



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

January 26th, 2023, 7:00 PM, IN-PERSON

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Announcements

Item 3) Property Owner Comments – 15 Minutes Total

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

Item 4) Financial Report

4a. October Financial Reports

4b. November Financial Reports

Item 5) Board Orientation

5a. Review of Insurance Coverage

Item 6) Continuing Business

6a. Strategic Planning – 1/3/5/10-Year Goals

6b. Ad Hoc Committees Discussion

Item 7) New Business

7a. Capital Request -- Playground ADA Improvements

7b. Request for Approval – 2023 Marina Fees Schedule

Adjournment

Sudden Valley Community Association

Sudden Valley Community Association
Balance Sheet
October 31, 2022 and December 31, 2021

	Unaudited** Oct 31, 2022	See Note** Dec 31, 2021	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 423,319	\$ 823,297	\$ (399,978)
Building Completion Deposit Fund	527,900	437,650	90,250
Member Receivables - Operations*	-	34,910	(34,910)
Other Receivables	5,766	9,075	(3,309)
Prepaid Expenses	85,605	73,567	12,038
Inventory	4,536	3,622	914
Total Current Assets	1,047,126	1,382,121	(334,995)
Current Liabilities			
Accounts Payable	(175,666)	(188,530)	12,864
Accrued Vacation Liability	(68,270)	(47,192)	(21,078)
Accrued Payroll	-	(58,874)	58,874
Prepaid Assessments	(223,150)	(211,076)	(12,074)
Building Completion Deposits	(527,900)	(437,650)	(90,250)
Other Refundable Deposits	(5,166)	(6,663)	1,497
Prepaid Golf Memberships	(5,867)	(26,269)	20,402
Total Current Liabilities	(1,006,019)	(976,254)	(29,765)
Operating Reserve Funds			
Emergency Operating Cash	361,036	360,736	300
Undesignated Reserves Cash	261,445	342,077	(80,632)
Total Operating Reserve Funds	622,481	702,813	(80,332)
Net Operating Assets	\$ 663,588	\$ 1,108,680	(445,092)
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,262,196	2,688,455	573,741
Roads Reserve Cash Fund	2,716,997	2,911,292	(194,295)
Board Density Reduction Cash Fund	87,552	87,365	187
Mailbox Cash Fund	96,919	75,985	20,934
Capital Reserve Holding Cash Fund	-	1,157,885	(1,157,885)
CRRRF Capital Reserve Holding Cash	1,167,260	-	1,167,260
Mitigation Assignment of Savings Cash	44,522	44,445	77
LWWS Assignment of Savings Cash	9,066	137,694	(128,628)
Member Receivables - Capital**	-	21,253	(21,253)
Total Capital Current Assets	7,384,512	7,124,374	260,138
Capital Fixed Assets			
Fixed Assets	14,092,797	11,538,814	2,553,983
Lots Held for Sale	204,809	204,809	-
Total Capital Assets	14,297,606	11,743,623	2,553,983
Long Term Liabilities			
CRRRF Loan 2018	-	(1,119,444)	1,119,444
CRRRF Loan 2022	(2,082,034)	-	(2,082,034)
Capital Leases	(176,069)	(223,599)	47,530
Total Long Term Liabilities	(2,258,103)	(1,343,043)	(915,060)
NET ASSETS	\$ 20,087,603	\$ 18,633,635	\$1,453,968
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	61,201	\$439,833	(378,632)
Current Year Net Income: Rec Special Assmt	(19,554)	63,481	(83,035)
Transfer Out from Operations to Capital	(500,000)	-	-
Current Year Net Income: Capital**	1,412,321	1,926,010	(513,689)
Transfer In to Capital from Operations	500,000	-	-
Retained Earnings**	5,068,407	4,565,093	503,314
Capital**	13,565,228	11,639,218	1,926,010
TOTAL MEMBER EQUITY	\$ 20,087,603	\$18,633,635	\$1,453,968

* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal financial statement purposes. As per SVCA policy, Management continues to pursue collection of these receivables via all avenues allowed by Washington State laws. In addition, the Association records and bills finance charges on receivables that are thirty days past due at 1% per month. At October 31, 2022, and December 31, 2021, the balances of receivables written off were \$646,897 and \$583,636, 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 and 2021 audited financial statements (2021 represents the most recently issued audited statements), which fully incorporates ASC 606 and complies with Generally Accepted Accounting Principals (GAAP).

Sudden Valley Community Association

Sudden Valley Community Association
Income Statement Summary

UNAUDITED	Current Month - October 2022			Year to Date - 10 Months Ending 10/31/2022			
	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	180,529		230,844	1,806,395			2,311,209
Bad Debt Reserve	1,153		4,301	(45,116)			(41,824)
Net Current Year Assessment Income	181,682	13,549	235,145	1,761,279	79,942	97.5%	2,269,385
Special Ops Assmt Income- Rec/ Pools/ Parks							
Dues & Assessments Income	35,307			353,096			
Bad Debt Reserve	1,170			1,399			
Net Special Ops Assmt Income	36,477	3,649		354,495	26,226		
Bad Debt Recoveries - Prior Years			4,164				49,401
Golf Income	66,318	32,818	-	1,165,981	175,281		-
Marina Income	3,102	3,102	-	149,918	(778)		-
Rec Center & Pools Income	119	(823)	-	15,936	519		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	6,329	(399)	-	67,033	(2,259)		7,019
Rental Income - Other	362	95	-	9,212	4,045		-
Area Z Rental Income	3,603	1,603	-	19,869	(131)		-
Lease Income	2,225	(1,279)	-	23,548	(11,489)		-
New Home Construction Fees	-	(6,250)	-	75,240	12,740		1,000
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		-
Investment Income	80	(7)	916	663	(212)		9,036
Total Revenue	300,297	46,058	240,225	3,643,174	283,884		2,335,841
EXPENSES							
Salaries & Benefits	154,873	18,256	-	1,660,557	178,241		-
Contracted & Professional Services	18,392	(3,211)	-	378,101	(227,474)		-
CC&Rs/ Mandates	50,637	(22,120)	-	399,693	(98,531)		-
Maintenance & Landscaping	47,684	(13,523)	-	362,826	(16,191)		-
Utilities	25,124	(4,968)	-	155,382	7,263		-
Administrative	15,595	(4,243)	-	137,001	(7,840)		500
Regulatory Compliance	23,720	(8,346)	-	240,720	(86,013)		429
Insurance Premiums	15,775	(3,551)	-	120,317	1,913		-
Other Expenses	-	83	-	258	575		-
Depreciation Expense	-	-	85,809	-	-		858,085
Interest expense	-	-	5,663	-	-		43,253
Total Expenses	351,800	(41,623)	91,472	3,454,855	(248,057)		902,267
Net Income (Loss)	(51,503)	4,435	148,753	188,319	35,827		1,433,574
Net UDR Activity for Operations							
Firewise/Road Mowing/Clean Green	-			(15,586)			
Clubhouse Remediation & Assessment	-			(23,639)			
Epiq Transfer Fee Refund Servicer	-			(38,304)			
2022 Clubhouse Kitchen Repairs	(16,983)			(34,766)			
Hazardous Tree Removal	-			(60,000)			
Net Income (Loss) with Board Approved UDR	(68,486)	4,435	148,753	16,024	35,827		1,433,574
Other Activity							
Net Other UDR Activity*	13,076			81,610			
AR Accrual - Prior Year Reversal	-		(21,253)	(34,910)			(21,253)
AR Accrual - Current Year	-		-	-			-
Vacation Liability- Prior Year Reversal	(3,011)			(21,077)			
Total Other Activity	10,065		(21,253)	25,623			(21,253)
Grand Total Activity	(58,421)	4,435	127,500	41,647	35,827		1,412,321

*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/capital transfer fee revenue collections.

Sudden Valley Community Association

Sudden Valley Community Association
Reserve Cash Balance & Activity
 10 Months Actual, 2 Months Projected

UNAUDITED

	Capital Reserve Funds						Operating Reserve Funds				
	CRRRF	Roads	Capital Reserve Holding Fund	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 12/31/2021	2,688,455	2,911,292	1,157,885	-	87,365	75,985	182,139	\$ 7,103,121	360,736	342,077	\$ 702,813
Dues Received	1,124,618	1,169,454			-	20,934		2,315,006	-	125,914	125,914
Transfer Fees Received, ¼ of 1% Storm Water Mitigation Plan Fee			7,922					7,922			-
Investment Income	3,663	3,831	-	1,453	-	-	90	9,036	300	277	577
Sale of Assets	-				-			-			-
Board Approved Transfer	500,000		(1,165,807)	1,165,807				500,000			-
Additional Loan Funding	1,098,468										-
Mitigation Release	128,641	-					(128,641)	-			-
2022 Expenditures	(2,281,649)	(1,368,580)	-	-	187	-		(3,650,042)		(206,823)	(206,823)
Net Available Cash at 10/31/2022	3,262,196	2,716,997	-	1,167,260	87,552	96,919	53,588	\$ 7,384,512	361,036	261,445	\$ 622,481
2 Month Outlook											
Outlook - 2022 Dues (93% collections)	210,234	216,232				3,902		\$ 430,368			\$ -
Outlook - Prior Year Collections	842	866			-	16		1,724		1,354	1,354
CRRRF Loan Payments for year 2022	(55,507)							(55,507)			-
Obligated Expenses\Holdings	(659,116)	(981,574)		(1,167,260)			(53,588)	(2,861,538)		(62,113)	(62,113)
Net Usable Cash Balance 12/31/2022	2,758,650	1,952,521	-	-	87,552	100,837	-	\$ 4,899,560	361,036	200,686	\$ 561,722
Board Recommended Carryover Balance	(600,000)	(500,000)						\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2022, After Recommendation	\$ 2,158,650	\$ 1,452,521	\$ -	\$ -	\$ 87,552	\$ 100,837	\$ -	\$ 3,799,560	\$ 361,036	\$ 200,686	\$ 561,722
Net Current Year Cash Increase (Decrease)	70,195	(958,771)	(1,157,885)	-	187	24,852	(182,139)	\$ (2,203,561)	300	(141,391)	\$ (141,091)

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

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 October 1, 2022 to October 31, 2022
 CURRENT MONTH

Whole \$

<u>UNAUDITED</u>								
<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	-	(6,479)	903	3,629	39,824	(10,531)	(40,727)	(13,381)
Accounting	2,206	(1,227)	24,676	(1,389)	13,371	(2,163)	(35,841)	(4,779)
Administration	127	(15)	30,511	3,276	28,085	(20,379)	(58,469)	(17,118)
Common Costs	4,076	1,156	-	-	26,816	(4,299)	(22,740)	(3,143)
Facilities	5,178	426	786	2,666	20,096	(5,251)	(15,704)	(2,159)
Maintenance	-	(83)	31,486	(7,860)	5,656	1,649	(37,142)	(6,294)
Subtotal	11,587	(6,222)	88,362	322	133,848	(40,974)	(210,623)	(46,874)
Golf	66,318	32,818	49,364	10,730	46,034	(18,533)	(29,080)	25,015
Marina	3,102	3,102	-	4,852	613	1,994	2,489	9,948
Subtotal	81,007	29,698	137,726	15,904	180,495	(57,513)	(237,214)	(11,911)
Rec/ Pools/ Parks								
Special Assmt Earned	35,307						35,307	
Curr Yr Bad Debts Activity	1,170						1,170	
Net Special Assmt Dues	36,477	3,649					36,477	3,649
Rec/ Pools/ Parks	1,131	(838)	17,147	2,352	16,432	(2,366)	(32,448)	(852)
Subtotal Rec/ Pools/ Parks	37,608	2,811	17,147	2,352	16,432	(2,366)	4,029	2,797
Subtotal Operations before Ops Dues	118,615	32,509	154,873	18,256	196,927	(59,879)	(233,185)	(9,114)
Ops Dues Earned	180,529						180,529	
Curr Yr Bad Debts Activity	1,153						1,153	
Net Ops Dues	181,682	13,549					181,682	13,549
Net Operations	300,297	46,058	154,873	18,256	196,927	(59,879)	(51,503)	4,435
Net BOD Approved UDR Activity for Operations								
Firewise/Road Mowing/Clean Green	-		-		-		-	
Clubhouse Remediation & Assessment	-		-		-		-	
Epiq Transfer Fee Refund Servicer	-		-		-		-	
2022 Clubhouse Kitchen Repairs	-		-		16,983		(16,983)	
Hazardous Tree Removal	-		-		-		-	
Net Operations with Board Approved UDR	300,297	46,058	154,873	18,256	213,910	(59,879)	(68,486)	4,435
Other Operating Activity								
UDR Activity	14,127				1,051		13,076	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				3,011		(3,011)	
Total Other Operating Activity	14,127				4,062		10,065	
Grand Total Operations Activity	314,424	46,058	154,873	18,256	217,972	(59,879)	(58,421)	4,435

* Excludes Depreciation

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

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 January 1, 2022 to October 31, 2022
 YEAR TO DATE

Whole \$

UNAUDITED

Department	Actual Revenue	Revenue B / (W)	Actual Salary Benefits	Salary & Benefits B / (W)	Actual Other Expense *	Other Exp B / (W)*	Net Income / (Loss) *	Net B / (W)*
ACC / Security	77,845	13,053	21,204	27,977	400,182	(107,565)	(343,541)	(66,535)
Accounting	27,293	(7,040)	253,189	345	63,055	(4,826)	(288,951)	(11,521)
Administration	1,490	73	319,529	48,696	226,650	(129,098)	(544,689)	(80,329)
Common Costs	32,727	3,519	-	-	359,276	(82,305)	(326,549)	(78,786)
Facilities	36,917	(10,603)	20,243	17,314	123,255	9,809	(106,581)	16,520
Maintenance	38	(795)	224,623	13,879	148,940	(63,797)	(373,525)	(50,713)
Subtotal	<u>176,310</u>	<u>(1,793)</u>	<u>838,788</u>	<u>108,211</u>	<u>1,321,358</u>	<u>(377,782)</u>	<u>(1,983,836)</u>	<u>(271,364)</u>
Golf	1,165,981	175,281	572,839	4,801	285,974	(3,345)	307,168	176,737
Marina	153,460	764	19,499	33,228	10,699	14,861	123,262	48,853
Subtotal	<u>1,495,751</u>	<u>174,252</u>	<u>1,431,126</u>	<u>146,240</u>	<u>1,618,031</u>	<u>(366,266)</u>	<u>(1,553,406)</u>	<u>(45,774)</u>
Rec/ Pools/ Parks								
Special Assmt Earned	353,096						353,096	
Curr Yr Bad Debts Activity	1,399						1,399	
Net Special Assmt Dues	354,495	26,226					354,495	26,226
Rec/ Pools/ Parks	31,648	3,464	229,431	32,001	176,266	(60,032)	(374,049)	(24,567)
Subtotal Rec/ Pools/ Parks	<u>386,143</u>	<u>29,690</u>	<u>229,431</u>	<u>32,001</u>	<u>176,266</u>	<u>(60,032)</u>	<u>(19,554)</u>	<u>1,659</u>
Subtotal Operations before Ops Dues	<u>1,881,894</u>	<u>203,942</u>	<u>1,660,557</u>	<u>178,241</u>	<u>1,794,297</u>	<u>(426,298)</u>	<u>(1,572,960)</u>	<u>(44,115)</u>
Ops Dues Earned	1,806,395						1,806,395	
Curr Yr Bad Debts Activity	(45,116)						(45,116)	
Net Ops Dues	<u>1,761,279</u>	<u>79,942</u>					<u>1,761,279</u>	<u>79,942</u>
Net Operations	<u>3,643,173</u>	<u>283,884</u>	<u>1,660,557</u>	<u>178,241</u>	<u>1,794,297</u>	<u>(426,298)</u>	<u>188,319</u>	<u>35,827</u>
Net BOD Approved UDR Activity for Operations								
Firewise/Road Mowing/Clean Green	-		-		15,586		(15,586)	
Clubhouse Remediation & Assessment	-		-		23,639		(23,639)	
Epiq Transfer Fee Refund Servicer	-		-		38,304		(38,304)	
2022 Clubhouse Kitchen Repairs	-		-		34,766		(34,766)	
Hazardous Tree Removal	-		-		60,000		(60,000)	
Net Operations with Board Approved UDR	<u>3,643,173</u>	<u>283,884</u>	<u>1,660,557</u>	<u>178,241</u>	<u>1,966,592</u>	<u>(426,298)</u>	<u>16,024</u>	<u>35,827</u>
Other Operating Activity								
UDR Activity	108,646				27,036		81,610	
AR Accrual - Prior Year Reversal	(34,910)				-		(34,910)	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				21,077		(21,077)	
Total Other Operating Activity	<u>73,736</u>				<u>48,113</u>		<u>25,623</u>	
Grand Total Operations Activity	<u>3,716,909</u>	<u>283,884</u>	<u>1,660,557</u>	<u>178,241</u>	<u>2,014,705</u>	<u>(426,298)</u>	<u>41,647</u>	<u>35,827</u>

* Excludes Depreciation

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

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2022

	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		Total			
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Vac					Dev	Total		Perm	WD10	
Jan	20	87	107	350	2,376	2,726	43	110	3	25	1	15	26	51	3	14	370	2,463	2,833	76	215	291	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Feb	22	97	119	341	2,389	2,730	33	86	27	23	1	11	18	57	4	15	363	2,486	2,849	83	192	275	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Mar	28	104	132	366	2,433	2,799	17	60	7	12	7	8	18	46	3	15	394	2,537	2,931	52	141	193	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Apr	30	106	136	346	2,391	2,737	38	94	4	19	3	7	22	46	3	15	376	2,497	2,873	70	181	251	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
May	31	113	144	361	2,410	2,771	15	77	12	15	2	8	20	39	5	16	392	2,523	2,915	54	155	209	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Jun	34	126	160	362	2,400	2,762	18	75	2	19	6	5	17	40	6	14	396	2,526	2,922	49	153	202	445	2,679	3,124	774	0	3	777	732	8	1,517	4,641	
Jul	37	141	178	332	2,357	2,689	32	116	7	21	2	5	18	36	5	14	369	2,498	2,867	64	192	256	433	2,690	3,123	774	0	3	777	733	8	1,518	4,641	
Aug	42	162	204	337	2,398	2,735	11	50	13	23	5	9	17	35	5	15	379	2,560	2,939	51	132	183	430	2,692	3,122	774	0	3	777	734	8	1,519	4,641	
Sep	50	189	239	319	2,302	2,621	22	120	7	16	10	15	17	33	4	18	369	2,491	2,860	60	202	262	429	2,693	3,122	774	0	3	777	734	8	1,519	4,641	
Oct	66	286	352	303	2,261	2,564	20	74	7	17	2	6	21	37	4	18	369	2,547	2,916	54	152	206	423	2,699	3,122	774	0	3	777	734	8	1,519	4,641	
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

Sudden Valley Community Association
Balance Sheet
November 30, 2022 and December 31, 2021

	Unaudited** Nov 30, 2022	See Note** Dec 31, 2021	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 383,904	\$ 823,297	\$ (439,393)
Building Completion Deposit Fund	492,600	437,650	54,950
Member Receivables - Operations*	-	34,910	(34,910)
Other Receivables	9,021	9,075	(54)
Prepaid Expenses	71,906	73,567	(1,662)
Inventory	11,687	3,622	8,065
Total Current Assets	969,118	1,382,121	(413,005)
Current Liabilities			
Accounts Payable	(115,499)	(188,530)	73,031
Accrued Vacation Liability	(68,449)	(47,192)	(21,257)
Accrued Payroll	-	(58,874)	58,874
Prepaid Assessments	(193,342)	(211,076)	17,734
Building Completion Deposits	(492,600)	(437,650)	(54,950)
Other Refundable Deposits	(5,166)	(6,663)	1,497
Prepaid Golf Memberships	(102,918)	(26,269)	(76,649)
Total Current Liabilities	(977,974)	(976,254)	(1,720)
Operating Reserve Funds			
Emergency Operating Cash	361,066	360,736	330
Undesignated Reserves Cash	205,453	342,077	(136,624)
Total Operating Reserve Funds	566,519	702,813	(136,294)
Net Operating Assets	\$ 557,663	\$ 1,108,680	(551,019)
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,271,991	2,688,455	583,536
Roads Reserve Cash Fund	2,553,374	2,911,292	(357,918)
Board Density Reduction Cash Fund	87,552	87,365	187
Mailbox Cash Fund	98,988	75,985	23,003
Capital Reserve Holding Cash Fund	-	1,157,885	(1,157,885)
CRRRF Capital Reserve Holding Cash	640,982	-	640,982
Mitigation Assignment of Savings Cash	44,533	44,445	88
LWWS Assignment of Savings Cash	9,066	137,694	(128,628)
Member Receivables - Capital**	-	21,253	(21,253)
Total Capital Current Assets	6,706,486	7,124,374	(417,888)
Capital Fixed Assets			
Fixed Assets	14,351,762	11,538,814	2,812,948
Lots Held for Sale	204,809	204,809	-
Total Capital Assets	14,556,571	11,743,623	2,812,948
Long Term Liabilities			
CRRRF Loan 2018	-	(1,119,444)	1,119,444
CRRRF Loan 2022	(2,061,922)	-	(2,061,922)
Capital Leases	(171,221)	(223,599)	52,378
Total Long Term Liabilities	(2,233,143)	(1,343,043)	(890,100)
NET ASSETS	\$ 19,587,577	\$ 18,633,635	\$953,942
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	(60,900)	\$439,833	(500,733)
Current Year Net Income: Rec Special Assmt	(6,759)	63,481	(70,240)
Net Transfers Out from Operations to Capital	(482,660)	-	-
Current Year Net Income: Capital**	1,548,018	1,926,010	(377,992)
Net Transfers Into Capital from Operations	482,660	-	-
Retained Earnings**	5,068,407	4,565,093	503,314
Capital**	13,038,811	11,639,218	1,399,593
TOTAL MEMBER EQUITY	\$ 19,587,577	\$18,633,635	\$953,942

* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal financial statement purposes. As per SVCA policy, Management continues to pursue collection of these receivables via all avenues allowed by Washington State laws. In addition, the Association records and bills finance charges on receivables that are thirty days past due at 1% per month. At November 30, 2022, and December 31, 2021, the balances of receivables written off were \$654,574 and \$583,636, 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 and 2021 audited financial statements (2021 represents the most recently issued audited statements), which fully incorporates ASC 606 and complies with Generally Accepted Accounting Principals (GAAP).

Sudden Valley Community Association

Sudden Valley Community Association
Income Statement Summary

UNAUDITED	Current Month - November 2022			Year to Date - 11 Months Ending 11/30/2022			
	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	180,547		230,844	1,986,943			2,542,053
Bad Debt Reserve	(3,105)		(2,913)	(48,221)			(44,737)
Net Current Year Assessment Income	177,442	9,308	227,931	1,938,722	89,250	97.6%	2,497,316
Special Ops Assmt Income- Rec/ Pools/ Parks							
Dues & Assessments Income	35,317			388,413			
Bad Debt Reserve	(472)			927			
Net Special Ops Assmt Income	34,845	2,019		389,340	28,245		
Bad Debt Recoveries - Prior Years			342				49,780
Golf Income	39,032	12,132	-	1,205,013	187,413		-
Marina Income	1,430	1,430	-	151,348	652		-
Rec Center & Pools Income	134	(807)	-	16,070	(288)		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	5,006	(1,725)	-	72,038	(3,984)		7,019
Rental Income - Other	318	52	-	9,530	4,097		-
Area Z Rental Income	961	(1,039)	-	20,830	(1,170)		-
Lease Income	3,552	49	-	27,100	(11,440)		-
New Home Construction Fees	-	(6,250)	-	75,240	6,490		1,000
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		-
Investment Income	71	(17)	836	734	(229)		9,872
Total Revenue	262,791	15,152	229,109	3,905,965	299,036		2,564,987
EXPENSES							
Salaries & Benefits	159,946	28,515	-	1,820,503	206,756		-
Contracted & Professional Services	34,060	(17,302)	-	412,161	(244,776)		-
CC&Rs/ Mandates	37,401	(8,887)	-	437,093	(107,417)		-
Maintenance & Landscaping	24,404	12,264	-	387,231	(3,928)		-
Utilities	12,747	(1,834)	-	168,130	5,428		-
Administrative	9,961	234	-	146,962	(7,606)		500
Regulatory Compliance	20,741	(5,415)	-	261,460	(91,427)		429
Insurance Premiums	13,092	(870)	-	133,409	1,043		-
Other Expenses	-	84	-	258	659		-
Depreciation Expense	-	-	85,809	-	-		943,894
Interest expense	-	-	7,641	-	-		50,893
Total Expenses	312,352	6,789	93,450	3,767,207	(241,268)		995,716
Net Income (Loss)	(49,561)	21,941	135,659	138,758	57,768		1,569,271
Net UDR Activity for Operations							
Firewise/Road Mowing/Clean Green	-			(14,111)			
Clubhouse Remediation & Assessment	-			(23,639)			
Epiq Transfer Fee Refund Servicer	(3,813)			(42,117)			
2022 Clubhouse Kitchen Repairs	(61,127)			(95,893)			
Hazardous Tree Removal	-			(60,000)			
Net Income (Loss) with Board Approved UDR	(114,501)	21,941	135,659	(97,002)	57,768		1,569,271
Other Activity							
Net Other UDR Activity*	3,900			85,509			
AR Accrual - Prior Year Reversal	-		(21,253)	(34,910)			(21,253)
AR Accrual - Current Year	-		-	-			-
Vacation Liability- Prior Year Reversal	(179)			(21,256)			
Total Other Activity	3,721		(21,253)	29,343			(21,253)
Grand Total Activity	(110,780)	21,941	114,406	(67,659)	57,768		1,548,018

*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/capital transfer fee revenue collections.

Sudden Valley Community Association

Sudden Valley Community Association
Reserve Cash Balance & Activity
 11 Months Actual, 1 Months Projected

UNAUDITED

	Capital Reserve Funds						Operating Reserve Funds				
	CRRRF	Roads	Capital Reserve Holding Fund	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 12/31/2021	2,688,455	2,911,292	1,157,885	-	87,365	75,985	182,139	\$ 7,103,121	360,736	342,077	\$ 702,813
Dues Received	1,235,640	1,284,150			-	23,003		2,542,793	-	130,773	130,773
Transfer Fees Received, ¼ of 1% Storm Water Mitigation Plan Fee			7,922					7,922			-
Investment Income	4,037	4,142	-	1,592	-	-	101	9,872	330	296	626
Sale of Assets	-				-			-			-
Board Approved Net Transfers	482,660		(1,165,807)	1,165,807				482,660			-
Additional Loan Funding	1,098,468										-
Mitigation Release	128,641	-					(128,641)	-			-
2022 Expenditures	(2,365,910)	(1,647,210)	-	(526,417)	187	-		(4,539,350)		(267,694)	(267,694)
Net Available Cash at 11/30/2022	3,271,991	2,553,374	-	640,982	87,552	98,988	53,599	\$ 6,706,486	361,066	205,453	\$ 566,519
1 Month Outlook											
Outlook - 2022 Dues (93% collections)	105,117	108,116				1,951		\$ 215,184			\$ -
Outlook - Prior Year Collections	421	433			-	8		862		677	677
CRRRF Loan Payments for year 2022	(27,753)							(27,753)			-
Obligated Expenses\Holdings	(626,487)	(703,322)		(640,982)			(53,599)	(2,024,390)		(18,483)	(18,483)
Net Usable Cash Balance 12/31/2022	2,723,289	1,958,601	-	-	87,552	100,947	-	\$ 4,870,389	361,066	187,647	\$ 548,713
Board Recommended Carryover Balance	(600,000)	(500,000)						\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2022, After Recommendation	\$ 2,123,289	\$ 1,458,601	\$ -	\$ -	\$ 87,552	\$ 100,947	\$ -	\$ 3,770,389	\$ 361,066	\$ 187,647	\$ 548,713
Net Current Year Cash Increase (Decrease)	34,834	(952,691)	(1,157,885)	-	187	24,962	(182,139)	\$ (2,232,732)	330	(154,430)	\$ (154,100)

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

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 November 1, 2022 to November 30, 2022
 CURRENT MONTH

Whole \$

<u>UNAUDITED</u>	Actual Revenue	Revenue B / (W)	Actual Salary Benefits	Salary & Benefits B / (W)	Actual Other Expense *	Other Exp B / (W)*	Net Income / (Loss) *	Net B / (W)*
Department								
ACC / Security	-	(6,479)	941	3,589	40,412	(11,123)	(41,353)	(14,013)
Accounting	1,608	(1,826)	24,797	(1,510)	29,579	(18,370)	(52,768)	(21,706)
Administration	102	(39)	33,864	(77)	11,486	(3,558)	(45,248)	(3,674)
Common Costs	3,367	445	-	-	25,668	(3,151)	(22,301)	(2,706)
Facilities	3,863	(889)	897	2,553	15,127	(3,357)	(12,161)	(1,693)
Maintenance	-	(84)	32,018	6,635	7,016	6,486	(39,034)	13,037
Subtotal	8,940	(8,872)	92,517	11,190	129,288	(33,073)	(212,865)	(30,755)
Golf	39,032	12,132	48,674	11,725	18,357	5,538	(27,999)	29,395
Marina	1,430	1,430	-	4,854	363	1,640	1,067	7,924
Subtotal	49,402	4,690	141,191	27,769	148,008	(25,895)	(239,797)	6,564
Rec/ Pools/ Parks								
Special Assmt Earned	35,317						35,317	
Curr Yr Bad Debts Activity	(472)						(472)	
Net Special Assmt Dues	34,845	2,019					34,845	2,019
Rec/ Pools/ Parks	1,102	(865)	18,755	746	4,398	4,169	(22,051)	4,050
Subtotal Rec/ Pools/ Parks	35,947	1,154	18,755	746	4,398	4,169	12,794	6,069
Subtotal Operations before Ops Dues	85,349	5,844	159,946	28,515	152,406	(21,726)	(227,003)	12,633
Ops Dues Earned	180,547						180,547	
Curr Yr Bad Debts Activity	(3,105)						(3,105)	
Net Ops Dues	177,442	9,308					177,442	9,308
Net Operations	262,791	15,152	159,946	28,515	152,406	(21,726)	(49,561)	21,941
Net BOD Approved UDR Activity for Operations								
Firewise/Road Mowing/Clean Green	-		-		-		-	
Clubhouse Remediation & Assessment	-		-		-		-	
Epiq Transfer Fee Refund Servicer	-		-		3,813		(3,813)	
2022 Clubhouse Kitchen Repairs	-		-		61,127		(61,127)	
Hazardous Tree Removal	-		-		-		-	
Net Operations with Board Approved UDR	262,791	15,152	159,946	28,515	217,346	(21,726)	(114,501)	21,941
Other Operating Activity								
UDR Activity	4,313				413		3,900	
AR Accrual - Prior Year Reversal	-				-		-	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				179		(179)	
Total Other Operating Activity	4,313				592		3,721	
Grand Total Operations Activity	267,104	15,152	159,946	28,515	217,938	(21,726)	(110,780)	21,941

* Excludes Depreciation

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

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 January 1, 2022 to November 30, 2022
 YEAR TO DATE

Whole \$

UNAUDITED

Department	Actual Revenue	Revenue B / (W)	Actual Salary Benefits	Salary & Benefits B / (W)	Actual Other Expense *	Other Exp B / (W)*	Net Income / (Loss) *	Net B / (W)*
ACC / Security	77,845	6,574	22,145	31,566	440,594	(118,688)	(384,894)	(80,548)
Accounting	28,901	(8,866)	277,987	(1,166)	92,635	(23,196)	(341,721)	(33,228)
Administration	1,592	34	353,393	48,619	238,136	(132,656)	(589,937)	(84,003)
Common Costs	36,094	3,964	-	-	384,945	(85,457)	(348,851)	(81,493)
Facilities	40,780	(11,492)	21,140	19,867	138,381	6,453	(118,741)	14,828
Maintenance	38	(879)	256,641	20,514	155,956	(57,311)	(412,559)	(37,676)
Subtotal	185,250	(10,665)	931,306	119,400	1,450,647	(410,855)	(2,196,703)	(302,120)
Golf	1,205,013	187,413	621,513	16,526	304,331	2,193	279,169	206,132
Marina	154,890	2,194	19,499	38,082	11,062	16,501	124,329	56,777
Subtotal	1,545,153	178,942	1,572,318	174,008	1,766,040	(392,161)	(1,793,205)	(39,211)
Rec/ Pools/ Parks								
Special Assmt Earned	388,413						388,413	
Curr Yr Bad Debts Activity	927						927	
Net Special Assmt Dues	389,340	28,245					389,340	28,245
Rec/ Pools/ Parks	32,750	2,599	248,185	32,748	180,664	(55,863)	(396,099)	(20,516)
Subtotal Rec/ Pools/ Parks	422,090	30,844	248,185	32,748	180,664	(55,863)	(6,759)	7,729
Subtotal Operations before Ops Dues	1,967,243	209,786	1,820,503	206,756	1,946,704	(448,024)	(1,799,964)	(31,482)
Ops Dues Earned	1,986,943						1,986,943	
Curr Yr Bad Debts Activity	(48,221)						(48,221)	
Net Ops Dues	1,938,722	89,250					1,938,722	89,250
Net Operations	3,905,965	299,036	1,820,503	206,756	1,946,704	(448,024)	138,758	57,768
Net BOD Approved UDR Activity for Operations								
Firewise/Road Mowing/Clean Green	-		-		14,111		(14,111)	
Clubhouse Remediation & Assessment	-		-		23,639		(23,639)	
Epiq Transfer Fee Refund Servicer	-		-		42,117		(42,117)	
2022 Clubhouse Kitchen Repairs	-		-		95,893		(95,893)	
Hazardous Tree Removal	-		-		60,000		(60,000)	
Net Operations with Board Approved UDR	3,905,965	299,036	1,820,503	206,756	2,182,464	(448,024)	(97,002)	57,768
Other Operating Activity								
UDR Activity	112,958				27,449		85,509	
AR Accrual - Prior Year Reversal	(34,910)				-		(34,910)	
AR Accrual - Current Year	-				-		-	
Vacation Liability Accrual	-				21,256		(21,256)	
Total Other Operating Activity	78,048				48,705		29,343	
Grand Total Operations Activity	3,984,013	299,036	1,820,503	206,756	2,231,169	(448,024)	(67,659)	57,768

* Excludes Depreciation

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

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2022

	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						Total		
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Perm	WD10	Avail.								
Jan	20	87	107	350	2,376	2,726	43	110	3	25	1	15	26	51	3	14	370	2,463	2,833	76	215	291	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Feb	22	97	119	341	2,389	2,730	33	86	27	23	1	11	18	57	4	15	363	2,486	2,849	83	192	275	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Mar	28	104	132	366	2,433	2,799	17	60	7	12	7	8	18	46	3	15	394	2,537	2,931	52	141	193	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Apr	30	106	136	346	2,391	2,737	38	94	4	19	3	7	22	46	3	15	376	2,497	2,873	70	181	251	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
May	31	113	144	361	2,410	2,771	15	77	12	15	2	8	20	39	5	16	392	2,523	2,915	54	155	209	446	2,678	3,124	774	0	3	777	732	8	1,517	4,641	
Jun	34	126	160	362	2,400	2,762	18	75	2	19	6	5	17	40	6	14	396	2,526	2,922	49	153	202	445	2,679	3,124	774	0	3	777	732	8	1,517	4,641	
Jul	37	141	178	332	2,357	2,689	32	116	7	21	2	5	18	36	5	14	369	2,498	2,867	64	192	256	433	2,690	3,123	774	0	3	777	733	8	1,518	4,641	
Aug	42	162	204	337	2,398	2,735	11	50	13	23	5	9	17	35	5	15	379	2,560	2,939	51	132	183	430	2,692	3,122	774	0	3	777	734	8	1,519	4,641	
Sep	50	189	239	319	2,302	2,621	22	120	7	16	10	15	17	33	4	18	369	2,491	2,860	60	202	262	429	2,693	3,122	774	0	3	777	734	8	1,519	4,641	
Oct	66	286	352	303	2,261	2,564	20	74	7	17	2	6	21	37	4	18	369	2,547	2,916	54	152	206	423	2,699	3,122	774	0	3	777	734	8	1,519	4,641	
Nov	128	728	856	244	1,815	2,059	22	77	7	18	1	9	17	31	4	21	372	2,543	2,915	51	156	207	423	2,699	3,122	774	0	3	777	734	8	1,519	4,641	
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

PROPOSED AD HOC COMMITTEE WORKSHEET

An ad hoc committee is a temporary committee established by the Board of Directors to address a specific issue or perform a specific task. Once the task is completed, the committee disbands. Ad hoc committees have limited duration. Ad hoc committees cease to exist automatically on the day of the Annual General Meeting or once an assigned task or project has been completed, unless the board assigns additional projects to the committee.

Requests for the creation of an ad hoc committee must be reviewed and approved by the Board in an open meeting. If accepted, the Board will appoint two Directors to the ad hoc committee, one of whom is the Chair. An ad hoc committee falls under the direction and discretion of the Board. *The Board may disband an ad hoc committee with no notice.*

Before proposing that an ad hoc committee be formed, please consider the following questions:

1. Does the proposed ad hoc committee perform a specific function or task?
 - a. If yes, please explain the function/task and your recommendations for the committee's scope and deliverables.

 - b. How will the assigned scope or task assist the Board?

2. Can the work of the proposed ad hoc committee be performed by a standing committee?

3. If the proposed committee didn't exist, who would perform the committee's function or task(s)? *E.g., Board, GM, community members, etc.*



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Jo Anne Jensen, General Manager

Date: January 26, 2023

Subject: Capital Request – 2023 Playground ADA Improvements

Purpose

To request funding approval for permitting and construction.

Background

In 2022, SVCA contracted with Pacific Landscape Architecture (PLA) to evaluate parks for ADA compliance. PLA prepared a report dated March 4, 2022 (attached for reference) summarizing the parks inspection. This inspection identified ADA compliance issues. PLA prepared a second report, dated April 26, 2022, (attached for reference) identifying the improvements necessary to bring the parks into compliance with ADA guidelines. This project will provide funding for improvements to be completed at 2 parks bringing them into ADA compliance. SVCA's 2023 budget includes a line item for these improvements in the amount of \$75,000.00.

Analysis

SVCA proposes to begin the permitting and construction for park improvements. This will include:

- Notice of Activity (NOA) permit submittal to Whatcom County
- Preparation of bid documents and issuance to contractors for proposal
- Summary of bids received, with recommendation to SVCA's Board for contract award
- ADA compliance improvements at 2 parks:
 - o Recreation Corridor
 - o Gate 5 Entrance
- Construction is proposed to occur during summer 2023.

Proposal

Authorize permitting and construction to begin per PNW Services, Inc. attached Proposal dated 1-18-23.



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Request

Request \$78,032.60 per PNW Services, Inc. proposal to begin permitting and construction.

Motion

Move that the Board of Directors approve the allocation of \$78,032.60 from CRRRF.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors



1814 Broadway St.
Bellingham, WA 98225
(360) 684-4295

Sudden Valley Playgrounds Safety Surfacing Observation Summary

Date: March 4, 2022
To: PNW Services Inc., PO Box 30498, Bellingham, WA 98228
c/o Tyler Andrews 360-739-2072
accounting@pnwcivil.com
From: Susan Willhoft, RLA, Project Manager, Pacific Landscape Architecture

Scope: This is a written summary of findings during site visits focused on the existing condition of play surfacing at each of seven playgrounds in Sudden Valley, and deficiencies in the play surfacing that may exist outside of U.S. Consumer Product Safety Commission guidelines and ASTM Standards for Public Playgrounds.

Pacific Landscape Architecture (PLA) reviewed playground surfacing type, depths, drainage, containment, fall/use zones, and ADA access. Professional landscape architectural opinions do not constitute legal licensed playground audits, which are not available through PLA.

Discussion: The Owner of any privately-owned park typically determines the level of risk and any risk management program to be used at that park. The Owner determines what action is required upon receiving this type of summary. One resource for development of a playground risk management program can be the playground equipment manufacturers representative. Documentation of Sudden Valley playground risk management programs, maintenance standards and procedures, as-built maps of playground layouts, maintenance instructions, and maintenance records were requested by PLA, but not available during this review.

The Sudden Valley Parks Master Plan¹ defines Sudden Valley's developed park types as Neighborhood Parks, typically smaller and surrounded by homes, meant for enjoyment by the adjacent residences, and Regional Parks, typically large spaces, that draw visitors from outside of Sudden Valley. Park types are noted on each park observation sheet.

Method: Susan Willhoft, PLA, assisted by Pam Andrews of PNW Services, conducted site visits of seven playground on February 24, 2022. PLA used a checklist found on following pages to review playground surfacing. Surface Type was identified, Test Pits dug to check surfacing depths, drainage and containment were visually observed, ADA access type, if any, identified. PLA used U.S. Consumer Product Safety Commission (CPSC) guidelines and ASTM Standards for Public Playgrounds to evaluate the playground surfacing. These Guidelines and Standards are developed from National Injury Data, Industry Experience, Risk Management and Litigation, and Anthropometrics.

¹ Sudden Valley Parks Subcommittee and Recreation Manager. (2020). *The Sudden Valley Park Master Plan*. Bellingham: Sudden Valley Community Association.

Summary of findings, site visits February 24, 2022

Table 1: Playground Surfacing Deficiencies by Park						
Location	Surface Type	Depths	Drainage	Containment	Use Zones	ADA Access
Cascade Park	x				x	x
Maple Park	x				x	x
Treehouse Park	x	x		x	x	x
Gate 5 Park	x				x	x
Huckleberry Park	x	x		x	x	x
Recreation Corridor Park	x				x	x
Marina Park	x	x	x	x	x	x

Deficiency definitions used:

- *Surface Type*: Deficiency exists if the Fall Height observed is greater than the fall height of the playground safety surfacing as defined by Table 2, CPSC Publication. (2015) *Public Playground Safety Handbook*. Another deficiency is contamination of the pea gravel with other materials such as mud that could reduce the Fall Height of the playground safety surfacing.
- *Surface Depth*: Deficiency exists if depth of existing pea gravel material is less than 9" depth. See also surface type column and notes, as pea gravel is not sufficient for equipment with a fall height great than 5' height.
- *Drainage*: Deficiency exists if standing water inside of the playground and in any test pits dug into material.
- *Containment*: Deficiency exists if material is broken, rotten, or does not contain surfacing material to full depth. Containment walls are typically built with a level top throughout. Many of the containment walls observed had a variable top of wall elevation.
- *Use Zones*: Deficiency exists if Use Zones are not large enough as defined by ASTM F1487-17, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.
- *ADA Access*: Public Playgrounds are now required to provide ADA access to the equipment and to provide a specific number of accessible play components relative to the total number of play features in the playground. Further study is recommended as Sudden Valley playgrounds are renovated in the future.

Recommendations for each park reviewed can be found on the following pages for Surface Type, Depths, Drainage, Containment, and Use Zones.

Terminology, reference ASTM 1487-17

- **Use Zone**: area beneath and immediately adjacent to the play structure or equipment that is designated for unrestricted circulation around the equipment and on whose surface it is predicted that a user would land when falling from or exiting the equipment
- **Fall Height**: vertical distance between a designated play surface and the protective surfacing beneath it (as measured per ASTM1487-17)

Location: Recreational Corridor Park Playground Type: Regional Park
 Observation date: February 25, 2022

Observations by: Susan Willhoft, Pacific Landscape Architecture
 Pam of Pacific Northwest Services onsite during site reviews

Site Observations	Note	Fall Height observed	Fall Height of 9" depth Pea Gravel per CPSC	Safety Surface Depth observed	Use Zone observed	Use Zone per ASTM 1487	Recommend Resize Use Zones	Recommend Replace Fall Surfacing
Year Renovated	2020							
Playground Surfacing	Pea Gravel over Woven Geotextile Fabric							
Containment	Low Treated Wood Retaining Wall, with untreated wood top piece							
ADA access	No							
2-bay swing, Belt Swings		8'-6"	5'-0"	9" min.	7' south, 11' north	17' min.	Y	Y
2-bay swing, Tot Swings		5'-8"	5'-0"	9" min.	7' south, 11' north	11'-4" min.	Y	Y
Composite A		8'-4" highest	5'-0"	9" min.	pass	varies	Y	Y
Composite B		4' lowest, 5'-6" highest	5'-0"	9" min.	pass	varies	Y	Y
Slide	note d.	3'-1"	5'-0"	9" min.	pass	varies	N	N

Notes:

- "Use Zones observed, pass": These Use Zones, measured in field, met or exceeded those recommended by ASTM 1487
- Containment: Retaining wall has variable top of wall elevation.
- Drainage: No standing water observed in this playground area. Shaded areas had some frozen pea gravel where mixed with mud. The woven geotextile wraps up the inside of the retaining wall. Rate of drainage flow not observed.
- Playground has signs stating playground is closed due to contamination with floodwater, orange cones placed at points along the retaining wall.
- Sandboxes do not require safety surfacing.

Recommendations for Playground Safety Surface

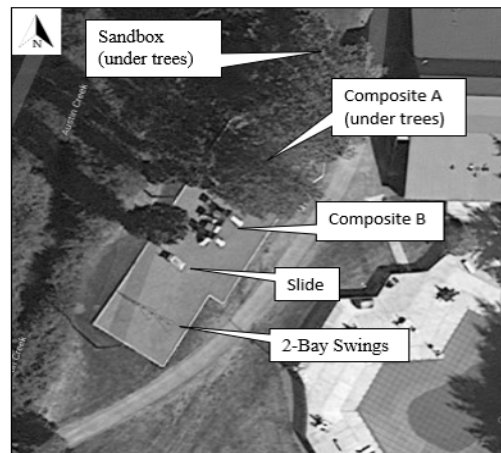
- Size Use Zones per ASTM and CPSC recommendations at Swings
- Add Playground Safety Surfacing that meets or exceeds the Fall Height requirements for Composite A, Composite B, and the 2-Bay Swings.
- ADA Accessibility laws have changed for public playgrounds. Further study of compliance to ADA laws are recommended as the playgrounds are upgraded and replaced.

Other item noted to Pam of PNW Services:

- Owner review if playground closure signage, orange cones are to remain. Effectiveness of the closure.
- Loose hardware requires maintenance. Example is S-hooks on swings. Contact manufacturer's rep. for information.
- Loose-filled Playground surfacing requires regular ongoing maintenance to maintain required depth and remove contaminants.
- Metal slide should be compared to current standards at next playground replacement/ remodel.

Equipment Manufacturer:

Play & Park Structures
 544 Chestnut Street, Chattanooga, TN 37402
 P: 800-727-1907 F: 423-425-3180
 playandpark.com



Recreational Corridor Park, Sudden Valley Drive
 Sudden Valley, Bellingham, WA
 Image: Feb 2022 Google Maps, not to scale

Location: Marina Park Playground **Type:** Regional Park
Observation date: February 25, 2022

Observations by: Susan Willhoft, Pacific Landscape Architecture
 Pam of Pacific Northwest Services onsite during site reviews

Site Observations	Note	Fall Height observed	Fall Height of 9" depth Pea Gravel per CPSC	Safety Surface Depth observed	Use Zone observed	Use Zone per ASTM 1487	Recommend Resize Use Zones	Recommend Replace Fall Surfacing
Year Renovated	unknown							
Playground Surfacing	Pea Gravel over dirt							
Containment	4"x6" Timbers							
ADA access	No							
2-bay swing, Belt Swings		over 10'-0"	5'-0"	4"-9", see note 4	16' southwest, 15'-9" northeast	more than 20'	Y	Y
2-bay swing, Tot Swings		over 8'-0"	5'-0"	4"-9", see note 4	16' southwest, 15'-9" northeast	more than 16'	Y	Y

Notes:

1. Use Zones too short on all sides of this swing structure.
2. Containment: Retaining wall has variable top of wall elevation.
3. Drainage: Standing water visible under swing seats. Puddles observed uphill of timber wall.
4. 9" depth pea gravel had 4" of standing water in test pit. 4" depth pea gravel material was mixed with mud.
5. Sandboxes do not require safety surfacing.

Recommendations for Playground Safety Surface

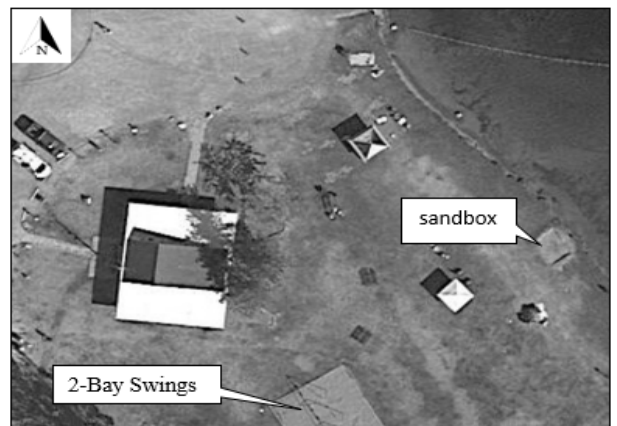
1. Improve drainage to flow around use zone and retaining wall to eliminate standing water within the playground safety surfacing.
2. Size Use Zones per ASTM and CPSC recommendations.
3. Replace Pea Gravel with a type of Playground Safety Surfacing that meets or exceeds the Fall Height requirements for this equipment.
4. Improve retaining wall to hold full depth of playground safety surfacing used.
5. ADA Accessibility laws have changed for public playgrounds. Further study of compliance to ADA laws are recommended as the playgrounds are upgraded and replaced.
6. Add Playground sign per ASTM1487 (current version), Section 14. Contact playground rep. for more information.

Other item noted to Pam of PNW Services:

- a. Recommend Owner review swingset footings for stability as the structure footings appear loose.
- b. Recommend Owner review sandbox retaining wall wood for rot and erosion on the lakeside of the sandbox.
- b. Loose hardware requires maintenance. Example is S-hooks on swings. Contact manufacturer's rep. for information.
- c. Loose-filled Playground surfacing requires regular ongoing maintenance to maintain required depth and remove contaminants.
- e. This site is on the Lake Whatcom Shoreline. Reviewing permit requirements is recommended for future improvements.

Equipment Manufacturer:

Play & Park Structures
 544 Chestnut Street, Chattanooga, TN 37402
 P: 800-727-1907 F: 423-425-3180
 playandpark.com



Location: Maple Leaf Park Playground Type: Neighborhood Park
 Observation date: February 25, 2022

Observations by: Susan Willhoft, Pacific Landscape Architecture
 Pam of Pacific Northwest Services onsite during site reviews

Site Observations	Note	Fall Height observed	Fall Height of 9" depth Pea Gravel per CPSC	Safety Surface Depth observed	Use Zone observed	Use Zone per ASTM 1487 (minimum)	Recommend Resize Use Zones	Recommend Replace Fall Surfacing
Year Renovated	2019							
Playground Surfacing	Pea Gravel over Woven Geotextile Fabric							
Containment	Timber Wall							
ADA access	No							
2-bay swing, Belt		8'	5'-0"	9" min.	16', both	16'	N	Y
2-bay swing, Tot sides of swings		5'-8"	5'-0"	9" min.	16', both	11'-4"	N	Y
					3'-6" north, 7' south	6'	Y	Y
Composite A		6'	5'-0"	9" min.	varies, 8' at tallest slide exit, 21'-4" btwn. Slide/ tot swing	varies, 20' btwn slide/ tot swing	Y	Y
Spinner		30"	5'-0"	9" min.	4'-8" to edging, 5' to movable picnic table	6'	Y	

Notes:

1. Containment: Timber wall has sloping top of wall elevation. Slopes downhill toward the Northeast overall.
2. Drainage: No standing water observed in this playground area. Ditches direct water around the north and south sides of the playground. The woven geotextile wraps up the inside of the retaining wall. Rate of drainage flow not observed.
3. "Finished Grade" stickers with line indicating level material depth for maintenance on Swing / Composite A. These are degraded and difficult to read.

Recommendations for Playground Safety Surface

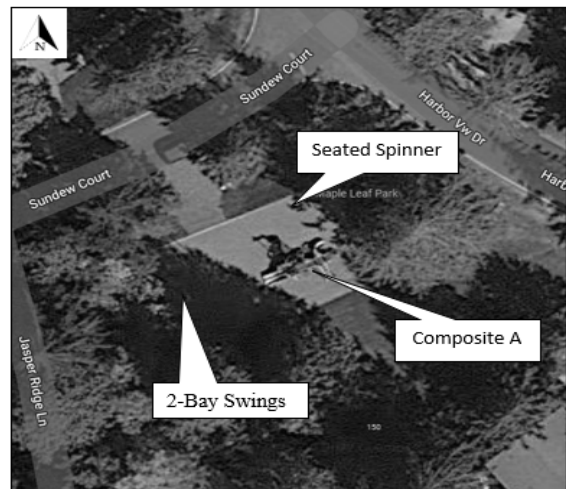
1. Size Use Zones per ASTM and CPSC recommendations at Swings sides and Spinner
2. Replace Playground Safety Surfacing with material that meets or exceeds the Fall Height requirements for Composite A and
3. ADA Accessibility laws have changed for public playgrounds. Further study of compliance to ADA laws are recommended as the playgrounds are upgraded and replaced.
4. Add Playground sign per ASTM1487 (current version), Section 14. Contact playground rep. for more information.

Other item noted to Pam of PNW Services:

- a. Recommend that the Owner review if playground closure signage, orange cones are to remain. Effectiveness of the closure.
- b. Loose hardware requires maintenance. Example is S-hooks on swings. Contact manufacturer's rep. for information.
- c. Loose-filled Playground surfacing requires regular ongoing maintenance to maintain required depth and remove contaminants.
- d. Recommend moving picnic table out of Use Zone for Spinner and Composite A .
- e. Contact manufacturers rep. to replace "Finished Grade" stickers (optional)

Equipment Manufacturer:

Play & Park Structures
 544 Chestnut Street, Chattanooga, TN 37402
 P: 800-727-1907 F: 423-425-3180
 playandpark.com



Maple Leaf Park, Harbor View Drive
 Sudden Valley, Bellingham, WA
 Image: Feb 2022 Google Maps, not to scale

Location: Treehouse Park Playground Type: Neighborhood Park
 Observation date: February 25, 2022

Observations by: Susan Willhoft, Pacific Landscape Architecture
 Pam of Pacific Northwest Services onsite during site reviews

Site Observations	Note	Fall Height observed	Fall Height of 9" Wood Chip Mulch per CPSC	Safety Surface Depth observed	Use Zone observed	Use Zone per ASTM 1487 (minimum)	Recommend Resize Use Zones	Recommend Replace Fall Surfacing
Year Renovated	unknown							
Playground Surfacing	Wood Chip Mulch, non-uniform							
Containment	Treated Lumber box							
ADA access	No							
Custom Slide		30" at slide exit, varies up to 9' ht. at stairs and concrete structure	7'-0"	Frozen, unable to dig	0' at structure and sides of slide, 3'-7 1/2" x 6' box at slide exit	6' around structure. 6' at sides of slide extending 8' beyond slide end.	Y	Y

Notes:

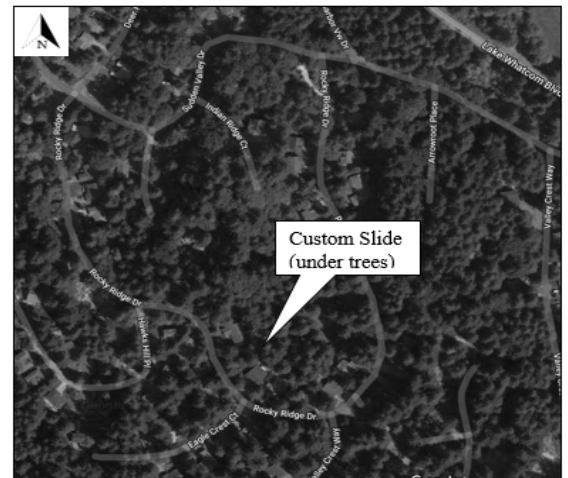
1. Drainage: Mulch box material was frozen solid, which may indicate poor drainage of box.
2. Guardrail is climbable and 37" height, ASTM standard is 38" height, non-climbable guardrail.
3. Stairway does not have a handrail, ASTM standard is to include handrails for the intended age group.
4. 24" inside diameter of tube slide is sized for children 2-5 years of age. Slide exit should be 7" max. above the fall surfacing for this age group. 30" inside diameter tube slide is the standard for children aged 5-12 yrs of age.

Recommendations for Playground Safety Surface

1. Size Use Zones per ASTM and CPSC recommendations.
2. Replace Playground Safety Surfacing with material that meets or exceeds the Fall Height requirements.
3. ADA Accessibility laws have changed for public playgrounds. Further study of compliance to ADA laws are recommended as the
4. Add Playground sign per ASTM1487 (current version), Section 14. Contact playground rep. for more information.
5. Establish the intended age group for this equipment for future improvements.

Equipment Manufacturer:

Olympic Recreation
 No manufacturer information found online.



Tree House Park, Rocky Ridge Drive
 Sudden Valley, Bellingham, WA
 Image: Feb 2022 Google Maps, not to scale

Location: Cascade Park Playground
 Observation date: February 25, 2022

Type: Neighborhood Park

Observations by: Susan Willhoft, Pacific Landscape Architecture
 Pam of Pacific Northwest Services onsite during site reviews

Site Observations	Note	Fall Height observed	Fall Height of 9" depth Pea Gravel per CPSC	Safety Surface Depth observed	Use Zone observed	Use Zone per ASTM 1487	Recommend Resize Use Zones	Recommend Replace Fall Surfacing
Year Renovated	2020							
Playground Surfacing	Pea Gravel over Woven Geotextile Fabric							
Containment	Timber Wall							
ADA access	No							
2-bay swing, Belt Swings		7'-6"	5'-0"	12"	15'-6" east, 12'-3" west	15' min.	Y	Y
2-bay swing, Tot Swings		5'-0"	5'-0"	12"	15'-6" east, 12'-3" west	10' min.	N	N
sides of swings					3'-2" south, 10' north	6'		
Climber		6'-0"	5'-0"	9"	varies, 3'-2" btwn. Swing side /climber	6' all sides, 6'-0" btwn. Slide/tot swing	Y	Y

Notes:

1. Containment: Retaining wall has variable top of wall elevation.
2. Drainage: No standing water observed in this playground area. The woven geotextile wraps up the inside of the retaining wall. Rate of drainage flow not observed.
3. "Finished Grade" stickers with line indicating level material depth for maintenance on Swing.

Recommendations for Playground Safety Surface

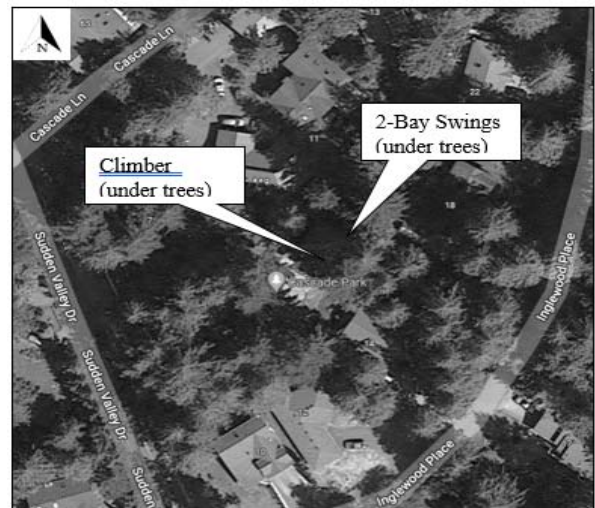
1. Resize Use Zones per ASTM and CPSC recommendations at Swings and between Swings/Climber
2. Add Playground Safety Surfacing that meets or exceeds the Fall Height requirements for Composite A and the 2-Bay
3. ADA Accessibility laws have changed for public playgrounds. Further study of compliance to ADA laws are recommended as the playgrounds are upgraded and replaced.
4. Add Playground sign per ASTM1487 (current version), Section 14. Contact playground rep. for more information.

Other item noted to Pam of PNW Services:

- a. Loose hardware requires maintenance. Example is S-hooks on swings. Contact manufacturer's rep. for information.
- b. Loose-filled Playground surfacing requires regular ongoing maintenance to maintain required depth and remove contaminants.

Equipment Manufacturer:

Play & Park Structures
 544 Chestnut Street, Chattanooga, TN 37402
 P: 800-727-1907 F: 423-425-3180
 playandpark.com



Cascade Park, Sudden Valley Drive
 Sudden Valley, Bellingham, WA
 Image: Feb 2022 Google Maps, not to scale

Location: Huckleberry Park Playground Type: Neighborhood Park
Observation date: February 25, 2022

Observations by: Susan Willhoft, Pacific Landscape Architecture
 Pam of Pacific Northwest Services onsite during site reviews

Site Observations	Note	Fall Height observed	Fall Height of 9" depth Pea Gravel per CPSC	Safety Surface Depth observed	Use Zone observed	Use Zone per ASTM 1487	Recommend Resize Use Zones	Recommend Replace Fall Surfacing
Year Renovated	2018							
Playground Surfacing	Pea Gravel over Woven Geotextile Fabric							
Containment	Timber Wall							
ADA access	No							
2-bay swing, Belt Swings		8'-0"	5'-0"	5"-6"	15'-6" south, 15'-6" north	16' min.	Y	Y
2-bay swing, Tot Swings		5'-8"	5'-0"	5"-6"	15'-6" south, 15'-6" north	11'-4" min.	N	Y
sides of swings					5'-8" east, 7' west,	6'	Y	Y
Composite A		8'-6" highest	5'-0"	11" at post	pass, 21'-6" btwn. Slide/ tot swing	varies, 17'-4" btwn. Slide/ tot swing	N	Y

Notes:

- "Use Zones observed, pass": These Use Zones, measured in field, met or exceeded those recommended by ASTM 1487
- Containment: Retaining wall has variable top of wall elevation.
- Drainage: No standing water observed in this playground area. Some pea gravel contaminated with silts, mud. The woven geotextile wraps up the inside of the retaining wall. Rate of drainage flow not observed.

Recommendations for Playground Safety Surface

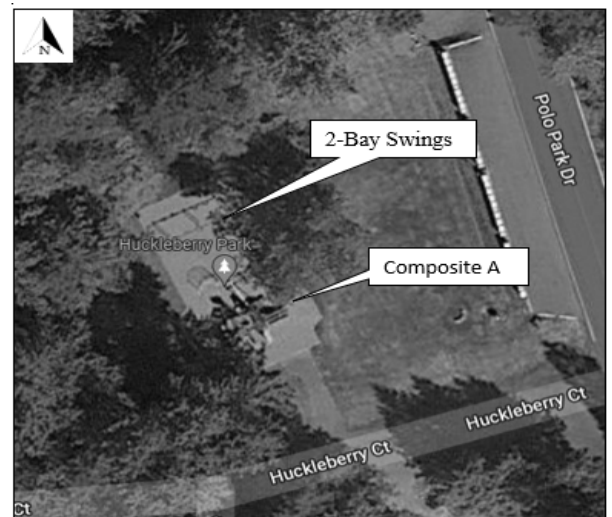
- Size Use Zones per ASTM and CPSC recommendations at Swings
- Add Playground Safety Surfacing that meets or exceeds the Fall Height requirements for Composite A and the 2-Bay
- ADA Accessibility laws have changed for public playgrounds. Further study of compliance to ADA laws are recommended as the playgrounds are upgraded and replaced.

Other item noted to Pam of PNW Services:

- Loose hardware requires maintenance. Example is S-hooks on swings. Contact manufacturer's rep. for information.
- Loose-filled Playground surfacing requires regular ongoing maintenance to maintain required depth and remove contaminants.

Equipment Manufacturer:

Play & Park Structures
 544 Chestnut Street, Chattanooga, TN 37402
 P: 800-727-1907 F: 423-425-3180
 playandpark.com
 Sticker on equipment lists: 1-888-404-5737, parkstructures.com



Huckleberry Park, Sudden Valley Community Center
 Sudden Valley, Bellingham, WA
 Image: Feb 2022 Google Maps, not to scale

Location: Gate 5 Park Playground
 Observation date: February 25, 2022

Type: Neighborhood Park

Observations by: Susan Willhoft, Pacific Landscape Architecture
 Pam of Pacific Northwest Services onsite during site reviews

Site Observations	Note	Fall Height observed	Fall Height of 9" depth Pea Gravel per CPSC	Safety Surface Depth observed	Use Zone observed	Use Zone per ASTM 1487	Recommend Resize Use Zones	Recommend Replace Fall Surfacing
Year Renovated	2019							
Playground Surfacing	Pea Gravel over Woven Geotextile Fabric							
Containment	Timbers							
ADA access	No							
2-bay swing, Belt		8'-0"	5'-0"	9" under swings	15'	16' min.	Y	Y
2-bay swing, Tot		5'-8"	5'-0"	9" under swings	15'	11'-4" min.	N	Y
Composite play		4'-8"	5'-0"	12"+ under composite structure	pass	varies	N	N

Notes:

- "Use Zones observed, pass": These Use Zones, measured in field, met or exceeded those recommended by ASTM 1487
- Containment: Timber wall has sloping top of wall elevation. Slopes downhill toward the North overall.
- Drainage: No standing water observed in this playground area. Shaded areas had some frozen pea gravel where mixed with mud. The woven geotextile wraps up the inside of the retaining wall. Rate of drainage flow not

Recommendations for Playground Safety Surface

- Size Use Zones per ASTM and CPSC recommendations at Swings.
- Replace Playground Safety Surfacing with material that meets or exceeds the Fall Height requirements for the 2-
- ADA Accessibility laws have changed for public playgrounds. Further study of compliance to ADA laws are

Other item noted to Pam of PNW Services:

- At the swing bay with belt swings, the top support bar moves with swings. Brown discoloration coming out of tube at both open ends. Recommend contacting Manufacturer Representative.
- Recommend moving on picnic table out of Tot Swing Use Zone.
- Loose hardware requires maintenance. Example is S-hooks on swings. Contact manufacturer's rep. for information.
- Loose-filled Playground surfacing requires regular ongoing maintenance to maintain required depth and remove contaminants.

Equipment Manufacturer:

Play & Park Structures
 544 Chestnut Street, Chattanooga, TN 37402
 P: 800-727-1907 F: 423-425-3180
 playandpark.com



Gate 5 Park, Tumbling Water Drive
 Sudden Valley, Bellingham, WA
 Image: Feb 2022 Google Maps, not to scale



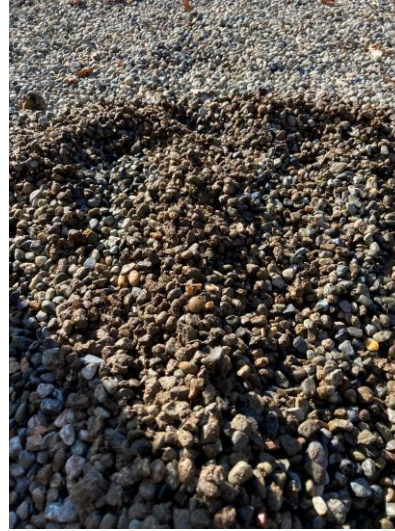
access (1)



access (2)



Composite A (1)



Composite A (8)



Composite A (10)



Composite A (11)



Composite A (13)



Composite A (14)



Composite B (1)



Composite B (7)



Composite B (8)



Composite B (9)



Composite A (12)



Composite B Surface



Containment



sandbox (1)



sandbox (2)



sign



Composite B (10)



Composite B (11)



Slide (1)



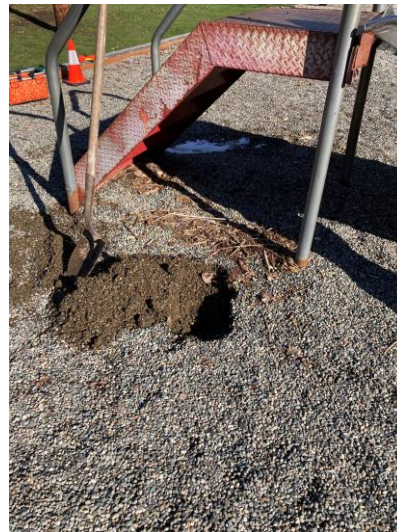
Slide (3)



Slide (5)



Slide (4)



Slide surfacing (4)



Slide surfacing (5)



Swing surfacing (1)



Marina Park (3)



Marina Park (4)



Marina Park (6)



Marina Park (8)



Marina Park (5)

Marina Park Playground



Marina Park (2)



Swing surfacing (2)



Marina Park (7)



Marina Park (1)



Marina Park (10)



Marina Park (11)



Marina Park (12)



Maple Park (1)



Maple Park (2)



Maple Park (3)



Maple Park (4)



Maple Park (5)



Maple Park (6)



Maple Park (7)



Maple Park (8)



Maple Park (9)



Huckleberry Park (2)



Huckleberry Park (3)



Huckleberry Park (1)



Huckleberry Park (4)



Huckleberry Park (5)



Huckleberry Park (6)



Huckleberry Park (7)



Huckleberry Park (8)



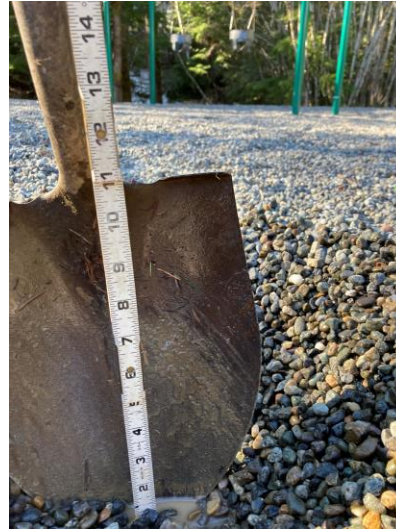
Huckleberry Park (9)



Huckleberry Park (10)



Huckleberry Park (12)



Huckleberry Park (13)



Treehouse Park structure (1)



Cascade Park surfacing (1)



Cascade Park surfacing (2)



Gate 5 Park Playground. Designated ADA Parking is available



Gate 5 Park Playground.



Gate 5 Park Playground Sign

Sudden Valley Playground ADA Access Report

Date: April 26, 2022
To: PNW Services Inc., PO Box 30498, Bellingham, WA 98228
c/o Tyler Andrews 360-739-2072
accounting@pnwcivil.com
From: Susan Willhoft, RLA, Project Manager, Pacific Landscape Architecture

Summary:

The Sudden Valley Board requested that Pacific Landscape Architecture (PLA) review playground surfacing and ADA accessibility of existing play areas. This document studies the applicability of Department of Justice (DOJ) and Americans with Disabilities Act (ADA) Standards for (7) seven Sudden Valley playgrounds. These standards became mandatory for newly constructed and altered facilities as of March 15, 2012.

To achieve compliance (5) five existing playgrounds will be required to undergo changes because of updates that occurred after 2012. (2) Two playgrounds pre-date 2012 and should be brought into compliance when alterations are made that affect, or could affect, the usability of the play area, such as adding play equipment or changing the entire ground surfacing. At Recreational Corridor, Gate 5, Maple Leaf Park, and Huckleberry Park, the required accessible routes include ADA designated parking, the path connecting parking to the playground area, and an accessible route to each ground level play equipment type. At Cascade Park, the required accessible routes include the path connecting the street to the playground area, an accessible route to each ground level play equipment type, and an opening added in the play area border curb. PLA evaluated the quantity of ground level and elevated play components at each playground to determine this requirement. See Appendix C. The accessible route must connect all entry and exit points of accessible play components.

No additions to equipment are required for the playgrounds to be brought into compliance with DOJ's ADA.

Accessible Routes to Playground Areas:

Pacific Landscape Architecture evaluated the quantity ADA Parking Spaces required at each playground. See Appendix D. Following is a summary of Accessible Route improvements required.

1. Recreation Corridor Park: Use existing designated parking and path. Pave the short distance between paved trail and added opening(s) at wood edging.
2. Gate 5 Park: Pave the designated gravel parking spot and short path to playground. This requires a stormwater permit. Add opening at wood edging.
3. Maple Leaf Park: Pave an existing gravel parking spot. The existing loose gravel trail can be paved or have packed crushed gravel added and the slope down to playground eased. This

requires a stormwater permit. Cost of grading the trail and possibly the parking space can be evaluated for exemption. Add opening at wood edging.

4. Cascade Park: The existing loose gravel trail can be paved or have packed crushed gravel added and the slope down to playground eased. This requires a stormwater permit. Cost of grading the trail and possibly the parking space can be evaluated for exemption. Add opening at wood edging.
5. Huckleberry Park: Stripe and sign a designated parking spot on existing parking lot or add driveway to a new paved parking spot closer to the playground. The existing loose gravel trail can be paved or have packed crushed gravel added and the slope down to playground eased. The slope of this path requires survey and could involve a need for handrails and retaining walls. This requires a stormwater permit. Cost of grading the trail and possibly the parking space can be evaluated for exemption. Add opening at wood edging.

Accessible Routes Within Playgrounds:

Playground surfacing must both meet requirements for impact attenuation and accessible travel over the surface to comply with DOJ and ADA requirements. The existing pea gravel does not meet these requirements.

Options to meet ADA requirements are:

- 12" Depth Engineered Wood Fiber
- Rubberized Poured-in-Place surfacing
- Rubberized Tile
- Plastic Playground Turf

Generally rubberized or plastic turf options are installed over a concrete pad or compacted gravel which impacts the cost and permeability of the surfacing.

Permitting Considerations:

A concrete or compacted gravel subgrade will require stormwater permits within the Lake Whatcom Watershed. This effort would likely require survey, civil engineering, and landscape architectural design drawings and specs.

Any new parking pads or grading to achieve ADA accessibility to play areas would likely require stormwater permits within the Lake Whatcom Watershed.

The least involved improvement, requiring no permit review, is replacing the pea gravel surfacing with Engineered Wood Fiber Chips. The woven geotextile fabric, placed underneath the existing pea gravel, should be replaced with a Non-woven geotextile. The existing woven geotextile is slowing stormwater flow enough to retain moisture in the pea gravel, which is not desired in playgrounds. Playground areas should be free draining and puddles should not form. It could be possible to only remove pea gravel to the elevation required to backfill 12 inches of Engineered Wood Fiber Chips, placing a non-woven geotextile fabric between these layers. In this scenario, the woven-geotextile could be punctured to the extent that it becomes free draining below the remaining pea gravel.

Exemptions may exist for accessible routes. If stormwater permits cannot be obtained for parking and path of travel to play areas it is considered technically infeasible. If the cost to do so including consulting and permit fees is greater than 20% of the total cost of the play area and parking pads

combined, it would be considered a disproportional cost and you may prioritize compliance. See definitions for Disproportionality, Prioritization, and Technically Infeasible in Appendix F.

Whatcom County states that per IRC 105.2, playgrounds are considered exempt for building permits. Other permits such as Fire Regulations, Natural Resource Regulations, Zoning, and Setbacks are needed if applicable, however are likely outside the scope of this project.

Other Considerations:

The safety of these playgrounds could also be improved simultaneously by correcting the deficient size and location of fall zones (use zones) and resetting the wood containment edging with a level top for better containment. The monkey bars located at Cascade Park could be reset at the correct distance from the swingset.

**Appendix A:
Playground Included in Review**

Playground Location	Renovation History
Cascade Park	2020: New swing set and monkey bars. New playground area with wood border and pea gravel surfacing.
Recreation Corridor Park	2020: New sandbox, (1) new climbing structure. Combined all of the individual play areas to make one contiguous area with new wood playground border and pea gravel surfacing. Middle climbing structure and swings installed between 2013-2016 (aerial photos) Slide is old and relocated to current position after 2012.
Maple Leaf Park	2019: New climbing structure, swing set, and spinner. New playground area with wood border and pea gravel surfacing. Gravel parking spots added.
Gate 5 Park	2019: New playground area with wood border and pea gravel surfacing in. Playground climber and swings installed between 2013-2016 (aerial photo).
Huckleberry Park	2018: Added pea gravel surfacing and replaced wood border. This surface replacement created the requirement for compliance with ADA Access rules. The large playground structure and swings were installed before 2012. (aerial photos)
Marina Park	pre-dates 2012 (aerial photos)
Treehouse Park	Old slide model pre-dates 2012

**Appendix B:
Discussions With Playground Sales Representatives**

Wildwood Playgrounds
 Bob or Steve Lebwohl
 2127 NE 10th Avenue
 Portland, OR 97212
www.wildwoodplaygrounds.com
 (800) 875-7529
 bob@wildwoodplaygrounds.com

phone call 4/21/22

- Wildwood Playgrounds does remember selling many of these playgrounds to Sudden Valley and is asking the manufacturer for any drawings and records that might be available.
- They sell all types of playground surfacing.
- They subcontract to surfacing and playground installers. There is a long lead time.
- They can also send a "Lead Installer" to work with a community that is doing installation with volunteers. This can ensure the playground layout and equipment construction is done correctly.
- Suggests: to remove some pea gravel. Put a poly timber boarder or recycled wood border around the use zone, put in a layer of geotextile fabric and fill with 10 inches after compaction of engineered wood fiber.
- The challenge climber installed at the Recreation Corridor Park in 2020 is a ground-based activity.

Great Western Recreation
Quinn Connell
Direct: (435) 901-9544
quinn@gwpark.com
www.gwpark.com

email 4/21/22 (edited for clarity)

- Quinn offered to help playground assessment, whether that is site visits or answering more questions.
- The tiles are typically (preferably) installed over a pavement surface which makes drainage a bit complicated at the edges. Water will drain through the tiles and come out at the outer edges of the play area, which will need "weep holes" if it has a concrete edger.
- Access ideas for entering pea gravel. The Fairbanks, AK, school district has tile covered asphalt access lanes coming into their play areas. This works fairly well, but to be very conservative about safety, I'd have the entrance walkway taper along the sides for 4 feet to have the tiles plunge down into the Pea Gravel and ensure a soft landing no matter what. A 5' wide (minimum) walkway, plus a taper (4' wide on each side that abuts loose fill). We do this because the loose fill tends to get displaced, and you wouldn't want it to get below the edge of the tile/asphalt and cause an injury.
- Pea gravel can be sent in for testing to determine how "squishy" it is and if it can be used for CFH over 5'. (The latest CPSC says 5' max for peg gravel) Fairbanks sent theirs in and it was deemed fine for 10' falls!

**Appendix C:
Playground ADA Access Analysis, 4/20/2022**

All Parks have ground-level play components. At least one of each type of play component provided at ground level in a play area must be on the accessible route. Includes Cascade Park.

Maple Leaf Park	Maple Leaf Park
Composite w/transfer station, installed 2020.	Composite w/transfer station
8 elevated components	8 components
3 ground level play components required	tall slide
3 provided	steering wheel
steering wheel (on composite)	sliding pole
swingset	chain ladder climber
spinner	wavy climber
	upright climber
	short slide
	overhead bars
Gate 5 Park	Gate 5 Park
Composite w/transfer station, installed btwn. 2013-2016	Composite w/transfer station
8 elevated components	8 components
3 ground level play components required	tic tac toe
3 provided	ground level circle
circle panel (on composite)	curve slide
swingset	med slide
little table (on composite)	short slide
	spiral climber
	short climber
	little table
Recreation Corridor Park	Recreation Corridor Park
Composite w/transfer station, installed btwn. 2013-2016	Composite w/transfer station
Composite challenge climber, installed 2020. ground level	10 components
10 elevated components	tall slide
3 ground level play components required	short slide
5 provided	ladder access
sand box	crawl tube
slide	short slide 2
traffic light (on composite)	traffic light, ground level
crank (on composite)	crank, ground level
swing	plastic climber
Challenge Climber	ladder climber
	steering wheel
Huckleberry Park	Huckleberry Park
Composite w/transfer station, installed pre-2012	Composite w/transfer station
10 elevated components	10 components
3 ground level play components required	giant split slide
3 provided	tall ladder climber
drums (on composite)	plastic climber
play panel (on composite)	tall straight double slide
swingset	short curly slide
	overhead rings
	net climber
	fire pole
	drums (ground level)
	play panel (ground level)

**Appendix D:
ADA Parking Space Analysis, 4/20/2022**

Recreation Corridor		
Type of Parking	Off-Street	Two ADA Accessible Parking Spot Required, One Van
Number of Parking Spaces	About 50	Designated Signage Required
Each stall 8.5x19'		
Cascade Park		
Type of Parking	On-Street	No ADA Parking Spot Required
Number of Parking Spaces	0	
Each stall 8.5x19'		
Cascade Park		
Type of Parking	Off-Street	One ADA Van Accessible Parking Spot Required
Number of Parking Spaces	4-5	Designated Signage Required
Each stall 8.5x19'		
Gate 5 Park		
Type of Parking	Off-Street	One ADA Van Accessible Parking Spot Required
Number of Parking Spaces	10 and 1 ADA stall	Designated Signage Required
Each stall 8.5x19'		
Huckleberry Park		
Type of Parking	Off-Street	One ADA Van Accessible Parking Spot Required
Number of Parking Spaces	3-5	Designated Signage Required
Each stall 8.5x19'		
Marina Park		
Type of Parking	Off-Street	Two ADA Accessible Parking Spot Required, One Van
Number of Parking Spaces	25-40	Designated Signage Required
Each stall 8.5x19'		
Treehouse Park		
Type of Parking	On-Street	No ADA Parking Spot Required
Number of Parking Spaces	0	
Each stall 8.5x19'		

On-Street, Off-Street and parking spaces noted above are as listed in Sudden Valley Park Master Plan, updated 2020.

Exceptions to Designated Signage Requirement

If a total of 4 or fewer parking spaces (inaccessible and accessible) is provided on a site, the required accessible space does not have to be identified by a sign (i.e., reserved exclusively for use of people with disabilities) (§216.5, Ex. 1). However, all other requirements for spaces, including access aisles, still apply.

502.4 Floor or Ground Surfaces

Parking spaces and access aisles serving them shall comply with 302. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted. EXCEPTION: Slopes not steeper than 1:48 shall be permitted. Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

Appendix E:

Comparison of Playground Surfaces Evaluated in NCA Longitudinal Research Study			
Poured in Place Rubber (PIP)	Tiles (TIL)	Engineered Wood Fiber (EWF)	Hybrid Surface Systems (HYB)
<p>DESCRIPTION Wear layer with larger rubber particles and finished with a custom top layer of granular particles. A binding agent is used and the material is poured out on site or “in place” as it gets its name.</p>	<p>DESCRIPTION Bonded rubber constructed as 2 ft x 2 ft squares with interlocking sides.</p>	<p>DESCRIPTION ASTM defines EWF as processed wood ground to a fibrous consistency, randomly sized, approximately 10 times longer than wide with a maximum length of 2 inches. Free of hazardous substances. Not to be confused with wood chips.</p>	<p>DESCRIPTION Multi-layer system where the base layer may consist of either contained or loose particles like shredded rubber or carpet pad. The top layers may be outdoor carpeting, artificial turf, or rubber top mat.</p>
<p>COST (Average market cost 2009-2012)(MATERIAL ONLY) \$6.59 to \$19/sq ft</p>	<p>COST (Average market cost 2009-2012)(MATERIAL ONLY) \$8.96 to \$21/sq ft</p>	<p>COST (Average market cost 2009-2012)(MATERIAL ONLY) \$ 0.74 to \$2.50/sq ft</p>	<p>COST (Average market cost 2009-2012)(MATERIAL ONLY) \$7.50 to \$12.65/sq ft</p>
<p>INSTALLATION Installer must be specially trained/certified by the manufacturer.</p>	<p>INSTALLATION Can be installed by contractor or park/facility personnel. Learning curve associated with installation.</p>	<p>INSTALLATION Can be installed by contractor or park/facility personnel.</p>	<p>INSTALLATION Installer must be specially trained/certified by the manufacturer.</p>
<p>REPAIRS Repairs must be conducted by trained installer.</p>	<p>REPAIRS Repairs may be completed by contractor or park/facility personnel.</p>	<p>REPAIRS Repairs may be completed by contractor or park/facility personnel.</p>	<p>REPAIRS Usually repairs must be conducted by the installer. In some cases, park/facility personnel may be trained to make smaller repairs.</p>
<p>COMMON ACCESSIBILITY ISSUES Cracking or flaking of the top layer can lead to divots and openings greater than 1/2 inch. Top layer deficiencies are often accelerated in high use areas (under swings, slides, teeter-totters). Results in non-compliant routes and clear ground spaces at equipment. May also result in non-compliant cross slope at entry/egress. Surface deficiencies can be traced to improper binding agent ratio, inability for product to properly cure, and deterioration of product over years of exposure to the elements.</p>	<p>COMMON ACCESSIBILITY ISSUES Puncture holes and shifting seams can create openings and changes in level along the accessible route and at clear ground space for equipment. Foreign particles can lodge in seams causing separation including lift from adhesive for subsurface. Instances of cracking may occur as the product ages. Settled or washed out subsurface may compromise structural integrity of individual tiles.</p>	<p>COMMON ACCESSIBILITY ISSUES Improper installation and/or maintenance can result in undulation across the horizon of the surface affecting running slope, cross slope and change in level. Product material should be installed in layers and compacted in order to achieve an accessible route and level clear ground space at equipment. Surface material is likely to displace at heavy use areas with motion, such as at swings, slides, sliding poles, climbers, spinners and teeter totters. Displaced material should be raked level and compacted before additional fill is added.</p>	<p>COMMON ACCESSIBILITY ISSUES Seams may separate or detach from the border creating changes in level and openings affecting the accessible route. Shifting of loose fill in the base layer may affect running and cross slopes. The artificial turf top layer may experience build-up of static electricity requiring application of anti-static solution</p>

Appendix F: References and Definitions

Sudden Valley Master parks Plan

Created in 2019 by the Parks, Recreation, and Trails Committee. Updated Summer 2020. [Sudden Valley Parks Master Plan - Public - Google Slides](#)

The 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design apply to state and local governments (Title II) and places of public accommodation (Title III).

[Chapter 2: Alterations and Additions \(access-board.gov\)](#)

Advisory 202.4 Alterations Affecting Primary Function Areas. An area of a building or facility containing a major activity for which the building or facility is intended is a primary function area. Department of Justice ADA regulations state, **“Alterations made to provide an accessible path of travel to the altered area will be deemed disproportionate to the overall alteration when the cost exceeds 20% of the cost of the alteration to the primary function area.”** (28 CFR 36.403 (f)(1)). See also Department of Transportation ADA regulations, which use similar concepts in the context of public sector transportation facilities (49 CFR 37.43 (e)(1)).

Disproportionality (20%)

The accessible path of travel is required to the extent that it is not “disproportionate” to the total cost. Regulations implementing the standards define “disproportionate” as exceeding 20% of the total cost of alterations to the primary function area. The 20% cap applies only to costs associated with the accessible path of travel, including an accessible route to the primary function area from site arrival points, entrances, and retrofits to restrooms, telephones, and drinking fountains.

Prioritization

Compliance is required up to the point the 20% cost cap is reached, even where it does not result in a fully accessible path of travel. Where costs exceed this cap, compliance should be prioritized in this order:

1. an accessible entrance
2. an accessible route to the primary function area
3. restroom access
4. an accessible telephone
5. an accessible drinking fountain
6. access to other elements such as parking and storage

Technical Infeasibility

Determining “technical infeasibility” requires a site-specific assessment of constraints or complications in relation to the planned scope of work. The term, as defined in the standards (§106), is intended to encompass design, site, engineering or other constraints that prohibit compliance. Examples include work that would impact a facility’s structural frame or that would conflict with applicable codes or building requirements.



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

REQUEST FOR APPROVAL

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: January 26, 2023
Subject: Request for Approval of Proposed 2023 Marina Fees

Purpose

To request approval for proposed increases to Marina fees for 2023.

Background

The SVCA Marina is a unique resource for the community. It is one of two locations where boat launch access into Lake Whatcom is available to the general public. It is an expensive resource for SVCA to maintain, since we must comply with watershed restrictions. This resource is used by a small percentage of Sudden Valley residents and consumes a disproportionate percentage of SVCA capital funds.

Analysis

The table below shows wet moorage and dry storage rates at a few representative locations in the Bellingham area:

Location	Wet Moorage	Dry Storage
Port of B'ham – Squaticum Harbor	\$234.52/mth (\$2,814/yr)	
Port of B'ham – Blaine Harbor	\$225.42/mth (\$2,705/yr)	
Port of Skagit – La Connor (open slip)	\$285.00/mth (\$3,420/yr)	
B'ham Community Boating Center		Kayaks - \$360/yr
B'ham Community Boating Center		19'-24' boat - \$1,200/yr
J&H Storage		8x16 space - \$1,452/yr

Wet moorage and dry storage rates in the immediate area are significantly higher than the rates charged by SVCA.

Proposal

We propose to raise resident fees by 15% and non-resident fees by 20% for wet moorage and dry storage. We propose to raise the fees for day launch season passes more, but still offer a 50% savings over the cost of individual day passes.



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Marina Fees	Resident			Non-Resident		
	2022	2023	% +	2022	2023	% +
Annual Wet Moorage Only (Total due in 1st qtr)						
Select Slip	\$ 1,089.00	\$ 1,252.00	15.0%	\$ 1,969.00	\$ 2,363.00	20.0%
Premium Slip	\$ 929.50	\$ 1,069.00	15.0%	\$ 1,683.00	\$ 2,020.00	20.0%
Standard Slip	\$ 808.50	\$ 930.00	15.0%	\$ 1,463.00	\$ 1,756.00	20.0%
Annual Wet/Dry Moorage (Total due in 1st qtr)						
Select Slip	\$ 1,265.00	\$ 1,455.00	15.0%	\$ 2,288.00	\$ 2,746.00	20.0%
Premium Slip	\$ 1,105.50	\$ 1,271.00	15.0%	\$ 2,002.00	\$ 2,402.00	20.0%
Standard Slip	\$ 984.50	\$ 1,132.00	15.0%	\$ 1,776.50	\$ 2,132.00	20.0%
Dry Storage (Registered Watercraft)	\$ 440.00	\$ 528.00	20.0%	\$ 792.00	\$ 950.50	20.0%
Kayak Rack Storage	\$ 110.00	\$ 132.00	20.0%	NA	\$ 250.00	
Launch Pricing (Registered Watercraft)						
Season Pass (1 card)	\$ 55.00	\$ 100.00	81.8%	\$ 110.00	\$ 200.00	81.8%
Season Pass (2 card)	\$ 85.00	\$ 150.00	76.5%	\$ 165.00	\$ 300.00	81.8%
Season Pass (3 card)	\$ 110.00	\$ 200.00	81.8%	\$ 220.00	\$ 400.00	81.8%
Daily Pass	\$ 22.00	\$ 25.00	13.6%	\$ 44.00	\$ 50.00	13.6%

Request

Request that the Board of Directors approve the proposed Marina Fees rate increases.

Motion

Move that the Board of Directors approve the proposed Marina Fees rate increases.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors