



# Sudden Valley Community Association

1850 Lake Whatcom Blvd, Bellingham, WA 98229

[www.suddenvalley.com](http://www.suddenvalley.com) 360-734-6430

## Board of Directors Meeting

June 11, 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 – May 28, 2026 Page 2
- 5) **Reports**
  - (a) GM Report
  - (b) Financial Statements, March Page 5
  - (c) Committee Reports:
    - (i) Architectural Control
    - (ii) Document Review
    - (iii) Finance
    - (iv) Long Range Planning
    - (v) Nominations & Elections
- 6) **Continuing Business**
  - a) Committee Business
- 7) **New Business**
  - a) Discussion – Lake Whatcom Watershed Land Acquisition Program Page 14
  - b) Request for Approval – Funding for Clubhouse Renovations Page 19
  - c) Request for Approval – Owner Inquiry Policy Page 22
  - d) Request for Approval – Required Change to SVCA Collections Policy Page 30

### 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, May 28, 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 Excused	4. Taimi Van de Polder, Secretary Present	7. Sean Chaffee Excused	10. Rob Gibbs, N&E Chair Excused
2. Tom Henning, Vice President Present	5. Laurie Robinson Excused	8. Mitch Waterman Present	11. Daniel Rodriguez, ACC Chair Present
3. Jean Maixner, Treasurer Present	6. Ray Meador Excused	9. Linda Bradley Present	6 of 11 BOD members present.

#### ATTENDING:

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

#### Call to Order:

Tom Henning, Vice President, called the meeting to order at 7:00 PM.

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

**Motion 1:** Move to amend the agenda to add item 7e, ratification of Executive Committee approval of insurance renewal

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

#### 2. **Announcements**

- Finance Committee has room for one more member
- July 21<sup>st</sup> Annual Firewise presentation 6:30 PM – 8:30 PM. Speakers will include Robert Walters from the Whatcom County Conservation District and possibly a representative from PSE. Nick Noltze, our Fire Chief, will also be there. Free inspections for you home will be presented.

#### 3. **Property Owner Comments**

- None

#### 4. **Consent Agenda**

**Motion:** Move to approve the May 14, 2026 meeting minutes.

<b>Motion By:</b> Director Waterman		<b>Seconded By:</b> Secretary Van de Polder	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>

<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	
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5. **Reports**

5a. None

6. **Continuing Business**

6a)Committee Business

- **N&E:** N&E has an opening, it was advertised in the eblast
- **LRPC:** Has a meeting next week to go over 3, 5, & 10 year plan

6b) RSU Introduction

Effective June 1, RSU will take over as our Security provider. The phone number to contact Security will remain the same. Security officers will have radios so that there is better contact in areas with poor cell coverage. RSU has established relationships with the same agencies that we need to interact with, and have worked with the Whatcom County Sheriff’s office and City of Bellingham.

6c) Request to Close UDR Projects

**Motion:** I move that the SVCA Board of Directors authorize the Finance Director to close UDR projects 9902,9623, 9623.02, and 9624.02, and de-obligate \$13,785 in residual funds.

<b>Motion By:</b> Vice President Henning		<b>Seconded By:</b> Director Bradley	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained</b>	

7. **New Business**

7a. Capital Request – Fitness Center Equipment

**Motion1:** I move that the SVCA Board of Directors approve \$120,000 in funding from CRRRF for the purchase of new cardio and weightlifting equipment from Matix and Amazon, as indicated. Funds not used for the purchase of equipment will be returned to CRRRF.

<b>Motion By:</b> Vice President Henning		<b>Seconded By:</b> Secretary Van de Polder	
<b>Approved:</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b>	<b>Against:</b>	<b>Abstained</b>	

**Motion 2:** I move that the SVCA Board of Directors approve an amended amount of \$125,000 in funding from CRRRF for the purchase of new cardio and weightlifting equipment from Matix and Amazon, as indicated. Funds not used for the purchase of equipment will be returned to CRRRF.

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

7b. Capital Request – Tennis Court Construction Funding

**Motion:** I move that the Board of Directors approve \$364,340.42 from CRRRF for the construction phase of the Marina Community Park Tennis Court Refurbishment Project and authorize the GM to execute SVCA’s standard construction contract with WRS.

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

**7c. Capital Request – Security Vehicles**

**Motion:** I move that the Board of Directors approve \$60,000 in funding from CRRRF for the purchase of two Ford Broncos to be used as Security patrol vehicles and authorize the Maintenance & Facilities Manager to work with the Finance Director to negotiate and close this purchase.

<b>Motion By:</b> Vice President Henning		<b>Seconded By:</b> Director Waterman	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**7d. Approval Request – Contract Award for 2026 Roads Projects**

**Motion:** I move that the SVCA Board of Directors approve the selection of WRS as the vendor for completion of the 2026 roads projects and authorize the General Manager to execute SVCA's standard construction contract with WRS.

<b>Motion By:</b> Vice President Henning		<b>Seconded By:</b> Director Van de Polder	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**7e. Approval Request – Ratification of Executive Approval of Insurance Renewal**

**Motion:** I move that the Board of Directors ratify the decision of the Executive Committee to approve the execution of the insurance renewal documents.

<b>Motion By:</b> Vice President Henning		<b>Seconded By:</b> Director Bradley	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained:</b>	

**Meeting adjourned at 8:28 PM.**

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

Taimi Van de Polder, Board of Directors Secretary

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

	Unaudited** Mar 31, 2026	Unaudited** Dec 31, 2025	Inc / (Dec)
<b>OPERATIONS</b>			
<b>Current Assets</b>			
Operating Cash	\$ 697,870	\$ 493,749	\$ 204,121
Building Completion Deposit Fund	668,900	798,900	(130,000)
Member Receivables - Operations*	-	47,957	(47,957)
Other Receivables	3,250	3,850	(600)
Prepaid Expenses	37,930	91,940	(54,010)
Operating Lease ROU Assets	21,341	23,036	(1,695)
Inventory	9,876	5,704	4,172
<b>Total Current Assets</b>	1,439,167	1,465,136	(25,969)
<b>Current Liabilities</b>			
Accounts Payable	(66,414)	(169,663)	103,249
Accrued Vacation Liability	(93,064)	(78,129)	(14,935)
Accrued Payroll	-	(96,358)	96,358
Prepaid Assessments	(356,496)	(187,700)	(168,796)
Building Completion Deposits	(668,900)	(798,900)	130,000
Other Refundable Deposits	(10,976)	(11,426)	450
Operating Lease Liability	(21,341)	(23,036)	1,695
Prepaid Golf Memberships	-	(156,649)	156,649
<b>Total Current Liabilities</b>	(1,217,191)	(1,521,861)	304,670
<b>Other Liabilities</b>			
Contingent PPP Loan Liability***	(357,700)	(357,700)	-
Deferred Library Lease Revenue	(26,000)	(28,000)	2,000
<b>Total Other Liabilities</b>	(383,700)	(385,700)	2,000
<b>Operating Reserve Funds</b>			
Emergency Operating Cash	364,889	364,709	180
Undesignated Reserves Cash	339,453	314,936	24,517
<b>Total Operating Reserve Funds</b>	704,342	679,645	24,697
<b>Net Operating Assets</b>	\$ 542,618	\$ 237,220	\$ 305,398
<b>CAPITAL</b>			
<b>Capital Current Assets</b>			
CRRRF (Capital Repair & Replacement) Cash Fund	3,822,986	3,757,709	65,277
Roads Reserve Cash Fund	3,198,252	2,992,291	205,961
Board Density Reduction Cash Fund	150,829	150,789	40
Mailbox Cash Fund	185,477	178,900	6,577
CRRRF Capital Reserve Holding Cash	219,424	219,316	108
Mitigation Assignment of Savings Cash	49,923	49,905	18
LWWSD Assignment of Savings Cash	14,957	14,953	4
Member Receivables - Capital**	-	13,020	(13,020)
<b>Total Capital Current Assets</b>	7,641,848	7,376,883	264,965
<b>Capital Fixed Assets</b>			
Fixed Assets	16,913,369	16,881,457	31,912
Finance ROU Assets	24,832	41,258	(16,426)
Lots Held for Sale	188,706	188,706	-
<b>Total Capital Assets</b>	17,126,907	17,111,421	15,486
<b>Long Term Liabilities</b>			
CRRRF Loan 2022	(1,196,796)	(1,267,067)	70,271
Finance Leases	(43,542)	(49,661)	6,119
<b>Total Long Term Liabilities</b>	(1,240,337)	(1,316,728)	76,391
<b>NET ASSETS</b>	\$ 24,071,036	\$ 23,408,796	\$662,240
<b>MEMBER EQUITY</b>			
<b>Member Equity</b>			
Current Year Net Income: Operations	298,118	(55,534)	353,651
Transfers Out from Operations to Capital	-	-	-
Current Year Net Income: Capital**	364,123	1,658,105	(1,293,982)
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
<b>TOTAL MEMBER EQUITY</b>	\$ 24,071,036	\$23,408,796	\$662,240

\* 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 March 31, 2026, and December 31, 2025, the balances of receivables written off were \$850,937 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**

<u>UNAUDITED</u>	Current Month - March 2026			Year to Date - 3 Months Ending 3/31/2026			
	Operations & Operating Reserves	Operations Better / (Worse) Budget	Capital Reserves**	Operations & Operating Reserves	Operations Better / (Worse) Budget	Coll %	Capital Reserves**
<b>REVENUE</b>							
Current Year Dues & Assessments Income							
Dues & Assessments Income	267,874		251,117	803,779			753,352
Bad Debt Reserve	(3,629)		(3,083)	(41,019)			(24,840)
Net Current Year Assessment Income	<u>264,245</u>	<u>10,218</u>	<u>248,034</u>	<u>762,760</u>	<u>681</u>	94.9%	<u>728,512</u>
Bad Debt Recoveries - Prior Years			1,068				10,854
Golf Income	71,621	26,002	-	336,126	45,799		-
Marina Income	21,686	9,764	-	227,011	9,897		-
Rec Center & Pools Income	1,156	467	-	2,849	610		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	8,729	(3,079)	-	29,389	(9,753)		-
Rental Income - Other	-	(411)	-	120	(2,207)		-
Area Z Rental Income	752	480	-	7,549	2,041		-
Lease Income	5,882	-	-	17,645	-		-
New Home Construction Fees	17,200	(25,121)	-	28,150	(24,751)		-
Capital Gain (Loss) on Sale of Assets	-	-	2,500	-	-		2,500
Capital Gain (Loss) on Sale of Lots	-	-	-	-	-		-
Investment Income	536	(214)	3,023	1,481	(769)		8,713
<b>Total Revenue</b>	<b><u>391,807</u></b>	<b><u>18,106</u></b>	<b><u>254,625</u></b>	<b><u>1,413,080</u></b>	<b><u>21,548</u></b>		<b><u>750,579</u></b>
<b>EXPENSES</b>							
Salaries & Benefits	175,725	13,294	-	530,137	39,575		-
Contracted & Professional Services	20,086	3,117	-	57,075	(6,546)		-
CC&Rs/ Mandates	33,457	8,827	-	103,251	21,634		-
Maintenance & Landscaping	53,666	(3,916)	-	119,327	(4,157)		-
Utilities	13,872	1,671	-	57,298	(4,579)		-
Administrative	19,794	3,206	-	57,873	(3,223)		-
Regulatory Compliance	35,769	17,353	-	88,379	17,497		-
Insurance Premiums	19,240	1,965	-	57,720	5,897		-
Other Expenses	-	292	-	-	3,471		-
Depreciation Expense	-	-	120,149	-	-		360,448
Closing Costs - Lot Sales	-	-	-	-	-		-
Interest expense	-	-	4,389	-	-		12,988
<b>Total Expenses</b>	<b><u>371,609</u></b>	<b><u>45,809</u></b>	<b><u>124,538</u></b>	<b><u>1,071,060</u></b>	<b><u>69,569</u></b>		<b><u>373,436</u></b>
<b>Net Income (Loss)</b>	<b><u>20,198</u></b>	<b><u>63,915</u></b>	<b><u>130,087</u></b>	<b><u>342,020</u></b>	<b><u>91,117</u></b>		<b><u>377,143</u></b>
<b>Net UDR Activity for Operations</b>							
Bylaws and Rules & Reg Revisions-WUCIOA	(7,130)			(7,130)			
<b>Net Income (Loss) with Board Approved UDR</b>	<b><u>13,068</u></b>	<b><u>63,915</u></b>	<b><u>130,087</u></b>	<b><u>334,890</u></b>	<b><u>91,117</u></b>		<b><u>377,143</u></b>
<b>Other Activity</b>							
Net Other UDR Activity*	7,245			24,119			
AR Accrual - Prior Year Reversal	-		-	(47,957)			(13,020)
AR Accrual - Current Year	-		-	-			-
Lease Income- Library Prepaid Recognized	667			2,000			
Vacation Liability Accrual	(3,698)			(14,934)			
<b>Total Other Activity</b>	<b><u>4,214</u></b>		<b><u>-</u></b>	<b><u>(36,772)</u></b>			<b><u>(13,020)</u></b>
<b>Grand Total Activity</b>	<b><u>17,282</u></b>	<b><u>63,915</u></b>	<b><u>130,087</u></b>	<b><u>298,118</u></b>	<b><u>91,117</u></b>		<b><u>364,123</u></b>

\*Prior year recoveries for operations are deposited into the Undesignated Reserve Account (UDR).

\*\*Refer to the last footnote on the Balance Sheet (prior page) for a discussion of Accounting Standards Codification (ASC) 606 and capital dues revenue collections.

**Sudden Valley Community Association**  
**Reserve Cash Balance & Activity**  
**3 Months Actuals, 9 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
<b>Net Available Cash 12/31/2025</b>	<b>3,757,709</b>	<b>2,992,291</b>	<b>219,316</b>	<b>150,789</b>	<b>178,900</b>	<b>64,858</b>	<b>\$ 7,363,863</b>	<b>364,709</b>	<b>314,936</b>	<b>\$ 679,645</b>
Dues Received	364,946	363,148		-	6,489		734,583	-	33,100	33,100
Storm Water Mitigation Plan Fee		-					-			-
Investment Income	4,653	3,803	108	40	88	22	8,713	180	153	333
Sale of Assets	2,500						2,500			-
Sale of Lots (Net Proceeds)				-			-			-
Mitigation Release	-	-				-	-			-
2026 Expenditures	(306,822)	(160,990)	-	-	-		(467,811)		(8,736)	(8,736)
<b>Net Available Cash at 3/31/2026</b>	<b>3,822,986</b>	<b>3,198,252</b>	<b>219,424</b>	<b>150,829</b>	<b>185,477</b>	<b>64,880</b>	<b>\$ 7,641,848</b>	<b>364,889</b>	<b>339,453</b>	<b>\$ 704,342</b>
9 Month Outlook										
Outlook - 2026 Dues (95% collections)	1,066,738	1,058,479			18,916		2,144,133			\$ -
Outlook - Prior Year Collections	14,447	14,335			256		29,038		30,962	30,962
CRRRF Loan Payments for year 2026	(249,780)						(249,780)			-
Obligated Expenses/Holdings	(1,246,113)	(1,570,337)	(219,424)			(64,880)	(3,100,754)		(35,055)	(35,055)
<b>Net Usable Cash Balance 12/31/2026</b>	<b>3,408,279</b>	<b>2,700,729</b>	<b>-</b>	<b>150,829</b>	<b>204,649</b>	<b>-</b>	<b>\$ 6,464,485</b>	<b>364,889</b>	<b>335,360</b>	<b>\$ 700,249</b>
Board Recommended Carryover Balance	(600,000)	(500,000)					(1,100,000)			\$ -
<b>Net Usable Cash 12/31/2026, After Recommendation</b>	<b>\$ 2,808,279</b>	<b>\$ 2,200,729</b>	<b>\$ -</b>	<b>\$ 150,829</b>	<b>\$ 204,649</b>	<b>\$ -</b>	<b>\$ 5,364,485</b>	<b>\$ 364,889</b>	<b>\$ 335,360</b>	<b>\$ 700,249</b>
<b>Net Current Year Cash Increase (Decrease)</b>	<b>(349,430)</b>	<b>(291,562)</b>	<b>(219,316)</b>	<b>40</b>	<b>25,749</b>	<b>(64,858)</b>	<b>\$ (899,377)</b>	<b>180</b>	<b>20,424</b>	<b>\$ 20,604</b>

\*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**  
**March 1, 2026 to March 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 &amp; 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	17,452	(29,042)	7,925	(626)	37,259	22,009	(27,732)	(7,659)
Accounting	3,847	76	30,420	400	3,722	(1,046)	(30,295)	(570)
Administration	1,217	997	35,731	(600)	22,482	(4,989)	(56,996)	(4,592)
Common Costs	3,745	(338)	-	-	58,877	9,181	(55,132)	8,843
Facilities	6,634	313	4,675	(243)	6,876	5,845	(4,917)	5,915
Maintenance	-	-	22,208	362	4,992	2,081	(27,200)	2,443
Subtotal	<b>32,895</b>	<b>(27,994)</b>	<b>100,959</b>	<b>(707)</b>	<b>134,208</b>	<b>33,081</b>	<b>(202,272)</b>	<b>4,380</b>
Golf	71,621	26,002	56,866	12,834	55,775	(6,642)	(41,020)	32,194
Marina	21,886	9,653	-	-	1,004	1,852	20,882	11,505
Rec/ Pools/ Parks	1,160	227	17,900	1,167	4,897	4,224	(21,637)	5,618
Subtotal	<b>94,667</b>	<b>35,882</b>	<b>74,766</b>	<b>14,001</b>	<b>61,676</b>	<b>(566)</b>	<b>(41,775)</b>	<b>49,317</b>
Subtotal Operations before Ops Dues	<b>127,562</b>	<b>7,888</b>	<b>175,725</b>	<b>13,294</b>	<b>195,884</b>	<b>32,515</b>	<b>(244,047)</b>	<b>53,697</b>
Ops Dues Earned	267,874						267,874	
Curr Yr Bad Debts Activity	(3,629)						(3,629)	
Net Ops Dues	<u>264,245</u>	<u>10,218</u>					<u>264,245</u>	<u>10,218</u>
<b>Net Operations</b>	<b><u>391,807</u></b>	<b><u>18,106</u></b>	<b><u>175,725</u></b>	<b><u>13,294</u></b>	<b><u>195,884</u></b>	<b><u>32,515</u></b>	<b><u>20,198</u></b>	<b><u>63,915</u></b>
<b>Net BOD Approved UDR Activity for Operations</b>								
Bylaws and Rules & Reg Revisions-WUCIOA	-		-		7,130		(7,130)	
<b>Net Operations with Board Approved UDR</b>	<b><u>391,807</u></b>	<b><u>18,106</u></b>	<b><u>175,725</u></b>	<b><u>13,294</u></b>	<b><u>203,014</u></b>	<b><u>32,515</u></b>	<b><u>13,068</u></b>	<b><u>63,915</u></b>
<b>Other Operating Activity</b>								
UDR Activity	7,825				580		7,245	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	667				-		667	
Vacation Liability Accrual	-				3,698		(3,698)	
<b>Total Other Operating Activity</b>	<u>8,492</u>				<u>4,278</u>		<u>4,214</u>	
<b>Grand Total Operations Activity</b>	<b><u>400,299</u></b>	<b><u>18,106</u></b>	<b><u>175,725</u></b>	<b><u>13,294</u></b>	<b><u>207,292</u></b>	<b><u>32,515</u></b>	<b><u>17,282</u></b>	<b><u>63,915</u></b>

\* Excludes Depreciation

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

**Sudden Valley Community Association**  
**Operations - By Department**  
**January 1, 2026 to March 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 &amp; 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	38,581	(33,919)	22,543	(1,545)	146,273	20,562	(130,235)	(14,902)
Accounting	7,907	(1,031)	87,273	1,347	14,316	(2,716)	(93,682)	(2,400)
Administration	1,438	1,145	100,846	(1,397)	53,836	(14,234)	(153,244)	(14,486)
Common Costs	10,788	(1,462)	-	-	115,891	23,283	(105,103)	21,821
Facilities	25,194	1,541	13,516	(320)	45,576	3,908	(33,898)	5,129
Maintenance	-	-	95,406	9,571	14,211	6,700	(109,617)	16,271
Subtotal	<b>83,908</b>	<b>(33,726)</b>	<b>319,584</b>	<b>7,656</b>	<b>390,103</b>	<b>37,503</b>	<b>(625,779)</b>	<b>11,433</b>
Golf	336,126	45,799	159,185	26,555	130,589	(16,152)	46,352	56,202
Marina	227,311	9,886	-	-	5,590	2,391	221,721	12,277
Rec/ Pools/ Parks	2,973	(1,093)	51,368	5,364	14,639	6,253	(63,034)	10,524
Subtotal	<b>566,410</b>	<b>54,592</b>	<b>210,553</b>	<b>31,919</b>	<b>150,818</b>	<b>(7,508)</b>	<b>205,039</b>	<b>79,003</b>
Subtotal Operations before Ops Dues	<b>650,318</b>	<b>20,866</b>	<b>530,137</b>	<b>39,575</b>	<b>540,921</b>	<b>29,995</b>	<b>(420,740)</b>	<b>90,436</b>
Ops Dues Earned	803,779						803,779	
Curr Yr Bad Debts Activity	(41,019)						(41,019)	
Net Ops Dues	762,760	681					762,760	681
<b>Net Operations</b>	<b>1,413,078</b>	<b>21,547</b>	<b>530,137</b>	<b>39,575</b>	<b>540,921</b>	<b>29,995</b>	<b>342,020</b>	<b>91,117</b>
<b>Net BOD Approved UDR Activity for Operations</b>								
Bylaws and Rules & Reg Revisions-WUCIOA	-		-		7,130		(7,130)	
<b>Net Operations with Board Approved UDR</b>	<b>1,413,078</b>	<b>21,547</b>	<b>530,137</b>	<b>39,575</b>	<b>548,051</b>	<b>29,995</b>	<b>334,890</b>	<b>91,117</b>
<b>Other Operating Activity</b>								
UDR Activity	25,750				1,631		24,119	
AR Accrual - Prior Year Reversal	(47,957)				-		(47,957)	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	2,000				-		2,000	
Vacation Liability Accrual	-				14,934		(14,934)	
<b>Total Other Operating Activity</b>	<b>(20,207)</b>				<b>16,565</b>		<b>(36,772)</b>	
<b>Grand Total Operations Activity</b>	<b>1,392,871</b>	<b>21,547</b>	<b>530,137</b>	<b>39,575</b>	<b>564,616</b>	<b>29,995</b>	<b>298,118</b>	<b>91,117</b>

\* 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	18	90	108	265	2,521	2,786	10	85	7	29	4	12	20	43	2	12	283	2,611	2,894	43	181	224	326	2,792	3,118	775	1	1	777	740	6	1,523	4,641	
Mar	19	91	110	260	2,540	2,800	18	70	1	22	3	13	23	43	2	13	279	2,631	2,910	47	161	208	326	2,792	3,118	775	1	1	777	740	6	1,523	4,641	
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
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
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
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
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
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
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
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
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

LLE = Lot Line Eraser  
 CTB = Covenant to Bind

Sudden Valley Community Association - Capital Project Report											
CRRRF Projects Open in 2026											
Updated as of 3/31/2026											
BOARD APPROVED PROJECT											
Cost Manager	Approval Date	GL	Project Name	Fund	Status	BUDGETED		Acctg Funds Obligated	A-B		
						Board Approved	Total Invoiced				
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	Closed	●	183,900	183,900	-	LE	
Maint Manager	10/27/22 & 10/12/23 & 8/22/24	9722.08	Area 2 Maintenance Facility Remodel	CRRRF	Open	●	503,898	502,067	1,832		
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	16,692	17,893		
GM	3/9/23	9723.07	Website Improvements	CRRRF	Open	●	10,483	8,605	1,878		
Golf Director	12/14/23	9723.17	10 Additional Golf Carts Lease	CRRRF	Open	●	81,600	29,239	52,361	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	108,056	7,635		
Turf Manager	2/22/24	9724.05	Sand Trap Rake	CRRRF	Closed	●	32,579	32,579	-		
Maint Manager	2/22/24 & 8/28/25 & 2/26/26	9724.06	Club House HVAC 20 Ton Design/permitting/Construction	CRRRF	Open	●	214,114	22,701	191,413		
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	71,202	649		
Turf Manager	9/26/24	9724.11	#2 Golf Bridge Repair	CRRRF	Open	●	25,460	25,074	386		
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 & 2/12/26	9725.09	2025 Asphalt Cart Path Repairs	CRRRF	Closed	●	51,267	51,267	-		
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	-		
Turf Manager	2/12/26	9726.02	2026 Golf Bridge Repairs (#1 & #4)	CRRRF	Open	●	59,056	53,808	5,248		
Turf Manager	2/26/26	9726.03	2026 Turfcare Equipment Replacement	CRRRF	Open	●	232,506	19,198	213,308		
GM	2/26/26	9726.04	Marina Tennis Court Refurb-Design & Permitting	CRRRF	Open	●	21,120	2,884	18,236		
GM	3/26/26	9726.05	Marina Security System Upgrade	CRRRF	Open	●	19,318	-	19,318		
Golf Director	3/26/26	9726.09	Golf Driving Range Equipment	CRRRF	Open	●	22,378	-	22,378		
							<b>Open Projects Total, CRRRF</b>	<b>\$ 3,135,242</b>	<b>\$ 1,884,732</b>	<b>\$ 1,246,113</b>	
<p><b>LE</b> These line items represent five-year finance leases, which means the obligated costs will be spread out over five-year periods.</p>											

Sudden Valley Community Association - Capital Project Report									
Roads Projects Open in 2026									
Updated as of 3/31/2026									
							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 & 2/27/25	9924.2	2024 On-Call Engineering	ROADS	Closed	●	40,305	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	386,041	833,427
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	Closed	●	37,856	37,855	-
Maint Manager	2/27/25 & 4/24/25	9925.4	2025 Street signs & Pavement Markings	ROADS	Open	●	23,731	23,672	59
Maint Manager	2/27/25	9925.5	Design/Permits for 2026 Road Projects	ROADS	Open	●	41,888	25,107	16,781
Maint Manager	1/22/26	9926.1	2026 Fast Response	ROADS	Open	●	95,613	5,005	90,608
Maint Manager	1/22/26	9926.2	2026 On-Call Engineering	ROADS	Open	●	56,258	15,810	40,448
Maint Manager	1/22/26	9926.3	2026 Pot Holes & Minor Road Repairs	ROADS	Open	●	39,370	10,398	28,972
Maint Manager	2/26/26	9926.4	2026 Bi-Annual Bridge Inspections	ROADS	Open	●	6,976	4,375	2,601
Maint Manager	2/26/26	9926.5	2026 Road Repairs & Culvert Replacements	ROADS	Open	●	428,714	-	428,714
<b>Subtotal Roads Open Projects</b>							<b>\$ 2,157,213</b>	<b>\$ 711,165</b>	<b>\$ 1,446,047</b>
Maint Manager	2/27/25	9925.7	2025 CVC Supplies & Outside Contractor	ROADS	Closed	●	99,559	107,415	- A
Maint Manager	2/27/25	9925.72	2025 CVC Wages, Taxes, & Benefits	ROADS	Closed	●	67,774	59,918	- A
<b>Subtotal 2025 Roads CVC Project</b>							<b>\$ 167,333</b>	<b>\$ 167,332</b>	<b>\$ -</b>
Maint Manager	1/22/26	9926.7	2026 CVC Supplies & Outside Contractor	ROADS	Open	●	85,739	12,796	72,943 B
Maint Manager	1/22/26	9926.72	2026 CVC Wages, Taxes, & Benefits	ROADS	Open	●	69,807	18,461	51,346 B
<b>Subtotal 2026 Roads CVC Project</b>							<b>\$ 155,546</b>	<b>\$ 31,256</b>	<b>\$ 124,290</b>
<b>Open Project Totals, Roads</b>							<b>\$ 2,480,092</b>	<b>\$ 909,754</b>	<b>\$ 1,570,337</b>
		<b>A</b>	9925.7 and 9925.72 are the same project.						
		<b>B</b>	9926.7 and 9926.72 are the same project.						



# BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** June 11, 2026  
**Subject:** Lake Whatcom Land Acquisition Program

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## Purpose

The purpose of this memo is to present information about the Lake Whatcom Watershed Land Acquisition Program to frame a discussion of the pros and cons related to SVCA's participation in the program.

## Background

SVCA currently owns three large parcels of land that are not being actively used or developed. These parcels are:

- Area Y (Property ID 32932): 43.88 acres located in the southwest corner of the intersection between Lake Whatcom Blvd and Lake Louise Rd; annual taxes= \$1,398.51; valuation \$178,560
- Campground (Property ID 20754): 34.35 acres located on the southwest side of Lake Louise Rd, north of the entrance to Gate 13: annual taxes = \$1,636.24; valuation \$280,450.
- Airstrip (Property ID 31355 and 31359): 21.63 acres located off Older Ave and south of homes located on Windward Dr: annual taxes = \$3,889.81, valuation \$351,906.

The combined valuation of the three properties is \$810,916

## Land Acquisition Program

Operated by the City of Bellingham, the Lake Whatcom Land Acquisition program aims to buy properties within the watershed and convert them to greenspace to limit development. Brad Edwards, a member of the Long Range Planning Committee, had an informational discussion about the program and felt it might be a good way for SVCA to realize some of the value of the unused land, while preserving it as green space. Basic steps in the program:

- SVCA expresses interest in the program and identifies the parcels it would like considered
- COB researches the property and pays for an appraisal
- If COB is interested in acquiring the parcel, they would make an offer between 85% and 95% of the fair market value
- SVCA would not be under any obligation to accept the offer and would not incur any costs, unless they opted to obtain an independent appraisal.

## Topics for Discussion

- The opportunity to realize some value from these properties is interesting, but the assessed values are quite low; will these properties increase in value?
- Does the Association have any interest in developing any of the parcels? (There are significant barriers to development for the campground and the air strip, leaving Area Y as the best candidate for development.)

- Would it be advantageous to at least get a current appraisal for the properties before discarding the idea.

**Next Steps**

If the decision is to move forward with this idea, the next step would be for the board to direct the GM to get in touch with a representative of the program and officially indicate our interest.

**Motion**

Move that the Board of Directors authorize Jo Anne Jensen to move forward with the City of Bellingham, in regards to the three parcel Area Y, Campground property, and the airstrip property.

**Jo Anne Jensen**

---

**From:** [REDACTED]  
**Sent:** Friday, June 5, 2026 9:47 AM  
**To:** Jo Anne Jensen  
**Subject:** Fw: Follow-Up Regarding Potential Watershed Acquisition Opportunities

Hi JoAnne,

I hope all is well. I wanted to forward you this email thread that gives more information about the Lake Whatcom Watershed Land Acquisition Program that is run by the city. I forwarded this to Taimi as well. I met with the program manager, Hans Huisman, a few weeks ago and he was able to share a pretty detailed description of the program and was very interested in evaluating the Campground parcel, Area Y, and possibly the old airstrip. I also forwarded this to Taimi and am not quite sure of the best way to bring this idea forward for discussion by the BOD. In your experience, is this something I can just bring directly to the board for them to consider or is there a more appropriate pathway?

Thanks,  
Brad

----- Forwarded Message -----

**From:** Hans K Huisman <hhuisman@cob.org>  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Sent:** Thursday, May 21, 2026 at 09:39:30 AM PDT  
**Subject:** RE: Follow-Up Regarding Potential Watershed Acquisition Opportunities

Brad,

It was nice meeting both of you.

I think you have a comprehensive understanding of the process. The only point I'd like to clarify is that the appraiser determines the value of the conservation easement, which, in my experience, is typically approximately 85%–95% of the property's fair market value.

I look forward to exploring the possibility of working with the Sudden Valley Community Association Board of Directors to help preserve land and protect our drinking water.

Hans Huisman  
Property Acquisition Specialist  
Pacific Street Operations Center  
2221 Pacific Street  
Bellingham, WA 98225  
(360)778-7943  
[HHuisman@cob.org](mailto:HHuisman@cob.org)

*Please note: My incoming and outgoing email messages are subject to public disclosure requirements per RCW 42.56.*



**From:** [REDACTED]  
**Sent:** Wednesday, May 20, 2026 9:43 PM  
**To:** Hans K Huisman <hhuisman@cob.org>  
**Cc:** [REDACTED]  
**Subject:** Follow-Up Regarding Potential Watershed Acquisition Opportunities

You don't often get email from [REDACTED]

**CAUTION:** This message originated from outside of this organization. Please exercise caution with links and attachments.

Hi Hans,

Thank you again for meeting with us the other day. I wanted to recap our conversation to make sure I understood everything correctly.

As we discussed, the Lake Whatcom Watershed Acquisition Program is funded through taxes collected as part of local water and sewer bills, which are then used to support the program.

We discussed three different areas in Sudden Valley that may be good candidates for the acquisition program: the old campground, Area Y, and the old airstrip. You mentioned that the program appears very interested in the old campground and possibly Area Y, while the two lots that comprise the airstrip may or may not be suitable candidates.

You explained that if a property owner (such as the Sudden Valley Community Association Board of Directors) expresses interest in having one or more parcels evaluated, the City would begin its review process by obtaining a title report and gathering other relevant information about the property. The City would also hire and pay for an MAI-certified appraiser to evaluate the property based on its highest development potential under the applicable zoning.

You indicated that the City would generally make an offer between 85% and 95% of fair market value. While you were unable to provide precise estimates before the formal evaluation process is completed, you mentioned that the current taxable value of the old campground could serve as a rough starting point, with the final valuation potentially varying somewhat above or below that figure, which is currently slightly under \$300,000.

Regarding Area Y, it appears the current zoning may allow approximately one house per five acres, or potentially three homes total across the site. There may also be alternative development possibilities depending on applicable zoning and regulations. You mentioned that, in general, land with the potential for three residential units on approximately 15 acres could sometimes be valued in the range of roughly \$250,000 per potential unit, although a formal appraisal would ultimately determine value.

You explained that the City generally prefers to purchase properties outright, while still allowing existing recreational uses to continue where appropriate, including current trail access and activities such as ultimate frisbee use. Alternatively, the City could potentially negotiate a conservation easement arrangement in which SVCA retains ownership while preserving the property from future development.

You also explained that the City would cover the costs associated with evaluating the property up to the point where an offer is made. SVCA would then have the option to accept or reject the offer without obligation. If SVCA disagreed with the independent appraisal, it could also choose to obtain its own appraisal and use that information during negotiations. In the event of a sale, SVCA would no longer be responsible for property taxes associated with the parcels acquired by the City.

Finally, you mentioned that the overall process could take up to approximately six months and that you understand any potential sale would require approval by SVCA members, either through an Annual General Meeting or a Special General Meeting. As discussed, SVCA would also need sufficient lead time to place any required measures on a membership ballot.

Please let me know if I misunderstood or misstated anything.

Thank you again for your time and willingness to discuss these possibilities.

Sincerely,  
Brad Edwards

# BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** June 11, 2026  
**Subject:** Approval Request – Funding for Clubhouse Renovations

## Purpose

The purpose of this memo is to request funding for renovation of unused office space in the Clubhouse. The proposed changes would make the space usable for meetings, small-scale public gatherings, and other community activities.

## Background

The proposed changes include:

- Remove two partition walls; patch and paint drywall to match existing
- Install one man door to secure storage area
- Install one double door with half glass

Subcontractors frequently used by SVCA were asked to provide quotes for the needed work:

Vendor	Activity	Quote
Cool Runnings	Remove walls, install doors	\$16,400.00
Dillon Electric	Electrical allowance	\$3,000.00
SVCA	Purchase and install locks	\$400.00
	Subtotal	\$19,800.00
	10% Contingency	\$1,980.00
	WA State Tax	\$1,916.64
	Total	\$23,696.64

\* Three bids were not obtained for this project because the scope was small.

## Request

I request that the SVCA Board of Directors approve \$23,696.64 from CRRRF for the renovation of the former Administration space in the Clubhouse.

## Motion

I move that the SVCA Board of Directors approve \$23,696.64 from CRRRF for the renovation of the former Administration space in the Clubhouse.

**Approvals**

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

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

Keith McLean, Board President



# BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** June 11, 2026  
**Subject:** Approval Request – Owner Inquiry Policy

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## **Purpose**

The WA State Legislature recently passed legislation that, effective June 11, 2026, will add a new, formal procedure for owners to submit written questions regarding association governance or operations. The resolution and policy proposed for approval was drafted by SVCA counsel, Richard Davis.

## **Background**

Under the new law, if an owner sends a letter via certified mail to the Association with questions regarding governance or operations, the Association must provide a substantive written or recorded response within thirty (30) days of receiving the letter. Depending on the nature of the owner's questions, a substantive response may include the following:

- A factual explanation;
- References to the governing documents;
- Reference to Association records already available for inspection by owners;
- A statement about the Association's current practices;
- Other responsive information reasonably available to the Association.

## **Request**

I request that the SVCA Board of Directors approve the proposed resolution establishing an SVCA policy pertaining to owner inquiries.

## **Motion**

I move that the SVCA Board of Directors approve the proposed resolution establishing an SVCA policy pertaining to owner inquiries.



If the association decides to consult with an attorney or third-party, the association may not charge the inquiring owner for the attorney's or third party's fees and costs. The fees and costs must be treated as a common expense.

The law does not provide for any statutory damages if an association fails to respond to an owner's inquiry. But, if the association fails to respond and the owner files a lawsuit, the owner is entitled to recover their reasonable attorneys' fees and costs if the owner prevails.

Associations have the option to adopt reasonable rules and regulations to manage the frequency of inquiries from individual owners and the process for responding to inquiries. For example, an association may limit its response obligation as to each owner to one inquiry letter per thirty (30) day period, though the written inquiry may contain more than one (1) question. That way, if an owner submits a letter with questions on governance, and then follows up two (2) weeks later with a second (2nd) letter, an association may adopt a rule that the thirty (30) day response window on the (2nd) letter shall not begin until after the thirty (30) day window ends on the first (1st) letter.

## **II. RECOMMENDATION**

We recommend that associations take inventory of their current practices for responding to owner inquiries and adopt a system to receive and evaluate owner inquiries in a timely manner. Associations may want to consider adopting new rules and regulations to manage responses if an association anticipates frequent inquiries from owners. For Associations that wish to proceed with adopting new rules and regulations to manage responses, CSD has prepared a template resolution and policy.

If you have any questions about your association's practices, or are interested in learning more about CSD's template resolution and policy, please contact Richard A. Davis III, Seth A. Woolson, or Aaron T. Haynes in CSD's Condominium and Homeowners' Associations Practice Group.

**SUDDEN VALLEY COMMUNITY ASSOCIATION  
RESOLUTION ESTABLISHING  
POLICY PERTAINING TO OWNER INQUIRIES**

**WHEREAS**, during the 2026 session, the Washington State Legislature passed HB 1501 (the "Bill") adding a new section to RCW Chapter 64.38 pertaining to written inquiries from Unit Owners;

**WHEREAS**, the new law allows for a community association to adopt rules and regulations regarding the frequency and manner of such inquiries; and

**WHEREAS**, in order to promote an orderly and transparent process for the submission of member inquiries and responses thereto, the Board desires to adopt a policy for member inquiries.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the following Policy, attached hereto as **Attachment A**, is hereby adopted and effective as of June 11, 2026.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026, by a majority of the Board of Directors.

\_\_\_\_\_  
Name: Keith McLean  
Title: President

\_\_\_\_\_  
Name: Tom Henning  
Title: Vice President

\_\_\_\_\_  
Name: Jean Maixner  
Title: Treasurer

\_\_\_\_\_  
Name: Taimi Van de Polder  
Title: Secretary

\_\_\_\_\_  
Name: Laurie Robinson  
Title: Board Member

\_\_\_\_\_  
Name: Rob Gibbs  
Title: Board Member

\_\_\_\_\_  
Name: Ray Meador  
Title: Board Member

\_\_\_\_\_  
Name: Sean Chaffee  
Title: Board Member

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Name: Linda Bradley  
Title: Board Member

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Name: Mitch Waterman  
Title: Board Member

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Name: Daniel Rodriguez  
Title: Board Member

## ATTACHMENT A

### POLICY REGARDING MEMBER INQUIRIES

1. **Submission of Inquiries.** An Owner who wishes to submit a written inquiry to the Association regarding Association governance or operations (“Owner Inquiry”) shall send such Owner Inquiry via certified mail to the following address:

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

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

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

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

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

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

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

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

4. **Frequency of Owner Inquiries.** In compliance with law, and in order to balance the interest of Owners with the limited resources of the Association, each Unit may submit not more than one (1) Owner Inquiry during each thirty (30)-day period. The thirty (30)-day period commences on the day the Association receives the Owner Inquiry. If a Unit submits more than one (1) Owner Inquiry during such thirty (30)-day period, the Association will respond to the Owner Inquiries in the order received; however, the thirty (30)-day Response Deadline for subsequent Owner Inquiries shall not commence until the day after the Response Deadline for the prior Owner Inquiry, which may be extended as set forth above.

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

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

**EXHIBIT A**  
**OWNER INQUIRY**

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

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

1. Your Name: \_\_\_\_\_.

2. Your Lot and Division Number: \_\_\_\_\_.

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

Owner

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

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

E-mail: \_\_\_\_\_.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Description of Your Inquiry:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature  
Printed Name: \_\_\_\_\_

# BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** June 11, 2026  
**Subject:** Approval Request – Revision to SVCA Collection Policy 2025.03

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## **Purpose**

The WA State Legislature recently passed legislation that modified the language used on the statement that is required to be included with notices of past due assessments.

## **Background**

SVCA's Collection Policy includes Exhibit A, language mandated by WA State for inclusion with any notice of past due assessments. I've attached the current Exhibit A and the new Exhibit A, with the change highlighted in yellow.

## **Request**

I request that the SVCA Board of Directors approve the proposed change to Exhibit A of SVCA Collection Policy 2025.03.

## **Motion**

I move that the SVCA Board of Directors approve the proposed change to Exhibit A of SVCA Collection Policy 2025.03.

## EXHIBIT A

**THIS IS A NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS  
FROM THE UNIT OWNERS' ASSOCIATION TO WHICH YOUR HOME BELONGS.  
THIS NOTICE IS ONE STEP IN A PROCESS THAT COULD RESULT IN YOU LOSING YOUR  
HOME.**

**CONTACT A HOUSING COUNSELOR OR AN ATTORNEY LICENSED IN WASHINGTON NOW** to assess your situation and refer you to mediation if you might benefit. **DO NOT DELAY.**

**BE CAREFUL** of people who claim they can help you. There are many individuals and businesses that prey upon borrowers in distress.

**REFER TO THE CONTACTS BELOW** for sources of assistance.

**SEEKING ASSISTANCE**

Housing counselors and legal assistance may be available at little or no cost to you. If you would like assistance in determining your rights and opportunities to keep your house, you may contact the following:

The statewide foreclosure hotline for assistance and referral to housing counselors recommended by the Housing Finance Commission

Telephone: 877-894-4663

Website:

[http://www.dfi.wa.gov/consumers/homeownership/post\\_purchase\\_counselors\\_foreclosure.htm](http://www.dfi.wa.gov/consumers/homeownership/post_purchase_counselors_foreclosure.htm)

The United States Department of Housing and Urban Development

Telephone: 800-569-4287

Website:

<http://www.hud.gov/offices/hsg/sfh/hcc/fc/index.cfm?webListAction=search&searchstate=WA&filterSvc=dfc>

The statewide civil legal aid hotline for assistance and referrals to other housing counselors and attorneys

Telephone: 800-606-4819

Website: <https://nwjustice.org/what-clear>

**TEMPLATE FIRST/SECOND NOTICE OF DELINQUENCY**

**THIS IS A NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS  
FROM THE ASSOCIATION TO WHICH YOUR HOME BELONGS.  
THIS NOTICE IS ONE STEP IN A PROCESS THAT COULD RESULT IN YOU LOSING YOUR  
HOME.**

**CONTACT A HOUSING COUNSELOR OR AN ATTORNEY LICENSED IN WASHINGTON  
NOW** to assess your situation and refer you to mediation if you could benefit. **DO NOT DELAY.**

**BE CAREFUL** of people who claim they can help you. There are many individuals and businesses that prey upon borrowers in distress.

**REFER TO THE CONTACTS BELOW** for sources of assistance.

**SEEKING ASSISTANCE**

Housing counselors and legal assistance may be available at little or no cost to you. **Housing counselors and attorneys may assist you in meeting and conferring with your association to resolve the past due assessments, and based on the circumstances refer you to the foreclosure mediation program.** If you would like assistance in determining your rights and opportunities to keep your house, you may contact the following:

**The statewide foreclosure hotline for assistance and referral to housing counselors recommended by the Housing Finance Commission:**

**Telephone:** 877-894-4663

**Website:**

[http://www.dfi.wa.gov/consumers/homeOwnership/post\\_purchase\\_counselors\\_foreclosure.htm](http://www.dfi.wa.gov/consumers/homeOwnership/post_purchase_counselors_foreclosure.htm)

**The United States Department of Housing and Urban Development:**

**Telephone:** 800-569-4287

**Website:**

<http://www.hud.gov/offices/hsg/sfh/hcc/fc/index.cfm?webListAction=search&searchstate=WA&filterSvc=dfc>

**The statewide civil legal aid hotline for assistance and referrals to other housing counselors and attorneys:**

**Telephone:** 800-606-4819

**Website:** <https://nwjustice.org/what-clear>