ASSETS	\$ 23,609,048	\$ 23,408,796	\$200,252
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	79,713	(55,534)	135,247
Transfers Out from Operations to Capital	-	-	-
Current Year Net Income: Capital**	120,540	1,658,105	(1,537,565)
Transfers Into Capital from Operations	-	-	-
Retained Earnings**	4,141,708	4,197,242	(55,534)
Capital**	19,267,087	17,608,982	1,658,105
TOTAL MEMBER EQUITY	\$ 23,609,048	\$23,408,796	\$200,252

* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal interim 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 January 31, 2026, and December 31, 2025, the balances of receivables written off were \$828,154 and \$743,506, 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 transfer fee revenues collected for internal monthly presentation purposes. See SVCA's 2020 through 2024 audited financial statements (2024 represents the most recently issued audited statements), which fully incorporate ASC 606 and comply with Generally Accepted Accounting Principals (GAAP).

*** At 2024 year end, the Association recorded a contingent liability relating to Paycheck Protection Program (PPP) loan funds that were received in May 2020 and then forgiven by the Small Business Administration (SBA) in September 2021, which are funds that the SBA has since subsequently deemed that the Association did not qualify for because of its 501(C)(4) tax exempt status, which was communicated to the Association by the government in April 2025. This contingency was classified by the Association as probable. And upon final resolution with the SBA, the Association believes that the estimated amount of liability will be limited to the original amount of the PPP loan funds received (\$357,700) because of the fact that the Association fully disclosed its tax exempt status to the SBA during the PPP loan application process, which the government has especially acknowledged.

**Sudden Valley Community Association
Income Statement Summary**

UNAUDITED	Current Month - January 2026			Year to Date - 1 Month Ending 1/31/2026			
	Operations & Operating Reserves	Operations Better / (Worse) Budget	Capital Reserves**	Operations & Operating Reserves	Operations Better / (Worse) Budget	Coll %	Capital Reserves**
REVENUE							
Current Year Dues & Assessments Income							
Dues & Assessments Income	268,031		251,117	268,031			251,117
Bad Debt Reserve	(22,233)		(15,258)	(22,233)			(15,258)
Net Current Year Assessment Income	<u>245,798</u>	<u>(8,228)</u>	<u>235,859</u>	<u>245,798</u>	<u>(8,228)</u>	91.7%	<u>235,859</u>
Bad Debt Recoveries - Prior Years			8,005				8,005
Golf Income	215,686	460	-	215,686	460		-
Marina Income	151	151	-	151	151		-
Rec Center & Pools Income	681	(128)	-	681	(128)		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	4,880	(5,254)	-	4,880	(5,254)		-
Rental Income - Other	60	(1,194)	-	60	(1,194)		-
Area Z Rental Income	5,432	196	-	5,432	196		-
Lease Income	5,882	-	-	5,882	-		-
New Home Construction Fees	750	750	-	750	750		-
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		-
Capital Gain (Loss) on Sale of Lots	-	-	-	-	-		-
Investment Income	481	(269)	2,963	481	(269)		2,963
Total Revenue	<u>479,801</u>	<u>(13,516)</u>	<u>246,827</u>	<u>479,801</u>	<u>(13,516)</u>		<u>246,827</u>
EXPENSES							
Salaries & Benefits	170,010	14,662	-	170,010	14,662		-
Contracted & Professional Services	26,495	(7,240)	-	26,495	(7,240)		-
CC&Rs/ Mandates	36,938	6,431	-	36,938	6,431		-
Maintenance & Landscaping	41,756	(4,368)	-	41,756	(4,368)		-
Utilities	14,577	(732)	-	14,577	(732)		-
Administrative	12,987	7,796	-	12,987	7,796		-
Regulatory Compliance	34,951	(4,063)	-	34,951	(4,063)		-
Insurance Premiums	19,240	1,966	-	19,240	1,966		-
Other Expenses	-	292	-	-	292		-
Depreciation Expense	-	-	108,710	-	-		108,710
Closing Costs - Lot Sales	-	-	-	-	-		-
Interest expense	-	-	4,557	-	-		4,557
Total Expenses	<u>356,954</u>	<u>14,744</u>	<u>113,267</u>	<u>356,954</u>	<u>14,744</u>		<u>113,267</u>
Net Income (Loss)	<u>122,847</u>	<u>1,228</u>	<u>133,560</u>	<u>122,847</u>	<u>1,228</u>		<u>133,560</u>
Other Activity							
Net Other UDR Activity*	13,012			13,012			
AR Accrual - Prior Year Reversal	(47,957)		(13,020)	(47,957)			(13,020)
AR Accrual - Current Year	-		-	-			-
Lease Income- Library Prepaid Recognized	667			667			
Vacation Liability Accrual	(8,856)			(8,856)			
Total Other Activity	<u>(43,134)</u>		<u>(13,020)</u>	<u>(43,134)</u>			<u>(13,020)</u>
Grand Total Activity	<u>79,713</u>	<u>1,228</u>	<u>120,540</u>	<u>79,713</u>	<u>1,228</u>		<u>120,540</u>

*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
 1 Month Actual, 11 Months Projected

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 12/31/2025	3,757,709	2,992,291	219,316	150,789	178,900	64,858	\$ 7,363,863	364,709	314,936	\$ 679,645
Dues Received	120,148	119,338		-	2,134		241,620	-	15,550	15,550
Storm Water Mitigation Plan Fee		-					-			-
Investment Income	1,597	1,279	37	14	30	6	2,963	62	51	112
Sale of Assets	-						-			-
Sale of Lots (Net Proceeds)				-			-			-
Mitigation Release	-	-					-			-
2026 Expenditures	(43,710)	(79,782)	-	-	-		(123,492)		(197)	(197)
Net Available Cash at 1/31/2026	3,838,144	3,033,126	219,353	150,802	181,064	64,864	\$ 7,487,353	364,771	330,339	\$ 695,110
11 Month Outlook										
Outlook - 2026 Dues (95% collections)	1,303,791	1,293,696			23,119		\$ 2,620,606			\$ -
Outlook - Prior Year Collections	17,657	17,520			313		35,491		37,843	37,843
CRRRF Loan Payments for year 2026	(305,286)						(305,286)			-
Obligated Expenses/Holdings	(1,058,298)	(1,215,857)	(219,353)			(64,864)	(2,558,372)		(13,785)	(13,785)
Net Usable Cash Balance 12/31/2026	3,796,008	3,128,485	-	150,802	204,496	-	\$ 7,279,792	364,771	354,397	\$ 719,168
Board Recommended Carryover Balance	(600,000)	(500,000)					\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2026, After Recommendation	\$ 3,196,008	\$ 2,628,485	\$ -	\$ 150,802	\$ 204,496	\$ -	\$ 6,179,792	\$ 364,771	\$ 354,397	\$ 719,168
Net Current Year Cash Increase (Decrease)	38,299	136,194	(219,316)	14	25,596	(64,858)	\$ (84,071)	62	39,461	\$ 39,523

*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
January 1, 2026 to January 31, 2026
CURRENT MONTH

Whole \$

UNAUDITED

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary & Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	1,250	(2,860)	6,735	(372)	66,641	(6,742)	(72,126)	(9,974)
Accounting	1,359	(1,272)	26,524	315	4,037	2,550	(29,202)	1,593
Administration	113	54	32,457	(2,628)	19,439	(6,543)	(51,783)	(9,117)
Common Costs	3,388	(695)	-	-	29,313	6,245	(25,925)	5,550
Facilities	11,313	29	4,141	(45)	14,055	2,612	(6,883)	2,596
Maintenance	-	-	36,258	1,965	4,022	2,378	(40,280)	4,343
Subtotal	17,423	(4,744)	106,115	(765)	137,507	500	(226,199)	(5,009)
Golf	215,686	460	47,977	12,676	44,483	(604)	123,226	12,532
Marina	151	151	-	-	823	(231)	(672)	(80)
Rec/ Pools/ Parks	741	(1,155)	15,918	2,751	4,129	417	(19,306)	2,013
Subtotal	216,578	(544)	63,895	15,427	49,435	(418)	103,248	14,465
Subtotal Operations before Ops Dues	234,001	(5,288)	170,010	14,662	186,942	82	(122,951)	9,456
Ops Dues Earned	268,031						268,031	
Curr Yr Bad Debts Activity	(22,233)						(22,233)	
Net Ops Dues	245,798	(8,228)					245,798	(8,228)
Net Operations	479,799	(13,516)	170,010	14,662	186,942	82	122,847	1,228
Other Operating Activity								
UDR Activity	13,145				133		13,012	
AR Accrual - Prior Year Reversal	(47,957)				-		(47,957)	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	667				-		667	
Vacation Liability Accrual	-				8,856		(8,856)	
Total Other Operating Activity	(34,145)				8,989		(43,134)	
Grand Total Operations Activity	445,654	(13,516)	170,010	14,662	195,931	82	79,713	1,228

* Excludes Depreciation

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

Sudden Valley Community Association
Operations - By Department
January 1, 2026 to January 31, 2026
YEAR TO DATE

Whole \$

UNAUDITED

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary & Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	1,250	(2,860)	6,735	(372)	66,641	(6,742)	(72,126)	(9,974)
Accounting	1,359	(1,272)	26,524	315	4,037	2,550	(29,202)	1,593
Administration	113	54	32,457	(2,628)	19,439	(6,543)	(51,783)	(9,117)
Common Costs	3,388	(695)	-	-	29,313	6,245	(25,925)	5,550
Facilities	11,313	29	4,141	(45)	14,055	2,612	(6,883)	2,596
Maintenance	-	-	36,258	1,965	4,022	2,378	(40,280)	4,343
Subtotal	17,423	(4,744)	106,115	(765)	137,507	500	(226,199)	(5,009)
Golf	215,686	460	47,977	12,676	44,483	(604)	123,226	12,532
Marina	151	151	-	-	823	(231)	(672)	(80)
Rec/ Pools/ Parks	741	(1,155)	15,918	2,751	4,129	417	(19,306)	2,013
Subtotal	216,578	(544)	63,895	15,427	49,435	(418)	103,248	14,465
Subtotal Operations before Ops Dues	234,001	(5,288)	170,010	14,662	186,942	82	(122,951)	9,456
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Other Operating Activity								
UDR Activity	13,145				133		13,012	
AR Accrual - Prior Year Reversal	(47,957)				-		(47,957)	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	667				-		667	
Vacation Liability Accrual	-				8,856		(8,856)	
Total Other Operating Activity	(34,145)				8,989		(43,134)	
Grand Total Operations Activity	445,654	(13,516)	170,010	14,662	195,931	82	79,713	1,228

* Excludes Depreciation

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

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2026

	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	15	84	99	265	2,534	2,799	18	93	4	20	3	9	19	40	2	12	280	2,618	2,898	46	174	220	326	2,792	3,118	775	1	1	777	740		6	1,523	4,641		
Feb	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	0	0	0
Mar	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	0	0	0
Apr	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	0	0	0
May	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	0	0	0
Jun	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	0	0	0
Jul	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	0	0	0
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	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	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	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	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	0	0	0

LLE = Lot Line Eraser
 CTB = Covenant to Bind

Sudden Valley Community Association - Capital Project Report									
CRRRF Projects Open in 2026									
Updated as of 1/31/2026									
							A	B	A-B
BOARD APPROVED PROJECT							BUDGETED		
Cost Manager	Approval Date	GL	Project Name	Fund	Status		Board Approved	Total Invoiced	Acctg Funds Obligated
Turf Manager	1/23/20	9719.18	Trim Mower- Turf	CRRRF	Closed	●	44,050	40,198	- LE
Turf Manager	1/23/20	9719.19	Utility Vehicles	CRRRF	Closed	●	104,248	104,248	- LE
Golf Director	11/5/20	9721.01	Golf Cart Fleet	CRRRF	Open	●	183,900	184,100	(200) LE & X
Maint Manager	10/27/22 & 10/12/23 & 8/22/24	9722.08	Area Z Maintenance Facility Remodel	CRRRF	Open	●	503,898	500,752	3,146
GM	10/27/22 & 9/28/23 & 11/2/23	9722.09	Barn 8 Refurbishment	CRRRF	Open	●	824,530	203,436	621,094
GM	1/12/23 & 4/25/24 & 5/22/25	9723.04	Austin Creek Repair Design & Permitting	CRRRF	Open	●	34,585	10,653	23,932
GM	3/9/23	9723.07	Website Improvements	CRRRF	Open	●	10,483	5,605	4,878
Golf Director	12/14/23	9723.17	10 Additional Golf Carts Lease	CRRRF	Open	●	81,600	26,587	55,013 LE
Maint Manager	1/25/24	9724.012	Turf Building Remodel-Permit/Design	CRRRF	Open	●	9,755	9,736	19
Maint Manager	5/22/25 & 8/28/25	9724.013	Turf Building Remodel-Construction	CRRRF	Open	●	115,691	43,000	72,692
Turf Manager	2/22/24	9724.05	Sand Trap Rake	CRRRF	Closed	●	32,579	32,579	-
Maint Manager	2/22/24 & 8/28/25	9724.06	Club House HVAC 20 Ton Design/permitting/Constructio	CRRRF	Open	●	169,928	19,804	150,124
Maint Manager	4/25/24 & 7/25/24	9724.07	Adult Center Furnace & Water Heater Replacement	CRRRF	Closed	●	42,422	42,422	-
Maint Manager	7/25/24	9724.09	Fencing (Adult Cntr/Area Z/Turfcare) & Area Z RV Storage	CRRRF	Open	●	71,851	69,243	2,608
Turf Manager	9/26/24	9724.11	#2 Golf Bridge Repair	CRRRF	Open	●	25,460	23,994	1,466
Turf Manager	1/9/25	9725.01	Fairway Aerator- Wiedenmann Terra Spike XF6	CRRRF	Closed	●	57,495	57,495	-
Turf Manager	1/23/25	9725.02	Turfcare Trailer	CRRRF	Closed	●	17,843	17,843	-
Turf Manager	2/27/25	9725.03	Golf Course Fairway Top-Dresser Replacement	CRRRF	Closed	●	50,592	50,592	-
Maint Manager	3/27/25	9725.04	Zero-Turn Mower (Kubota ZD1211R)	CRRRF	Closed	●	21,146	20,601	-
Maint Manager	4/10/25	9725.05	Marina Directional Signage	CRRRF	Open	●	15,000	1,937	13,063
Maint Manager	4/10/25	9725.06	Gate 2 & Welcome Center Directional Signage	CRRRF	Open	●	20,000	4,466	15,534
Maint Manager	4/24/25	9725.07	Welcome Center Exterior Painting	CRRRF	Closed	●	7,611	7,611	-
GM	6/12/25 & 10/23/25	9725.08	Lake Louise Slide Gate Replacement (Phase 1 & 2)	CRRRF	Open	●	71,786	57,412	14,374
Turf Manager	6/26/25	9725.09	2025 Asphalt Cart Path Repairs	CRRRF	Open	●	54,080	51,267	2,813
GM	9/25/25	9725.10	Clubhouse Water Heater Replacement	CRRRF	Open	●	11,587	7,490	4,097
GM	9/25/25	9725.11	2025 AV Projector & Screen	CRRRF	Open	●	4,397	1,632	2,765
GM	9/25/25	9725.12	2025 Computer System Replacements	CRRRF	Closed	●	13,680	13,680	-
Maint Manager	10/23/25	9725.13	Snow Removal Equipment - Snow Plow & Sander x 2	CRRRF	Open	●	35,000	33,448	1,552
Maint Manager	10/23/25	9725.14	Maintenance Truck Replacement (OP-23)	CRRRF	Open	●	56,243	35,163	21,080
Turf Manager	1/22/26	9726.01	NH 42 HP Tractor Model #TN55 Replacement	CRRRF	Open	●	48,048	-	48,048
Open Projects Total, CRRRF							\$ 2,739,490	\$ 1,676,995	\$ 1,058,098
		LE	These line items represent five-year finance leases, which means the obligated costs will be spread out over five-year periods.						
		X	Overbudget amount will be charged to operations.						
									Adjusted Balance
									\$ 1,058,298

Sudden Valley Community Association - Capital Project Report									
Roads Projects Open in 2026									
Updated as of 1/31/2026									
							A	B	A-B
BOARD APPROVED PROJECT							BUDGETED		Acctg Funds Obligated
Cost Manager	Approval Date	GL	Project Name	Fund	Status		Board Approved	Total Invoiced	
GM	5/11/23 & 6/8/23	9923.42	2023 Street Pavement Markings	ROADS	Open	●	31,803	27,366	4,437
GM	2/22/24	9924.2	2024 On-Call Engineering	ROADS	Closed	●	41,600	40,305	-
GM	2/22/24	9924.5	2024 Renewal of 5-yr programmatic Permits	ROADS	Closed	●	30,000	30,000	-
GM	2/22/24 & 3/27/25	9924.6	Area Z Access Bridge & Culvert #4 Replacement with Bridge (2024 Design/Permitting & 2025 Construction)	ROADS	Open	●	1,219,468	385,906	833,562
GM	2/27/25 & 1/22/26	9925.1	2025 Fast Response	ROADS	Closed	●	71,935	71,935	-
GM	2/27/25 & 1/22/26	9925.2	2025 On-Call Engineering	ROADS	Closed	●	33,296	33,296	-
GM	2/27/25	9925.3	2025 Pot Holes & Minor Road Repairs	ROADS	Open	●	37,856	37,044	812
Maint Manager	2/27/25 & 4/24/25	9925.4	2025 Street signs & Pavement Markings	ROADS	Open	●	23,731	23,166	565
Maint Manager	2/27/25	9925.5	Design/Permits for 2026 Road Projects	ROADS	Open	●	41,888	2,970	38,918
Maint Manager	1/22/26	9926.1	2026 Fast Response	ROADS	Open	●	95,613	-	95,613
Maint Manager	1/22/26	9926.2	2026 On-Call Engineering	ROADS	Open	●	56,258	6,381	49,877
Maint Manager	1/22/26	9926.3	2026 Pot Holes & Minor Road Repairs	ROADS	Open	●	39,370	2,029	37,341
Subtotal Roads Open Projects							\$ 1,722,818	\$ 660,398	\$ 1,061,125
Maint Manager	2/27/25	9925.7	2025 CVC Supplies & Outside Contractor	ROADS	Open	●	99,559	104,234	(4,675) A
Maint Manager	2/27/25	9925.72	2025 CVC Wages, Taxes, & Benefits	ROADS	Open	●	67,774	59,918	7,856 A
Subtotal 2025 Roads CVC Project							\$ 167,333	\$ 164,151	\$ 3,182
Maint Manager	1/22/26	9926.7	2026 CVC Supplies & Outside Contractor	ROADS	Open	●	85,739	-	85,739 B
Maint Manager	1/22/26	9926.72	2026 CVC Wages, Taxes, & Benefits	ROADS	Open	●	69,807	3,995	65,812 B
Subtotal 2026 Roads CVC Project							\$ 155,546	\$ 3,995	\$ 151,551
Open Project Totals, Roads							\$ 2,045,697	\$ 828,545	\$ 1,215,857
		A	9925.7 and 9925.72 are the same project.						
		B	9926.7 and 9926.72 are the same project.						



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen General Manager
Date: April 9, 2026
Subject: Approval Request – Security Services Proposal

Purpose

The purpose of this memo is to request board approval of a contract with Risk Solutions Unlimited, for the provision of security services.

Background

On January 8, 2026, the board was informed of issues with the quality of service being provided by SVCA's current security supplier, Pacific Security. At that time, four proposals from competitive companies were shared with the board. The board discussed SVCA Security again at the February 12, 2026, meeting and considered options for addressing the disparity between the high cost of security services and the low value being delivered. As a follow up to that meeting, the GM and three members of the board met with representatives from three of the four companies that had submitted proposals. As a result of those discussions, one company was identified as having the potential to improve the value delivered to the community by a security service.

Analysis

In their on-site presentation, Risk Solutions Unlimited (RSU) demonstrated their understanding of Sudden Valley's safety and security challenges and shared information about their guard training program, that not only is compliant with state standards, but goes significantly above and beyond those standards. Additionally, RSU is based in Bellingham and has long-standing relationships with the Whatcom County Sheriffs Office, and other local safety and law enforcement organizations. RSU currently employs more than 40 guards in the Bellingham area, far surpassing any of their competitors. They have implemented a robust reporting and dispatch system that will meet our needs for real time communication. Most importantly, RSU's senior management will be directly involved in the day-to-day management of SVCA guards. I believe that RSU can successfully partner with SVCA to make the best use of our investment in Security and can also help us identify areas where the overall safety of the community can be improved.

Pacific Security has provided good guards to SVCA for many years, but the quality of overall service is not acceptable. There has been little to no involvement of Pacific Security's management with our guards, no follow up training, no proactive communication with SVCA, and long response times when we ask for a change or improvement. The guards have no support or oversight, which has led to many negative situations. A change is overdue.

Proposed Contract Terms

- Term: The proposed contract has a "trial period" that will end on January 1, 2027. The first full year term of the contract would commence on January 1, 2027. The contract includes the

option to renew it for two additional one-year periods resulting in a maximum of 3 years and eight months.

- Hourly Rate: The hourly rate for guard service will be \$38/hr until January 1, 2027. The rate is then subject to a COLA increase of 3% per year, to be effective on January 1st of each year.
- Termination: In Year 1 of the contract, the contract may be terminated by either party, without cause, after written notice of 60 days. In years two and three, 90 days of notice is required for termination without cause.

Funding

The table below compares the cost of SVCA's current security provider, Pacific Security, with RSU's proposed pricing.

Comparison of Costs		
	Pacific Security	RSU
Guard Hourly Rate	\$33.76	\$38.00
Holiday Premium	\$4,456.32	\$5,016.00
Monthly Dispatch	\$290.67	\$400.00
Extended Annual Cost	\$303,681.96	\$342,696.00
WA State Sales Tax	\$26,724.01	\$30,157.25
Total Annual Cost	\$330,405.97	\$372,853.25

RSU's proposed annual cost is 12.8% higher than SVCA currently pays for security service and \$63,853.25 higher than the budgeted amount for Security in 2026. This shortfall is more than covered by the additional assessment funds we expect to collect as a result of achieving a better than budgeted collection rate. (Note: SVCA's annual operational budget assumes a collection rate of 95%. Since 2022, SVCA's collection rate has been 97%-98%.) If SVCA again achieves a 98% collection rate, SVCA will collect an additional \$186,541.90 in assessment revenue, and \$96,740.62 of that will go into Operations.

Request

I request that the SVCA Board of Directors approve the proposed change of provider for SVCA security services and authorize the General Manager to execute a contract with RSU.

Motion

I move that the SVCA Board of Directors approve the proposed change of provider for SVCA security services and authorize the General Manager to execute a contract with RSU.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, Board President

SECURITY SERVICES AGREEMENT

Contract No.: RSU-SVC-260501-SVC-001

Sudden Valley Community Association

This Security Services Agreement (“Agreement”) is made and entered into as of May 1, 2026 (“Effective Date”),

by and between:

Risk Solutions Unlimited, LLC (“Company”)

4200 Meridian St #105, Bellingham, WA 98226
UBI: 604-401-363 | FEIN: 83-3806727
WA Security Guard Agency License No. 1018
WA Private Investigation Agency License No. 2112

and

Sudden Valley Community Association (“Client”)

1850 Lake Whatcom Blvd, Bellingham, WA 98229

(each a “Party” and collectively the “Parties”)

CONTACT INFORMATION

Company Designated Representative:

Name: Jan Devrij-Bradley
Email: jan@rsusecurity.com
Phone: (888) 822-5994

Client Designated Representative:

Name: Jo Anne Jensen
Email: GM@suddenvalley.com
Phone: (360) 734-6430

RECITALS

WHEREAS, the Company is a licensed private security company engaged in the business of providing professional security services in the State of Washington; and

WHEREAS, the Client desires to engage the Company to provide security services at the Service Location(s) identified herein, under the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

1. DEFINITIONS

- 1.1** "Agreement" means this Security Services Agreement, including all exhibits and amendments.
- 1.2** "Authorized Hours" means the total hours of security coverage authorized under the Coverage Schedule.
- 1.3** "Confidential Information" means any non-public information disclosed by either Party, including security protocols, access codes, floor plans, personnel information, and business operations.
- 1.4** "Coverage Schedule" means the days, hours, and staffing levels for security coverage as set forth in Section 3.2.
- 1.5** "Effective Date" means the date first written above.
- 1.6** "Incident Report" means a detailed written account of any security incident, prepared by Security Personnel in accordance with Section 5.3.
- 1.7** "Post Orders" means the site-specific instructions governing Security Personnel duties, protocols, and procedures at each Service Location.
- 1.8** "Security Officer" or "Security Personnel" means any individual employed or contracted by the Company who is assigned to provide security services under this Agreement, and who holds all licenses and certifications required by applicable law.
- 1.9** "Service Fee" means the compensation payable to the Company as set forth in Article 6.
- 1.10** "Service Location" means the physical address(es) where security services are provided, as identified in Section 2.2.
- 1.11** "Company Equipment" means all equipment, tools, documents, materials, software, and any other resources provided, installed, developed, or used by the Company in connection with the Services. Company Equipment remains the property of the Company at all times.
- 1.12** "Contractor" means any contractor, subcontractor, or vendor engaged by the Company to assist in providing the Services under this Agreement.
- 1.13** "In Writing" means any communication formally signed or authorized by a representative of either Party, including printed letters, emails, and other documented electronic communications.
- 1.14** "Loss" means all claims, suits, damages, penalties, fines, investigative costs, attorney's fees, and any other related costs or expenses arising from events, circumstances, or conditions related to the Services.

2. SERVICE LOCATIONS

2.1 Community Overview

The Sudden Valley Community Association ("SVCA") is a 3,900+ acre residential community situated on the southern shore of Lake Whatcom in unincorporated Whatcom County, Washington. Established in 1969 and incorporated in 1973, Sudden Valley is one of the largest community associations in Washington State, comprising over 3,000 single-family homes, 200+ condominiums, approximately 8,000 residents, and 40 miles of private roads. The community spans elevations from 315 to 1,200 feet across steep, forested, mountainous terrain on the slopes of Lookout Mountain. Lake Whatcom serves as the drinking water source for approximately 105,000 people in Whatcom County.

Sudden Valley is located in unincorporated Whatcom County. Law enforcement jurisdiction falls under the Whatcom County Sheriff's Office (WCSO), with typical response times of 20–45+ minutes depending on priority, deputy availability, and road conditions. The nearest hospital is PeaceHealth St. Joseph Medical Center, approximately 15–20 minutes by vehicle. South Whatcom Fire Authority provides fire and EMS response to the community.

2.2 Service Location – Sudden Valley

Security services under this Agreement include but not limited to the following area:

Gate 1 – Marina and Lakefront:

- Marina complex: wet slips, dry slips, canoe and kayak storage, boat launch
- Marina Beach Park (7 acres): pavilion, baseball diamond, volleyball and tennis courts, playground, restroom facilities, wading and swimming area
- Sofield Park, North Point Park, Lake Trail Park
- Marina Dog Park (off-leash designated area and beach)

Gate 2 – Administration and Recreation Core:

- Welcome Center and SVCA Administrative Offices (1850 Lake Whatcom Boulevard)
- Clubhouse: El Agave Mexican Restaurant, Golf Course Pro Shop, 19th Hole
- 18-hole golf course (Ted Robinson design) – the only golf course in Whatcom County along a lake
- Community Center (Recreation Department hub): fitness center, relaxation areas, children's playroom, infant room, meeting rooms, event space, game lounge
- Dance Barn: meeting and event venue (capacity ~400), upper level of Community Center
- Main Pool (seasonal outdoor, adjacent to Community Center)
- South Whatcom County Library and Quiet Pool (behind library)
- AM/PM Beach (10+ acres): hiking trails, sand beaches, pavilion, restrooms

- Recreation Corridor: soccer and softball fields, baseball diamond, tennis courts, playground

Gate 3, 9,13:

- Tree House Park, Maple Leaf Park, Hendrick Park, Cascade Park, Little Strawberry Park
- Upper residential neighborhoods and cul-de-sacs
- Community gardens

Gates 5, 28, and Outlying Areas:

- Tumbling Water Park (Gate 5), Lost Fork Park, Huckleberry Park (Gate 28)
- Area Z Storage Facility (secured RV/trailer storage)
- Lookout Mountain trail access and upper woodland trails
- Additional pocket parks (20 total across the community)

2.3 Vehicle and Transportation

Security Personnel shall conduct mobile patrol using an SVCA-provided vehicle. For Year 1 of this Agreement, the Client shall provide one (1) new dedicated security vehicle, with a backup vehicle from the current SVCA fleet available as a reserve. Fuel, routine maintenance, and any required insurance for the SVCA-provided vehicle(s) shall be the responsibility of the Client. Should RSU be required to deploy an RSU-commissioned patrol vehicle at any point, associated costs shall be negotiated in writing via addendum prior to deployment. Please Note it may be required for SVCA to supply Snow tires for their vehicles during inclement weather.

2.4 Site Access

The Client shall provide Security Personnel with all access necessary to perform the Services, including but not limited to: gate codes and access cards, keys to SVCA buildings and facilities (Welcome Center, Community Center, Clubhouse, Dance Barn, Library, pool enclosures, Marina facilities, Area Z Storage, and restroom buildings), Use Fee cards for marina launch gates, and any other credentials required for access to controlled areas. The Client shall designate a secure base of operations for Security Personnel during each shift, including access to restroom facilities and a climate-controlled area for report writing and breaks.

3. SCOPE OF SERVICES

3.1 Services Provided

The Company shall provide qualified, licensed Unarmed Security Personnel on a 24-hour, 7-day-per-week basis at Sudden Valley Community Association. One (1) Security Personnel shall be on duty at all times. Services will be designed and tailored to the unique geographic, environmental, and community characteristics of Sudden Valley.

3.2 Coverage Schedule

Continuous coverage shall be provided through three (3) eight-hour shifts per day, 365 days per year:

- **Morning Shift:** 0600 – 1400
- **Mid Shift:** 1400 – 2200
- **Night Shift:** 2200 – 0600

Total baseline coverage is **168 hours per week** (8,760 hours per year). Shift times may be adjusted by mutual written agreement to accommodate seasonal conditions, SVCA events, or operational needs. An on-call RSU area manager shall be available 24/7 for supervisory backup and escalation support.

3.3 Patrol and Access Services

Security Personnel shall conduct zone-based mobile patrols across the entire Sudden Valley community, including:

- Structured patrol loops across all gate clusters, but not limited to (Gates 1, 2, 3, 5, 9, and outlying areas), prioritizing high-activity zones based on time of day, season, and incident trends
- Monitoring at all community entry points
- Facility checks at the Welcome Center, Clubhouse, Community Center, Dance Barn, Library, Marina complex, pools, Area Z Storage, Turfcare and Maintenance area
- Building lockdown and unlock services: securing and opening SVCA facilities at designated times in accordance with operational schedules provided by the Client
- Residential drive-throughs for visible deterrence and safety presence throughout neighborhoods and cul-de-sacs
- Trailhead, pocket park, and common property checks across all 20 parks and trail systems
- Parking enforcement in accordance with SVCA rules, including monitoring for unauthorized long-term parking, vehicles obstructing traffic lanes, and improper boat/trailer storage
- Home checks for members in good standing when requested through SVCA, conducted at scheduled intervals per post orders

3.4 Community Response and Incident Management

Security Personnel shall serve as the first on-site responder for community safety matters, including:

- Incident response: trespass, vandalism, vehicle prowling attempts, noise complaints, disturbances, and other safety concerns
- Wildlife encounter response (black bear, cougar, coyote, deer) according to trained protocols, including resident advisement and WDFW notification when appropriate
- Seasonal hazard response: flooding and storm damage identification, downed tree and road obstruction management, ice and snow awareness on steep roads, wildfire smoke monitoring, and dense fog conditions around Lake Whatcom
- Emergency stabilization: securing scenes, preserving safety, and coordinating with 911, WCSO, and South Whatcom Fire Authority until public safety agencies arrive
- De-escalation and conflict resolution using RSU's trained engagement model: identify, listen, seek voluntary compliance, de-escalate, and document
- Covenant observation and education: professional, respectful communication regarding SVCA rules and community standards, with documentation of observations as directed by the Client

3.5 Reporting and Documentation

Security Personnel shall maintain comprehensive documentation as a core deliverable of services:

- Daily patrol logs: time-stamped entries documenting shift activities, facility inspections, mileage, contacts, and observations
- Incident reports: detailed narratives with case numbers, photographs, GPS coordinates, evidence documentation, and actions taken
- Hazard and maintenance reports: identification and documentation of infrastructure issues, road hazards, damaged facilities, lighting outages, and other maintenance concerns for SVCA departments
- Weekly analytics summaries: patrol coverage statistics, incident counts by category, trend analysis, and hot-spot identification
- Monthly executive summaries: board-ready reporting including incident trends, patrol metrics, seasonal observations, and operational recommendations

Report types, formats, delivery cadence, and recipient routing shall be established during onboarding and may be adjusted by mutual agreement. All documentation shall be maintained digitally using RSU's reporting systems and made available to SVCA upon request.

3.6 Coordination and Communication

Security Personnel shall integrate with SVCA operations and external agencies:

- Shift-start briefings: review of SVCA-provided updates including facility closures, scheduled events, contractor activity, maintenance work, and any ongoing concerns
- SVCA department coordination: Administration, Maintenance, Recreation, Marina, and Golf Course staff as needed for operational effectiveness
- Law enforcement coordination: established communication protocols with Whatcom County Sheriff's Office for incident escalation, information sharing, and criminal activity response
- Emergency services coordination: South Whatcom Fire Authority for fire, EMS, and disaster response
- RSU supervisory communication: 24/7 supervisory channel monitoring via push-to-talk radio and company-issued smartphone with GPS location tracking

3.7 Exclusions

This Agreement is for scheduled unarmed security guard services as described herein. Services expressly excluded unless added via written amendment include: property management functions, eviction enforcement, construction site security, personal protection details, and any service not described in this Agreement. Optional armed security services are available as described in Section 6.1. Facility action plans, threat assessments, community training programs, digital infrastructure assessments, and other consulting services referenced in RSU's proposal are available as separate engagements with independent scoping and pricing.

3.8 Equipment and Resources

The Company shall supply all uniforms, personal protective equipment, and operational equipment for deployed Security Personnel, including but not limited to: comprehensive field first aid kit, NARCAN (naloxone nasal spray), tactical flashlight, two-way push-to-talk radio, company-issued smartphone for reporting and GPS tracking, documentation kit, and personal protective equipment (disposable gloves, biohazard bags, face shield). Any additional equipment requirements specific to Sudden Valley shall be coordinated between the Parties in writing.

4. PERSONNEL STANDARDS

4.1 Licensing and Qualifications

All Security Personnel assigned under this Agreement shall:

- (a) Hold a valid Washington State security license issued pursuant to RCW 18.170;
- (b) Have successfully completed background checks and screening in accordance with the Company's hiring standards;
- (c) Have completed pre-assignment training as required by RCW 18.170.105 and WAC 308-18;
- (d) For armed assignments: hold a valid armed private security guard license and current firearms certificate, with all firearms registered pursuant to RCW 18.170.050.

4.2 Professional Conduct

Security Personnel shall at all times:

- (a) Present a professional appearance in clean, identifiable Company uniforms;
- (b) Conduct themselves in a courteous and professional manner;
- (c) Prioritize de-escalation and minimum necessary force;
- (d) Comply with all applicable federal, state, and local laws;
- (e) Maintain detailed incident reports, activity logs, and records as required by Company policy and this Agreement.

4.3 Staffing

RSU will assign qualified unarmed security personnel holding valid Washington State unarmed security guard registration. RSU will provide consistent staffing and qualified substitutes in the event of absence, illness, or vacation. If a scheduled shift cannot be filled, RSU will notify the Client's designated contact as soon as practicable.

4.4 Supervision

Security Personnel shall operate under the direct oversight and supervision of the Company's management. The Client shall not direct, control, or supervise Security Personnel in a manner inconsistent with the Company's Post Orders, policies, or applicable law. The Client may request changes in assigned personnel for lawful reasons; if the Company accommodates such requests, the Client shall be responsible for any associated costs, including additional recruitment, screening, and training expenses.

5. REPORTING AND COMMUNICATION

5.1 Routine Reporting

Activity Logs shall be submitted via email to [svca-reports@suddenvalley.com] within twenty-four (24) hours of each shift.

5.2 Incident Reporting

In the event of a security incident, Security Personnel shall:

- (a) Immediately contact emergency services (911) if there is imminent danger to life or property;
- (b) Notify the Company's Operations Center;
- (c) Notify the Client's Emergency Contact;
- (d) Prepare a detailed written Incident Report within twenty-four (24) hours of the incident.

Nothing in this Agreement shall be construed to require Security Personnel to engage in conduct that poses an unreasonable risk of death or serious bodily injury.

5.3 Emergency Contacts

Client Emergency Contact:

Name: Jo Anne Jensen(primary contact), Mike Brock(secondary contact).

Email: GM@suddenvalley.com

Phone: (206) 550-6880 For Jo Anne Jensen, (360) 778-9393 For Mike Brock

5.4 Client Updates

The Client shall promptly notify the Company of any changes to site conditions, known hazards, scheduled events, or any other circumstances that may affect the provision of security services.

5.5 Service Limitations and Authority

Security Personnel are limited to the services described in this Agreement and shall operate within the scope of their Washington State security licensing. Security Personnel shall not:

- (a) Carry or use any weapon unless specifically authorized under an armed security service agreement and properly licensed;
- (b) Make arrests, except as permitted under applicable citizen's arrest statutes;
- (c) Engage in any law enforcement activity;
- (d) Represent themselves as law enforcement officers or use any insignia or equipment that could be confused with law enforcement;
- (e) Provide legal advice or make legal determinations;
- (f) Perform duties outside the scope of this Agreement without prior written authorization from both Parties.

5.6 Review Schedule

The Parties agree to conduct management meetings no less than quarterly to review security operations, contract performance, billing, staffing, community feedback, and any proposed adjustments. Quarterly meetings may be held in person or by telephone at the mutual convenience of the Parties. A written summary of each meeting, including any agreed action items, shall be distributed to both Parties within five (5) business days.

Either Party may request additional meetings at any time with reasonable advance notice. More frequent operational check-ins (including monthly reviews) are encouraged and may be conducted informally at the discretion of both Parties' designated representatives.

Meeting schedules shall be established during onboarding and may be adjusted by mutual written agreement.

6. COMPENSATION

6.1 Rates

The financial terms for the provision of services by RSU are detailed below: Please note that the hourly rate in the Trial Term, is only for the first six(6) months or to January 1st 2027, we will be expecting a full year with a 3% increase after the Trial Term to accommodate the applied discount to the already discounted amount for the Trial Term.

Hourly Rate (Unarmed Guard):

\$38.00 per hour, billed based on actual hours worked at the 24/7 Coverage Schedule set forth in Section 3.2. Additional hours requested by the Client beyond the baseline schedule will be billed at the same rate unless otherwise agreed in writing.

Federal Holiday Premium:

Services rendered on any of the eleven (11) federally recognized holidays carry a premium of \$19.00 per hour above the standard rate, applied to the full 24-hour period of each holiday. Holiday premium billing is calculated as follows:

Component	Calculation	Annual Amount
Base hourly rate	\$38.00/hr x 8,760 hrs/yr	\$332,880.00
Holiday premium (11 days)	11 days x 24 hrs x \$19.00/hr	\$5,016.00
Dispatch Rate per Month	\$400.00	\$4,800.00
Subtotal (before tax)		\$342,696.00
WA State Sales Tax (8.8%)	\$342,696.00 x 8.8%	\$38,942.72
TOTAL ANNUAL COMPENSATION		\$381,638.72

Optional Armed Security:

Armed security personnel are available as an optional supplement to scheduled unarmed coverage for SVCA-designated special events, elevated-risk situations, or other Client-requested deployments requiring armed presence. Armed services are not included in the baseline Coverage Schedule and must be requested in writing with a minimum of forty-eight (48) hours' notice unless exigent circumstances require shorter notice.

Service Type	Rate	Notes
Armed Security Officer	\$85.00/hr	Per officer, per hour
Armed Security - Holiday / Special Rate	\$127.50/hr	1.5x standard armed rate
Armed Security - Overtime (40+ hrs/wk)	\$127.50/hr	1.5x standard armed rate

All armed deployments require prior written authorization from the Client's designated representative. RSU shall confirm availability and personnel qualifications in writing prior to each deployment. Armed personnel shall comply with all requirements of Section 4.1(d) and Washington State law.

Dispatch / Callout Fee:

There will be a callout dispatch fee of \$400 per Month, this will pay for "RSU dispatch" to cover the call out load outside of the hours that SVCA are agreeing to cover. The Parties shall agree on the specific time we transfer responsibility structure and include it as a written addendum prior to commencement of services. An outside of work area Dispatch and Response, for an additional fee of \$55.00 per Response, this service and when its used, can be a written addendum prior to commencement of contract.

Incident Billing:

In the event that an incident during a patrol rotation requires additional time beyond the standard scheduled shift, the RSU guard will document the incident in detail, including the time of the incident and the total additional time required. That additional time will be billed at the standard hourly rate and itemized on the invoice.

Overtime:

Any hours worked in excess of forty (40) hours in a single workweek (defined Sunday through Saturday) by RSU personnel shall be billed at one and one-half (1.5x) the standard hourly rate (\$57.00 per hour), in accordance with Washington State and federal labor laws.

Service Hours Per Week: 168 hours.

Estimated Weekly Cost (Base Rate): \$6,384.00

Estimated Annual Base Cost (before tax, holiday premium and callout fee): \$332,880.00

Additional Costs: Any mileage incurred by RSU will be logged if applicable to services rendered, and reimbursement will be at \$0.67 per mile. (Not applicable when using SVCA transportation)

Any additional services requested beyond the agreed scope will be billed at the rates specified above, depending on timing and nature.

Sales Tax: All services are subject to applicable Washington State and local sales tax at the rate of 8.8%, unless the Client provides valid tax-exempt documentation prior to commencement of services. Taxes will be itemized on invoices where applicable.

6.2 Estimated Annual Cost Summary

Cost Component	Calculation	Annual Amount
Base Service (8,760 hrs)	8,760 hrs x \$38.00/hr	\$332,880.00
Federal Holiday Premium	11 days x 24 hrs x \$19.00/hr	\$5,016.00
Dispatch fee	\$400.00 per Month	\$4,800
Subtotal		\$342,696.00
WA State Sales Tax (8.8%)		\$38,942.72
ESTIMATED ANNUAL TOTAL		\$381,638.72

Estimated twice monthly invoice, (No base rate, no holiday premium),: \$14,070.00 + applicable tax

Estimates are based on the Coverage Schedule set forth in Section 3.2. Actual billing will reflect hours worked and applicable premiums. Estimates do not include overtime, armed security deployments, dispatch fees, incident-based additional hours, or mileage reimbursement.

6.3 Cost of Living Adjustment (COLA)

To account for inflation and changes in operational costs, a four percent (3%) annual Cost of Living Adjustment shall be applied to the hourly rates specified in Section 6.1. Adjusted rates shall take effect on each anniversary of the Effective Date.

6.4 Payment Terms

Invoicing: The Company shall issue invoices on a bi-weekly basis for services rendered during the preceding period.

Payment Due Date: Payment is due within fifteen (15) days of receipt of each invoice.

Accepted Payment Methods: The Company accepts payments via ACH, EFT, check, or cash.

Late Payment: A late fee of five percent (5%) shall be applied to any outstanding balance not paid within the specified terms. The Client shall be responsible for all reasonable costs of collection, including attorney's fees, incurred as a result of failure to make timely payment.

Service Suspension: If payment is not received within the specified terms, the Company reserves the right to suspend services until all outstanding balances are satisfied. Suspension of services does not relieve the Client of any contractual obligations under this Agreement.

Billing Disputes: In the event of a dispute regarding invoice amounts, the Client shall notify the Company in writing before the payment due date. The undisputed portion of the invoice shall remain due and payable in accordance with the standard payment terms.

Sales Tax: All services are subject to applicable Washington State and local sales tax, unless the Client provides valid tax-exempt documentation prior to commencement of services.

6.5 Billing Inquiries

For questions related to billing or invoices, contact the Company's designated billing representative:

Name: Chelsea Bol, Office Manager | Human Resources

Email: invoicing@rsu.email

Phone: (888) 822-5994

In the event that an incident extends a patrol beyond the standard rotation, additional time shall be documented and billed at the applicable hourly rate.

7. TERM AND TERMINATION

7.1 Term

This Agreement shall commence on the Effective Date (May 1, 2026) and shall continue for an initial six (6) month term, or to January 1st, 2027, being the preferred date for the client ("Trial Term"), this term was established for financial relief of client, RSU expects to receive one, (1) full year of providing service following the six, (6,) month trial term with a cola rate added on the January 1st, 2027, date unless terminated earlier in accordance with this Article 7. This ("Initial term") would end on January 1st 2028.

Automatic Renewal:

Upon expiration of the Initial Term, this Agreement shall automatically renew for up to two (2) additional one-year terms (each a "Renewal Term"), unless either Party provides written notice of intent not to renew at least sixty (60) days prior to the end of the then-current term. The maximum total duration of this Agreement under automatic renewal is approximately three (3.5) years (May 1, 2026 - December 31, 2029).

Each Renewal Term shall be subject to the same terms and conditions as this Agreement, including applicable Cost of Living Adjustments per Section 6.3. After the (3.5) years, services will continue on a Year-to-Year basis unless terminated pursuant to this Agreement.

7.2 Termination Without Cause

During the Initial Trial Term and (Year 1), termination without cause requires sixty (60) days' prior written notice to the other Party, subject to the early termination provisions in Section 7.4.

During any Renewal Term (Years 2 and 3), either Party may terminate this Agreement without cause upon ninety (90) days' prior written notice to the other Party. This bilateral 90-day notice requirement applies equally to both Parties and is intended to provide sufficient transition time for the Sudden Valley community.

7.3 Termination for Cause

Either Party may terminate this Agreement for cause upon written notice if the other Party:

- (a) Commits a material breach of this Agreement. During the Initial Trial Term and (Year 1), the breaching Party shall have sixty (60) days from receipt of written notice to cure such breach. During any Renewal Term (Years 2 or 3), the cure period shall be thirty (30) days. If the breach is not cured within the applicable cure period, the non-breaching Party may terminate immediately upon written notice;
- (b) Becomes insolvent, files for bankruptcy, or is subject to receivership, in which case termination may be immediate upon written notice;
- (c) Loses any license, permit, or certification required to perform its obligations under this Agreement, in which case the affected Party shall have thirty (30) days to reinstate the required credential before termination may be effected;
- (d) Engages in conduct constituting fraud, willful misconduct, or gross negligence, in which case termination may be immediate upon written notice.

7.4 Early Termination

Year 1 (Initial Term):

If the Client terminates this Agreement during the Initial Term without cause and with less than sixty (60) days' notice, the Client shall pay the Company for all services rendered through the effective date of termination, plus an early termination fee equal to sixty (60) days of estimated service costs based on the Coverage Schedule. Early termination fees do not apply if termination is for cause under Section 7.3.

Years 2 and 3 (Renewal Terms):

During any Renewal Term, either Party may terminate without cause upon ninety (90) days' written notice as set forth in Section 7.2. No additional early termination fee applies when the 90-day notice requirement is satisfied in full. If the Client terminates during a Renewal Term with less than 90 days' notice, the Client shall pay the Company for all services rendered through the effective date of termination plus a fee equal to the remaining notice period days of estimated service costs.

7.5 Transition Assistance

Upon termination or expiration, the Company shall cooperate in the orderly transition of security services, including return of all Client-provided access credentials, keys, and materials within five (5) business days.

8. INSURANCE AND INDEMNIFICATION

8.1 Company Insurance

The Company shall maintain, at its own expense, the following insurance coverage throughout the Term of this Agreement:

- (a) Commercial General Liability: Not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate;
- (b) Workers' Compensation: As required by Washington State law;
- (c) Commercial Automobile Liability: Not less than One Million Dollars (\$1,000,000) combined single limit;
- (d) Professional Liability (Errors & Omissions): Not less than One Million Dollars (\$1,000,000) per occurrence.

Upon request, the Company shall provide the Client with a Certificate of Insurance evidencing the coverage required by this Section within ten (10) business days.

8.2 Indemnification

Each Party ("Indemnifying Party") shall indemnify, defend, and hold harmless the other Party and its officers, directors, employees, and agents from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the Indemnifying Party's negligent acts, errors, or omissions in connection with this Agreement, to the extent caused by such Party's negligence.

8.3 Limitation of Liability

The Service Fee is based on the value of the services provided and does not reflect the value of any property or interests protected. The Company makes no warranty or guarantee that the Services will prevent any particular loss, damage, or incident.

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE.

The Company's aggregate liability under this Agreement shall not exceed the total Service Fees paid by the Client during the twelve (12) months immediately preceding the claim. This limitation shall not apply to claims arising from the Company's willful misconduct, gross negligence, or obligations under Section 8.2.

All claims arising under this Agreement must be reported in writing within thirty (30) days of the incident giving rise to the claim. Any legal action must be initiated within twelve (12) months of the date of the incident.

8.4 Waiver of Subrogation

Each Party waives any right of recovery against the other Party for any loss covered by the waiving Party's insurance policies, to the extent that such waiver does not impair the coverage provided by such policies.

9. CONFIDENTIALITY

9.1 Obligations

Each Party agrees to hold in confidence all Confidential Information received from the other Party. Neither Party shall disclose Confidential Information to any third party without the prior written consent of the disclosing Party, except as required by law, regulation, or court order.

9.2 Permitted Disclosures

Confidential Information may be disclosed to employees, agents, and subcontractors of the receiving Party who have a need to know such information for the performance of this Agreement, provided that such persons are bound by confidentiality obligations no less restrictive than those set forth herein.

9.3 Survival

The obligations under this Article shall survive the termination or expiration of this Agreement for a period of two (2) years.

10. GENERAL PROVISIONS

10.1 Independent Contractor

The Company is an independent contractor and not an employee, agent, or partner of the Client. Nothing in this Agreement shall be construed to create an employment, agency, joint venture, or partnership relationship between the Parties. Security Personnel assigned to the Service Location(s) are employees of the Company, and the Company shall retain exclusive control over the hiring, training, supervision, discipline, and termination of such personnel. All Company Equipment provided for the execution of the Services remains the sole property of the Company or its Contractors, and no intellectual property rights are transferred to the Client under this Agreement.

10.2 Force Majeure

Neither Party shall be liable for any failure or delay in performance due to causes beyond its reasonable control, including but not limited to: acts of God, natural disasters, war, terrorism, civil unrest, government actions, epidemics or pandemics, labor disputes, or utility failures. The affected Party shall promptly notify the other Party and use commercially reasonable efforts to resume performance. Should the Client be unable to meet its obligations due to a force majeure event, the Client shall remain responsible for any expenses the Company reasonably incurs to secure the Service Location(s) during the event, including costs related to delayed or modified service delivery.

10.3 Data Usage and Analytics

The Company reserves the right to utilize data collected during the course of providing services for purposes including: improving service quality, personnel training, risk assessments, and analytical development. All personal identifying information shall be handled in strict accordance with applicable privacy laws and regulations. The Company shall not disclose personally identifiable Client data to third parties except as required by law or with the Client's prior written consent.

10.4 Client Responsibilities

The Client shall:

- (a) Provide Security Personnel with reasonable access to the Service Location(s);
- (b) Designate a secure, climate-controlled area for Security Personnel to use as a base of operations;
- (c) Promptly notify the Company of any changes to site conditions, known hazards, or security incidents;
- (d) Not direct or supervise Security Personnel in a manner inconsistent with the Company's Post Orders or policies;
- (e) Cooperate with the Company in all investigations arising from incidents at the Service Location(s);
- (f) Comply with all applicable laws and regulations relating to the premises and the services provided hereunder.

10.5 Non-Solicitation

If the Client hires any Company employee or former Company employee who was assigned to the Service Location(s) within twelve (12) months of such employee's separation from the Company, the Client shall pay the Company a placement fee equal to twenty-five percent (25%) of the employee's first-year annual compensation.

10.6 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision shall be modified to the minimum extent necessary to make it valid and enforceable, and the remaining provisions shall continue in full force and effect.

10.7 Notices

All official notices required under this Agreement shall be provided in writing and delivered to the addresses specified in this Agreement, or to such other addresses as either Party may designate in writing.

10.8 Assignment

Neither Party may assign this Agreement without the prior written consent of the other Party, except that the Company may assign this Agreement to an affiliate or successor in connection with a merger, acquisition, or sale of all or substantially all of its assets.

10.9 Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any dispute arising under this Agreement shall first be submitted to good-faith mediation. If mediation is unsuccessful within thirty (30) days, either Party may pursue resolution through binding arbitration or litigation in the courts of Whatcom County, Washington. The prevailing Party shall be entitled to recover reasonable attorney's fees and costs.

The Company is an equal opportunity employer and complies with all applicable federal, state, and local antidiscrimination laws. This Agreement shall be subject to the requirements of 41 CFR §§ 60-1.4, 60-300.5(a), and 60-741.5(a), which prohibit discrimination against qualified individuals based on protected veteran status, disability, race, color, religion, sex, sexual orientation, gender identity, or national origin.

10.10 Entire Agreement

This Agreement, together with all exhibits and amendments, constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations, warranties, commitments, offers, and agreements, whether written or oral. No modification of this Agreement shall be effective unless made in writing and signed by authorized representatives of both Parties.

10.11 Precedence

In the event of any conflict between different parts of this Agreement, the following order of precedence shall apply: (i) this Agreement, (ii) any Scope of Work or service-specific addendum, and (iii) any other attached written documentation.



IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date first written above.

Risk Solutions Unlimited (RSU)

Executive Signatory:

Jan Devrij-Bradley
Chief Operating Officer (COO)

Billing/Financial Approval:

Chelsea Bol
Office Manager | Human Resources

Director of Operations/Service Manager Approval:

Daniel Stegall
Director Of Operations Whatcom County

Client

Authorized Signator:



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen General Manager
Date: April 9, 2026
Subject: Capital Request – Barn 6 Design and Permitting

Purpose

The purpose of this memo is to request board approval of funding for the design and permitting of a simple one-story pavilion to replace Barn 6.

Background

In 2013, SVCA commissioned AIRO to conduct a condition assessment of the Association's buildings. The assessment determined that many of the posts in Barn 6 were rotted and the roof needed to be replaced. As a result, the Association made the decision not to repair Barn 6. Since that time, no maintenance has been completed on Barn 6 and it has continued to deteriorate. The structure was fenced off and kept in place to ensure that, when funds were available, SVCA would be allowed to build on that site. (Current Whatcom County Code states that no buildings are to be located within 200 feet of Austin Creek. A portion of Barn 6 falls inside that area.)

Analysis

In 2025, several design concepts for the replacement of Barn 6 were brought forward. After conducting a Town Hall Meeting to elicit feedback from members, the Long Range Planning Committee determined that the community supported replacing Barn 6 with a simple, single-story structure that could be used to host large-scale events in both the spring/summer (open air) and fall/winter (inside & heated). The board of directors reviewed this recommendation, and approved the submittal of a preliminary design to Whatcom County for comments. Whatcom County completed their review and their comments were received by SVCA in February 2026.

The next step in the process of replacing Barn 6 is to finalize the design and obtain permits. This proposal assumes a single story, pre-engineered metal building that models the footprint of existing Barn 6. The interior layout will be similar to Drawing A-20 (attached) with the following changes:

- Add ADA shower stalls to the bathroom
- Add a kitchenette
- Combine rooms 100, 101, and 102 to a single open room.

Summary of Costs		
Design & permitting for architectural and structural scopes; includes construction support in the amount of \$10,000.	Carletti Architects	\$63,200.00
HVAC & plumbing design and permitting; includes construction support in the amount of \$3,500.	Berona Engineers	\$14,000.00
Electrical Engineering Allowance	TBD	\$10,000.00
Geological exploration (required by Whatcom County)	NW Geologic	\$3,030.00
Soil Testing Allowance (required by Whatcom County)	TBD	\$2,500.00
Excavate test pits for NW Geologic	On-Call Contractor	\$2,000.00
Survey Allowance	TBD	\$6,000.00
Civil Design and permitting (including landscape); includes construction support in the amount of \$6,500	Impact Design	\$69,500.00
Allowance for fees, design oversight, and construction oversight of sewer and water	Lake Whatcom Water and Sewer	\$30,000.00
Construction Management	PNW	\$11,610.00
Permit Fees Allowance	Whatcom County	\$19,000.00
	Total	\$230,840.00
	Contingency 10%	\$23,084.00
	Total Design & Permitting	\$253,924.00

Funding

Since repairs to Barn 8 will not go forward until after Barn 6 is complete, we propose to use a portion of the funding already obligated for the repair of Barn 8 to fund the Barn 6 work. \$824,530.00 was obligated by the board to project 9722.09. \$203,436.00 has been spent, leaving a remainder of \$621,094.00.

Request

I request that the SVCA Board of Directors approve funding of \$253,924.00 from CRRRF for the design and permitting of Barn 6 and authorize the General Manager to approve the contracts of the identified subcontractors.

I also request that SVCA Board of Directors de-obligate the remaining \$621,094.00 previously obligated to project 9722.09 and return those funds to CRRRF.

Motion

I move that the SVCA Board of Directors approve funding of \$253,924.00 from CRRRF for the design and permitting of Barn 6 and authorize the General Manager to approve the contracts of the identified subcontractors.

I also move that SVCA Board of Directors de-obligate the remaining \$621,094.00 previously obligated to project 9722.09 and return those funds to CRRRF.

Approvals

Recommended: _____ Not Recommended _____ Finance Committee

Signed: _____ Date: _____
Jean Maixner, Treasurer

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, Board President



March 30, 2026

Sudden Valley Community Association
 Attn: Jo Anne Jensen
 1850 Lake Whatcom Blvd
 Bellingham, WA 98229

RE: Project Scope Letter
Barn 6 Design, Permitting, and Contractor Bids

PNW is providing this overall project scope letter to SVCA for the Barn 6 Design and Permitting project. SVCA received pre-application meeting comments from Whatcom County on February 6th, 2026, see attached, and this proposal for design and permitting accounts for these comments. Design is intended to be a single story pre-engineered metal building modeling the footprint of the existing Barn 6. Interior layout will be similar to the Carletti Architects drawing A-2.0 dated January 31, 2022, see attached. A few updates to the layout are planned to include:

- Adding ADA shower stalls to the bathrooms.
- Adding a room with a kitchenette.
- Rooms 100, 101, and 102 will be combined to be 1 large open room.

Summary of anticipated costs for design and permitting:

Design & Permitting Scope	
- Carletti Architects – Per Proposal #25-906.1 – Design and permitting for architectural and structural scopes. Includes construction support in the amount of \$10,100.00.	\$63,200.00
- Berona Engineers – Per Proposal Dated 3-28-26 – HVAC and plumbing design and permitting. Includes construction support in the amount of \$3,500.00.	\$14,000.00
- Electrical Engineering Allowance	\$10,000.00
- NW Geologic –Per Proposal Dated 3-18-26 – Geological Exploration	\$3,030.00
- Soils Testing Allowance – Stormwater design information required.	\$2,500.00
- On-Call Contractor Allowance – Excavate Test Pits for NW Geologic	\$2,000.00
- Survey Allowance	\$6,000.00
- Impact Design – Per Proposal Dated 3-28-26 – Civil design and permitting along with landscape. Includes construction support in the amount of \$6,500.00.	\$69,500.00
- Lake Whatcom Water and Sewer – Developer Extension Agreement – Allowance for fees, design oversight, and construction oversight of sewer and water.	\$30,000.00
- PNW Services, Inc. – Construction Management – Per Fee Estimate Attached	\$11,610.00
- Permit Fees Allowance – Whatcom County	\$19,000.00
Total Design & Permitting	\$230,840.00



	Contingency at 10%	\$23,084.00
	Total with Contingency	\$253,924.00
Contractor Bids & Construction		
- Under Separate Proposal		

After design is finalized with SVCA the project will be submitted for permits. A separate capital request will be presented for construction funding.

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

Sincerely,

Tyler Andrews
President



WHATCOM COUNTY

WASHINGTON

Planning & Development Services
 5280 Northwest Drive
 Bellingham, WA 98226
PDS@co.whatcom.wa.us
 360-778-5900

Pre-Application Meeting Comments

Case Number: PRE2025-00097

Pre-Application Coordinating Staff: Nick Smith

Issue Date: February 6, 2026

Applicant's Project Proposal:

The project proposed is to replace an existing 130' x 100' (13,000 sqft) community barn structure named Barn 6. The structure is used as a community event space and is in need of major seismic upgrades. It is the intent to replace the barn in its entirety with a new structure. The new structure will match the same footprint as the original barn but will be a pre-engineered metal building. The use of the building will remain as is, which is a community recreation center. It will have a sport court, community room, storage, restrooms and supporting spaces. Utilities will be upgraded as needed for the building along with providing a new fire line to sprinkle the building.

Purpose

The purpose of Pre-Application review is to assist applicants in preparing to submit a development or land use application to PDS, by identifying applicable regulations, permits, and site-specific submittal requirements.

Pre-Application review is not intended to provide a staff recommendation on future permit decisions, or meant to be a detailed review of all possible applicable regulations as these comments are reflective of a preliminary review of a proposal. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design.

Pre-Application review is not acceptance of an application by the county nor does it vest an application, unless otherwise indicated in Whatcom County Code. Please note that substantial changes to the project may require an additional Pre-Application review. Applications for permits may be subject to the review and discretion of other County bodies such as the Hearing Examiner or County Council.

Meeting Information

Project Name	Barn 6 Replacement
Case Number	PRE2025-00097
Parcel Number(s)	3704083184570000
Site Address	10 Barn View Ct., Bellingham, WA 98229
Property Owner(s)	Sudden Valley Community Association
Consultant / Applicant Name	Quentin Sutter, c/o Carletti Architects

Zoning	Small Town Commercial (STC)
Comprehensive Plan Designation	Rural Community – Sudden Valley
Watershed	Lake Whatcom
Stormwater District	Lake Whatcom Watershed Overlay
Fire District	South Whatcom Fire Authority
Meeting Date and Time	Thursday January 8, 2025 at 10am

Applicable Permits

Based upon the submitted application materials and information presented, the following permit applications (including items identified in the application checklists) are required:

- [Commercial Building Permit Application](#)
- [Demolition Permit Application](#)
- [Shoreline Exemption Application](#)
- [Fire Construction Permit Application](#) (if applicable – see Fire Code Comments)

Site Specific Submittal Requirements

Based upon the provided materials and information presented, the following additional documents are required to be provided with your permit applications:

1. Completed [State Environmental Policy Act \(SEPA\) Checklist](#).
2. Written project narrative describing the proposed project, how the use meets the County's definition of a community center, the anticipated hours of operation, number of employees, expected traffic volumes, the building floor area sizes of all existing and proposed buildings on the lot and any other applicable information about the proposed project.
3. A scaled site and parking plan (civil plans will suffice). The site plan must show the location of the proposed development and meet the requirements of the [County's Administrative Manual](#) for a basic site plan.
4. Architectural and Structural Plans that meet the requirements of the [County's Administrative Manual](#).
5. Washington State Energy Code Forms - Commercial Structure.
6. Landscaping Plan.
7. Fire Concurrency Letter from South Whatcom Fire Authority.
8. Bicycle and vehicle parking plan. Also include
9. Civil Plans.
10. [Public Water and Sewer Availability Form](#)
11. A tree removal plan or documentation indicating no tree removal is proposed.

Staff Comments

Zoning (Title 20 & 21), Planning & Building – Nick Smith - NSmith@co.whatcom.wa.us

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above: All

Staff Comments:

The comments and referenced code sections below are intended to provide an overview of required zoning related permit application(s) and County regulations having the most impact to your proposal. These comments do not represent an exhaustive list of possible requirements that may apply to the proposal. Please refer to the Whatcom County Code (WCC) for full references and requirements.

Small Town Commercial (STC) – [WCC 20.61](#)

Staff Discussion: The subject parcel is zoned Small Town Commercial (STC), is an area designated within the County Comprehensive Plan as Rural Community (Sudden Valley) and is located within the Lake Whatcom Watershed Overlay (WCC 20.51). The following zoning use regulations apply:

- STC Purpose Statement.
 - o The Small Town Commercial Districts are located within rural communities and rural business areas identified in the Comprehensive Plan. This zoning district provides for an activity center where rural residents and others can gather, work, shop, entertain and reside. This district is to provide for a range of commercial uses and services to meet the everyday needs of rural residents and natural resource industries, to provide employment opportunities for residents of the rural area, and to provide goods, services, and lodging for travelers and tourists to the area. New development or redevelopment in an STC District located in a rural community designation is limited to that which is consistent with the character of the area on July 1, 1990, in terms of building size, scale, use, or intensity. New development in a rural business designation is limited to isolated small-scale businesses.
- Possible (STC) Permitted Use.
 - o **WCC 20.61.050** Permitted uses.
In a rural community designation, nonresidential uses listed below are permitted if a use of the same type existed in that same rural community designation on July 1, 1990, per WCC 20.80.100(1). In a rural business designation all uses are permitted. Residential type uses listed below are permitted in rural community and rural business designations.
WCC 20.61.056 Public and community type uses.
(3) Public and community facilities including police and fire stations, libraries, **community centers**, museums, public parks and recreational facilities identified in an adopted city or county Comprehensive Plan or Park Plan, activity centers, tourist information offices and other similar noncommercial uses, excluding correction facilities.
WCC 20.51.050 Lake Whatcom Watershed Overlay District Permitted Uses.
All permitted uses in the underlying zone districts are permitted except as expressly prohibited, made conditional, or further conditioned by this chapter.

Staff Discussion: The use of the building appears to meet the definition of a Community Center. Whatcom County defines a Community Center as:

WCC 20.97.030

"land and/or building(s) owned by a public agency or private nonprofit entity used for social, civic, educational, religious, or recreational purposes, which serves mainly the community where located; including but not limited to community halls and centers, grange halls, senior citizen centers, teen centers, youth clubs, field houses, and churches. The facilities are available for occasional public meetings. They may also have the minimal kitchen facilities required for occasional banquets. Private clubs as defined in this title are not included."

A Community Center is listed as a permitted use within the STC zone district. A Permitted Use is a principal use of a site allowed as a matter of right in conformance to applicable zoning, building and health codes, and not subject to special review or conditions under this ordinance beyond those specifically set forth in zoning district regulations. Please note, an indoor commercial recreational facility, such as a private fitness center is listed as a Conditional Use (i.e. requires a Zoning Conditional Use Permit), pursuant to WCC 20.61.201. In addition, commercial retail [recreational] and office type uses are subject to different and smaller maximum building size limits than public community types uses, as per in WCC 20.80.100.

As part of your building permit application, please provide a detailed project narrative describing how the proposed use will meet the County's definition of a Community Center and whether the space will be used by any other private business.

Applicable Zoning Development Standards:

Staff Discussion: The following zone district development standards apply to this proposal:

- Setbacks - [WCC 20.80.210](#), [20.51.340](#) & [20.61.600](#)
 - o Front: 20' Rear: 25' South Side: 25', North Side: 25'

Staff Discussion: The parcel is abutting to the Rural zone district and is subject to the buffer and setback requirements of WCC 20.61.600. Also note, other County regulations may be more restrictive than the above setback requirements (such as Shoreline, Building or Fire Codes). The most restrictive standards will apply to your proposal

- Maximum Building Size – WCC 20.61.321
 - o In a rural community designation, maximum allowable floor area for a building shall not exceed the floor area of the largest building of a use of the same type that existed in that same rural community designation on July 1, 1990, per WCC 20.80.100(1) except as provided in WCC 20.80.100(2).

WCC 20.80.100 LAMIRD requirements.

(1) Building Size in Rural Communities. Within areas designated in the Comprehensive Plan as rural community, which are limited areas of more intensive development as described in RCW [36.70A.070\(5\)\(d\)\(i\)](#), permitted maximum building sizes shall be in accordance with building sizes that existed in each area on July 1, 1990, as shown in the following table.

Maximum floor area per building, in square feet

(Maximum combined floor area for all buildings, in square feet)

	Retail/Office/Restaurant/ Lodging	Storage/ Warehouse	Auto/ Equipment Repair	Public/ Community	Manufacturing/Fabrication
Sudden Valley	6,348 (10,320)			30,140 (44,945)	

Staff Discussion: A community center is subject to the maximum building size limits of the Public/Community limits above. The maximum floor area for all allowed Public Community Buildings on this lot is limited to 44,945 square feet. Please provide the building floor area sizes of all existing and proposed buildings on this lot in your application narrative. A public community building that exceeds the above size limit is not permitted. As also stated in the use section, a private commercial recreation facility is subject to a different building size limit than a Community Center (i.e. the Public/Community maximum allowed building size limits above cannot be applied to a private recreation facility).

- Height limitations - WCC 20.61.450
 - o The maximum building height shall not exceed 45 feet except for spires and decorative towers on public/community buildings, schools, and churches, which shall not exceed 70 feet in height. Height of structures shall also conform, where applicable, to the general requirements of WCC 20.80.675.
- Lot Coverage WCC.20.61.500
 - o On a lot in a rural community designation, the combined floor area of all buildings shall not exceed that of a use of the same type that existed on a lot in that same rural community designation on July 1, 1990, per WCC 20.80.100(1) except as provided in WCC 20.80.100(2).
- Open Space: WCC.20.61.550
 - o At least 10 percent of the site shall be kept free of buildings, structures, hard surfacing, parking areas and other impervious surfaces.
- Buffer Area - WCC 20.61.600
 - o When a parcel situated within this district adjoins an Agriculture, Rural or Residential Rural District, or county or state roads designated as or proposed for improvements to principal arterial status, setbacks from property lines adjoining these districts shall be increased to 25 feet. Unless adjoining an Agriculture Zoning District, said area shall be landscaped consistent with the requirements of WCC 20.80.345.

Staff Discussion: The subject parcel abuts the Rural (R5A) zone district. Please provide a landscape plan that meets the minimum requirements of WCC 20.61.600. Note, existing vegetation may be used for a buffer, but must be shown on the landscape plan.

- Facility design: WCC 20.61.701
 - o Maximum Individual developments within a Small Town Commercial Zone District should be encouraged to accommodate additional commercial development on adjacent property in an integrated manner. Consistent

architectural treatment is encouraged. Each development shall screen roof-mounted mechanical equipment so as not to be visible by surrounding uses or roads.

Design of the proposed use in the Small Town Commercial Zone District shall be consistent with the scale and intensity of the existing uses in the area and consistent with the Comprehensive Plan rural land use chapter.GC Lot Coverage - WCC 20.62.450

- No more than 30 percent of a parcel shall be occupied by buildings or structures.
- Landscaping – WCC 20.61.702 and 20.80.300

Staff Discussion: A landscape plan must be provided with your permit application, pursuant to WCC 20.80.315. The landscape plan must contain the following elements:

- All requirements can be found in [WCC 20.80.300](#).

Plan Detail WCC 20.800.320 – The landscaping plan shall be to scale (1" = 20') and include:

- A legend.
- Number and location of trees to be planted.
- Number and location of all existing plants and trees on site.
- Names (species) of all plants and trees to be planted.
- The sizes of plants and trees at the time of planting.
- An indication of what existing trees will be removed.

WCC 20.80.320 & 20.80.380

- The plan shall contain an irrigation plan, lighting plan and root detail.

Buffer Plantings - WCC 20.80.345

- Buffers are required when the proposed use is in a commercial or industrial zone and is directly adjacent to and shares a common boundary with property in a rural or residential zone. They are normally 25 feet wide unless otherwise approved by the administrator upon receipt of a detailed planting plan prepared by a landscape architect or qualified landscape designer. Buffering plantings are intended to provide an all-season visual screen. Twenty-five-foot planted buffers shall, at a minimum, consist of two offset rows of predominantly coniferous trees at an average spacing of 15 feet triangulated on center or an equivalent effect. Some deciduous trees shall be included and shrubs may be interspersed to provide interlocking root structures to reduce windthrow.

Location and spacing of vegetation - WCC 20.80.325 & 20.80.350

- All open space must be landscaped and may consist of a combination of trees, lawn, ground cover, shrubs and up to 20% of a non-vegetative decorative pervious material. The plan must show the total open space calculation.
- One tree is required for every 2,000 square feet of open space including walkways or plantings along property lines. Natural habitat may be appropriate.

Deciduous tree rights-of-way - WCC 20.80.325

- Deciduous trees will also be required parallel to all public rights-of-way. Small trees will be spaced approximately 25 feet on center; medium trees, 35 feet on center; and large trees, 45 feet on center. Alternatively, informal clusters of coniferous or broad-leaved evergreen trees and/or deciduous trees may be used in an amount equivalent to a row of trees spaced 25 feet on center. Small, medium and large trees, shrubs and ground cover approved for use in county rights-of-way are listed in the [Whatcom County Development Standards, Chapter 5, Road Standards, Appendix I](#). Additional landscaping and screening is required as noted in other sections of this chapter.

Landscaping around parking areas - WCC 20.80.350

- A minimum five-foot wide landscape strip shall be provided around the perimeter of all parking areas. Natural or planted buffers may be considered to meet this requirement.

Parking modules - WCC 20.80.350

- The visual impact of parking areas shall be minimized by separating the area into modules that contain no more than 12 vehicles in a row. Each module shall be separated from other areas by a five-foot wide planting strip containing trees, shrubbery, or other ground cover in such substantial density as to break up long sight lines and overviews of parked cars.

Trash/storage areas - WCC 20.80.355

- Garbage disposal facilities shall be provided in accordance with applicable Whatcom County board of health rules and regulations (Chapter 8.10 WCC). All trash or garbage collection storage areas must be screened from view from adjacent streets and properties using a solid fence or wall a minimum of six feet high. The garbage collection service provider shall be provided opportunity to approve the location prior to permit approval.

Plant sizes at the time of planting - WCC 20.80.330

- The plan shall specifically state the planting sizes of all vegetation at the time of planting.
- Evergreen trees shall be a minimum height of five feet with an average height of six feet above the finished planting bed.
- Deciduous trees shall be at least one and one-half inches in caliper measured four feet above ground level.
- Shrubs shall be at least 21 inches in height above finished grade.

○ Plant choices - WCC 20.80.335

- Must be native to the area or can sufficiently adapt to our climate. All vegetation shall be to scale and compatible with uses in the immediate vicinity. The applicant shall also provide a desired diversity of species.

○ Special Requirements for individual zone districts - WCC 20.80.360

- References to front yard landscaping in subsections (1) through (6) of this section shall be based on the property line except where the county engineer determines the road is developed at its ultimate width, then the back of the sidewalk can be used.
- (2) 10 feet within the front yard setback and situated adjacent to the road shall be landscaped with vegetative material, except for driveways,

walkways and signs. The remainder of the front yard setback may be used for parking.

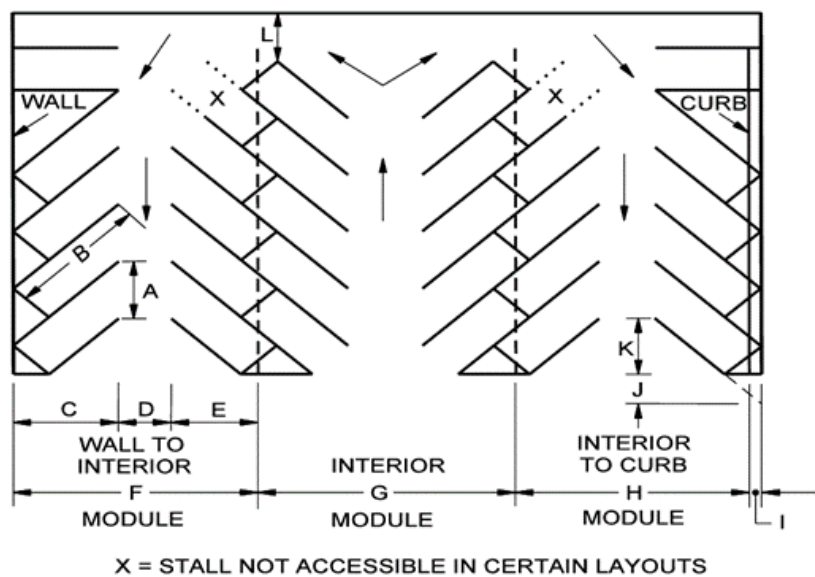
- Modifications - WCC 20.80.370
 - The zoning administrator may approve a modifications to the plan if the landscaping plan is prepared by a state of Washington licensed landscape architect.
- Installation and bonding - WCC 20.80.375
 - All landscaping and required irrigation shall be installed prior to occupancy. The county may accept a security consistent with [WCC 22.05.134](#) (Security mechanisms).

- Parking - WCC 20.61.703 & 20.80.500

Staff Discussion: A vehicle and bicycle parking plan must be provided. The plan must contain the following elements:

- See all requirements in [WCC 20.80.500](#).
- WCC 20.80.510 Parking space dimensions.
- WCC 20.80.580 and 20.80.590 Number of parking space requirements.

Staff Discussion: Please provide a parking analysis with your application submittal regarding intended parking demand for this use. Uses such as skating rinks and dance floors require 1 parking stall for each 100 square feet of floor area for the activity. However, uses may be subject to reduced parking and/or share parking requirements as per WCC 20.51.370. All parking stalls and aisle circulation must meet the below table unless amended in 20.51.370.



Dimension	Diagram Location	Parking Angle			
		45°	60°	75°	90°
Stall width, parallel to aisle	A	12.5	10.5	9.2	9.0
Stall length of line	B	27.6	23.6	21.0	18.0

Dimension	Diagram Location	Parking Angle			
		45°	60°	75°	90°
Stall depth to wall	C	19.4	20.3	20.0	18.0
Aisle width between stall lines	D	12.1	12.8	23.0	20.0
Stall depth, interior	E	16.4	18.0	19.0	18.0
Module, wall to interior	F	47.9	55.1	62.0	63.0
Module, interior	G	44.9	53.1	61.0	63.0
Module, interior to curb face	H	45.9	52.5	59.4	60.0
Module, interior to curb face	I	2.0	2.3	2.5	2.5
Offset	J	6.6	2.5	0.7	0
Setback	K	13.1	9.2	4.9	0
Cross aisle, one-way	L	14.1	14.1	14.1	14.1
Cross aisle, two-way	---	20.0	20.0	20.0	22.0

o WCC 20.80.527 Bicycle Parking Facilities

(1) Bicycle parking facilities shall be provided in all developments within an urban growth area (UGA) or limited area of more intensive rural development (LAMIRD) requiring 10 or more parking stalls pursuant to and as identified in WCC 20.80.505 (General requirements), except for single-family and two-family residential dwellings and agricultural uses or where these requirements are waived per subsection (5) of this section.

(2) Each such development shall provide a number of bicycle parking spaces in accordance with the following:

(a) Short-Term Bicycle Parking. If a land use or development project is anticipated to generate visitor traffic, the project must provide permanently anchored bicycle racks within 100 feet of the visitor's entrance. To enhance security and visibility, the bicycle racks shall be readily visible to passersby. The bicycle capacity of the racks must equal an amount equivalent to five percent of all required off-street vehicle parking, as identified in WCC 20.80.580 (Parking space requirements) and WCC 20.80.590 (General interpretations). There shall be a minimum of one rack with capacity for two bicycles.

(b) Long-Term Bicycle Parking. Such developments shall provide secure bicycle parking for five percent of all required off-street vehicle parking spaces, as identified in WCC 20.80.580 (Parking space requirements) and WCC 20.80.590 (General interpretations). There shall be a minimum of one

long-term bicycle parking space. Acceptable parking facilities shall be convenient from the street and include one or a combination of the following:

- (i) Covered, lockable enclosures with permanently anchored racks for bicycles.
- (ii) Lockable bicycle rooms with permanently anchored racks.
- (iii) Lockable, permanently anchored bicycle lockers.
- (iv) In the case of multifamily residential development, a standard garage is sufficient, if available.

(c) Reduction of Vehicular Parking Spaces. The number of vehicular parking spaces required by WCC 20.80.580 may be reduced by the number of bicycle parking spaces required by subsections (2)(a) and/or (b) of this section, though may not be reduced by more than that required even if the applicant provides additional bicycle parking spaces.

(3) Bicycle Racks. Required bicycle parking may be provided in floor, wall, or ceiling racks. Where required bicycle parking is provided with racks, the racks must meet the following requirements:

- (a) The bicycle frame and one wheel can be locked to the rack with a high-security U-shaped shackle lock if both wheels are left on the bicycle.
- (b) A bicycle of six feet in length can be securely held with its frame supported so that the bicycle cannot be pushed or fall in a manner that will damage the wheels or components.

(4) Parking and Maneuvering Areas.

- (a) Bicycle parking facilities shall be installed in such a way as to not impede pedestrian or vehicular movement.
- (b) Each required bicycle parking space must be accessible without moving another bicycle. There must be an aisle at least five feet wide adjacent to all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way. The area devoted to bicycle parking must be hard surfaced.
- (c) If required bicycle parking is not visible from the street or main building entrance, a durable sign must be posted at the main building entrance indicating the location of the bicycle parking.

(5) The director may waive the requirements of this section for individual applications if it can be shown that the use would not attract nor serve cyclists, whether customers or employees.

(6) Developments not required to provide bicycle parking per subsection (2) of this section, but voluntarily choose to do so, may avail themselves of the reduced vehicular parking standards allowed by subsection (3) of this section so long as they meet all the requirements of this section. However, in no instance shall vehicular parking be reduced by more than 25 percent.

**State Environmental Policy Act - SEPA (Title 16.08) – Nick Smith -
NSmith@co.whatcom.wa.us**

Site Specific Submittal Requirements for a Complete Application: Yes No
If Yes, see reference numbers above: 1 & 7

Staff Comments:

This project will require that you submit a SEPA checklist with your permit application, pursuant to WCC 16.08.070(3). In addition, please provide a letter of concurrency from South Lake Whatcom Fire Authority as per WCC 20.80.212. You can contact Mitch Nolze with South Whatcom Fire Authority to obtain this will serve letter

**Plans Examiner Building Code (Title 15) - James Dallas -
JDallas@co.whatcom.wa.us**

Site Specific Submittal Requirements for a Complete Application: Yes No
If Yes, see reference numbers above: 2,3,4 & 5

Staff Comments:

Project Review Discussion

The current proposal is for a new community center.

Plans and Studies Submitted and Reviewed

These conditions are based on review of the following documents that were submitted by the applicant:

- Whatcom County Zoning Pre-Application Meeting Application;
- Project narrative;
- Preliminary site plans.
- Preliminary floor plan page.

Conditions of Approval

Building Services has reviewed the application and the following conditions are required for approval:

1. A commercial building permit is required for this project. It will be reviewed under the most current adopted edition of the International Building Code (IBC) and must comply with all other applicable codes and ordinances adopted by Whatcom County.
2. A Building Permit pre-screen will be required prior to submittal for permit to determine submittal completeness. Contact Nick Smith at NSmith@co.whatcom.wa.us to set up a screening. When you have completed your screening and have completed any requirements indicated on your screening form, you may submit for permit submittal. The commercial building permit application form is available on-line at Building Services Official Website under Quick Links > Applications/Forms.

Additional Review Comments

During this review Building Services noted the following initial Building Permit conditions for approval. They are subject to change and additional conditions will be included when more detailed plans are submitted.

1. The following requirements/findings are from the 2021 IBC.
 - a. Preliminary occupancy classifications
 - A3, Occupancy Loads TBD.
 Existing shall meet the requirements of IBC Chapter 10 – Means of Egress. Maximum occupant load shall be determined and proper egress widths shall be shown on plans. Bathrooms shall be determined by occupant load per IBC table 2902.1
2. WSEC-Commercial Energy Code pathway shall be determined by applicant. Semi-heated spaces shall conform to C402.1.1.2 achieving the 50% reduction in required credits per 401.3.3.

3. The site and building shall meet the barrier-free, handicap accessible requirements of IBC Chapters 10, 11 and Appendix E; ICC/ANSI A117.1-2017; and WAC 51-50.
4. Heating, cooling and lighting shall comply with the current adopted edition of the WA State Energy Code (WSEC).
5. Ventilation shall comply with the current adopted edition of the International Mechanical Code (IMC).
6. This project requires Electric Vehicle Charging per 2021 IBC sec. 429.
7. Refer to the attached General Conditions for Commercial Buildings for additional building permit requirements.

If there any questions or comments regarding these comments, please do not hesitate to contact me at 778-5966 or by email JDallas@whatcomcounty.us.

Health (Title 24) - Sarah Cierebiej - SCierebi@co.whatcom.wa.us

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above:

Staff Comments:

Barn 6 has an existing drinking water supply and sewage disposal connection from Lake Whatcom Water and Sewer District. Health Department has no submittal requirements at the time of application.

Fire (Title 15) - Ron Booth - RBooth@co.whatcom.wa.us

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above: 2,3 & 4

Staff Comments:

Whatcom County Fire Marshal's Office has reviewed the proposed project referenced above in accordance with WCC 15.04.010 Adoption of referenced codes and WCC 15.04.040 Amendments to the International Fire Code.

These comments are for a new 13000sf Event Center.

Fire Flow and Fire Hydrants

Fire flow is required to be a minimum of 1500 gallons per minute at 20 psi for 1 hour in duration. IFC Chapter 5 sec. 507 & appendix B

Separate fire permit will be required for the installation of fire hydrants, fire department sprinkler connection lines, and underground piping. U licensed contractor is required.

Fire hydrant is required at the entrance to the property. Additional fire hydrants shall be spaced along the access road every 400 feet for the entire distance of the road. IFC Chapter 5 sec. 507 & appendix C

Access road in front of fire hydrants are required to be 26 feet wide curb to curb for 40 feet in length, centered on the hydrant. IFC Chapter 5 sec. 507 & appendix D sec. D103.1

Contact Local Fire Department discuss location of FDC for this building so as not to impeded usage if need be.

Access Roads

Access roads are required to be a minimum of 20 wide. Show accurate representation on site plan. If the buildings eave heights are 30 feet or greater then the minimum road width is 26 feet wide for fire truck aerial apparatus function for the full length of the front of the building.

Access road shall be within 150 feet of all portions of the buildings.

Fire Apparatus turn-a-round is required to be shown at the end of the access road and any dead-end access road over 150 feet in length.

Fire Access Gates

If applicable, all gates shall be set back from the County right-of-way by 30 feet to provide adequate space for emergency vehicles to park and not obstruct the road. Fire Access gates shall be a minimum 20 feet wide if single access. Fire Access Gate shall be provided with an approved optical sensor or approved fire access key box. IFC Chapter 5& appendix D103.5 and Whatcom County Code Title 15. Separate permit required from the Fire Marshall's Office.

Fire Lanes

Fire Lane No Parking signs shall comply with and be posted on each side of the road for road widths 20' to 26' in width. IFC Chapter 5, appendix D sec. D103.6

Fire Sprinklers and Fire Alarm

This building shall be protected by an NFPA Sprinkler and Fire Alarm system. Separate Fire Construction Permits for each will be required.

Emergency Responder Radio Coverage

This building shall comply with the requirements of the IFC Chapter 5 sec. 510 for emergency responder radio coverage. Separate Fire Construction Permit required.

Fire Building Access Key Box

A Fire Access Key Box shall be provided per requirements of the IFC chapter 5 sec. 506 This memo is Hi Level and based on the information provide.

More requirements or conditions may be required or changed when full submit is reviewed.

Wetlands & HCA (Title 16) – Nathan Goldschmidt - NGoldsch@co.whatcom.wa.us

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above:

Staff Comments:

The proposed project will occur over existing impervious development. As such, no impacts to wetlands, habitat conservation areas and associated buffers will likely occur.

Shorelines (Title 23) – Rhys Butt – rbutt@co.whatcom.wa.us

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above:

Staff Comments:

Lake Whatcom is regulated pursuant to the Washington State Shoreline Management Act (SMA) and the Whatcom County Shoreline Management Program (SMP). The subject parcel is within Shoreline Jurisdiction within the Urban shoreline designation.

The proposed replacement within the same footprint is permissible within the Urban Shoreline Jurisdiction, as long as it complies with all bulk and dimensional requirements per WCC 23.40.020 (maximum height of 35'). A shoreline exemption will be required.

Geohazards (Title 16) – Andy Wiser – awiser@co.whatcom.wa.us

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above:

Staff Comments:

Pre-Application Meeting Comments
And Site-Specific Submittal Requirements

The proposed development activity is located in an alluvial fan hazard area regulated pursuant to Chapter 16.16, Article 3 of the Whatcom County Critical Areas Ordinance. However, Whatcom County Code, Chapter 16.16.345(D), allows accessory structures not involving human occupancy in an alluvial fan hazard area. Assuming no human occupancy is proposed for the community center, the proposed replacement project may be approved as proposed with no additional conditions of approval or requirements for additional information in consideration of Article 3 of the Whatcom County Critical Areas Ordinance.

**Stormwater/Watersheds (Title 20) – Michael Kershner –
mkershne@co.whatcom.wa.us**

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above: 9 & 11

Staff Comments:

The proposal consists of the removal and replacement of the existing "Barn 6" (13,000 sq. ft. in size). The project is located within the Lake Whatcom watershed and is subject to the requirements of WCC 20.51.

WCC 20.51.420 requires projects which add or replace more than 200 sq. ft. of hard surface shall provide a phosphorus limiting stormwater plan. The project proposes to remove the existing building; therefore, the footprint of the structure is considered replaced hard surface. At the time of permit submittal, a stormwater design which is consistent with WCC 20.51.420(2)(c) or (d) is required. The stormwater plan may require consultation with a licensed civil engineer.

WCC 20.51.440 limits tree removal associated with development. The submitted materials do not indicate whether trees will be removed or not. If no tree removal is proposed, please add language to a future narrative or site plan which states that no tree removal will occur. If tree removal is proposed, a tree canopy removal plan, per WCC 20.51.440 will be required.

At the time of permit submittal, the following documentation is required:

- A stormwater design which is consistent with WCC 20.51.420(2)(c) or (d).
- A tree removal plan or documentation indicating no tree removal is proposed.

If you, or the applicant, should have any questions, feel free to contact me at 778-5948 or at mkershne@co.whatcom.wa.us.

Public Works Eng Stormwater & Traffic (Title 12, 20, & 21, WCDS Chapter 2 & 5) – Chelsea Yarbrough - CYarbrou@co.whatcom.wa.us

Site Specific Submittal Requirements for a Complete Application: Yes No

If Yes, see reference numbers above: 9

Staff Comments:

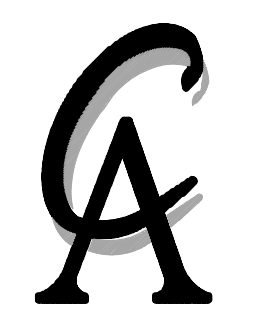
This proposed development is located in the designated Lake Whatcom Overlay District Stormwater Area; therefore, the improvements are subject to the stormwater requirements of **WCC 20.80.630(1)(b)** and **WCC 20.51**.

At the time of permit submittal, a Stormwater Site Plan (SSP) which is consistent with the stormwater requirements per **WCC 20.51.420** is required. This design may require consultation with a **Washington State Licensed Civil Engineer, as required by WCC 20.51.420(2)(d)**.

If a private on-site stormwater facility is proposed and approved the developer shall complete and record a **Declaration of Covenant and Grant of Easement** for stormwater maintenance purposes in accordance with **WCC 20.51.420(3) (a-c)**.

WCC 20.51.440 limits tree removal associated with development. The submitted materials do not indicate whether trees will be removed or not. If no tree removal is proposed, please add language to a future narrative or site plan which states that no tree removal will occur. If tree removal is proposed, a tree canopy removal plan, per **WCC 20.51.440** will be required.

Whatcom County Planning and Development Services
Received
 By: echamber
 Date: 10/21/2025



CARLETTI ARCHITECTS P.S.
 architecture & planning
 116 EAST FIR STREET
 SUITE A
 MOUNT VERNON, WA. 98273
 Phone: (360) 424-0394
 Fax: (360) 424-5726

A NEW FACILITY FOR:
 SUDDEN VALLEY
 BARN 6 REPLACEMENT

25-906
 PROJECT NUMBER:

REVISIONS:
 OCT PRE-APP

SHEET TITLE:

SITE PLAN

QUINTIN SUTTER
 PROJECT MANAGER:

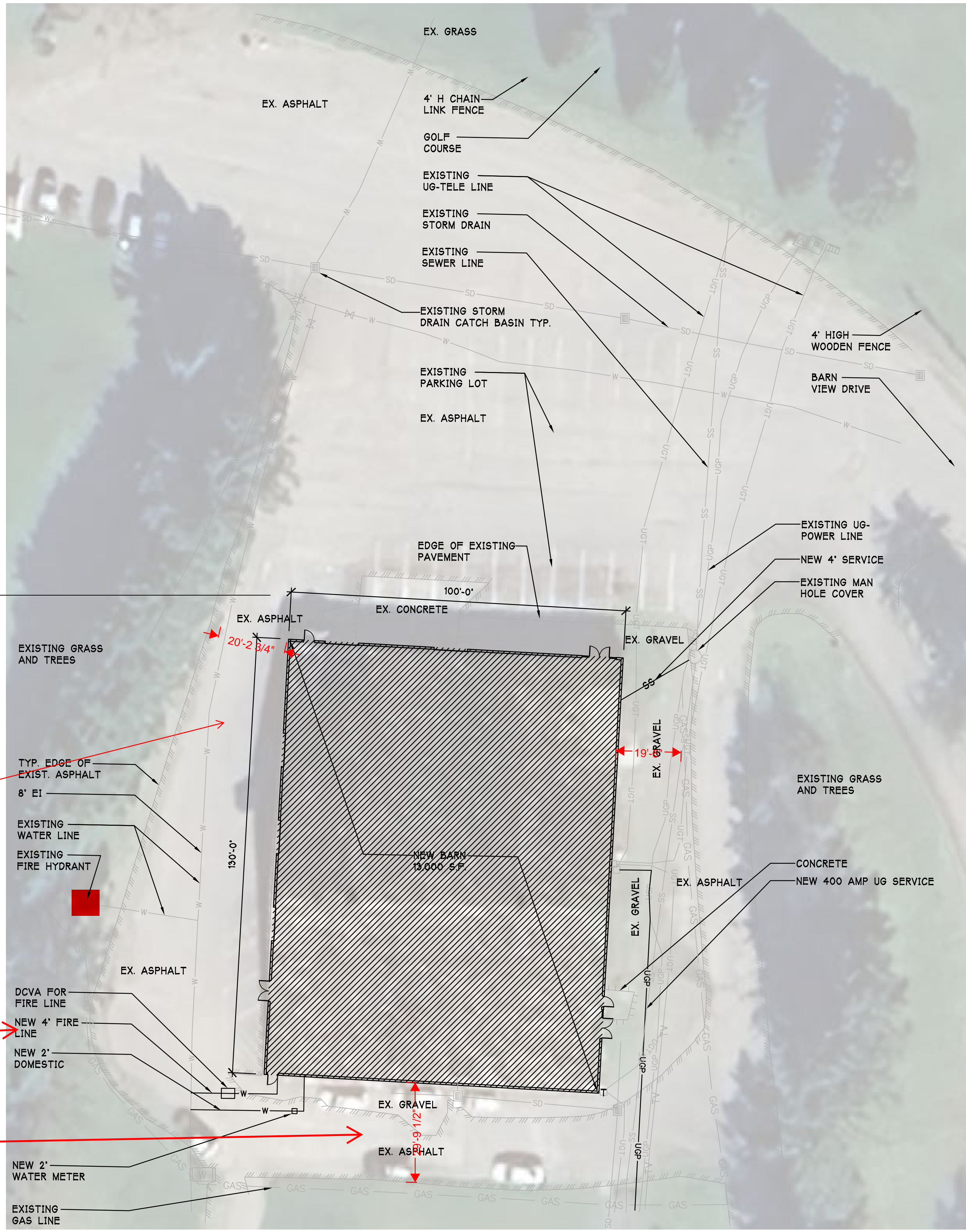
ISAIAH CORP
 DRAWN BY:

QUINTIN SUTTER
 CHECKED BY:

MAY 7, 2025
 DATE

S:\ARCH\25-906 SV BARN6REV
 COMPUTER FILE NAME

A-1.0



Fire Hydrant

SECTION 429
 ELECTRIC VEHICLE
 CHARGING
 INFRASTRUCTURE

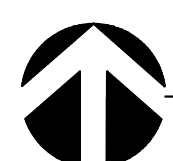
JD-12/18/25
 Provide all ADA
 Parking/Charging
 and Pathways.

PRE-APP SITE PLAN NOTES.
 1. SITE PLAN IS GENERIC IN NATURE FOR PRE-APP DISCUSSION.
 2. SITE PLAN IS BASED ON AN EXISTING SURVEY MAP AND AERIAL PHOTO

Access roads are required to be a minimum of 20 wide.
 Show accurate representation on site plan. 26' if eave height
 is 30' or greater.

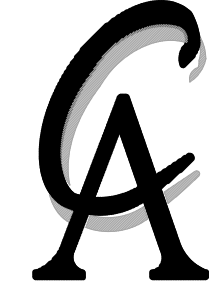
Contact Local Fire Department discuss location of FDC for
 this building so as not to impeded usage if need be.

Potential Fire Lane Posting



SITE PLAN

SCALE: 1"=20'-0"



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 architecture & planning
 116 EAST FIR STREET
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 MOUNT VERNON, WA. 98273
 Phone: (360) 424-0394
 Fax: (360) 424-5726

A NEW FACILITY FOR:
 SUDDEN VALLEY
 BARN 6 REPLACEMENT
 98229

22-607
 PROJECT NUMBER:

REVISIONS:
 2-3-21 PRELIM. SET

SHEET TITLE:
 FLOOR PLAN

PJC
 PROJECT ARCHITECT:
 DAVID WILSON
 DRAWN BY:

PJC
 CHECKED BY:
 JANUARY 31, 2022
 DATE

S:\ARCH\22-607 SVBARN6
 COMPUTER FILE NAME

A-2.0

EXIT PLAN NOTES.

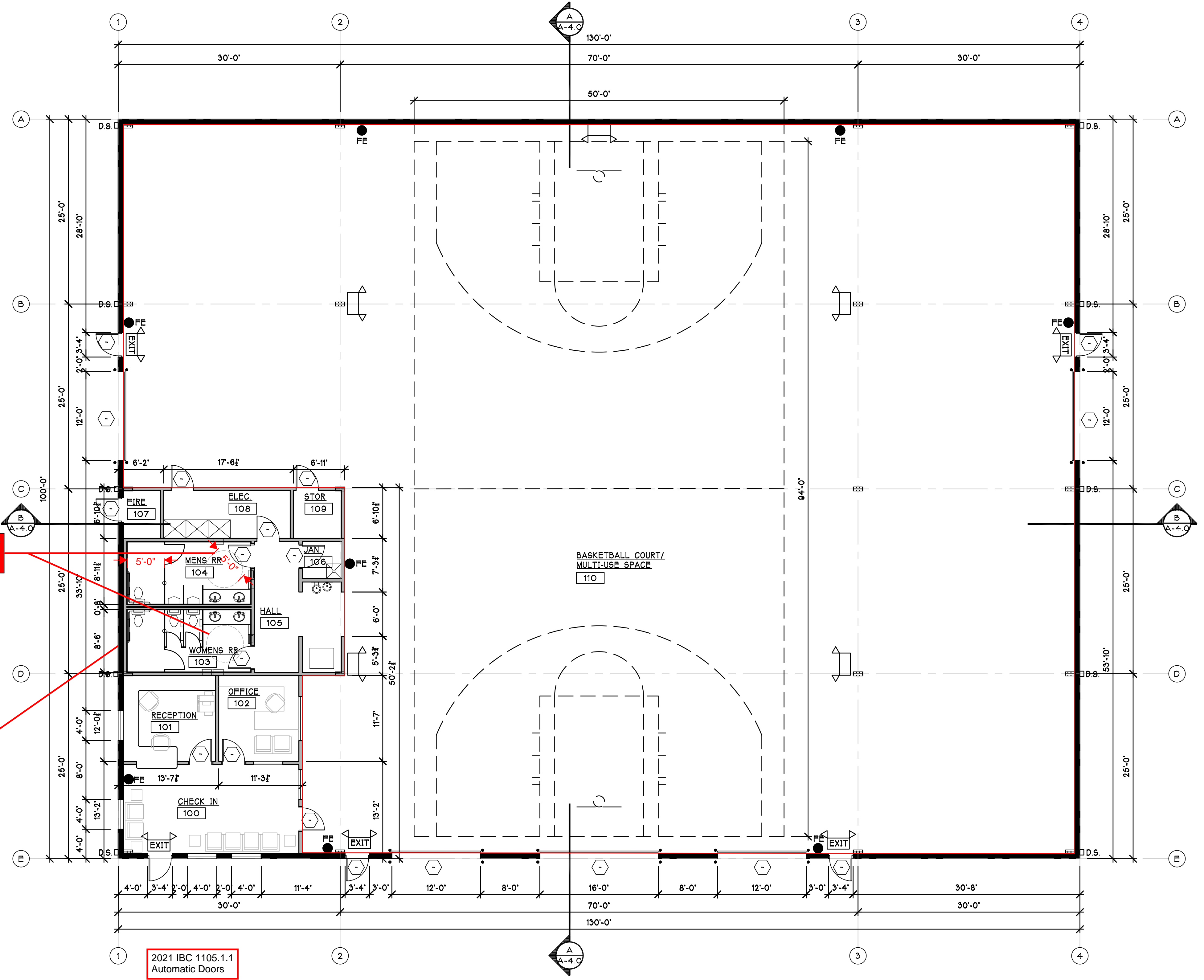
- PER 1006.2.1 TRAVEL DISTANCE TO COMMON PATH OF TRAVEL W/ SPRINKLER SYSTEM < 100'-0" [OK]
- PER 1017.2 OVERALL EXIT TRAVEL DISTANCE < 250'-0" WITH SPRINKLERS FOR [A OCC] [OK]
- EXITS ARE ALL GREATER THAN 1/3 THE DIAGONAL DISTANCE APART WHERE THERE IS REQUIRED TO BE MORE THAN ONE EXIT.
- PER 1005 EGRESS WIDTH PER OCCUPANT SERVED XX OCCUPANTS (PER COVER SHEET) (20) INCHES PER OCCUPANT PER TABLE 1005.1 WITH [A] OCCUPANCIES XX X (20) * X'. WE PROVIDE 5 EXIT DOORS X (34') * 17' WHICH IS > X' [OK]
- MINIMUM NUMBER OF EXITS FOR OCCUPANT LOAD (SECTION 1010.1) OCCUPANT LOAD IS X AND FOR OCCUPANT LOADS < 500 OCCUPANTS TWO EXITS REQUIRED (5) EXITS ARE PROVIDED AND DOORS SWING OUT. [OK]
- INSTALL EXIT LIGHTS & FIRE EXTINGUISHERS SHOWN ON PLAN AND AS DIRECTED BY THE FIRE MARSHALL

FLOOR PLAN NOTES.

- CONFIRM ALL ROUGH OPENINGS FOR DOORS AND WINDOWS PRIOR TO FRAMING AND ORDERING
- SEE METAL BUILDING DRAWINGS FOR LOCATION AND INFORMATION ON STEEL MAIN FRAMES AND BASE PLATES.

FLOOR PLAN LEGEND

- [EXIT] DIRECTIONAL EMERGENCY EXIT SIGN HARDWARE W/ BATTERY BACKUP
- [EXIT] COMBINATION EXIT SIGN/EMERGENCY LIGHTING WITH BATTERY BACKUP HARDWARE
- [EXIT] EMERGENCY LIGHTING W/ BATTERY BACKUP HARDWARE
- FE 2A 10BC FIRE EXTINGUISHER SEE FLOOR PLAN FOR LOCATIONS 75 FEET MAX TRAVEL DISTANCE
- ⊗ DOOR NUMBER SEE SHEET A-2.3 FOR SCHEDULE
- ◇ WINDOW NUMBER SEE SHEET A-2.3 FOR SCHEDULE
- XXX ROOM FINISH TAG SEE SHEET A-2.3 FOR SCHEDULE
- D.S. DOWNSPOUT CONNECT TO CIVIL TIGHTLINE TYP.
- [METAL] METAL BUILDING MAIN FRAME (SEE METAL BUILDING DRAWINGS)
- EXTERIOR METAL BUILDING 24 GA. MTL. SIDING O/ R-21 CONTINUOUS PIP RIGID INSULATION. TAPE ALL SEAMS TYP. O/ 8-1/2" MIN. Z GIRTS PER MTL. BLDG. SUPPLIER (MANF. TO VERIFY SIZE/GAUGE)
- INTERIOR 6" OR 3-5/8" STEEL STUDS 30 MIL. Ø 16" O.C. W/ R-11 SOUND BATT INSULATION W/ 1/2" GWB EA. SIDE. FRAME TO CEILING ABOVE TYP.
- [R.] (2) TOTAL 175,000 BTU GAS UNIT REZNRN HEATER SUPPORT FROM FRAMES ABOVE W/ UNISTRUT GAS LINE TO HEATERS TO BE 1-1/4" BLACK PIPE TO EA. LOCATION SEPARATE LINES FOR EACH UNIT. MAX. LENGTH OF PIPE TO BE 225'



FLOOR PLAN

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

See occupancy designation comments and verify exits and widths.

Provide fire lighting and exiting plan for review at time of application.

[F] 907.2.1 Group A.

[F] 907.2.1.1 System initiation in Group A occupancies with an occupant load of 1,000 or more.

ADA Circular space incorrect. See A117 304.3

? Wall sections and material specifications required.

JD-12/18/25 Bathrooms do not meet minimum requirements per occupant loads.

JD-12/18/25
 C402.1.1.2 Semi-Heated Buildings and Spaces
 The building envelope of semi-heated buildings, or portions thereof, shall comply with the same requirements as that for conditioned spaces in Section C402, except as modified by this section. The total installed output capacity of mechanical space conditioning systems serving a semi-heated building or space shall comply with Section C202. Building envelope assemblies separating conditioned space from semi-heated space shall comply with exterior envelope insulation requirements. Semi-heated spaces are not required to comply with the opaque wall insulation provisions of Section C402.2.3 for walls that separate semi-heated spaces from the exterior or low energy spaces. Fenestration that forms part of the building thermal envelope enclosing semi-heated spaces shall comply with Section C402.4. Semi-heated spaces shall be calculated separately from other conditioned spaces for compliance purposes. Opaque walls in semi-heated spaces shall be calculated as fully code compliant opaque walls for both the target and proposed for the Target UA calculations for Component Performance compliance per Section C402.1.5, and for the Baseline Building Design for Total Building Performance compliance per Section C407. The capacity of heat trace temperature maintenance systems complying with Section C404.7.2 that are provided for freeze protection of piping and equipment only shall not be included in the total installed output capacity of mechanical space conditioning systems.
 EXCEPTION: Provided the total installed heating output capacity of mechanical space conditioning does not exceed the criteria for semi-heated space as defined in Section C202, a semi-heated building or space may comply with this section when served by heat pumps without electric resistance back up and connected to a heating only thermostat.

JD-12/18/25
Item 2 - Parking
 Section 429 Electric Vehicle Charging Infrastructure
 429.2 Electric Vehicle (EV) Charging Infrastructure
 Buildings and accessory structures shall be provided with EV charging stations, EV-Ready parking spaces, and EV-capable parking spaces in accordance with Table 429.2. Calculations shall be rounded up to the nearest whole number. Where a building contains more than one occupancy, the electric vehicle charging infrastructure percentages of Table 429.2 shall be applied to the number of spaces required for each occupancy.
 429.2.1 EV Charging Stations and EV-Ready Parking Spaces
 429.2.2 EV-Capable Parking Spaces

JD-12/18/25
 Provide Fossil Fuel energy code credit pathway.
C401.3 Fossil Fuel Compliance Path
 Buildings complying with the fossil fuel compliance path shall comply with the prescriptive compliance path of this code as defined in Item 1 of Section C401.2, and as modified by this Section C401.3.
C401.3.3 Additional Efficiency Credits
 The number of additional efficiency credits required by Table C406.1 shall be increased by the number required in Table C401.3.3, modified as permitted in this section, and is in addition to the energy efficiency credits and load management credits required by Section C406

2021 IBC 1105.1.1 Automatic Doors

JD-12/18/25
 303.4 Assembly Group A-3
 Diagram
 Group A-3 occupancy includes assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to:
 Community halls;
 Gymnasiums (without spectator seating);
 Assembly without fixed seats
 Concentrated (chairs only—not fixed)
 7 net = (1618 Occupants)
 Standing space
 5 net = (2265 Occupants)
 Unconcentrated (tables and chairs)
 15 net= (755 Occupants)

BUILDING	JD-12/18/25	YES
Item 1 - Space Conditioning	Question: Does the county allow for semi-heated spaces?	YES
Question:	Can interior spaces restrooms and community room be fully conditioned while the open court be non-conditioned?	
Item 2 - Deferred Submittals	Question: Can mechanical design be deferred or required at permit submittal?	YES
Question:	Can electrical design be deferred or required at permit submittal?	



PROFESSIONAL SERVICES CONTRACT

A. PARTIES: This contract is between CARLETTI ARCHITECTS, P.S., hereinafter referred to as “Architect”, and Sudden Valley Community Association hereinafter referred to as “Client”.

B. PROJECT INFORMATION:

Project Name: Barn 6 Pavillion Job #: 25-906.1

Project Location: 10 Barn View CT, Bellingham, WA 98229

C. PROJECT DESCRIPTION: PROJECT DESCRIPTION:

In 2023 a simple Pavillion was proposed for Barn 6 replacement. This included a cost estimate of the construction work. Client would like to revisit this concept but make some floor plan changes which include:

- Delete/ combine some rooms
- Adding ADA stalls to current layout
- Adding kitchen, showers, storage, family bathroom, generator and meeting rooms to the overall space.

The building will be a pre-engineered metal building (PEMB) which will need contractor assistance on design once selected. The design will follow PEMB guidelines but actual manufacture of building is not in Architects scope. Mechanical discussion will be made on semi-heating the open court space while fully enveloping the building. The smaller spaces will be fully conditioned.

In addition to client changes some modifications will be made as required to meet county code based on the completed pre-application meeting. Such items include justifying/ verifying existing parking, New EV parking charging stations, Shoreline exemption, SEPA and general stormwater justification and water control/ quality.

It is assumed that the Client will approach this project as designed build. Design Development drawings will be completed to develop the overall construction scope. Assistance will be provided for client to interview and select a General Contractor to provide design build services. The drawings will be further development for constructability and county permit submittal. Some construction administration will be provided but assume the design build contractor will handle most of the client needs during construction.

D. SCOPE OF SERVICES: Based upon the terms set forth below this contract, including the General Terms and Conditions set forth in Exhibit A attached hereto, Client has retained Architect, and Architect

has agreed to provide to the Client, the following professional services with respect to the project referenced above:

Task One – Architectural Design Development

- Refinement/ changes to floor plan based upon Client input and county pre-app
- Refinement/ changes to site plan based upon Client input and county pre-app
- Preliminary building elevations
- Preliminary building sections
- Refinement/ changes to building elevations, based upon Client input
- Coordination with Client
- Coversheet with general code research and code information
- Preliminary RCP for Contractor bidding
- Preliminary door, window and finish schedules for contractor bidding
- Coordination with sub-consultants
- 3 meetings with Client

Task Two – Architectural Bidding Assistance

- Provide complete Design Development set for Contractor bidding
- Assist in procurement of contractor bids
- Assist in contractor interviews
- Assist in reviewing contractor bids
- Assist in final selection of contractor

Task Three – Architectural Construction Documents

- Final complete package for building permit and constructability
- Changes based on contractor VE options
- Coordination with design build electrician
- Coordination with design build mechanical
- Coordination with Civil engineer
- Initial Energy/ Envelope credit research

Drawings and Tasks to include:

- Cover sheet, general notes and code research.
- ADA details and callouts
- Floor plan with notes, dimensions and call-outs.
- Reflected ceiling plan with notes and call-outs
- Roof plan with notes and call-outs
- Door, window and finish schedule.
- Exterior building elevations.
- Two (2) building cross sections.
- Two (2) building wall sections.
- Details as required for permit submittal

Task Four – Architectural Permitting

- Preparation of permit forms
- Preparation of energy code documents
- Coordination of permit submittal with sub-consultants
- Assistance to Civil engineer on SEPA

- Permit submittal to Whatcom County and response to County review comments

Task Five – Architectural Construction Administration

- (8) site visits during construction, which includes (6) site visits during construction and (1) pre-construction and (1) punch list meeting.
- Review of shop drawings and submittals
- Response to contractor’s RFI’s
- Issuance of clarification sketches

Task Six – Structural Engineering

- Stamped gravity and lateral calculations
- Foundation plan
- Foundation details
- Lower ceiling framing plans
- Shear wall framing plan and Shear wall details
- Response to Review Authority comments
- Response based on final pre-engineer drawings
- Review of shop drawings and submittals
- Response to contractor RFI’s
- Issuance of clarifications sketches

- E. EXCLUSIONS:** Survey, Traffic Engineering and report, Civil Engineering, Mechanical Engineering, Electrical engineering, Landscape Architect, Environment/ Wetland consulting, Geotechnical report, Exterior building envelope consultant, Interior Design, 3D rendering or marketing material. The following Task descriptions are excluded but provided as guidance for owner procurement of sub consultants.

Task Seven – Civil Engineering (Excluded Owner to Coordinate)

- Drainage report/ memo based on county requirements
- Proposed utilities plan including: water, fire line, sewer system, storm water, power and telephone.
- Site survey to verify existing parking count
- SEPA application
- Shoreline exemption application
- Coordination of new EV parking stall locations
- Final construction documents including details
- Permit submittal to Whatcom County
- Response to County review comments
- Review of shop drawings and submittals.
- Response to Contractor’s RFI’s
- Issuance of clarifications sketches.
- Final record drawings

Task Eight – Mechanical Engineering (Excluded Owner to Coordinate)

- Assistance in mechanical equipment
- Assistance in WSEC energy credits

Sudden Valley Community Association- Barn 6 Pavillion
Professional Services Contract
March 19, 2026
Page 4 of 8

- Mechanical weights for PEMB coordination
- Mechanical permit drawings

Task Nine – Landscape Architect (Excluded Owner to Coordinate)

- Landscape plan as required by Whatcom County
- Coordination with client desired landscaping

F. COMPENSATION:

TASK	Schematics	FEE
1	Design Development - Arch	\$ 10,150
2	Bidding Assistance - Arch	\$ 5,500
3	Construction Documents - Arch	\$ 18,650
4	County Permitting - Arch	\$ 6,000
5	Construction Support - Arch	\$ 10,100
6	Structural Engineering	\$ 12,650
	Reimbursable	\$ 150
SUBTOTAL		\$ 63,200

* Includes 10% markup

***Includes 10% markup**

Billed Time and Materials not to exceed.

G. ADDITIONAL COSTS & REIMBURSABLES:

Large format copies	\$1.50 each
Mileage	\$0.7 per mile
Reprographics,	Cost plus 10%
Postage and delivery services	Cost plus 10%
Outside consultants	Cost plus 10%

Note: The Client should allow approximately \$150 for reimbursable including mileage, large format copies, photocopies, etc.

H. ADDITIONAL SERVICES: Changes to project scope could occur during the review process. Changes due to owner direction or local jurisdiction requirement (including added sub consultants) may result in added project scope. Additional services will be billed at hourly rates listed in Exhibit A. No additional services are to be billed without the prior written authorization of the Client.

APPROVED and ACCEPTED in accordance with General Terms & Conditions referred to as Exhibit A.

*Sudden Valley Community Association- Barn 6 Pavillion
Professional Services Contract
March 19, 2026
Page 5 of 8*

By: _____
Client or Client's Authorized Representative

Name: _____

Title: _____

Date: _____

By: _____
Carletti Architects, P.S.

Name: **Quentin Sutter**

Title: **President**

Date: _____

EXHIBIT A

GENERAL TERMS and CONDITIONS

Architect shall perform the services described in the Professional Services Contract attached hereto (“Contract”), together with the following Terms and Conditions unless otherwise agreed to in writing signed by both parties.

COMPENSATION: When compensation is based on hourly rates, the following rates shall apply. These rates are effective until 12/31/2025. Carletti Architects, P.S. reserves the right to modify such hourly rates after this date.

HOURLY RATES

Principal	\$185 per hour
Project Architect	\$175 per hour
Project Manager I	\$162 per hour
Project Designer I	\$160 per hour
Project Manager II	\$148 per hour
Project Designer II	\$128 per hour
Space Planner	\$140 per hour
Drafter	\$92 per hour
Clerical	\$50 per hour

PAYMENTS: Payments for services shall be due and payable monthly according to the billings issued in accordance with paragraph F of the Contract. Payments shall include the compensation for time spent to date plus additional costs and reimbursable as described in paragraph G of the Contract. Payments are due upon receipt of billing. Payments which remain unpaid over thirty (30) days past receipt by a Client shall bear late charges of 1.5% per month. If payments for amounts due under this Contract or any portion are not timely paid in accordance with the terms of the Contract, such Client agrees to pay all costs of collection, including reasonable attorneys’ fees, if the matter is placed in the hands of an attorney for collection. If suit shall be brought, jurisdiction and venue shall be in Skagit County, State of Washington.

TERMINATION: Either party upon seven (7) days written notice may terminate this agreement. In the event of termination by the Client, which termination is not due to the fault of the Architect, then the Architect shall be compensated for all services performed up to and through the termination date.

OWNERSHIP OF DOCUMENTS: The documents prepared by Carletti Architects, P.S. for this project are instruments of the Architect’s service for use solely with respect to this project, and unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall be permitted to retain copies, including reproducible copies of the Architect’s documents for the Client’s information, reference and use in connection with the project, but not in connection with any other project or building. The Architect documents shall not be used by the Client, or others on the project, for additions to the project or for completion of this project by others, unless the Architect is judged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Architect.

CLIENT INFORMATION: The Client shall provide full information including a program, setting forth the Client's design objectives, constraints and criteria, a legal description and certified land survey showing boundary and topography of the site and the services of soil engineers or other consultants when such services are deemed necessary by the Architect. The services, information, surveys, and reports required shall be furnished at the Client's expense and the Consultant shall be entitled to rely upon the accuracy and completeness thereof.

CONSTRUCTION: The Architect shall not have control or charge of, and shall not be responsible for, construction means and methods, safety precautions, acts or omissions or general performance of the contractor. Construction observation and administration of the contract by the Architect does not relieve the contractor of that responsibility.

STANDARD OF CARE: Services provided by the Architect under this agreement will be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same area. Upon notice to the Architect, by mutual agreement between the parties, the Architect will correct those services not meeting such a standard without additional compensation.

COST ESTIMATES: Cost estimates provided by the Architect are on the basis of experience, judgment, and available cost publications. Since market conditions and bidding procedures are not consistent from job to job, the Architect does not warrant that bids or as-built construction cost will not vary from the cost estimates provided by our firm.

CONTINGENCY COST: The Client and the Architect acknowledge that changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications and, therefore, that the cost of the project may exceed the construction contract sum. The Client agrees that the Client or Client's Agent will budget funds equal to 5% minimum of the actual construction cost as a contingency reserve to be used, as required, to pay for any such increased project costs. No claim will be made by a way of direct or third-party action against the Architect or the Architect's sub-consultants with respect to any payment incurred by the Client within the limit of the contingency reserve made to the construction contractors because of such changes or because of any claim made by the construction contractors relating to such changes.

INDEMNIFICATION: The Client shall indemnify and hold harmless the Architect. and all of its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expenses is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except Carletti Architect, P.S.), or anyone for whose acts any of them may be liable.

RISK ALLOCATION: In recognition of the relative risks, rewards, and benefits of the project to both the Client and the Architect, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause or causes, including, but not limited to those attributable to the Architect's negligence, error, omissions, strict liability, or breach of warranty, shall not exceed \$250,000 or 10 times our fee, whichever is less.

ALTERNATIVE DISPUTES RESOLUTION: In an effort to resolve any conflicts that arise during or following the completion of the Project, the Clients and the Architect agree that all disputes arising out of or relating to this Contract shall be submitted to non-binding mediation under auspices of the Construction Industry Mediation Rules of the American Arbitration Association unless the Parties

mutually agree otherwise, as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. Request for mediation shall be filed in writing with the other party to the Contract and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for longer period by agreement of the Parties or court order. The Parties shall share the mediator's fee and any filing fees equally. The mediation shall be held where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Claims, disputes, and other matters in question between the Parties that are not resolved by mediation shall be decided by arbitration which, unless the Parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to this Contract and with the American Arbitration Association. A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when the institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The Parties agree that Arbitration under this Agreement is an action subject to Washington State statutes of limitation.

MAINTENANCE/WEAR & TEAR: All structures are subject to wear and tear and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance are the sole responsibility of the Client. The Architect shall have no responsibility for such issues or resulting damage.

INSURANCE: The Architect shall obtain and maintain the minimum limits of liability insurance set forth below: Personal injury (bodily injury) affording limits of liability of \$1,000,000 for each occurrence, for personal injury (bodily injuries) or death suffered or alleged to have been suffered by any person or persons by reason of or in the course of performance under the agreement. Whether occurring by reason of negligent acts or omissions of the Architect, or any subcontractor, or both. Such insurance shall be maintained during the term of this agreement and shall include, if applicable completed operations and products liability coverage.

Property damage, affording limits of liability of \$1,000,000 for each occurrence, covering damages to property suffered or alleged to have been suffered by any person or persons by reason of or in the course of performance under agreement, whether occurring by reason of acts or omissions of the Architects or any sub-contractor, or both. Such insurance shall be maintained during the term of this agreement.

The Architects shall obtain and maintain professional liability insurance affording limits of liability of \$1,000,000 for each claim and \$1,000,000 annual aggregate, to protect the Architect from claims arising out of the performance under this agreement and caused by any negligent acts, errors, or omissions of any person or persons employed by the Architect or its agents, or employees.



PROFESSIONAL SERVICES AGREEMENT

Mar 28, 2026

CLIENT: JoAnne Jensen
Sudden Valley Community Association
4 Clubhouse Circle
Bellingham, WA 98229

PROJECT: Sudden Valley Recreation Center- Barn 6 HVAC
Bellingham, WA

SUBJECT: MECHANICAL ENGINEERING SERVICES FEE PROPOSAL

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

The project consists of a new 13,000 sq ft recreation barn that will include restrooms, a kitchenette, storage room and/or a meeting room, and a main multi-use space/ basketball court. This building is presumed to be a single story pre-fab metal building. Our scope will be to design a full HVAC system for the building including heat pump heating and ERV for ventilation. Restrooms will be ventilated. This project will be designed under the current 2021 WA State Building, Mechanical, and Energy Codes. Current energy code requires the entire building to be heated via heat pumps. We will perform load calculations, provide full HVAC engineered drawings and provide WSEC energy code forms as it pertains to mechanical only.

Our basic scope covers HVAC design only. However, if plumbing design for the restrooms, janitor closet and kitchenette is needed, a separate fee has been added below as an additional service. Plumbing would consist of domestic waste/water/vent piping to fixtures, and hot water to be provided by an electric tank water heater.

Construction administration, including RFI responses, contractor submittal review and contractor as-builts, is excluded under the basic scope but is listed under a separate line item below, if requested. Site visits would be additional services and charged as listed below.

Our basic scope will be to design full HVAC and Plumbing plans through the Permit/Construction Document stage. We will send to the Client, Permit documents for the Client to manage and submit for permit intake, including permit application and fees, to the City. We will then respond to Permit questions, comments and make the necessary revisions to the documents. Then send to the Client the final permit set for their use and resubmission to the City. This submittal will indicate the completion and fulfillment of this agreement. The Client shall take full responsibility and full liability for any changes made to these permit documents, where BEI is not involved in and/or has not been authorized by BEI. These set of documents are

8021 State Ave, Marysville, WA 98270

ph: (425)744-6033

website: www.beronaengineers.com

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for the sole purpose of this project and this project site, and shall not be used for any other site without BEI authorization. BEI will be the Engineer of Record and will place an Engineering seal on the documents for bidding and construction purposes.

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

Fees and Billings:

Our fee to perform this work is broken down as follows:

HVAC Design (Basic Scope):	\$6,500.00	
Plumbing Design (Add'l Service):	\$4,000.00	Initial _____
Construction Admin: Hourly NTE	\$2,500.00	Initial _____
Site Visit (each):	\$1,000.00 (each)	Initial _____

If Plumbing Design and/or CA is requested, please initial to indicate services are to be included.

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

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

Additional Services:

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

BEI Hourly rates are as follows:

Principal: \$225/hr, Senior Engineer: \$ 180.00/hr, Project Engineer/Sr. Designer: \$ 160.00/hr
 Designer/Revit: \$ 140.00/hr, CAD Operator: \$ 120.00/hr, Administration: \$ 85.00/hr.

Work not included:

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

Client to Provide and Responsible for:

1. Take out all Permits and order site inspections
2. Architectural backgrounds in pdf, CAD and/or Revit formats.
3. Site Utilities
4. Equipment cut sheets for all owner or by others specified equipment.

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Mar 28, 2026
Sudden Valley- Barn 6

- 5. Copying of our documents.
- 6. Distribution of our copied and original documents for each submittal.

TERMINATION OF SERVICES

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

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

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

INDEMNIFICATION

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

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

This proposal is good to the end of the day, Apr 28, 2026.

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

Sincerely,

Berona Engineers, Inc.



Rob Russell, PE
Principal

ACCEPTABLE TO SVCA:

By: _____ **Date:** _____



March 18, 2026
Proposal No.: 26-027

PNW Civil, Inc.
PO Box 30498
Bellingham, WA 98228

Attn: Tyler Andrews

RE: Subsurface Investigation for SVCA Barn Improvements, Sudden Valley, Washington
Geotechnical Consulting & Engineering Services

Dear Mr. Andrews:

NW Geologic, PLLC (NW Geo) thanks you for the opportunity, and respectfully submits the following proposal to provide a limited scope foundation investigation for the above-referenced project. We estimate the total cost of our services for this project to be **\$3,030.00**. All services will be provided on a *Time and Materials* basis. No work will be performed beyond the scope and cost estimate without your prior authorization.

We understand that an existing recreational barn near the Sudden Valley golf course is going to be reconstructed in a similar footprint. The improvements will include new pavement for parking and driving lanes and be supported by new foundations. We are requested by the project team to provide a limited scope subsurface investigation and report to complement the project design by other parties. From review of Whatcom County tax assessor's information, we do not know the year of the existing barn construction.

No development plans or topographic survey were provided for review prior to the composition of this proposal. NW Geo intends to perform a subsurface soil investigation by excavator test pit methods to determine soil type(s) for the purpose of determining foundation support, seismic design and pavement parameters. Our final product will be a limited-scope geotechnical report addressing existing conditions with recommendations for use in design by other parties. At present we are not requested to provide stormwater management recommendations.

If you wish to accept this proposal, we simply ask that you return a signed electronic copy of the service agreement enclosed. In closing, our experienced engineering geology staff will ensure the highest level of quality is brought to your project. We believe that our local staff and vast experience on projects of similar size and scope make NW Geo the clear team member of choice for this project. We look forward to working with you.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kurt Parker".

Kurt Parker, Owner
Licensed Engineering Geologist
NW Geologic, PLLC
Ferndale, Washington

Attachment(s): Services Provided, Cost Estimate, Assumptions, General Terms & Conditions, Service Agreement, 2026 Rate Sheet



Services Provided

The purpose of our services is to collect subsurface data in relevant areas of the proposed development that will be used to determine foundation support, seismic design and new pavement parameters. The final product will be an illustrated, limited-scope subsurface investigation report containing a summary of subsurface conditions with recommendations for use in design, as applicable. Our services will include the following:

1. Perform an initial review of publicly available data related to the site geologic conditions.
2. Mark and file a utility locate request per Washington State law. NW Geo is not responsible for mismarked or unlocatable utilities. We request any as-builts or other information related to existing utilities be provided prior to the primary field work.
3. Explore the soil and groundwater conditions underlying the project site by advancing 5 to 6 excavator supported test pits in relevant areas around the barn perimeter as access allows. We will advance the test pits in grass areas around the barn perimeter so the existing pavement is not compromised. Representative soil samples will be collected for laboratory analysis. Additional data may be collected through the use of Wildcat Dynamic Cone Penetrometer (DCP) methods, if required. No other landscaping beyond basic cleanup is planned for the test locations. Accordingly, the property owner must expect some disturbance by machinery and foot traffic across access and test locations. We understand that the Sudden Valley Community Association will provide a mini-excavator capable of reaching \pm 8 feet below existing grade and operator.
4. NW Geo will review the information collected during the subsurface investigation and perform analyses to develop recommendations for this project. Our findings, conclusions and recommendations will be summarized in a limited-scope subsurface investigation report that will contain the following information:
 - A description of site surface, subsurface, groundwater and mapped geologic conditions.
 - A site plan showing the approximate location of the explorations accomplished for this project.
 - Laboratory analysis of select samples to determine soil classification.
 - Detailed exploration logs based on subsurface exploration findings.
 - Foundation support recommendations including allowable bearing capacity, bearing horizons, seismic site class, frost protection and depth and potential imported fill requirements based on our subsurface findings, the 2021 IBC and other relevant resources.
 - Provide alternate bedrock support parameters if bedrock is encountered.
 - Recommendations for light-duty and heavy-duty flexible asphalt pavement support.
 - Recommendations for geotechnical consulting during construction.

This proposal for services *does not* include conditions for geologic hazards, groundwater monitoring, Pilot Infiltration Testing, mounding analysis, stormwater management or other geotechnical engineering parameters not included in the above Services Provided section of this proposal.



Cost Estimate

The following is an approximate breakdown of our services. Costs may be shared between tasks in order to accommodate the project schedule and budgets.

Project Coordination, Setup & Locates	\$300
Field Exploration	\$1,000
Subcontracted Laboratory Services	\$200
Limited Scope Geotechnical Report	\$1,500
Excavation Services Provided by Owner	\$0
Mileage	\$30
Total (estimated)	\$3,030

Estimate Assumptions

- NW Geologic PLLC will bill for services on a *Time and Materials* basis per the attached cost estimate.
- Unless accepted by Client by returning a signed copy of this service agreement to NW Geo, or otherwise expressed in writing, the cost estimate shall remain valid for not more than 90 days.
- Unforeseen circumstances may result in a requirement for additional site exploration or sampling. NW Geo will consult with client prior to modifying the scope of services if the total fees will exceed the proposed amount. Additional services not contained in the Cost Estimate for services (if required), will be billed in accordance with the unit rates shown in the 2026 Rate Sheet provided with the original proposal.
- Proposed services include exploration and characterization of site only for foundation, seismic and pavement support purposes. Pilot infiltration testing, groundwater monitoring, mounding analysis, geologic hazards, other geotechnical aspects such as lateral loads, concrete slabs, site monitoring, construction observation and / or field-testing during construction are not included. Due to the specialized nature of NW Geo's work and the detailed knowledge of the site gained during this phase or work, it is recommended that NW Geo be retained for construction services.

General Terms & Conditions

- NW Geologic PLLC (NW Geo) will provide professional services to Client, as defined by the scope of work, with that degree of care and skill ordinarily exercised under similar circumstances by members of the geotechnical engineering profession. This representation is in lieu of any warranties or other representations, either expressed or implied. If conditions differ during construction from what was reported by NW Geo during inspection, the Client shall immediately contact this consulting firm and make us aware of the changes, and authorize further and appropriate evaluation, if necessary. It is also understood and agreed to that statements made in NW Geo reports are independent opinions, based on professional judgment, education and experience, and should not be construed to be conclusive representations of fact.
- Utility repairs are not included within the scope of this contract. Despite our foremost efforts to avoid existing utilities, damage is sometimes unavoidable due to mis-marked or unlocatable utilities. In the unforeseen circumstance that existing underground utilities are damaged, the client shall be responsible for the cost of utility repairs.
- This proposal including those documents incorporated by reference reflect the entire agreement of both parties with respect to the terms and conditions with which NW Geo will service this project and supersedes any previous written or verbal agreements. If any portion of this agreement is found to be void or voidable, such portion shall be stricken, and the agreement reformed to match the stricken provisions as closely as permitted by law. Should any provisions be held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall continue unimpaired.
- Unless otherwise stated in writing, Client assumes sole responsibility for determining the quantity and nature of required work, and that it is adequate for its intended purpose. Client shall communicate these general conditions to each third party to whom Client conveys any part of NW Geo's work. NW Geo shall have no obligation greater than that set forth in NW Geo's proposal to any of



Client's third parties. Client shall cause all tests and inspection of the site, materials, and work performed by NW Geo or others, to be timely and properly performed, in accordance with project plans, specifications, contract documents, and Design Professionals' recommendations.

- The work proposed herein shall not include determining, supervising, or implementing the means, methods, techniques, sequences, or procedures of construction. NW Geo shall not be responsible for evaluating, reporting, or affecting job conditions concerning health, safety, or welfare. NW Geo's work, or failure to perform same, shall in no way excuse the contractor(s), subcontractor(s), and/or supplier(s) from performance of their work in accordance with the contract documents.
- NW Geo will not provide any manner of recommended solution or 'fix' for any site conditions or installed work that differ from project documents. In such instances, NW Geo's field report outlining the deviation from project documents will be provided to the Contractor and / or Client for clarification from the appropriate design professional.
- Client acknowledges that the laws of the State of Washington shall govern this agreement. Except for actions such as enforcement of mechanic's liens required to be brought in a specific venue, or unless otherwise agreed in writing, any mediation or other legal proceeding shall occur in Whatcom County, Washington. Client waives its right to have suit brought, tried in or removed to any other county or jurisdiction. The prevailing party shall be entitled to recovery of reasonable costs incurred, including court costs, reasonable attorney's fees and other direct expenses related to the claim.
- These terms and conditions shall survive the completion of proposed services and / or the termination of this agreement, whether for cause or convenience.
- This document may not be modified or altered except by written agreement signed by authorized Client and NW Geo representatives.
- Invoices are due and payable upon receipt. Any invoice not paid within thirty (30) days of the date rendered may be assessed a finance charge of one-and-one-half (1½%) percent per month, for each month beyond thirty (30) days past due. Invoices not paid within sixty (60) days of the date rendered may result in NW Geo stopping work until such invoices are paid in full. Invoices not paid within ninety (90) days of the date rendered may be referred to an independent company for collection. Client will be responsible for all expenses incurred by NW Geo for the collection of any unpaid invoice(s), including collection fees, actual attorneys' fees, and costs for legal counsel. Furthermore, Client acknowledges that NW Geo may elect to withhold a Final Letter of Compliance for the project, and/or place a lien on any real property until all outstanding invoices and/or fees have been paid in full.
- Project management fees include required time to review field and laboratory reports. If Client requires any manner of backup documentation, changes to NW Geo's standard invoices, or entry / upload to third-party entities, the additional time to assemble the required information and / or complete alterations shall be billed as Project Management. Any fees required for participation in third-party payment processing shall be billed back to Client at cost plus 15%.
- NW Geo carries the standard insurance required by law in the State of Washington. If Client requires additional insurance, the Client agrees to pay any additional fees incurred by NW Geo to fulfill Clients request for such insurance, if obtainable.
- The Client agrees to indemnify, defend and hold NW Geo, its officers, employees, agents and independent contractors harmless from any and all claims, suits, losses, costs and expenses, including but not limited to court costs and reasonable attorney fees arising or alleging to have risen from the performance of NW Geo's work. In the event that the Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against NW Geo to the extent that NW Geo shall prevail in such suit, cause of action, claim or counterclaim, the party initiating such action shall pay to NW Geo the costs and expenses incurred by NW Geo to answer and or defend, including reasonable attorney fees, court costs, witness fees and other related expenses.
- NW Geo shall retain the right to reuse copyrightable materials or patented / patentable concepts or processes arising from its services or documentation of services.
- By nature of providing professional services rather than supplying material goods to the project, NW Geo assumes itself exempt from sales or use taxes. Quoted unit rates do not include any required sales, use or excise taxes or TERO fees that may be collected by the Contracting Agency or others.



2026 Rate Sheet

PROFESSIONAL SERVICES

Engineering Geologist	\$200.00 /hour
Project Manager	\$200.00 /hour
Geologist	\$180.00 /hour
Field Technician	\$120.00 /hour
Construction Support	\$200.00 /hour
Plan Review	\$200.00 /hour
Laboratory Services	Quote
Mining Services	Quote

- NW Geologic PLLC (NW Geo) requests advance notice for scheduling field services. Subcontracted excavation or drilling work may be delayed by 2 to 4 weeks depending on subcontractor schedules.
- A mileage charge shall be invoiced at \$0.70 per map mile from our office – round trip.
- There is no minimum charge per site visit. All field and related report work will be billed under the established contract.
- Overtime rates of 1.5 times the standard rate apply for work in excess of 8 hours per day. We typically do not charge overtime rates unless it becomes necessary and is agreed upon with the client.
- Field testing equipment expenses are included in the hourly rates except where specifically noted on a project specific proposal.
- Rental equipment, reimbursable expenses and subcontractor fees will be invoiced at cost plus 15%.
- Laboratory testing services will be subcontracted and the appropriate amount and type(s) of testing will be included in any proposals, if applicable.
- The ordering of work from NW Geo shall constitute acceptance of the 2026 Rate Sheet, General Conditions, and any project specific proposal.



Sudden Valley Community Association

Barn 6 Civil Site and Landscape Improvements

March 28, 2026

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

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for the Barn 6 Civil Site Improvements for the Sudden Valley Community Association. We understand that the project includes a new pre-engineered metal barn building in the same footprint as the existing Barn 6 at 10 Barn View Ct (APN: 3704083184570000).

It is understood that water and sewer utility connections and improvements will be required. The existing parking lot will need to be restriped to accommodate a fire lane. A new stormwater treatment vault will be installed to treat the runoff from the proposed building, existing parking lot and other offsite area. It is understood that a stormwater flow control system such as an infiltration trench or detention vault with triplex pump system will be required. Landscape Architecture services will also be provided to meet the code requirements.

We propose to conduct the engineering and permitting assistance for this project on a Not To Exceed basis in accordance with the *time and materials* rate sheets attached and our budget of \$69,500.

SCOPE AND FEE

Civil Engineering Drawings (\$22,000)

A Washington State licensed professional engineer will provide you with Civil Engineering Construction Drawings including:

1. Cover Sheet
2. Existing Conditions Map
3. Site Preparation & Demolition Plans
4. Proposed Site and Striping Plan
 - a. It is understood that up to three alternative parking configurations will be drafted for SVCA's consideration.
 - b. Bicycle Parking and EV Charging Stations will be required
5. Proposed Grading Plan

6. Proposed Utility Plan

- a. It is understood that several hydrants will be required along with a fire suppression system connection. We will coordinate with Lake Whatcom Water and Sewer District during this design.

7. Proposed Stormwater Site Plan

- a. This project is subject to flow control requirements which will require the design of a stormwater management facility. Based on the results of the soil study, the stormwater facility will be either a:
- i. Downspout Infiltration Trench System (preferred alternative)
- OR
- ii. Stormwater Detention Vault with Triplex Pump System
- b. A stormwater treatment vault system will be sized to treat stormwater runoff from the existing parking lot and uphill surface area. This will provide SVCA with the maximum banked credit for future road repairs and other projects. This is very cost effective treatment for future projects similar to what was done at Springhill Road. This particular area is a great location for this opportunity and can bank a significant amount of impervious area for future use by SVCA.

8. Temporary Erosion and Sedimentation Control Plan

9. Stormwater Pollution Prevention Plan

10. Details Sheets

Stormwater Report (\$24,000)

We will prepare a stormwater report in accordance with WCC 20.51.420. We understand that the subject parcel is in the Lake Whatcom Watershed and requires additional permitting. We will prepare a stormwater management report, including hydraulic calculations and documentation of compliance with WCC 20.51, and an engineering plan stamped by a Washington State Certified Professional Engineer as required to meet these requirements. It will include:

- 1. Hydraulic Calculations
- 2. Stormwater Runoff Modeling
- 3. Phosphorus Treatment Plan
- 4. Offsite and Onsite Basin Maps
- 5. Stormwater Management Design
 - a. Infiltration facility or vault and pump system design
- 6. Downstream Conveyance Analysis

Stormwater Banked Credit Memo to WCPDS (\$500)

A memo discussing the banked treatment area from SVCA for this project will be submitted to WCPDS.

Stormwater Recordable Site Plan (\$2,500)

We will prepare a stormwater recordable site plan, consistent with an as-built inspection of the stormwater facilities, as required by WCC 20.51.420. This will also require recording, notice on title and other record documents.

Landscape Plan Set (\$5,500)

A plan set will be prepared consisting of construction drawings for the landscape plan as required per WCC 20.61.702 and 20.80.300. It will consist of the following sheets:

1. Landscape Plan
2. Landscape Notes and Details
3. Existing irrigation system extension plan
4. Irrigation notes and details

SEPA Checklist (\$3,500)

We will prepare a SEPA Checklist in accordance with WAC 197-11 and WCC 16.08.070(3) requirements. A concurrency letter will be required from South Lake Whatcom Fire Authority.

Shorelines Exemption Permit (\$5,000)

We will prepare the Shoreline Exemption Development permit on behalf of Sudden Valley Community Association to provide for the proposed improvement project. We will prepare all the application requirements to accompany the Shorelines Exemption Permit submittal, including:

1. Master Application
2. Shorelines Exemption Permit Supplement Application
3. Basic Site Plan
4. Project Narrative
5. Preliminary Traffic & Concurrency Information form
6. Preliminary Stormwater Proposal

As-Built Drawings and Construction Support (\$6,500)

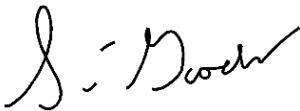
We will review and approve shop drawings of the proposed treatment vault and stormwater detention vault (if required) along with any stormwater structures. We will prepare the as-built drawings of utilities for Lake Whatcom Water and Sewer District and private stormwater facilities.

Excluded Scope: Land survey work (additional land survey work will likely be required), geotechnical work, architectural design, structural engineering, title reports, and dry utilities coordination are not included in this scope. Please sign and date below as a formal acceptance of this proposal. We are excited to be working on your project.

Name

Date

Respectfully,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



2026 Rate Sheet

Office	Hourly Rate
Principal Engineer	\$160
Design Engineer	\$140
Engineering Technician	\$125
Design Technician	\$100
CAD Technician	\$75

Field	Hourly Rate
Construction Inspection	\$90

Sub-Consultants	15% Markup
Equipment	15% Markup
Travel Expenses	15% Markup

Sudden Valley Community Association

Barn 6 Design & Permitting

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight			
	Building design oversight to include architectural, structural, electrical, HVAC, and plumbing. Coordinate with SVCA as needed.	24	
	Survey, civil engineering, and geological exploration oversight and coordination.	20	
	LWWSA DEA (Develop Extension Agreement) coordination for water and sewer.	6	
	Total Estimated Design Oversight Hours	50	\$ 6,750.00
Permitting			
	Site visits with permit agencies. Oversight of permit applications, facilitate signatures / submittals / permit fees.	16	
	Total Estimated Permitting Cost	16	\$ 2,160.00
Contractor Bids			
	Coordinate with architect on bid package, facilitate bid process with contractors, coordination with SVCA, and issue construction contract.	20	
	Total Estimated Bid Package Hours	20	\$ 2,700.00
Construction Management			
	Under separate proposal.	0	
	Total Estimated Construction Management Hours	0	\$ -
	Total Estimated		\$ 11,610.00



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: March 26, 2026
Subject: Approval Request – Golf Course Discount for Association Members

Purpose

The purpose of this memo is to request approval of a proposed golf course discount program for Association members.

Background

The Board of Directors directed the Long Range Planning Committee to consider revising the current golf fee structure to grant members a larger discount. After discussion with Kevin LeDuc, SVCA's Golf Director, a program was proposed that leaves the current fees in place but offers members discounts in other ways.

Currently, members are offered a 10% discount on daily green fees and annual golf memberships. The current proposal would offer members a 20% discount on green fees during the week (Monday through Thursday), effectively doubling the discount currently offered. Additionally, each household would be offered one free weekday round of golf for up to two people and one free bucket of range balls each calendar year. The value of the free round and range balls varies by time of year: at the peak of the season, the weekday rate is \$62.00 and one bucket of range balls is \$10.00.

During the discussion about member fees, it came to light that the foot golf program was not contributing to revenue as expected and, if it were discontinued, \$15,000 to \$20,000 of additional revenue could be collected annually. In the past, foot golf was offered on Sundays after 5 pm beginning on the first weekend in June through the end of August. To accommodate that schedule, no tee times can be sold after 3:45 pm. Weekends are the most popular times to play golf, which is why the lost revenue amount is so high. Discontinuing foot golf would also mean that walking on the golf course would not be allowed on Sunday evenings, since the danger of being hit by a golf ball would be present.

Proposal

SVCA staff will use the monthly Views and weekly eBlast to promote the following:

- 20% off the non-member green fees for rounds played by members (and their guests) Monday through Thursday, all year round.
- One free round of golf (for two people) per household per calendar year to be played Monday through Thursday, at any time of the year.
- One free bucket of range balls per household per year, to be used at any time of the year.

To redeem the offer, members would show proof of residence in Sudden Valley. The Pro Shop

would track which households took advantage of the offer.

To offset the cost of the additional discount and free items, the golf course will NOT offer foot golf on Sunday evenings in the summer.

Funding

There are no external costs to this proposal. There is the potential for lost revenue, due to free rounds taking spots that would otherwise be paid for, but there is also the possibility that a member who has hesitated to use the golf course might try it out for free and then become a more regular customer. Because it is impossible to predict how a change in fees will affect golf revenue, we feel it is prudent to make small changes and evaluate their effect before making other changes.

Request

I request that the Board of Directors approve the member discount program as described.

Motion

I move that the Board of Directors approve the member discount program as described.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, Board President