



# 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

April 23, 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 – April 9, 2026 (Page 2)
- 5) **Reports**  
None
- 6) **Continuing Business**
  - a) Committee Business
- 7) **New Business**
  - a) Capital Request – Off-Leash Dog Park Fence (Page 5)
  - b) Capital Request – Marina Community Park Improvements (Page 42)
  - c) Capital Request – Culverts 22 & 24 – Design & Permitting (Page 50)
  - d) Approval Request – ACC Policy Revision (Page 71)

### 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 April 9, 2026, 7:00 PM

8 Barn View Ct, Multipurpose Room A

### Minutes

**CALLED TO ORDER AT:** 7:00 PM

**AUDIENCE MEMBERS:** Not Recorded

#### BOARD MEMBERS PRESENT:

1. Keith McLean, President Present	4. Taimi Van de Polder, Secretary Present	7. Sean Chaffee Present	10. Rob Gibbs Excused
2. Tom Henning, Vice President Present	5. Laurie Robinson Present	8. Linda Bradley Present	9 out of 10 BOD members present
3. Jean Maixner, Treasurer Present	6. Ray Meador Present	9. Daniel Rodriguez, ACC Chair Present	

#### ATTENDING:

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

#### Call to Order:

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

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

**Motion:** Move to amend the agenda to add the approval of the Lynden Tribune contract amendment

<b>Motion By:</b> Secretary Van de Polder		<b>Seconded By:</b> Director Maixner	
<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

- SVCA and YMCA starting youth soccer for ages 3-5 and 6-8. April 28<sup>th</sup> – June 4<sup>th</sup>
- Spots still available in the marina

#### 3. Property Owner Comments

- A resident would like the board to delay the vote on the dog park until June
- A resident stated that they are against the proposed changes to the dog park and does not agree that there is a liability with it remaining unfenced
- A resident stated that they agree that the dog park should be fenced, but wants the board to take more time on the dog park issue
- A resident stated that the board has not been transparent and to give more time regarding the dog park

#### 4. Consent Agenda

- a. Approval of the meeting minutes from March 26, 2026 meeting.

**Motion:** Move to approve the minutes of March 26, 2026.

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

#### 5. Candidate Interviews and Voting

- Two people interviewed for the open Board position and the Board of Directors elected Mitch Waterman. The vote was 7-1.

#### 6. Reports

(a) GM Reports

(b) Financial Statements, January

(c) Committee Reports:

- I. Architectural Control: Seeing a lot of builders bringing in spec items to see if they will qualify for variances, things are getting busier
- II. Document Review: Getting ready to review the new Bylaws at the next meeting which will be in person.
- III. Finance: No updates
- IV. Long Range Planning: An update on the emails received as a result of the eblast request. While more were against change, many were in support of the changes, and other comments were either hoping for improvements to the ground or other concerns or based on misinformation. Mitch Waterman gave a report on the focus group that was held regarding the marina park improvements, and listed areas where both sides came to an agreement. He gave the update of where the actual fence will be if it passes. An update on the Pump track proposal was given. The original site has too many issues and the group was presented with some possible alternate sites from Whatcom County which they are exploring
- V. Nominations & Elections: Michael Wadsworth resigned from the committee due to family issues. The committee is looking for an additional member
- VI. Safety: Having a hard time finding a meeting space so for now they are not going to meet as a committee, but as community minded members. They plan to start talking about Firewise, and plan to meet at El Agave on the 16<sup>th</sup>.

#### 7. Continuing Business

**7a. Committee Business**

- None

#### **7b. Request for Approval – Security Services Proposal**

**Motion 1:** Move that the SVCA Board of Directors approve the proposed change of provider for SVCA security services, with an amendment to the contract to require RSU to provide evidence of clean driving records and current licensing for guards and give any updates of changes, and authorize the General Manager to execute a contract with RSU.

<b>Motion By:</b> President McLean		<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>	

#### **7c. Capital Request – Barn 6 Design & Permitting**

**Motion 1.** Move that the SVCA Board of Directors approve funding of \$253,924.00 from CRRRF for the design and permitting of Barn 6 and authorize the General Manager to approve the contracts of the identified subcontractors.

<b>Motion By:</b> President McLean		<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>	

**Motion 2.** Move that SVCA Board of Directors de-obligate the remaining \$621,094.00 previously obligated to project 9722.09 and return those funds to CRRRF.

<b>Motion By:</b> President McLean		<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> 5	<b>Against:</b> 3	<b>Abstained</b>	

**8. New Business**

**8a. Discussion of Property Transfer Fee**

**8b. Request for Approval – Golf Course Member Discount**

**Motion:** Move that the Board of Directors approve the member discount program as described.

<b>Motion By:</b> President McLean		<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>	

**8c. Approval of Lynden Tribune Contract**

**Motion:** Move that the SVCA Board of Directors approve the proposed amendment to the 2008 agreement with the Lynden Tribune and authorize the General Manager to execute the contract on their behalf.

<b>Motion By:</b> President McLean		<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 9:39 PM.**

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



# Sudden Valley Community Association

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

## BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** April 23, 2026  
**Subject:** Capital Request – Off-Leash Dog Park Fence

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### **Purpose**

The purpose of this memo is to request board approval of funding for the Off-Leash Dog Park fencing project.

### **Background**

SVCA's lakeside dog park has been a feature of the community for many years. Because all of Sudden Valley is considered a "dog control zone," it is important to have designated areas where dogs can play freely off-leash. SVCA Rules & Regulations require that dogs be "under control" at all times. This is defined as:

*"... in the house or approved kennel, restrained by means of invisible (electronic) fences, or on a leash or chain not longer than fifteen (15) feet suitable for the animal's size and weight."*

Both the Rules & Regulations and SVCA's Policy 2020.01 require that dogs remain on leash in the marina until they are in the designated dog park area. This is important because Marina Community Park is a shared use facility. In addition to the dog park, there is a picnic shelter, child's play area, boat launch, boat slips, and many people who simply want to enjoy being near the water. When dogs are allowed to roam freely throughout the marina facility, it becomes difficult to drive, park, play, picnic, and enjoy the area. Every year, SVCA receives complaints about aggressive dogs that annoyed or even threatened individuals at the marina. Many people choose to stay away from the marina to avoid incidents like this.

In addition to these concerns, legal counsel has advised SVCA that the dog park should be fenced to reduce liability. When considering that over the past five years, SVCA's insurance premiums increased by 72.3%, from \$124,835 in 2021, to \$215,109 in 2025 (+\$90,274), it is easy to see why steps must be taken to reduce our liability wherever possible.

Finally, SVCA falls under Whatcom County codes, and is located within a designated dog control Zone. The code requires that all dogs remain under control at all times, unless on your private property. County code defines "under control" as follows:

*"Under control" means that the owner, by means of a leash, restrains the dog to the owner's immediate proximity, preventing the dog from trespassing upon property or annoying or chasing other persons, animals, or vehicles of any sort.*

### **Proposed Design**

To ensure that both dogs and people can enjoy SVCA's Marina Community Park, we propose to build a fence to enclose the dog park portion of the park (see attached Marina Community Park Site Plan).

The location of the fence was determined by looking through SVCA records and considering the various options that were implemented over time. The current Marina Off-Leash Area Policy was implemented in 2020 and significantly enlarged the dog park. This was done to take advantage of landmarks already in place (such as the tennis court fence) and to ensure that there was enough space for dog owners to observe rules for social distancing that were then in effect. The 1997 policy that was rescinded in 2020, defined a much smaller off-leash area (see attached Exhibit A). The location currently being proposed is in-between these two examples.

The proposed fence plan follows the path defined in SVCA Policy 2020.01. The path begins at the parking lot, continues alongside the tennis court, and alongside the creek to reach the main dog park area. This path will ensure that dogs moving to and from the main play area stay with their owners and away from other individuals using the park. The plan calls for access-card controlled entry to the path, and a “leash up” area where the path enters the main off-leash area to give owners a comfortable spot to unleash or re-leash their pets before moving into and out of the open off-leash area.

Whatcom County code does not allow fences to continue into the water. To keep dogs and their owners from simply walking around the fence at the high-water mark, a 30-foot length of fence will parallel the shoreline and a rope line with buoys will be installed to identify the border of the dog swimming area.

The pricing shown below reflects options for the type and size of fencing material to be installed. The recommended fence height is 5’, but the option for a 6’ fence is included. Similarly, plain galvanized fencing is the cheapest option, but black vinyl covered fencing and fencing slats are also priced.

**Costs**

On February 21, 2026, PNW issued a bid package to seven local fence companies. Four responses were received. The responses are summarized in the attached table (refer to March 9, 2026 – Bid Tabulations). The tables below show the cost of fencing (as supplied by C&P Fencing, the recommended vendor) and the other costs of the project.

Fencing Options and Costs

Component	Supplier	Cost
5’ galvanized fence	C&P Fencing	\$29,727.89
Increase height to 6’	C&P Fencing	\$1,310.44
Add black vinyl coating to 5’ fence	C&P Fencing	\$4,336.55
Add black vinyl coating to 6’ fence	C&P Fencing	\$5,761.34
Add slats to 5’ fence	C&P Fencing	\$2,255.10
Add slats to 6’ fence	C&P Fencing	\$6,077.57

Other Project Costs

Engineering & Permit Application	Impact Design	\$5,500.00
Survey Allowance	TBD	\$1,500.00
Permit Fees	Whatcom County	\$2,000.00
Grading & Ground Prep	On-call Contractor	\$8,500.00

Access Card Reader & Security Camera (50% of estimate)	Guardian Security	\$6,629.49
Electrical Work (50% of estimate)	Dillon Electric	\$3,400.00
Buoy, Waterline Rope, & Signage	TBD	\$2,500.00
Project Management	PNW	\$2,700.00
Subtotal		\$32,729.49
10% Contingency		\$3,273.00
<b>Total</b>		<b>\$36,002.19</b>

Notes

- We recommend using C&P Fencing because in addition to being the lowest cost bid, SVCA has worked with them very successfully in the past.
- Only 50% of the costs of electrical work and security installations were added to this project because the other 50% will be covered by the tennis court refurbishment project.
- The recommended configuration for the fence is 5’ high with black vinyl coating. 5’ is adequate to contain most dogs and the black vinyl coating will help the fence to “disappear” into the landscape.
- The total cost of this project with the recommended fence configuration is \$70,066.63

**Funding**

This project was not included in the 2026 Capital Budget – CRRRF, but several projects have come in under budget, providing funding WITHIN BUDGET for this project. A list of the residuals is shown below:

- Area Z Remodel (9722.08) \$1,832
- 2024 Fence Replacements (9724.09) \$2,000
- Zero Turn Mower Purchase (9725.04) \$545
- Lake Louise Slide Gate (9725.08) \$14,374
- 2025 Snow Removal Equipment (9725.13) \$1,552
- Replacement of OP-23 (9725.14) \$21,080
- Replacement of Turfcare Tractor (9726.01) \$8,195
- Turfcare Equipment Replacement (9726.03) \$1,494
- Golf Range Equipment Replacement \$10,094

Total Residuals: \$61,166

Additionally, the 2026 Capital Budget – CRRRF includes \$22,497 for the replacement of “Outdoor Amenities,” making a total of \$83,663 available for this project.

**Request**

I request that the SVCA Board of Directors approve \$70,066.63 in funding for the Marina Dog Park Improvement project and authorize the General Manager to sign SVCA’s standard construction contract with C&P Fencing.

**Motion**

I move that the SVCA Board of Directors approve \$70,066.63 in funding for the Marina Dog Park Improvement project and authorize the General Manager to sign SVCA’s standard construction contract with C&P Fencing.

**Approvals**

Recommended: \_\_\_\_\_ Not Recommended \_\_\_\_\_ Finance Committee

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

Jean Maixner, Treasurer

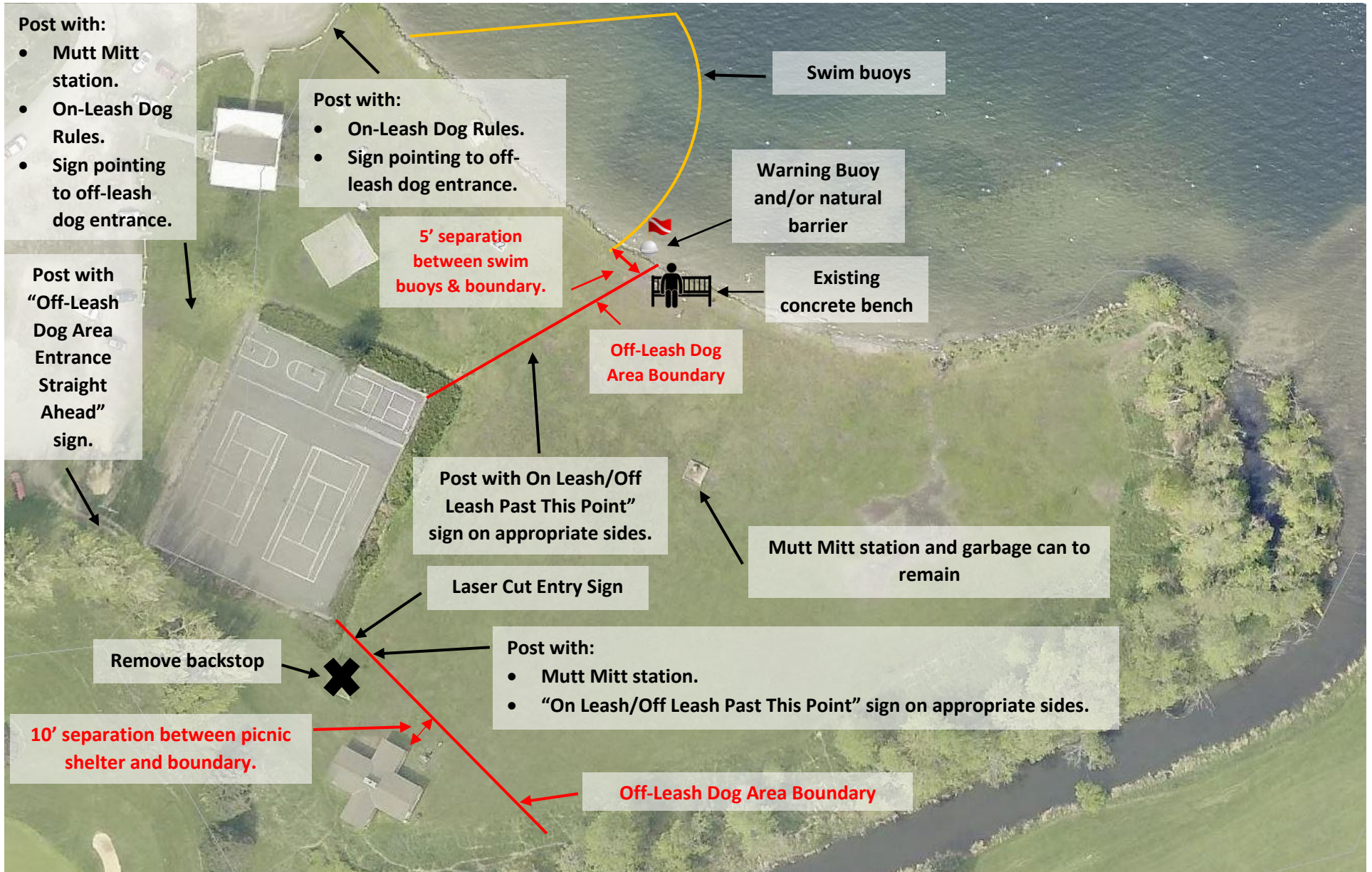
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Board of Directors

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

Keith McLean, Board President



# Marina Off-Leash Area Policy 2020.01 Site Plan



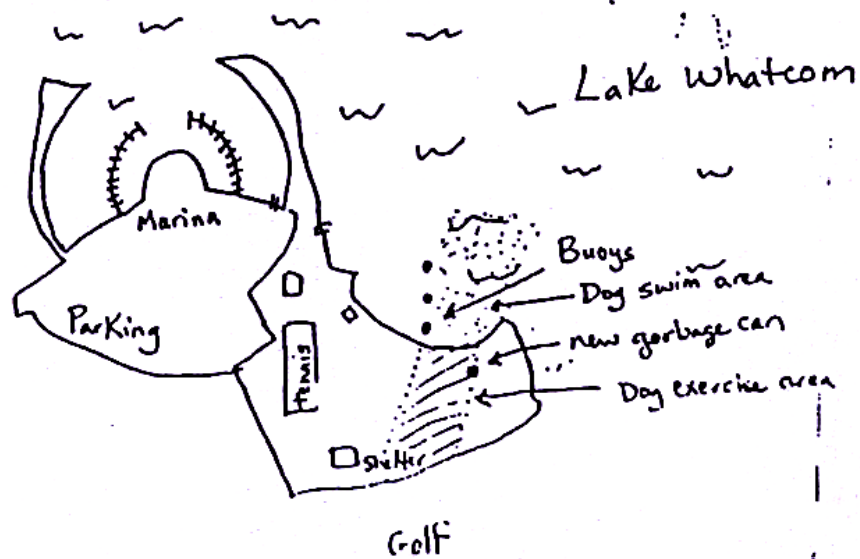
1997.07 att.

The Park & Recreation Advisory Committee proposes that the following dog regulations be applied at Marina Park:

- Dogs allowed at the Marina parking lot, Marina, and Marina park areas.
- Dog owners must follow current Sudden Valley leash and scoop laws.
- Dogs may be off lead if they are using the designated water or grass exercise area of Marina Park and are under voice control.
- All other SVCA pet regulations and associated fines for noncompliance are still in affect.

#### Additional Recommendations:

- The new regulations be effective immediately and carried out by the Recreation Department.
- Leash and scoop signs be placed at the marina's main entrance and at the bathhouse area.
- Several buoys be placed in the lake to denote the dog exercise area.
- A sign or other markers be placed in the park's field to designate the dog exercise area.
- An area near the exercise area be a designated area for dogs to void at. Owners must scoop.
- A special garbage barrel be placed and marked at the above mentioned elimination area.
- Park and Rec. Department place an article in the Views explaining the new regulations.



**March 9th, 2026 - Bid Tabulation**

**Project: 2026 Marina Dog Park Fence Project**

Item #	Description	Quantity	Unit	C&P Fencing		Winslow Brothers		JTI Fence		Economy Fence Center	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>Base Bid</b>											
1	Mobilization	1	LS	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ 225.00	\$ 225.00	\$ 8,666.67	\$ 8,666.67
2	5' Tall Chain-link Fence	809	LF	\$ 23.39	\$ 18,922.51	\$ 30.00	\$ 24,270.00	\$ 28.47	\$ 23,032.23	\$ 18.04	\$ 14,594.36
3	4' Wide Man-Gate at 5' Height	2	EA	\$ 675.23	\$ 1,350.46	\$ 300.00	\$ 600.00	\$ 486.50	\$ 973.00	\$ 351.82	\$ 703.64
4	4' Wide Double Gate (8' Equipment Opening) at 5' Height	1	EA	\$ 1,350.46	\$ 1,350.46	\$ 750.00	\$ 750.00	\$ 973.00	\$ 973.00	\$ 779.13	\$ 779.13
5	Restoration	1	LS	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ 525.00	\$ 525.00	\$ 1,100.00	\$ 1,100.00
6	Minor Changes	1	FA	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>Subtotal</b>				<b>\$ 27,323.43</b>		<b>\$ 30,620.00</b>		<b>\$ 30,728.23</b>		<b>\$ 30,843.80</b>
	<b>WSST @ 8.8%</b>				<b>\$ 2,404.46</b>		<b>\$ 2,694.56</b>		<b>\$ 2,704.08</b>		<b>\$ 2,714.25</b>
	<b>Total w/ WSST</b>				<b>\$ 29,727.89</b>		<b>\$ 33,314.56</b>		<b>\$ 33,432.31</b>		<b>\$ 33,558.05</b>
<b>Additive Alternate #1</b>											
1.1	Increase Fence to 6' Height	795	LF	\$ 1.11	\$ 882.45	\$ 6.00	\$ 4,770.00	\$ 1.86	\$ 1,478.70	\$ 20.50	\$ 16,297.50
1.2	4' Wide Man-Gate - Increase to 6' Height	2	EA	\$ 81.00	\$ 162.00	\$ -	\$ -	\$ -	\$ -	\$ 365.15	\$ 730.30
1.3	4' Wide Double-Gate (8' Equipment Opening) Increase to 6' Height	1	EA	\$ 160.00	\$ 160.00	\$ -	\$ -	\$ -	\$ -	\$ 815.80	\$ 815.80
	<b>Subtotal</b>				<b>\$ 1,204.45</b>		<b>\$ 4,770.00</b>		<b>\$ 1,478.70</b>		<b>\$ 17,843.60</b>
	<b>WSST @ 8.8%</b>				<b>\$ 105.99</b>		<b>\$ 419.76</b>		<b>\$ 130.13</b>		<b>\$ 1,570.24</b>
	<b>Total w/ WSST</b>				<b>\$ 1,310.44</b>		<b>\$ 5,189.76</b>		<b>\$ 1,608.83</b>		<b>\$ 19,413.84</b>
<b>Additive Alternate #2</b>											
2.1	Add Black Vinyl Coating to 5' Tall Fence	795	LF	\$ 3.00	\$ 2,385.00	\$ 2.00	\$ 1,590.00	\$ 3.98	\$ 3,164.10	\$ 18.74	\$ 14,898.30
2.2	Add Black Vinyl Coating to 4' Wide Man-Gate at 5' Height	2	EA	\$ 170.42	\$ 340.84	\$ 100.00	\$ 200.00	\$ 48.50	\$ 97.00	\$ 407.30	\$ 814.60
2.3	Add Black Vinyl Coating to 4' Wide Double-Gate (8' Equipment Opening) at 5' Height	1	EA	\$ 340.84	\$ 340.84	\$ 250.00	\$ 250.00	\$ 97.00	\$ 97.00	\$ 861.05	\$ 861.05
	<b>Subtotal</b>				<b>\$ 3,066.68</b>		<b>\$ 2,040.00</b>		<b>\$ 3,358.10</b>		<b>\$ 16,573.95</b>
	<b>WSST @ 8.8%</b>				<b>\$ 269.87</b>		<b>\$ 179.52</b>		<b>\$ 295.51</b>		<b>\$ 1,458.51</b>
	<b>Total w/ WSST</b>				<b>\$ 3,336.55</b>		<b>\$ 2,219.52</b>		<b>\$ 3,653.61</b>		<b>\$ 18,032.46</b>
<b>Additive Alternate #3</b>											

3.1	Add Black Vinyl Coating to 6' Fence	795	LF	\$ 5.73	\$ 4,555.35	\$ 4.00	\$ 3,180.00	\$ 5.56	\$ 4,420.20	\$ 20.84	\$ 16,567.80
3.2	Add Black Vinyl Coating to 4' Wide Man-Gate at 6' Height	2	EA	\$ 185.00	\$ 370.00	\$ 100.00	\$ 200.00	\$ 48.50	\$ 97.00	\$ 425.66	\$ 851.32
3.3	Add Black Vinyl Coating to 4' Wide Double Gate (8' Equipment Opening) at 6' Height	1	EA	\$ 370.00	\$ 370.00	\$ 250.00	\$ 250.00	\$ 97.00	\$ 97.00	\$ 896.00	\$ 896.00
	<b>Subtotal</b>				<b>\$ 5,295.35</b>		<b>\$ 3,630.00</b>		<b>\$ 4,614.20</b>		<b>\$ 18,315.12</b>
	<b>WSST @ 8.8%</b>				<b>\$ 465.99</b>		<b>\$ 319.44</b>		<b>\$ 406.05</b>		<b>\$ 1,611.73</b>
	<b>Total w/ WSST</b>				<b>\$ 5,761.34</b>		<b>\$ 3,949.44</b>		<b>\$ 5,020.25</b>		<b>\$ 19,926.85</b>

**Additive Alternate #4**

4.1	Add Slats to 5' Tall Fence - SVCA to Determine Color	490	LF	\$ 4.23	\$ 2,072.70	\$ 10.00	\$ 4,900.00	\$ 9.89	\$ 4,846.10	\$ 10.31	\$ 5,051.90
	<b>Subtotal</b>				<b>\$ 2,072.70</b>		<b>\$ 4,900.00</b>		<b>\$ 4,846.10</b>		<b>\$ 5,051.90</b>
	<b>WSST @ 8.8%</b>				<b>\$ 182.40</b>		<b>\$ 431.20</b>		<b>\$ 426.46</b>		<b>\$ 444.57</b>
	<b>Total w/ WSST</b>				<b>\$ 2,255.10</b>		<b>\$ 5,331.20</b>		<b>\$ 5,272.56</b>		<b>\$ 5,496.47</b>

**Additive Alternate #5**

5.1	Add Slats to 6' Tall Fence - SVCA to Determine Color	490	LF	\$ 11.40	\$ 5,586.00	\$ 10.00	\$ 4,900.00	\$ 10.92	\$ 5,350.80	\$ 10.73	\$ 5,257.70
	<b>Subtotal</b>				<b>\$ 5,586.00</b>		<b>\$ 4,900.00</b>		<b>\$ 5,350.80</b>		<b>\$ 5,257.70</b>
	<b>WSST @ 8.8%</b>				<b>\$ 491.57</b>		<b>\$ 431.20</b>		<b>\$ 470.87</b>		<b>\$ 462.68</b>
	<b>Total w/ WSST</b>				<b>\$ 6,077.57</b>		<b>\$ 5,331.20</b>		<b>\$ 5,821.67</b>		<b>\$ 5,720.38</b>

**SVCA Summary of Options**

	Total w/ WSST	Total w/ WSST	Total w/ WSST	Total w/ WSST
Option 1 - 5' Tall Galvanized Fence - Base Bid	\$ 29,727.89	\$ 33,314.56	\$ 33,432.31	\$ 33,558.05
Option 2 - 5' Tall Black Vinyl Fence - Base Bid & Alt. #2	\$ 33,064.44	\$ 35,534.08	\$ 37,085.93	\$ 51,590.51
Option 3 - 5' Tall Galvanized Fence with Entry Slats - Base Bid & Alt. #4	\$ 31,982.99	\$ 38,645.76	\$ 38,704.87	\$ 39,054.52
Option 4 - 5' Black Vinyl Fence with Entry Slats - Base Bid, Alt. #2, Alt. #4	\$ 35,319.54	\$ 40,865.28	\$ 42,358.48	\$ 57,086.98
Option 5 - 6' Tall Galvanized Fence - Base Bid & Alt. #1	\$ 31,038.33	\$ 38,504.32	\$ 35,041.14	\$ 52,971.89

Option 6 - 6' Tall Black Vinyl Fence - Base Bid, Alt. #1, Alt. #3	\$ 36,799.67	\$ 42,453.76	\$ 40,061.39	\$ 72,898.74
Option 7 - 6' Tall Galvanized Fence with Entry Slats - Base Bid, Alt. #1, Alt. #5	\$ 37,115.90	\$ 43,835.52	\$ 40,862.81	\$ 58,692.27
Option 8 - 6' Tall Black Vinyl Fence with Entry Slats - Base Bid, Alt. #1, Alt. #3, Alt. #5	\$ 42,877.24	\$ 47,784.96	\$ 45,883.06	\$ 78,619.12



February 21<sup>st</sup>, 2026

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)  
**Bid Form – 2026 Marina Dog Park Fence Project**

Bid submissions are due by 2:00pm on Monday, 3-9-26. Email bid submissions to [tylera@pnwcivil.com](mailto:tylera@pnwcivil.com). Bid bonds are not required.

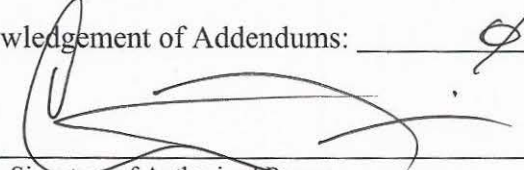
Firm Name: C & P FENCING

Bid Schedule – 2026 Marina Dog Park Fence Project					
Item #	Description	Quantity	Unit	Unit Price	Total
<b>Base Bid</b>					
1	Mobilization	1	LS	\$ 400.00	\$ 400.00
2	5' Tall Chain-link Fence	809	LF	\$ 23.39	<del>\$ 18,925.63</del> 18,922.51
3	4' Wide Man-Gate at 5' Height	2	EA	\$ 675.23	\$ 1,350.46
4	4' Wide Double-Gate (8' Equipment Opening) at 5' Height	1	EA	\$ 1,350.46	\$ 1,350.46
5	Restoration	1	LS	\$ 300.00	\$ 300.00
6	Minor Changes	1	FA	\$5,000.00	\$5,000.00
<b>Subtotal</b>					<del>\$ 27,326.55</del> 27,323.43
<b>WSST @ 8.8%</b>					\$ 2,404.73 2,404.46
<b>Total w/ WSST</b>					<del>\$ 29,731.28</del> 29,727.89
<b>Additive Alternate #1</b>					
1.1	Increase Fence to 6' Height	795	LF	\$ 1.11	\$ 882.45
1.2	4' Wide Man-Gate – Increase to 6' Height	2	EA	\$ 81.00	\$ 162.00
1.3	4' Wide Double-Gate (8' Equipment Opening) Increase to 6' Height	1	EA	\$ 160.00	\$ 160.00
<b>Subtotal</b>					\$ 1,204.45
<b>WSST @ 8.8%</b>					\$ 105.99
<b>Total w/ WSST</b>					<del>\$ 2,514.89</del> 1,310.44
<b>Additive Alternate #2</b>					
2.1	Add Black Vinyl Coating to 5' Tall Fence	795	LF	\$ 3.00	\$ 2,385.00
2.2	Add Black Vinyl Coating to 4' Wide Man-Gate at 5' Height	2	EA	\$ 170.42	\$ 340.84



2.3	Add Black Vinyl Coating to 4' Wide Double-Gate (8' Equipment Opening) at 5' Height	1	EA	\$ 340.84	\$ 340.84
	<b>Subtotal</b>				\$ 3,066.68
	<b>WSST @ 8.8%</b>				\$ 269.86
	<b>Total w/ WSST</b>				\$ 3,336.54
	<b>Additive Alternate #3</b>				
3.1	Add Black Vinyl Coating to 6' Fence	795	LF	\$ 5.73	\$ 4,555.35
3.2	Add Black Vinyl Coating to 4' Wide Man-Gate at 6' Height	2	EA	\$ 185.00	\$ 370.00
3.3	Add Black Vinyl Coating to 4' Wide Double-Gate (8' Equipment Opening) at 6' Height	1	EA	\$ 370.00	\$ 370.00
	<b>Subtotal</b>				\$ 5,295.35
	<b>WSST @ 8.8%</b>				\$ 465.99
	<b>Total w/ WSST</b>				\$ 5,761.34
	<b>Additive Alternate #4</b>				
4.1	Add Slats to 5' Tall Fence – SVCA to Determine Color	490	LF	\$ 4.23	\$ 2,072.70
	<b>Subtotal</b>				\$ 2,072.70
	<b>WSST @ 8.8%</b>				\$ 182.39
	<b>Total w/ WSST</b>				\$ 2,255.09
	<b>Additive Alternate #5</b>				
5.1	Add Slats to 6' Tall Fence – SVCA to Determine Color	490	LF	\$ 11.40	\$ 5,586.00
	<b>Subtotal</b>				\$ 5,586.00
	<b>WSST @ 8.8%</b>				\$ 491.56
	<b>Total w/ WSST</b>				\$ 6,077.56

Acknowledgement of Addendums: \_\_\_\_\_

By:  \_\_\_\_\_  
 Signature of Authorized Person

Date: 3/6/2026

Print Name & Title: CHRIS TICE ESTIMATOR/PROJECT MANAGER

February 21<sup>st</sup>, 2026

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)  
**Quote Request – 2026 Marina Dog Park Fence Project**

SVCA is requesting quotes for the 2026 Marina Dog Park Fence Project. The project installs a new chain-link fence at SVCA's Marina Dog Park.

**Summary of Work:**

1. Contract award is planned for SVCA's Board meeting on Thursday, March 26<sup>th</sup>, 2026.
2. Contract award will be based on base bid amount plus any additive alternates that SVCA elects. This decision won't occur until the Board meeting on March 26<sup>th</sup>, 2026.
3. All work is assumed to be completed under 1 mobilization.
  - a. SVCA is in the process of applying for a permit with Whatcom County. Permit is anticipated to be available for contractor to start summer 2026.
  - b. Notice to proceed (NTP) will be issued after permit is provided to contractor, and contractor shall start fence installation within 30 calendar days of receiving NTP.
  - c. Contract includes 10 working days to complete. Liquidated damages shall be assessed at \$200.00 per day for any days incurred after 10 working days.
  - d. Contractor shall follow the Lake Whatcom Watershed soil disturbance requirement to not exceed 500SF from October 1<sup>st</sup> through May 31<sup>st</sup>.
4. SVCA work hours are 8:00am – 7:00pm Monday through Friday, and 8:00am – 6:00pm Saturday.
5. SVCA will work with the contractor to provide adequate staging space at the Marina. Additional staging will be available in the overflow parking lot located across from Gate 5 along Lake Louis Road.
6. Survey – The project is intended to be a field fit project, and a licensed surveyor isn't required. SVCA will review layout with the contractor prior to starting.
7. Fence shall follow existing grades. All excavated material shall also be disposed of by contractor, and areas restored to existing condition upon completion.
8. If the contractor needs water, a hydrant is available with a water meter located at Area Z (SVCA's Maintenance Shop). Address: 2800 Lake Louis Road, Bellingham, WA 98229.
9. Installation shall follow WSDOT specifications and standards.
10. Force account work to receive 15% markup.
11. This is a private project, and prevailing wages are not applicable.
12. Contractor shall warranty work for 1 year from final completion.

**Bid Item Clarifications:**

- Item 2 – 5' Tall Chain Link Fence
  - o Fencing to be galvanized. Measured length to be actual length installed, not including gate lengths.
- Item 5 – Restoration
  - o Contractor to restore access to original conditions.



- If sod is disturbed, contractor shall smooth out, and apply grass seed. Establishment of grass seed will be handled by SVCA.

**Additive Alternate Clarifications:**

- Base bid items will be awarded. Each additive alternate is the price increase above the base bid amounts.
- Items 1.1 through 1.3
  - Additional price to increase the fence and gate height from 5' to 6'.
- Items 2.1 through 2.3
  - Additional price to add black vinyl coating to fence materials with 5' tall fence and gates.
- Items 3.1 through 3.3
  - Additional price to add black vinyl coating to fence materials with 6' tall fence and gates.
  - If this option is selected, Additive Alternate 1 would also be selected.
- Item 4.1
  - Additional price to add slats to the 5' tall fence. The quantity assumes adding slats to the 240' and 250' long segments of fence shown in the drawing.
  - SVCA will select a standard color available from color index provided by contractor.
- Item 5.1
  - Additional price to add slats to the 6' tall fence. The quantity assumes adding slats to the 240' and 250' long segments of fence shown in the drawing.
  - If this option is selected, Additive Alternate 1 would also be selected.
  - SVCA will select a standard color available from color index provided by contractor.

**Attachments:**

1. Bid Form – 2 Pages
2. Drawing – Fence Layout – 1 Page
3. WSDOT Fence Details – 5 Pages
4. SVCA Standard Contract – 12 Pages

Questions shall be directed to Tyler Andrews at [tylera@pnwcivil.com](mailto:tylera@pnwcivil.com). Contractors are encouraged to independently visit the site; no formal pre-bid is scheduled. Bids are due by 2:00pm on Monday, March 9<sup>th</sup>, 2026. Email bid submissions to [tylera@pnwcivil.com](mailto:tylera@pnwcivil.com).



February 21<sup>st</sup>, 2026

Attn: Bidders

RE: Sudden Valley Community Association (SVCA)  
**Bid Form – 2026 Marina Dog Park Fence Project**

Bid submissions are due by 2:00pm on Monday, 3-9-26. Email bid submissions to [tylera@pnwcivil.com](mailto:tylera@pnwcivil.com). Bid bonds are not required.

Firm Name: \_\_\_\_\_

<b>Bid Schedule – 2026 Marina Dog Park Fence Project</b>					
Item #	Description	Quantity	Unit	Unit Price	Total
<b>Base Bid</b>					
1	Mobilization	1	LS	\$	\$
2	5' Tall Chain-link Fence	809	LF	\$	\$
3	4' Wide Man-Gate at 5' Height	2	EA	\$	\$
4	4' Wide Double-Gate (8' Equipment Opening) at 5' Height	1	EA	\$	\$
5	Restoration	1	LS	\$	\$
6	Minor Changes	1	FA	\$5,000.00	\$5,000.00
<b>Subtotal</b>					<b>\$</b>
<b>WSST @ 8.8%</b>					<b>\$</b>
<b>Total w/ WSST</b>					<b>\$</b>
<b>Additive Alternate #1</b>					
1.1	Increase Fence to 6' Height	795	LF	\$	\$
1.2	4' Wide Man-Gate – Increase to 6' Height	2	EA	\$	\$
1.3	4' Wide Double-Gate (8' Equipment Opening) Increase to 6' Height	1	EA	\$	\$
<b>Subtotal</b>					<b>\$</b>
<b>WSST @ 8.8%</b>					<b>\$</b>
<b>Total w/ WSST</b>					<b>\$</b>
<b>Additive Alternate #2</b>					
2.1	Add Black Vinyl Coating to 5' Tall Fence	795	LF	\$	\$
2.2	Add Black Vinyl Coating to 4' Wide Man-Gate at 5' Height	2	EA	\$	\$



2.3	Add Black Vinyl Coating to 4' Wide Double-Gate (8' Equipment Opening) at 5' Height	1	EA	\$	\$
	<b>Subtotal</b>				\$
	<b>WSST @ 8.8%</b>				\$
	<b>Total w/ WSST</b>				\$
	<b>Additive Alternate #3</b>				
3.1	Add Black Vinyl Coating to 6' Fence	795	LF	\$	\$
3.2	Add Black Vinyl Coating to 4' Wide Man-Gate at 6' Height	2	EA	\$	\$
3.3	Add Black Vinyl Coating to 4' Wide Double-Gate (8' Equipment Opening) at 6' Height	1	EA	\$	\$
	<b>Subtotal</b>				\$
	<b>WSST @ 8.8%</b>				\$
	<b>Total w/ WSST</b>				\$
	<b>Additive Alternate #4</b>				
4.1	Add Slats to 5' Tall Fence – SVCA to Determine Color	490	LF	\$	\$
	<b>Subtotal</b>				\$
	<b>WSST @ 8.8%</b>				\$
	<b>Total w/ WSST</b>				\$
	<b>Additive Alternate #5</b>				
5.1	Add Slats to 6' Tall Fence – SVCA to Determine Color	490	LF	\$	\$
	<b>Subtotal</b>				\$
	<b>WSST @ 8.8%</b>				\$
	<b>Total w/ WSST</b>				\$

Acknowledgement of Addendums: \_\_\_\_\_

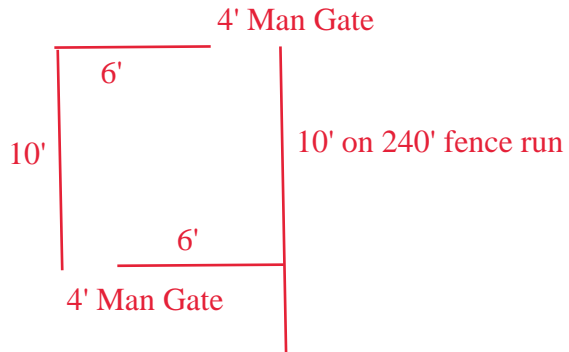
By: \_\_\_\_\_  
Signature of Authorized Person

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

Print Name & Title: \_\_\_\_\_



Dog Park Fence Notes:  
 #1 = Entrance detail below

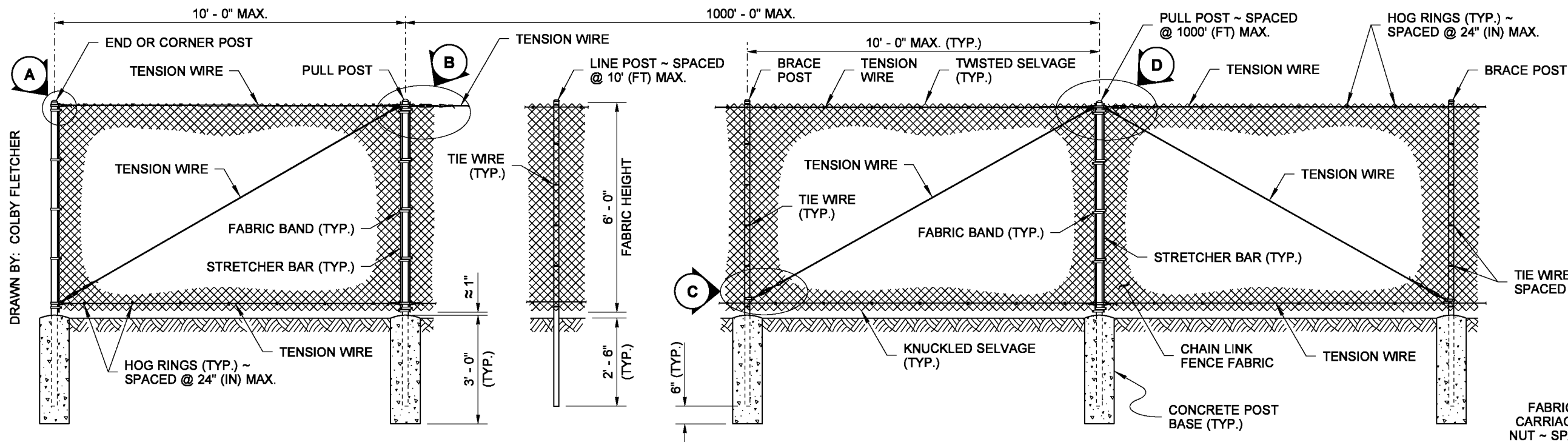


#2 = 4' Double Gate - Opening = 8'

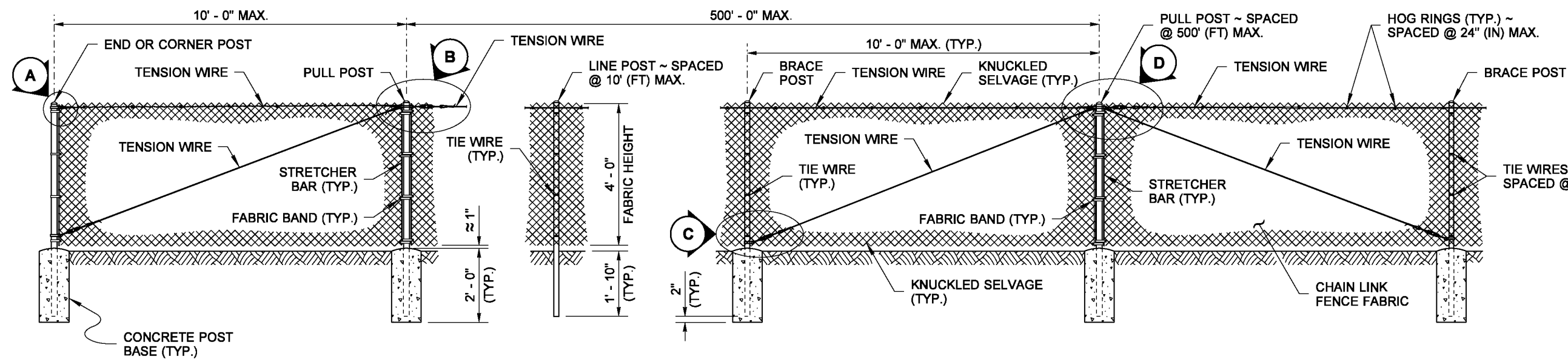
Fence to be 5' tall, galvanized chainlink following WSDOT standard details.

**NOTES**

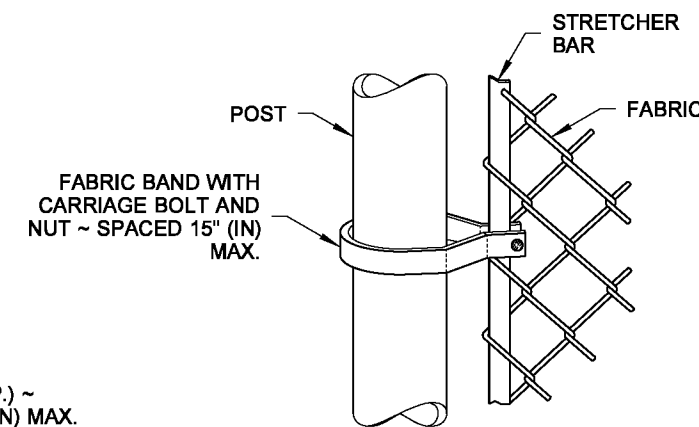
1. All concrete post bases shall be 10" (in) minimum diameter.
2. Along the top and bottom, using Hog Rings, fasten the Chain Link Fence Fabric to the Tension Wire within the limits of the first full fabric weave.
3. Details are illustrative and shall not limit hardware design or post selection of any particular fence type.
4. Fencing shall be used for security and boundary delineation only.



**TYPE 3**



**TYPE 4**



**METHOD OF FASTENING STRETCHER BAR TO POST**



**CHAIN LINK FENCE  
TYPES 3 AND 4  
STANDARD PLAN L-20.10-03**

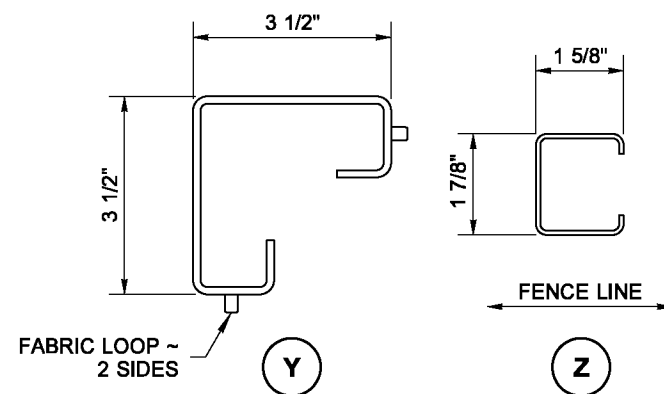
SHEET 1 OF 2 SHEETS

APPROVED FOR PUBLICATION

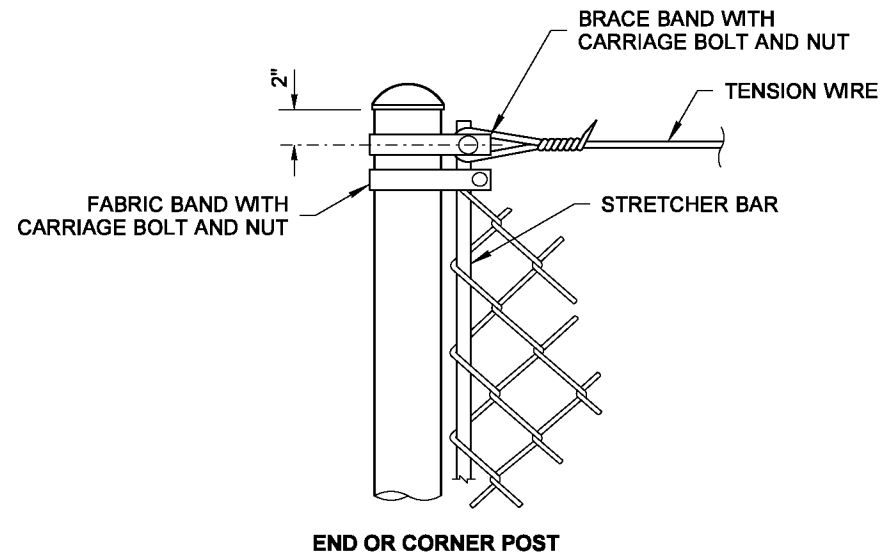
STATE DESIGN ENGINEER  
Washington State Department of Transportation

**POST AND RAIL SPECIFICATIONS**

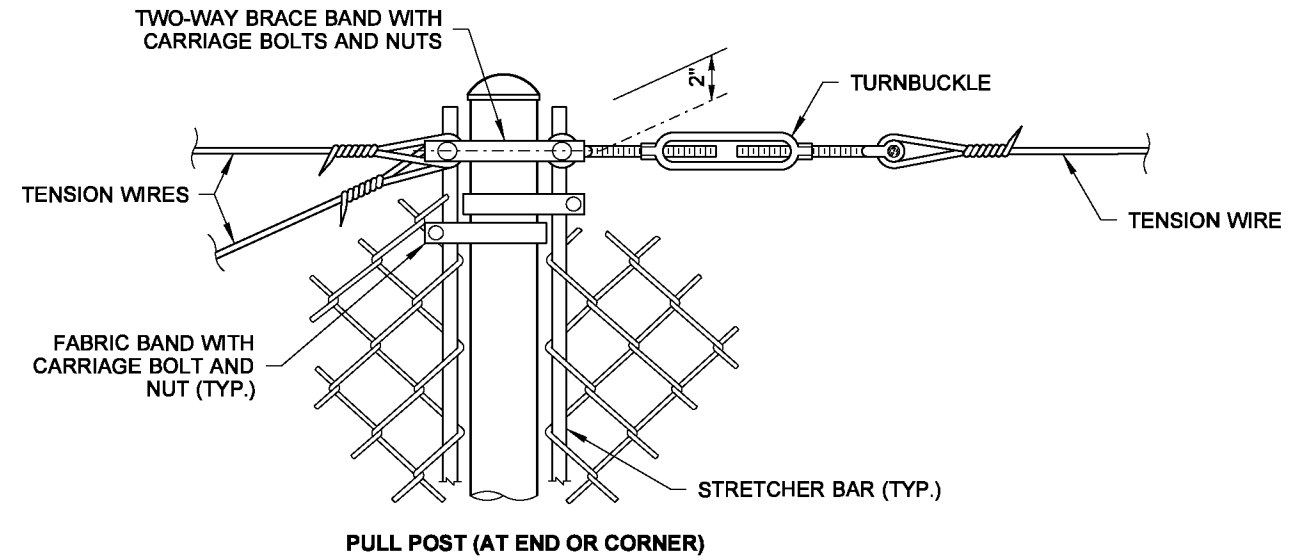
POST	PIPE	ROLL FORMED	
	NOM. SIZE (SCH. 40) I.D.	SECTION	WEIGHT (lb/ft)
END, CORNER, OR PULL POST	2 1/2" DIAM.	Y	5.10
LINE OR BRACE POST	2" DIAM.	Z	1.85



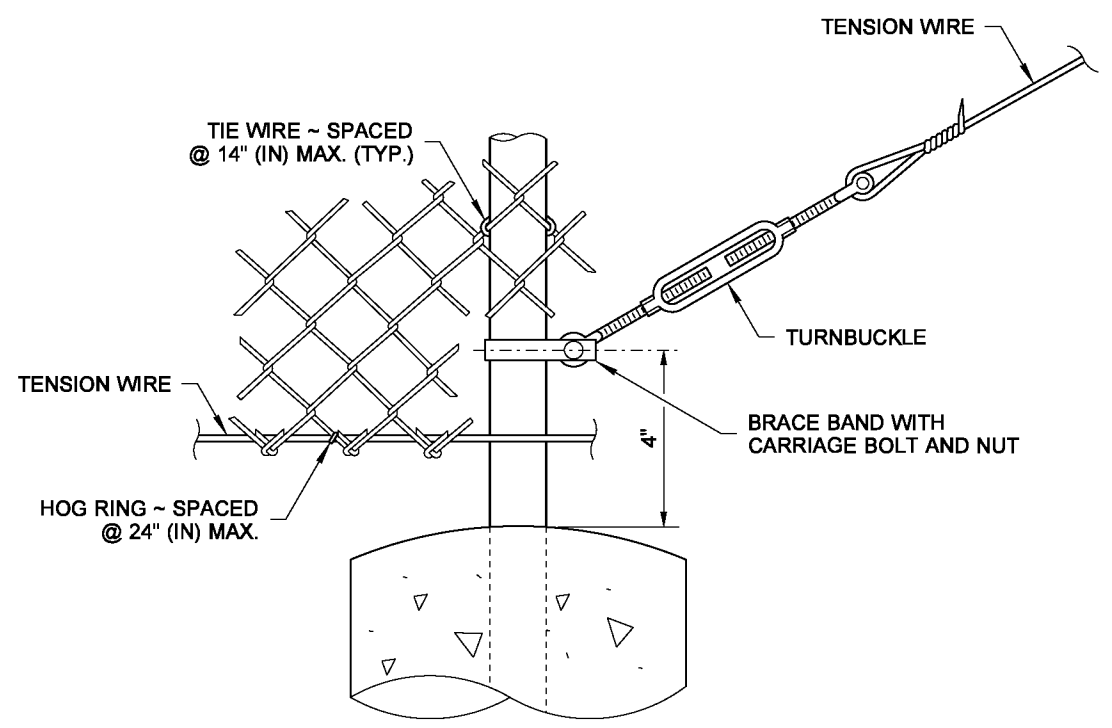
DRAWN BY: COLBY FLETCHER



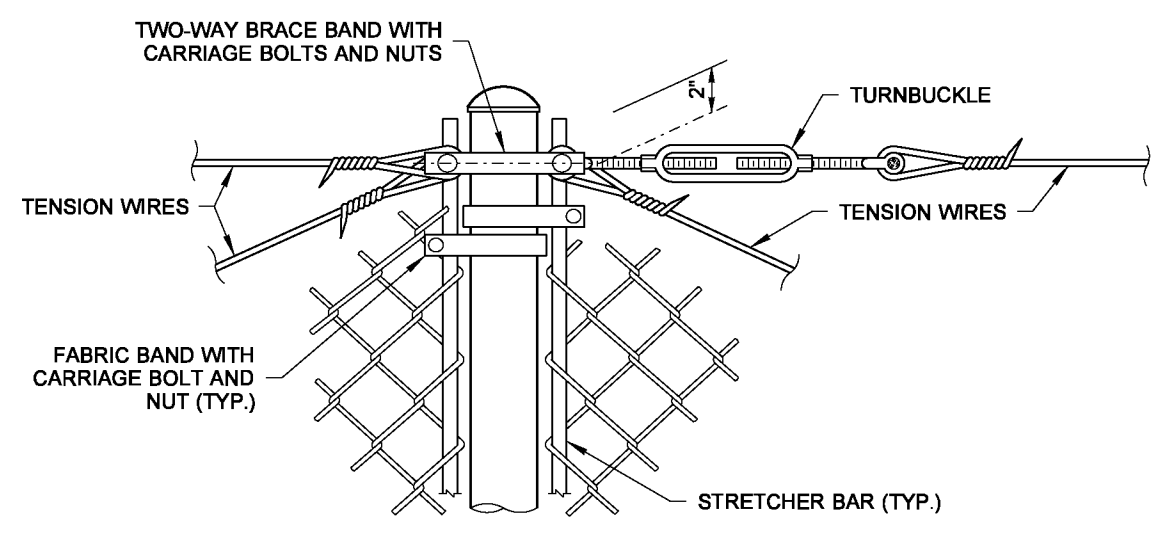
DETAIL A



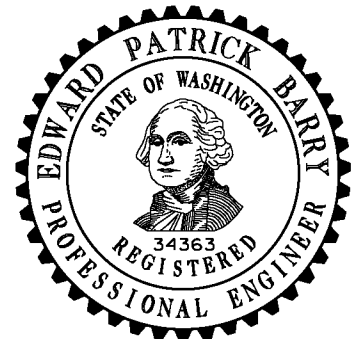
DETAIL B



DETAIL C



DETAIL D



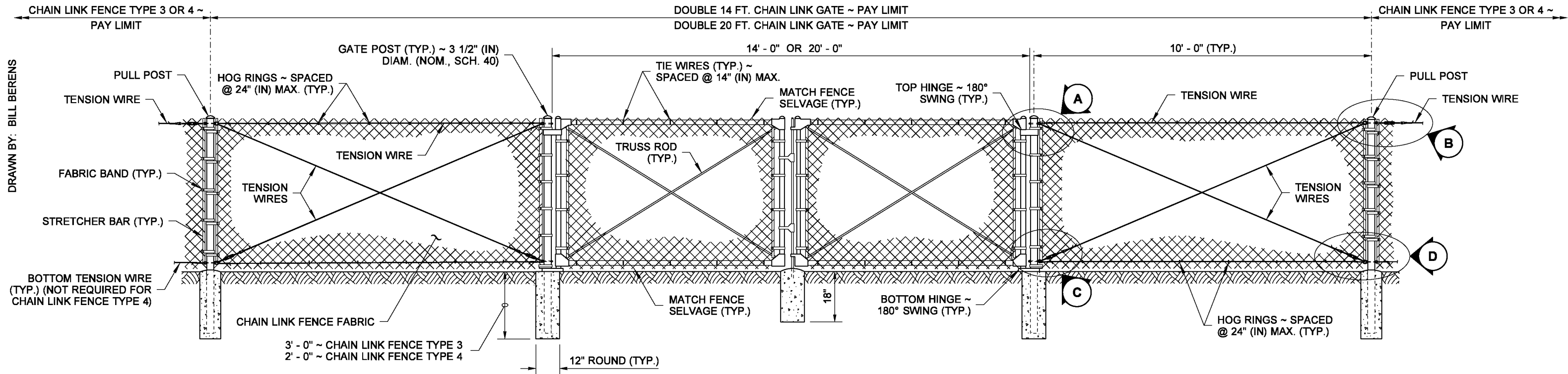
**CHAIN LINK FENCE  
TYPES 3 AND 4  
STANDARD PLAN L-20.10-03**

SHEET 2 OF 2 SHEETS

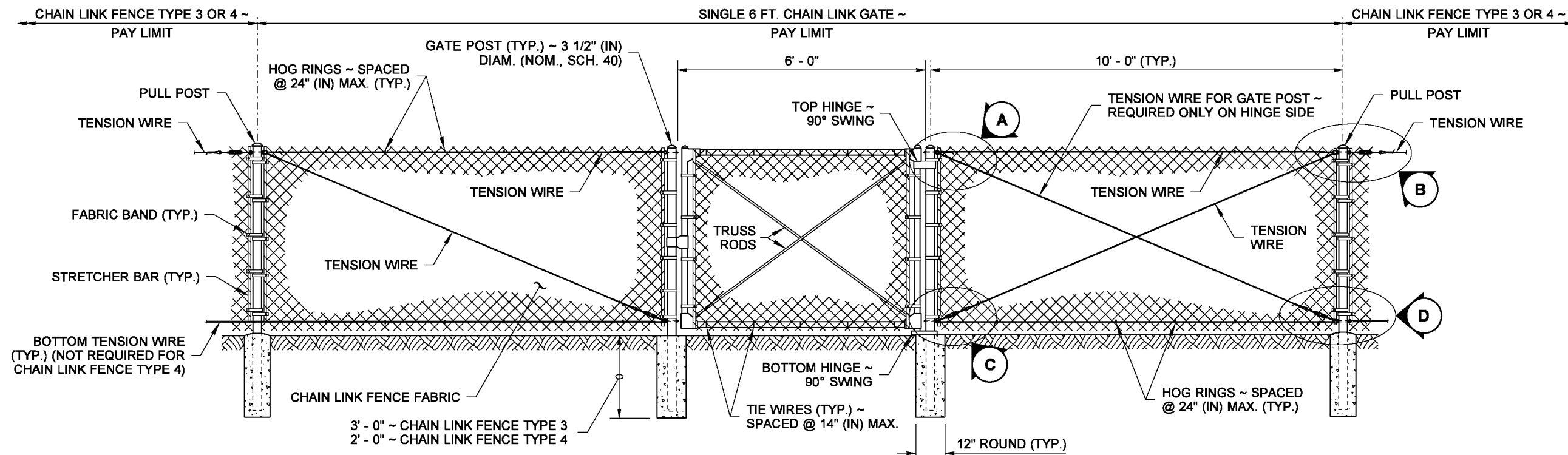
APPROVED FOR PUBLICATION

STATE DESIGN ENGINEER  
 Washington State Department of Transportation

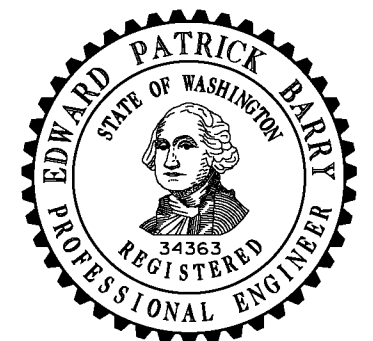
- 1. Materials shall meet the requirements of **Standard Specification 9-16.**



**DOUBLE GATE**



**SINGLE GATE**

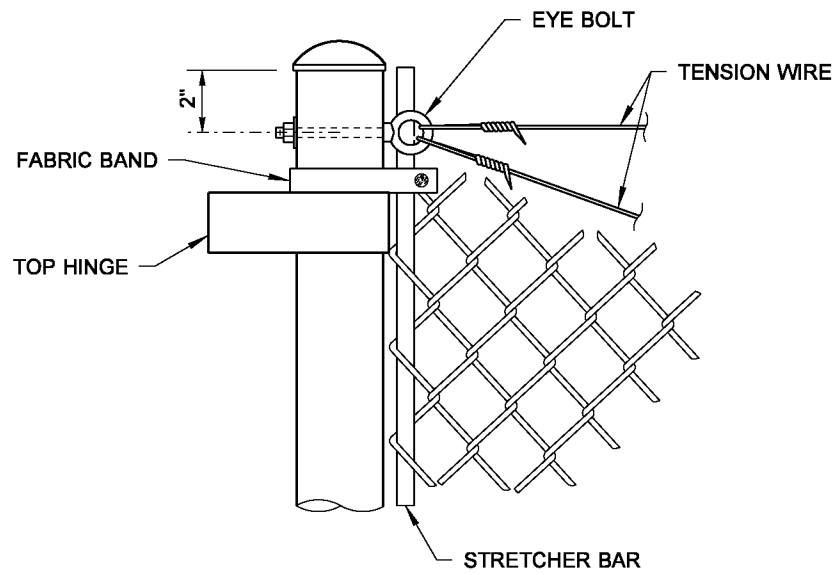


**CHAIN LINK GATE**  
**STANDARD PLAN L-30.10-02**

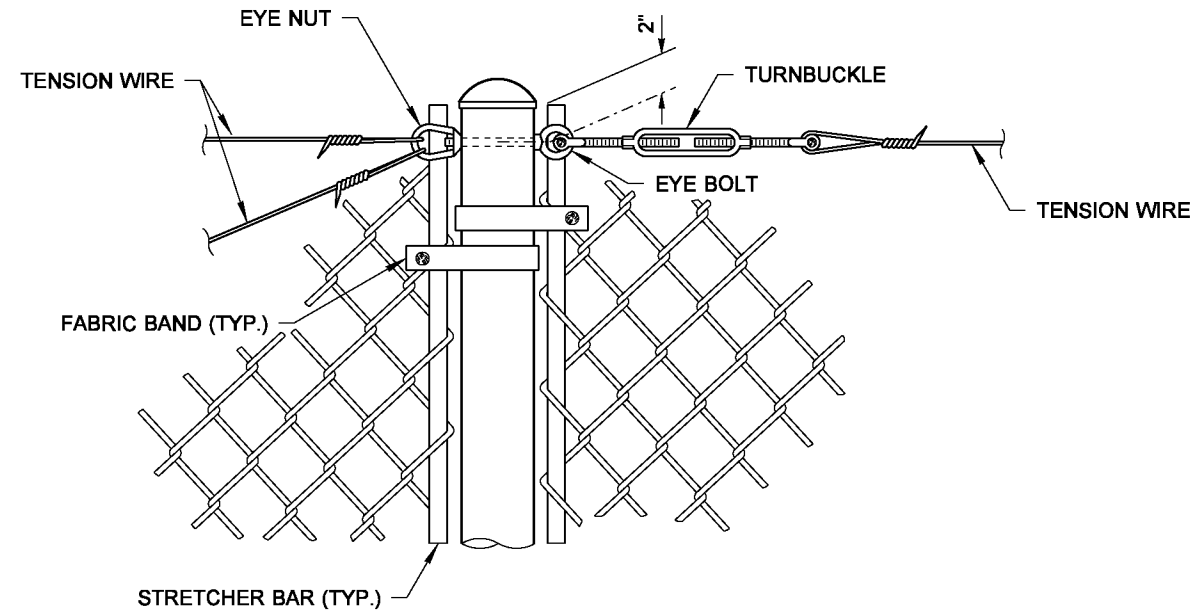
SHEET 1 OF 2 SHEETS

APPROVED FOR PUBLICATION

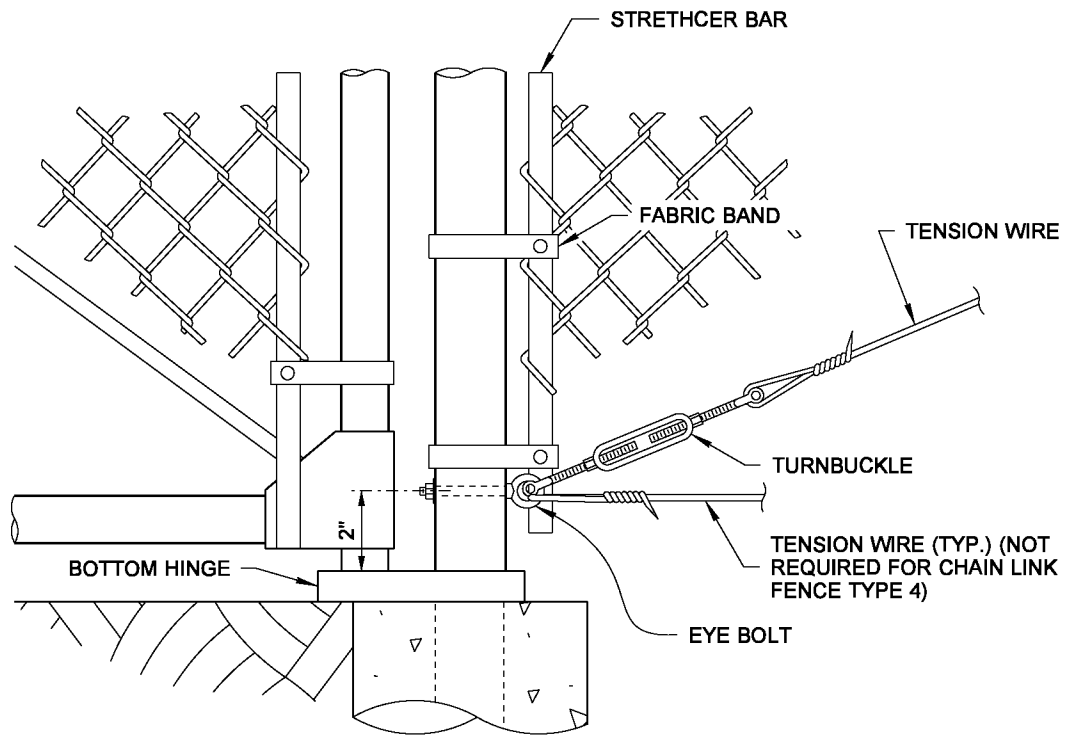
STATE DESIGN ENGINEER  
Washington State Department of Transportation



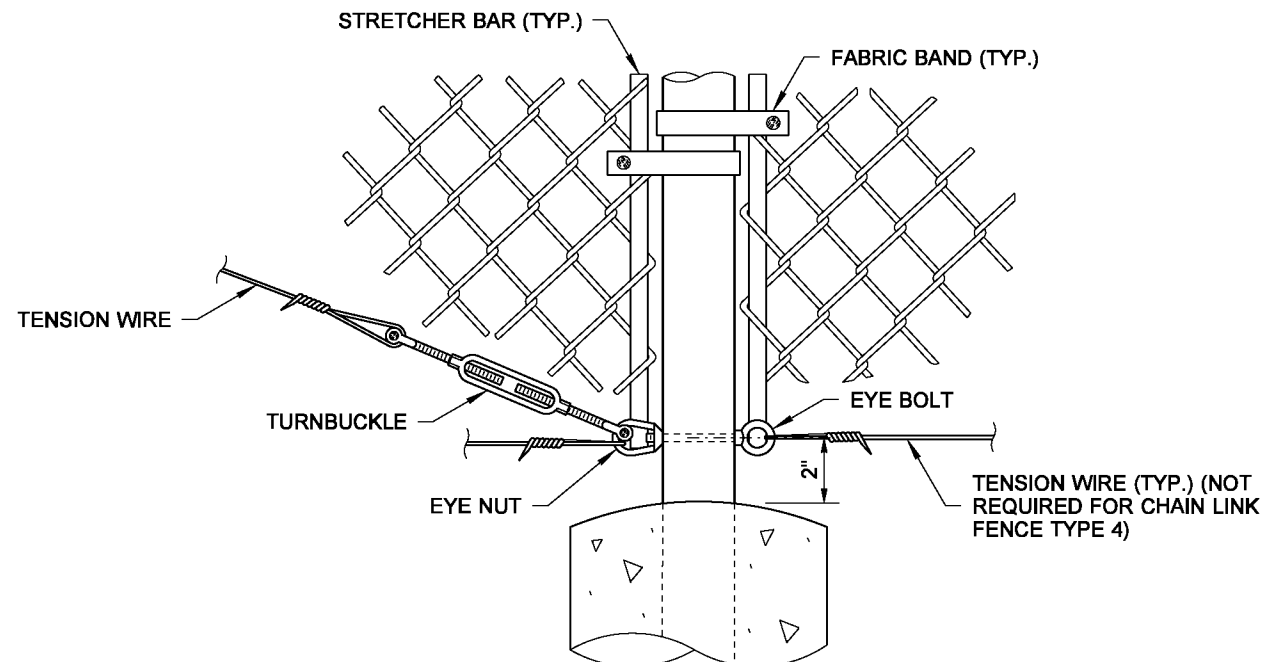
GATE POST  
DETAIL A



PULL POST  
DETAIL B



GATE POST  
DETAIL C



PULL POST  
DETAIL D



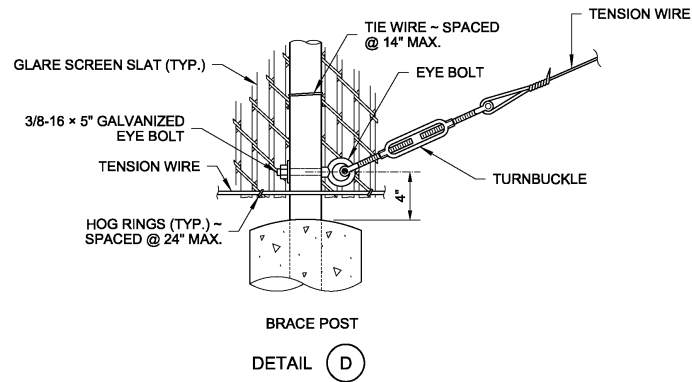
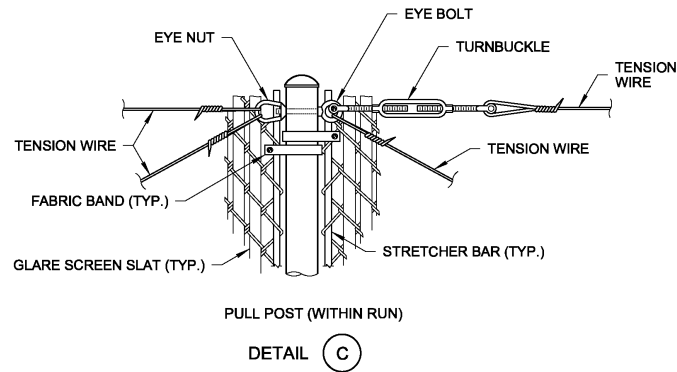
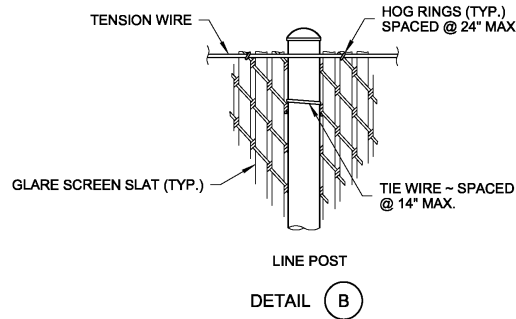
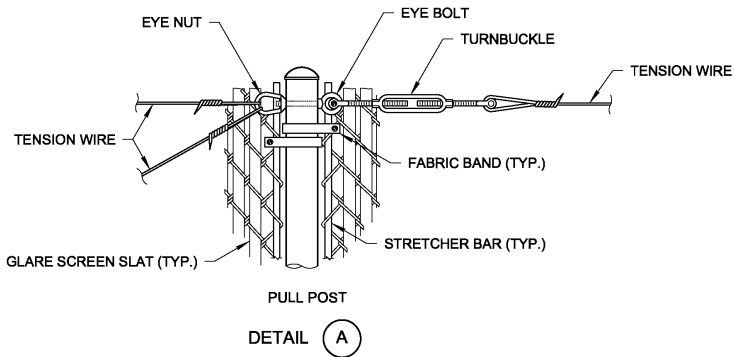
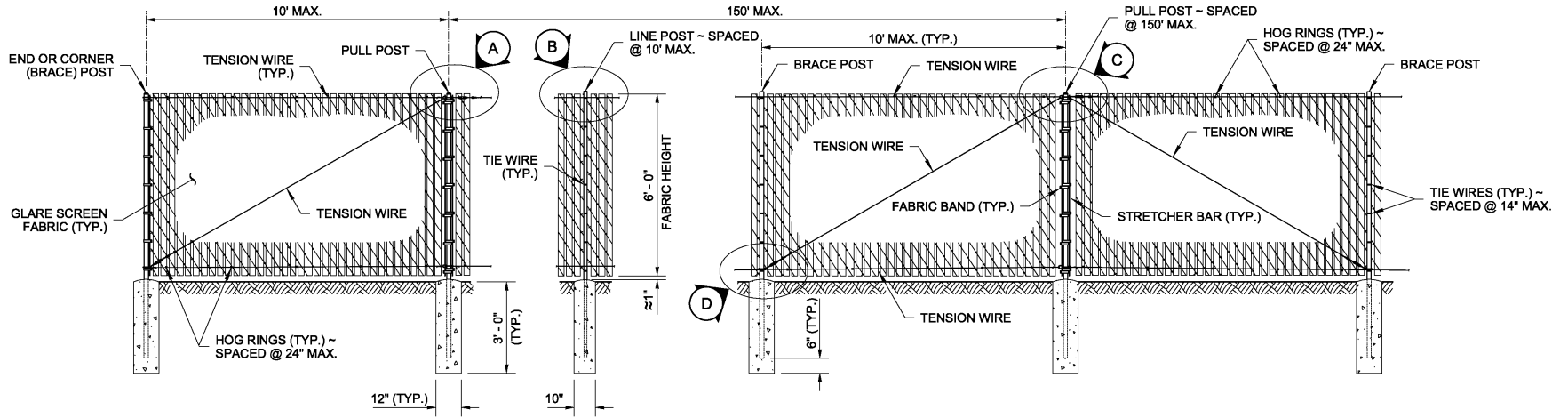
**CHAIN LINK GATE**

**STANDARD PLAN L-30.10-02**

SHEET 2 OF 2 SHEETS

APPROVED FOR PUBLICATION

DRAWN BY: LISA CYFORD



NOTE: THIS PLAN IS NOT A LEGAL ENGINEERING DOCUMENT UNLESS THE ORIGINAL, SIGNED BY ME, IS FILED AT THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION. A COPY MAY BE OBTAINED UPON REQUEST.

**GLARE SCREEN TYPE 2  
 (CHAIN LINK WITH SLATS)  
 STANDARD PLAN L-40.20-02**

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

<b>Pasco Bakotich III</b> STATE DESIGN ENGINEER	<b>06/21/12</b> DATE
Washington State Department of Transportation	



March 9<sup>th</sup>, 2026

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

RE: Project Scope Letter  
**2026 Marina Dog Park Fence Project**

PNW is providing this overall project scope letter to SVCA for the 2026 Marina Dog Park Fence Project. On February 21<sup>st</sup>, 2026 PNW issued a bid package to 7 contractors requesting quotes for installation of a new fence and gates at the Marina Dog Park, bid package attached for reference.

Quotes were sent to:

- C&P Fencing – Quote Received
- JTI Commercial Fencing – Quote Received
- Economy Fence – Quote Received
- Winslow Brothers – Quote Received
- Northwest Fence – No Quote
- Discount Fence – No Quote
- Fence Brothers – No Quote

Base bid is based on a 5' tall fence with gates using galvanized chain link fencing materials. There are additive alternates for SVCA to consider:

- Additive Alternate #1 – This is the additional price to increase the fence and gates from 5' to 6' tall.
- Additive Alternate #2 – This option adds black vinyl coating to the base bid 5' tall fence and gates.
- Additive Alternate #3 – This option adds black vinyl coating to a 6' tall fence and gates. If this option is selected Additive Alternate #1 would also be selected.
- Additive Alternate #4 – This option adds colored slats to the initial portion of the 5' tall fence going around the gazebo for 490'. It is an attempt to create privacy for anyone using the tennis courts and gazebo. The contractor will provide standard colors for SVCA to choose from if selected.
- Additive Alternate #5 – Similar to Additive Alternate #4, this option adds slats to a 6' tall fence. If this option is selected, Additive Alternate #1 would also be selected.

The bid tabulation summary provides 8 options for SVCA to choose from based upon the base bid and alternate options.

The 5<sup>th</sup> page of the bid package includes a drawing showing the proposed layout of the fence.

Description of fence layout:

- It will start in the corner of the marina parking lot. At the entrance there will be a card reader to open the initial 4' wide gate. A security camera will also be at this location. Once a person enters the initial gate they will be inside a 10' square fenced area. On the opposite side of the 10' enclosure is another 4' wide gate entering the dog park. This 10' enclosure is for people to leash a dog before reentering the parking lot.



- From the entrance the fence will extend approximately 240' wrapping around the backside of the gazebo. It will be approximately 10' from fence to brush-line. Minor grading will occur at this location to widen the access to 10'.
- From the gazebo it will extend approximately 250' where it will turn out into the field extending to the dog scoop area. From here it will extend towards the shoreline. It will stop approximately 15' from the shoreline (or as determined by permit requirements).
- At the shoreline, the fence will turn parallel to the shore and extend 30' creating a short enclosure. From this location a line will extend into the water with a buoy marking the water limits of the dog park.

In Addition, the CMU block sand bunker located next to the tennis courts will be removed, and 3 gravel parking stalls will be installed. The sand bunker isn't used by the golf course any longer.

Upon project approval, design and permitting will begin which will take approximately a month. Once a permit is approved by Whatcom County construction would begin. This is anticipated to be sometime during summer 2026, and construction will take approximately 10 working days.

Summary of anticipated costs not including fencing contractor proposal:

- Impact Design – Engineering & Permit Application – Proposal Attached dated February 26 <sup>th</sup> , 2026.	\$5,500.00
- Survey Allowance	\$1,500.00
- Permit Fees Allowance – Whatcom County	\$2,000.00
- Grading Allowance – Provide 10' Path Width at Gazebo – Completed by On-Call Contractor	\$3,500.00
- Remove Sand Bunker & Add 3 Parking Stalls Allowance – Completed by On-Call Contractor	\$5,000.00
- Card Reader & Security Cameras Installation per Guardian Proposal Dated 3-9-26.	\$6,629.49
- Electrical – Power Card Reader & Security Camera per Dillon Electric Proposal Dated 3-2-26	\$3,400.00
- Bouy, Waterline Rope, and Signage Allowance	\$1,000.00
- Project Management – PNW Services, Inc. – 20 Hours Allowance – Design and Permit Application Oversight, and Construction Management	\$2,700.00
Subtotal	\$31,229.49
10% Contingency	\$3,122.95
<b>Total w/ 10% Contingency</b>	<b>\$34,352.44</b>
<b>Add Fence Contractor Proposal with Any Additive Alternates Selected by SVCA</b>	<b>T.B.D.</b>

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

Sincerely,

Tyler Andrews  
President



Sudden Valley Community Association  
Marina Dog Park Fencing  
Shorelines Substantial Development Permit

February 26, 2026

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

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for a Dog Park Fence Expansion at the Sudden Valley Marina for the Sudden Valley Community Association. Thank you for providing the bid documents including the scope of work including the new fence location and details.

We propose to conduct the engineering and permitting assistance for this project on a Not To Exceed basis in accordance with the rate sheets attached and our budget of \$5,500.

**Scope of Work:**

**Shoreline Substantial Development Permit (\$5,500)**

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

- Preapplication Package
- Master Application
- Shorelines Exemption Permit Supplement Application
- Basic Site Plan
  - This will be based on the construction drawings provided
- Temporary Erosion Control Plan
- Stormwater Pollution Prevention Plan
- Project Narrative
- Preliminary Traffic & Concurrency Information form

- Preliminary Stormwater Proposal
- Mailing list of property owners in the area

It is assumed that a stormwater treatment system design or tree retention plan will not be required by Whatcom County for this project. We can provide this additional service on a Time and Materials basis as requested by SVCA.

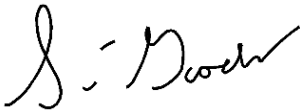
**Excluded Scope:** Land survey work, geotechnical work, architectural design, structural engineering, landscape design, title reports, construction support, as-builts, and dry utilities coordination are not included in this scope.

Please sign and date below as a formal acceptance of this proposal. We are excited to be working on your project.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Respectfully,



Scott Goodall, MS, PE

Principal - Impact Design, LLC



### 2026 Rate Sheet

<b>Office</b>	<b>Hourly Rate</b>
Principal Engineer	\$160
Design Engineer	\$140
Engineering Technician	\$120
Design Technician	\$100
CAD Technician	\$75

<b>Field</b>	<b>Hourly Rate</b>
Construction Inspection	\$90
Drone Pilot (UAV Certified)	\$90
Photogrammetry Technician	\$75

<b>Sub-Consultants</b>	<b>15% Markup</b>
<b>Equipment</b>	<b>15% Markup</b>
<b>Travel Expenses</b>	<b>15% Markup</b>
<b>Mileage</b>	<b>\$0.50 / Mile</b>

---

Impact Design, 5426 Barrett Road, Ferndale WA 98248

cell: (360) 389-8138 email: [scott@bold-impact.com](mailto:scott@bold-impact.com)



Proposal: 83070-2-0

Brivo  
Dog Park  
Access  
Control

Prepared for:  
Mike Brock

**Sudden Valley Community  
Association**

10 Marina Dr  
Bellingham WA, 98229

P  
E Mike.brock@suddenvalley.com  
W (360) 734-6430

**3/9/2026**

Proposal Valid To:  
**4/8/2026**

Proposal Issued:

## SCOPE OF WORK

**Name: Sudden Valley Community Association**

**Dog Park Access Control**

**Site**

Marina  
10 Marina Dr  
Bellingham, WA 98229

**Billing**

Sudden Valley Community Association  
4 Clubhouse Circle  
Bellingham, Washington 98229

**Contact**

Mike Brock  
P (360) 734-6430  
E [Mike.brock@suddenvalley.com](mailto:Mike.brock@suddenvalley.com)

83070-2-0- Sudden Valley Community Association

Scope of work

Overview & Expectations

· Install access control on 2 gates on Dog Park area near Tennis Court/Marina

customer to supply 1.5" PVC conduit from the tennis court camera pole to gate 1 and continue on to Gate 2 with a pull string for wiring.

Existing Equipment

- Brivo Access System

Installation Details

Access System

- Install access control on both gates at Dog Park/Tennis Court

- Program new access point to existing system

- o Locksmith included in proposal

Parts Note

- Customer requirements

- o Provide constant 120v power at Dog Park main gate & Marina Entrance Pole for cameras and access point

- Proposal contingent upon existing equipment being in working condition

- Any work outside of this scope will require a change order at additional cost

Best Site Contact

Mike Brock

(360)-734-6430

[Mike.brock@suddenvalley.com](mailto:Mike.brock@suddenvalley.com)

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Sales Contact

April Graafstra

[agraafstra@guardiansecurity.com](mailto:agraafstra@guardiansecurity.com)

(360) 305-6074

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## PROJECT INVESTMENT

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**Name: Sudden Valley Community Association**

[suddenvalley.com](http://suddenvalley.com)

Brivo						<b>\$8,910.14</b>
QTY	Manufacturer	Part #	Description	Unit Price	Ext.Price	
1	W BOX TECHNOLOGIES	0E-PPS2440	24VAC 40VA PLUG IN TRANSFORMER	\$25.32	\$25.32	
0.5	WINDY CITY WIRE	4461111WBT	WIRE, 4 ELEM COMP CABLE CMR 1000' BLK JKT	\$1,529.85	\$764.93	
1	ALTRONIX	AX-AL201UL	12V 1.75AMP UL	\$164.01	\$164.01	
1	BRIVO	B-ACS300-E	IP Door Controler w/ Wifi. Handles 1-2 doors NEEDS POWER SUPPLY OR POE	\$642.60	\$642.60	
2	BRIVO	B-BSPMF-B	MULLION MOUNT TRI-TECHNOLOGY READER W/BLUETOOTH	\$214.24	\$428.48	
1	PACIFIC POWER BATTERIES	SLA1270	BATTERY, 12V, 7AH	\$25.67	\$25.67	

**Labor:**

QTY	Description
20	Security Install

50% of this is related to Tennis Courts improvements SVCA Capital Code CRRRF 9726.04. The remaining 50% for the Tennis Courts will be requested with construction funding for that project.

50% = \$4,455.07 Dog Park Fencing

<b>Total Proposal Amount</b>	<del>\$8,910.14</del>
<b>Monthly Professional Services</b>	<b>\$60.00</b>

*Note: Taxes are not included and will be charged at the time of invoice.*

Plus Added Camera - Mounts to pole at Marina Bathroom, and faces out to main dog park area.

\$4,455.07 + \$1,638.21 (below) = \$6,093.28

WSST @ 8.8% = \$536.21

Total w/ WSST = \$6,629.49

## Project Investment Summary

Guardian Security will provide the proposed system as described in this proposal for the sum of: ~~\$8,910.14~~

Guardian Security will provide services for 36 months and will charge this amount Monthly: **\$60.00**

The price above includes: materials, equipment and labor as described within this proposal. Taxes are not be included and will be charged additionally.

8MP Bullet Camera					\$1,638.21
QTY	Manufacturer	Part #	Description	Unit Price	Ext.Price
1	OPEN EYE	OE-C3012T8-S	IN/OUT 8MP IP TURRET 2.8MM	\$625.37	\$625.37
1	OPEN EYE	OE-CA30JB-01	AF WDR IR 30 SERIES DOME/TURRET JUNCTION BOX	\$32.84	\$32.84

**Labor:**

QTY	Description
7	Security Install

**Financial Summary**

<del>Total Proposal Amount</del>	<del>\$12,629.14</del>
<b>Monthly Professional Services</b>	<b>\$36.00</b>

*Note: Taxes are not included and will be charged at the time of invoice.*

**Payment Terms:**

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Guardian Security with payment in full due upon system deployment completion.

Payment shall be Net 30 of invoice date.

**Guardian Security Systems, Inc.**

**Sudden Valley Community Association**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

P.O.# \_\_\_\_\_ Start Date: \_\_\_\_\_

**Terms and Conditions**

**Definitions:**

“Equipment” means the systems, equipment, software, materials and other goods covered by the Services to be performed under this Agreement as identified in the respective work scope attachment(s) which are incorporated herein.

“Services” means those inspection and testing services to be provided by Guardian Security Systems, Inc. (“Guardian”) in support of Customer pursuant to this Agreement, as more fully detailed in the attached work scope attachment(s), which are incorporated herein.

Customer agrees to provide Guardian with ready access to all Equipment covered by this Agreement. Customer agrees Guardian is free to start and stop all primary Equipment incidental to the inspection and testing of the mechanical and life safety system(s) as called for in this Agreement, except as specifically designated by Customer. For such specifically designated Equipment, Customer shall provide at its sole expense, personnel to start/stop/operate the primary Equipment in conjunction with Guardian’s Services. Any Guardian return trips required as a result of lack of ready access to the Equipment will be billed as “Time and Material” service portal-to-portal in addition any other fees and charges set forth in this

Agreement.

**Hazardous Materials:** Customer represents and warrants that, except as otherwise disclosed in writing, in the areas where GUARDIAN will undertake work or provide Services, there are no: (a) materials or substances classified as toxic or hazardous either in, on or within the work area, including asbestos or presumed asbestos-containing materials, formaldehyde, containers or pipelines containing petroleum products, or hazardous/toxic substances, etc.; (b) situations subject to special precautions or equipment required by federal state or local health or safety regulations; (c) unsafe working conditions.

This Agreement assumes that the Equipment included in the attached work scope attachment(s) are fully operational. If during the inspection and testing Services provided by Guardian, Guardian observes any defects or deficiencies in the Equipment covered by this Agreement, Guardian shall report in writing to Customer the defects and deficiencies observed, along with estimated repair charges. Should Customer decline to repair/replace/correct the identified defects and/or deficiencies, the identified defective or deficient Equipment is to be removed from this Agreement and the charges adjusted accordingly.

This agreement is ONLY for inspection and testing of the identified Equipment. Guardian will not provide any service, repairs or replacements of Equipment identified in the work scope attachments(s) pursuant to this Agreement. Customer and Guardian may elect to enter into separate agreements for repair, replacement, correction and/or emergency services for the Equipment listed in the work scope attachment(s) to this Agreement.

All Services will be performed between the hours of 7:00 AM – 4:00 PM local time, Monday through Friday, excluding federal Holidays and normal Guardian-observed holidays. If Customer requests Guardian to furnish any Services outside of the above stated hours, all overtime or other additional expenses occasioned thereby, shall be billed to and paid by Customer

Customer cancellations or postponements of scheduled Services must be made not less than two regular business days prior to the scheduled appointment time. Any Customer cancellations or postponements of Services made less than two regular business days prior to the scheduled appointment time shall be assessed a reschedule fee of \$660.00 per technician.

Guardian shall not be liable for any damage caused by any GUARDIAN delay in furnishing or failure to furnish Services due to fire, flood; corrosive substances in the air or water supply that may enter or otherwise affect sprinkler piping and sprinkler systems including but not limited to biological growth, Calcium Carbonate deposits, and microbiologically influenced corrosion (MIC); strike, lockout, dispute with workman, inability to obtain material, war, act of God, or any cause beyond Guardian's reasonable control.

Guardian does not represent nor warrant that the Equipment may not be compromised or circumvented, or that the Equipment will prevent any loss by burglary, hold-up, fire, or otherwise or that the Equipment will in all cases provide the protection for which it is installed.

Customer acknowledges and agrees that Guardian may assign this Agreement to any person, or entity, including another alarm company or financial institution, and further, may subcontract any of the Services to be performed pursuant to this Agreement. Customer acknowledges and agrees that this Agreement and particularly those sections relating to disclaimer of warranties, limitation of liability and indemnification, inure to the benefit of and are applicable to any assignees or subcontractors employed by Guardian; and that they bind Customer with respect to said assignees and subcontractors with the same force and effect as they bind Customer to Guardian. Customer may NOT assign its rights or delegate its obligations under this Agreement, in whole, or in part, without the prior written consent of Guardian, which shall not be unreasonably withheld. Guardian may assign its right to receive payment to a third party.

#### **Price Billing and Term:**

Time is of the essence in connection with payments due under this Agreement. In the event Customer is in default in the payment of any amounts due under this Agreement, Guardian may terminate this Agreement forthwith without notice to Customer and without any court order or further process of law; retain all amounts previously received from Customer; sue for and recover all unpaid amounts due hereunder, including but not limited to the amounts due under the Termination section of this Agreement, if applicable; and pursue and exercise any other remedy available under this Agreement or at law or in equity. All remedies are cumulative and may be exercised concurrently or separately. Customer agrees to pay Guardian all costs and expenses, including its personnel costs, all reasonable attorney fees and costs, incurred by Guardian in pursuing or exercising any of its rights or remedies at law or in equity, including costs of collection. Interest on unpaid amounts shall be charged at the rate of 1% per month or the highest rate allowed by law, whichever is less.

GUARDIAN may adjust the annual price of this Agreement periodically during the term of this Agreement (either up or down) and CUSTOMER agrees to pay for this negotiated increase or decrease in scope of services to the main Agreement between the Customer and GUARDIAN, IF additional Equipment are added or deleted to the scope of this Agreement.

Following the initial term of this Agreement, as noted on the project investment summary found within this Agreement, this Agreement will automatically renew for successive one (1) year periods unless cancelled prior to the anniversary date with written notice received by Guardian at least thirty (30) days prior to the expiration of this agreement or any renewal thereof.

Following year one (1) of the initial term of this Agreement and following any automatic renewals beyond the initial term, this Agreement may be subject to a minimum price increase, effective on each Anniversary date of this Agreement, upon thirty (30) days written notice provided by Guardian to Customer, based upon the published U.S. Department of Labor, Consumer Price Index (CPI) provided, however, that in no event shall such increase be less than 2% or more than 5%.

Customer agrees to pay any sales, excise, use or other taxes and or fees, now or hereafter levied, which Guardian may be required to pay or collect in connection with this Agreement.

Early Termination: for any Agreements with more than one (1) year remaining in the initial term from the date of cancellation the Customer will be responsible to pay 50% of the annual fees, limited to one year's worth of annual fees, listed in financial summary within this Agreement. ■

**Extent of Agreement:** except as and to the extent provided herein, this Agreement represents the entire Agreement between Guardian and Customer for the Services described herein and supersedes all prior negotiations, representations, or Agreements between the Parties related to the Services described herein.

None of the provisions of this Agreement shall be modified, altered, or changed or voided by any subsequent document unilaterally issued by Customer that relates to the subject matter of this Agreement. This Agreement may be amended only by written instrument signed by both Parties.

**Dispute Resolution:**

This Agreement shall be deemed to be made in King County, Washington regardless of the location of any office or representative of Customer, or the location of the Equipment or the place of signing by any party. This Agreement will be governed by Washington Law. The venue for any claim arising under this Agreement shall be in King County, Washington.

In the event of a dispute regarding the interpretation or enforcement of this Agreement, which results in litigation or arbitration, the prevailing party shall be awarded its reasonable attorney's fees and costs.

**Limitation of Liability/Indemnification:** CUSTOMER ACKNOWLEDGES THAT NEITHER THE GUARDIAN, NOR ANY OF ITS OR THEIR OWNERS, OFFICERS, DIRECTORS, MEMBERS, MANAGERS, AGENTS, REPRESENTATIVES, SUPPLIERS, SERVICE PROVIDERS, CONTRACTORS, OR SUBCONTRACTORS ("PROTECTED PARTIES") IS AN INSURER OF OR AGAINST ANY POTENTIAL OR ACTUAL LOSS OR DAMAGE TO PERSON OR PROPERTY THAT MAY OCCUR IN OR AT THE PREMISES, WHETHER AS A RESULT OF BURGLARY, THEFT, FIRE, SMOKE, CARBON MONOXIDE POISONING, PHYSICAL HARM TO ANY PERSON, ENTRY IN OR ONTO THE PREMISES, THE CONDUCT OF ANY PERSONS IN OR ON THE PREMISES, OR OTHERWISE. CUSTOMER ACKNOWLEDGES THAT THE PAYMENTS MADE UNDER THIS AGREEMENT ARE NOT RELATED TO THE VALUE OF THE PREMISES, CUSTOMER'S POSSESSIONS, OR THE PERSONS OCCUPYING OR AT ANY TIME PRESENT IN OR ON THE PREMISES, BUT RATHER ARE BASED ON THE COST OF PROVIDING THE SERVICES, AND TAKE INTO CONSIDERATION THE PROTECTIONS AFFORDED TO GUARDIAN UNDER THIS AGREEMENT. EXCEPT AS SPECIFICALLY SET FOR ABOVE, THE GUARDIAN EXPRESSLY DENIES AND DISCLAIMS ALL LIABILITY FOR ANY LOSS OR DAMAGE WHICH MAY OCCUR PRIOR TO, AT OR AFTER SIGNING THIS AGREEMENT. THIS INCLUDES LIABILITY BASED ON CONTRACT, TORT, NEGLIGENCE OF ANY DEGREE, WARRANTY (INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE) AND ALL OTHER THEORIES OF LIABILITY.

IF ANY OF THE PROTECTED PARTIES ARE FOUND LIABLE FOR ANY LOSS OR DAMAGE DUE TO ITS OR THEIR NEGLIGENCE OR THE FAILURE TO PERFORM ITS OR THEIR OBLIGATIONS UNDER THIS AGREEMENT THE MAXIMUM LIABILITY (INCLUDING JOINT AND SEVERAL LIABILITY) WILL BE \$250.00. GUARDIAN MAY CHOOSE TO ASSUME A GREATER LIABILITY UPON YOUR REQUEST, BUT ONLY FOR AN ADDITIONAL CHARGE AGREED UPON BY YOU AND GUARDIAN. IF GUARDIAN DOES SO, A RIDER TO THIS AGREEMENT MUST BE SIGNED BY YOU AND GUARDIAN. UNDER NO CIRCUMSTANCE SHALL ANY AGREEMENT BY GUARDIAN TO INCREASE ITS LIMIT OF LIABILITY BE CONSTRUED OR INTERPRETED TO HOLD THE PROTECTED PARTIES LIABLE AS INSURERS.

THIS LIMITATION OF LIABILITY SPECIFICALLY COVERS LIABILITY FOR LOST PROFITS, LOST OR DAMAGED PROPERTY, LOSS OF USE OF PROPERTY OR THE PREMISES, GOVERNMENTAL FINES AND CHARGES, AND THE CLAIMS OF THIRD PARTIES. ALSO INCLUDED IN THIS LIMITATION OF LIABILITY ARE THE FOLLOWING TYPES OF DAMAGES: DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, AND PUNITIVE.

THE LIMITATIONS OF LIABILITY SET FORTH IN THIS SECTION APPLY TO ANY ACTS, OMISSIONS, AND NEGLIGENCE OF THE PROTECTED PARTIES WHICH, BUT FOR THIS SECTION, MAY GIVE RISE TO A CAUSE OF ACTION IN CONTRACT, TORT, NEGLIGENCE OF ANY DEGREE, WARRANTY (INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE) AND ALL OTHER THEORIES OF LIABILITY.

THIS AGREEMENT IS INTENDED ONLY FOR CUSTOMER'S BENEFIT. THEREFORE, CUSTOMER AGREES TO INDEMNIFY, HOLD HARMLESS, DEFEND, AND RELEASE THE PROTECTED PARTIES FROM LIABILITY AND SHALL REIMBURSE THE PROTECTED PARTIES FOR ALL DAMAGES, LOSSES, OR EXPENSES (INCLUDING REASONABLE ATTORNEY FEES AND COSTS) INCURRED BY THE PROTECTED PARTIES IN CONNECTION WITH ANY CLAIMS, SUITS, JUDGMENTS, AND CAUSES OF ACTION WHICH ARISE OUT OF OR RELATE TO THE SERVICES GUARDIAN PROVIDES. THIS PROTECTION/INDEMNITY INCLUDES CLAIMS BROUGHT BY ANY THIRD PARTY, INCLUDING, WITHOUT LIMITATION, CUSTOMER'S INSURANCE PROVIDERS, WHETHER THE CLAIM ARISES IN CONTRACT, TORT, NEGLIGENCE OF ANY DEGREE, WARRANTY (INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE) AND ALL OTHER THEORIES OF LIABILITY.

CUSTOMER'S DUTY TO PROTECT/INDEMNIFY THE PROTECTED PARTIES, HOWEVER, DOES NOT APPLY TO CLAIMS BASED ON INJURIES TO THIRD PARTIES OR TO THEIR PROPERTY THAT OCCUR WHILE THE GUARDIAN'S EMPLOYEES ARE ON THE PREMISES AND WHICH WERE CAUSED SOLELY AND DIRECTLY BY THOSE GUARDIAN EMPLOYEES.

IN CASE OF ANY THIRD-PARTY CLAIM OR LOSS COVERED BY CUSTOMER'S INSURANCE, CUSTOMER AGREES NOT TO LOOK TO THE PROTECTED PARTIES FOR REIMBURSEMENT. CUSTOMER WAIVES ANY RIGHTS THAT CUSTOMER'S INSURANCE CARRIER OR OTHERS CLAIMING THROUGH CUSTOMER MAY HAVE AGAINST THE PROTECTED PARTIES, INCLUDING ANY RIGHTS OF SUBROGATION OR INDEMNITY.

CUSTOMER SHALL MAINTAIN SUCH LIABILITY AND PROPERTY INSURANCE AS CUSTOMER, IN ITS SOLE JUDGMENT, DEEMS NECESSARY OR APPROPRIATE TO PROTECT CUSTOMER FROM ANY DAMAGES, LOSSES, OR EXPENSES (INCLUDING REASONABLE ATTORNEY FEES AND COSTS) CUSTOMER MAY INCUR IN CONNECTION WITH ANY CLAIMS, SUITS, JUDGMENTS, AND CAUSES OF ACTION WHICH ARISE OUT OF OR RELATE TO THE SERVICES GUARDIAN PROVIDES.

**Dillon Electric**

PO Box 28463  
 Bellingham, Washington 98228  
 360-927-4844  
 office@dillonelectricwa.com

**RECIPIENT:****PNW Civil**

1750 Lake Samish Road  
 Bellingham, WA 98229

**SERVICE ADDRESS:**

20 Marina Drive  
 Bellingham, Washington 98229

**Estimate #512**

Sent on Mar 02, 2026

**Total \$6,800.00**

Product/Service	Description	Qty.	Unit Price	Total
Power Low volt Equipment	Mount j-box on supplied rigid posts Run 120v circuit to j-Box with room for transformer Install GFI outlet in j-box Run 3/4" PVC conduit in customer provided trench from pull box to 18"x18"x6" j-box Run 1" conduit in provided trench from j-box to card reader(both sides of door / Camera locations (low voltage contractor to pull own wires) Test GFI for proper function	1	\$2,750.00	\$2,750.00
Sub Panel	Set traffic rated ground box on existing 50amp feeder. Extend 1-1/2" PVC conduit from ground box to tennis court fence line. Mount 12 space 3R rated 50amp sub panel on strut to provided rigid post Pull 50amp feeder through conduit X4 Copper conductors Make final Weather resistant connections in handhole Terminate conductors in main lug panel Test	1	\$2,150.00	\$2,150.00
Dog Park Gate	Run 1" conduit from j-box to gate for low volt contractors card reader and camera. - Install pull string for contractor Run 1" conduit from sub panel to gate for motion sensor light Mount 4/0 bell box on provided post for light -Pull 120v 20amp circuit to light Provide and install motion sensor light fixture  *Dillon electric excludes: - Trenching	1	\$1,900.00	\$1,900.00

**Total \$6,800.00**

Quote split 50:50 between Tennis Court project and Dog Park Fence project.

\$3,400.00 / EA

## Dillon Electric

PO Box 28463  
Bellingham, Washington 98228  
360-927-4844  
office@dillonelectricwa.com



- This estimate is valid for 30 days from the date of issuance. Pricing for any materials & labor may be subject to change after 30 days.
- Dillon Electric excludes: drywall/paint repair.
- Any work requested or required outside of the original scope of this estimate will be considered a change order, and will be subject to additional costs.
- The client is responsible for providing access to the work area during agreed-upon hours, and ensuring the work area is clear of obstruction while work is in progress.
- Dillon Electric has a 1 year Warranty on labor & materials.



# Sudden Valley Community Association

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

## BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** April 23, 2026  
**Subject:** Capital Request – Marina Community Park Playground Improvements

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### Purpose

The purpose of this memo is to request board approval for the design and permitting phase of the Marina Community Park playground improvement project.

### Background

The playground at Marina Community Park has not been refurbished for many years. The playground consists of swings installed over wood chips. Also, soil compaction around the playground and the nearby restrooms has created large puddles of water, making it difficult to walk to and from the play area and restrooms.

### Proposal

SVCA proposes to improve the Marina Park playground by adding ADA accommodating parking and access to the restrooms, extend ADA access to the play area, and rebuilding the play area to be ADA accommodating. This work would be accomplished over three phases:

- **Phase One:**  
During this phase, the project will be designed, permits will be obtained, and an engineer's estimate of costs will be prepared. The development of a bid package and issuance to bidders is also included in this phase.
- **Phase Two:**  
This phase will include the construction of two parking stalls (or as designated in the Phase One design) and installation of paths to the existing restrooms and play area.
- **Phase Three:**  
The final phase of this project will include removal of the current play equipment and surfacing, and the installation of new equipment that meets current standards along with an ADA compliant border and surfacing.

### Timing

Phase One will be completed in 2026. If permits are obtained in time, it is possible that Phase Two can also be completed this year. Phase Three will most likely be completed in the summer of 2027, in anticipation of a long lead time to obtain play equipment.

### Funding

The 2026 Capital Budget – CRRRF includes \$116,669 for playground improvements.

Estimated Costs for Phase One:

Impact Design, engineering and permit application	\$17,000.00
Whatcom County -- Permit fees allowance	\$3,000.00
PNW Services Inc. -- Project management, bid package	\$2,160.00
Subtotal	\$22,160.00
10% Contingency	\$2,216.00
<b>Total</b>	<b>\$24,376.00</b>

**Request**

I request that the SVCA Board of Directors approve funding of \$24,376 from CRRRF for Phase One of the Marina Community Park playground improvement project and authorize the General Manager to execute the proposed contract with Impact Design for engineering and permit application.

**Motion**

I move that the SVCA Board of Directors approve funding of \$24,376 from CRRRF for Phase One of the Marina Community Park playground improvement project and authorize the General Manager to execute the proposed contract with Impact Design for engineering and permit application.

**Approvals**

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ Finance Committee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jean Maixner, Treasurer

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

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



February 27<sup>th</sup>, 2026

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

RE: Project Scope Letter  
**2026 Marina Playground Improvements Project**

PNW is providing this overall project scope letter to SVCA for the 2026 Marina Playground Improvements Project. This project is being planned in 3 phases. The overall goal of the project is to add ADA parking and access to the Marina restroom building, extend ADA access to the playground, and reconstruct the playground to be ADA accommodating. The 3 phases of the project will be:

- Phase 1 – Consists of design, permitting, and engineer’s estimate. These 3 items will be completed, and brought back to the Board for funding approval prior to going out to bid. In addition:
  - o Development of a bid package, and issuance to bidders is also included in this proposal after construction funding is approved based on the engineer’s estimate.
  - o A new marina layout drawing will be completed for SVCA to show all updated features at the Marina.
- Phase 2 – Construction of ADA parking and access:
  - o Constructing approximately 2 ADA parking stalls (or as determined through permitting process).
  - o ADA pathway to existing restroom building.
  - o ADA pathway to existing playground.
  - o Depending on when the permitting process is completed, construction of this phase would occur summer, 2026. If permits aren’t received in time, construction would push to Summer 2027.
- Phase 3 – Existing playground improvements:
  - o Construction is planned for 2027. Due to anticipated equipment lead times, it is unlikely this phase could be completed in 2026.
  - o Remove existing swing set.
  - o Remove existing surfacing.
  - o Installation of new playground equipment meeting ADA requirements.
  - o Installation of new playground surfacing and boarder meeting ADA requirements. These will connect to the ADA pathway installed in Phase 2.

Summary of anticipated costs to complete Phase 1:

- Impact Design – Engineering & Permit Application – Proposal Attached dated February 26 <sup>th</sup> , 2026.	\$17,000.00
- Permit Fees Allowance – Whatcom County	\$3,000.00



- Project Management – PNW Services, Inc. – 16 Hours Allowance – Design and Permit Application Oversight, Bid Package, and Recommendation Letter to SVCA	\$2,160.00
Subtotal	\$22,160.00
10% Contingency	\$2,216.00
<b>Total w/ 10% Contingency</b>	<b>\$24,376.00</b>

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

Sincerely,

Tyler Andrews  
President



Sudden Valley Community Association  
Marina Playground Improvements  
Shorelines Substantial Development Permit

---

February 26, 2026

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

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for the Playground Improvements at the Sudden Valley Marina for the Sudden Valley Community Association. We understand that the project includes a new ADA play structure with border and approximately 1,000 SF of new ADA surfacing including (2) parking stalls and a walkway.

We propose to conduct the engineering and permitting assistance for this project on a Not To Exceed basis in accordance with the rate sheets attached and our budget of \$17,000.

**Marina Playground Engineering Plans (\$7,000)**

We will prepare 100% construction documents for this improvement project. This will include the following sheets in the engineering plan set stamped by a professional engineer and professional landscape architect in Washington State:

- Cover Sheet and General Notes
- Existing Conditions Map
  - A map will be created using PowerTek's basemap survey information
- Site Improvements Plan
  - Playground & Appurtenances Plan
  - Grading Plan
- ADA Access Route Plan
- Temporary Erosion and Sedimentation Control Plan
- Stormwater Pollution Prevention Plan
- Details

It is assumed that a stormwater treatment system design or tree retention plan will not be required by Whatcom County for this project. We can provide this additional service on a Time and Materials basis as requested by SVCA.

**Marina Site Plan (\$2,500)**

We will prepare a full site plan of the marina to show a new layout for SVCA's community.

**Stormwater Banked Credit Memo to WCWP (\$500)**

Based on my conversation with Michael Kershner at PDS, only a memo discussing the banked treatment area from SVCA is necessary for this project instead of a full stormwater report. This is the assumption for this project. If a full report is required, a change in scope will be necessary.

**Engineer's Estimate (\$1,500)**

We will provide a quantity take-off and engineer's estimate for the cost of the improvements based on previous projects.

**Shorelines Substantial Development Permit (\$5,500)**

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

- Pre-Application Package
- Master Application
- Shorelines Exemption Permit Supplement Application
- Basic Site Plan
- Project Narrative
- Preliminary Traffic & Concurrency Information form
- Preliminary Stormwater Proposal
- Mailing list of property owners in the area

**Excluded Scope:** Stormwater report, land survey work, geotechnical work, architectural design, structural engineering, landscape design, title reports, construction support, as-builts, and dry utilities coordination are not included in this scope. Please sign and date below as a formal acceptance of this proposal. We are excited to be working on your project.

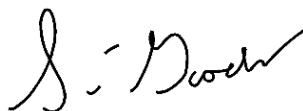
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Name

---

Date

Respectfully,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



### 2026 Rate Sheet

<b>Office</b>	<b>Hourly Rate</b>
Principal Engineer	\$160
Design Engineer	\$140
Engineering Technician	\$120
Design Technician	\$100
CAD Technician	\$75

<b>Field</b>	<b>Hourly Rate</b>
Construction Inspection	\$90
Drone Pilot (UAV Certified)	\$90
Photogrammetry Technician	\$75

<b>Sub-Consultants</b>	<b>15% Markup</b>
<b>Equipment</b>	<b>15% Markup</b>
<b>Travel Expenses</b>	<b>15% Markup</b>
<b>Mileage</b>	<b>\$0.50 / Mile</b>

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Impact Design, 5426 Barrett Road, Ferndale WA 98248

cell: (360) 389-8138 email: [scott@bold-impact.com](mailto:scott@bold-impact.com)



## Sudden Valley Community Association

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

# BOARD OF DIRECTORS MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** April 23, 2026  
**Subject:** Capital Request – Design & Permitting for Culverts 22 & 24

### Purpose

The purpose of this memo is to request board approval of funding for the design and permitting of replacements for culverts 22 and 24.

### Background

In the Ten-Year Roads and Drainage Plan, Impact Design identified that culverts 22 and 24, located on Polo Park Drive just inside Gate 9, should be scheduled for replacement in 2028 and 2027, respectively. It was recommended that both of these culverts should be replaced with prefabricated metal bridges. Because of the long lead time required for permits, we propose to begin design work this year. Also, since the culverts will be replaced with very similar bridges, it will save SVCA money to design them and submit permit applications at the same time. When design and permitting are complete, a funding request for the construction phase of these projects will be brought back to the board.

### Cost Estimate

Survey – Topographic Mapping	PowerTek	\$9,700.00
Utility Potholing Allowance	On-Call Contractor	\$6,500.00
Subsurface Investigation	NW Geologic	\$13,350.00
Engineering & Permit Submission	Impact Design	\$80,000.00
Developer Extension Agreement	Lake Whatcom Water & Sewer	\$25,000.00
Construction Management	PNW Services	\$9,720.00
Permit Fees Allowance	Whatcom County	\$8,000.00
Subtotal		\$152,270.00
10% Contingency		\$15,227.00
<b>Total Funding Requested</b>		<b>\$167,497.00</b>

### Funding

In the 2026 Capital Budget – Roads, \$84,203 is allotted to design & permitting for culvert 24. \$97,301 is allotted in 2027 for design & permitting of culvert 22. Because we have elected to delay the replacement of culvert 25, which is in the 2026 budget for \$594,880, ample funds are available this

year to pay for design & permitting for both culverts 22 and 24.

**Request**

I request that the SVCA Board of Directors approve funding of \$167,497.00 from the Roads Reserve Fund and authorize the General Manager to execute the proposed contracts with PowerTek, NW Geologic, Impact Design, and Lake Whatcom Water and Sewer.

**Motion**

I move that the SVCA Board of Directors approve funding of \$167,497.00 from the Roads Reserve Fund and authorize the General Manager to execute the proposed contracts with PowerTek, NW Geologic, Impact Design, and Lake Whatcom Water and Sewer.

**Approvals**

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ Finance Committee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jean Maixner, Treasurer

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

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



April 3, 2026

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

RE: Project Scope Letter  
**Culvert 22 and 24 Replacements – Design, Permitting, and Contractor Bids**

PNW is providing this overall project scope letter to SVCA to replace Culverts 22 and 24 with bridges. This capital requests completes design, permitting, and contractor bidding process. SVCA's capital budget for 2026 includes \$84,203.00 for design and permitting Culvert 24. The 2027 budget, per the 10-year capital plan, includes \$97,301.00 for Culvert 22. Combined over 2 years these culverts have a \$181,504.00 budget to design and permit. Both culverts are located on Polo Park Drive inside of Gate 9, and are about a ½ mile apart. Both are existing arch culverts with similar stream profiles, and designs will be almost identical.

As both designs will mirror each other, we propose designing both culvert replacements at once, and completing 1 permit set to include both structures. This will have significant cost savings in time and expense for SVCA verse doing each one individually. The cost estimates assume doing both culverts together and have been looked at collectively even though proposals have split them into 2. Both culvert replacements are assumed to be pre-engineered bridges similar to Culvert #4 that is planned to be replaced this year.

Summary of anticipated costs for design and permitting:

<b>Design &amp; Permitting Scope</b>	
- Survey – PowerTek per Attached Proposals Dated 3-31-26 Culvert 22 = \$4,200.00 and Culvert 24 = \$5,500.00	\$9,700.00
- Utility Potholing Allowance – Vactor Truck and On-Call Contractor Support	\$6,500.00
- NW Geologic –Per Proposal Dated 3-16-26	\$13,350.00
- Impact Design – Per Proposals Dated 3-31-26 Culvert 22 = \$40,000.00 and Culvert 24 = \$40,000.00	\$80,000.00
- Lake Whatcom Water and Sewer – Developer Extension Agreement – Allowance for fees, design oversight, and construction oversight of water relocation.	\$25,000.00
- PNW Services, Inc. – Construction Management – Per Fee Estimate Attached	\$9,720.00
- Permit Fees Allowance – Whatcom County	\$8,000.00
<b>Total Design &amp; Permitting</b>	<b>\$152,270.00</b>
Contingency at 10%	\$15,227.00
<b>Total with Contingency</b>	<b>\$167,497.00</b>



After design is complete the project will be submitted for permits. A separate capital request will be brought back to request construction funding prior to going to bid.

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

Sincerely,

Tyler Andrews  
President



March 31, 2026

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

**RE: EXISTING CONDITIONS TOPOGRAPHIC MAPPING**

Project Site: Culvert 24 – Polo Park Drive

Tyler,

Thank you for the opportunity to provide this scope and cost proposal for you and your client's review. We understand that you would like ***PowerTek Surveying*** to prepare and complete an Existing Conditions Topographic Survey of the property mentioned above. A brief scope of work list is included below.

- Locate existing topographic features including any man-made or natural features
- Locate culverts and stream sections 75' upstream and down stream
- Locate OHWM (flagged by others)
- Locate above ground & underground utility locate marks (One-Call Locate)
- Locate utilities exposed by potholing
- Locate pertinent grade breaks and include ground shots on 25'-50 grid (1' contours)
- Establish Horizontal & Vertical Control for future construction (Assumed)
- Delineate record property boundary line information on topographic map deliverable
- Deliverables include: Stamped/Signed Topographic Survey Map, Electronic survey drawing w/ points, linework and XML surface in ACAD Civil 3D format

**Topographic Mapping - Survey Estimate: \$5,500**

We value the opportunity to assist you with your surveying needs. If you have any questions or need any additional information, please feel free to give us a call.

Sincerely,

*Jeremy Disch*

Jeremy Disch, PLS  
 Project Surveyor

PowerTek Surveying  
 5426 Barrett Road, #104 ❖ Ferndale, WA 98248  
 (360) 746-8801 Phone ❖ [jdisch@powertek.net](mailto:jdisch@powertek.net)



March 31, 2026

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

**RE: EXISTING CONDITIONS TOPOGRAPHIC MAPPING**

Project Site: Culvert 22 – Polo Park Drive

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- Delineate record property boundary line information on topographic map deliverable
- Deliverables include: Stamped/Signed Topographic Survey Map, Electronic survey drawing w/ points, linework and XML surface in ACAD Civil 3D format

**Topographic Mapping - Survey Estimate: \$4,200**

We value the opportunity to assist you with your surveying needs. If you have any questions or need any additional information, please feel free to give us a call.

Sincerely,

*Jeremy Disch*

Jeremy Disch, PLS  
 Project Surveyor

PowerTek Surveying  
 5426 Barrett Road, #104 ❖ Ferndale, WA 98248  
 (360) 746-8801 Phone ❖ jdisch@powertek.net



March 16, 2026  
Proposal No.: 26-023

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

Attn: Tyler Andrews

**RE: Subsurface Investigation for Culvert 22 & 24 Improvements, Sudden Valley, Washington**

Dear Mr. Andrews:

NW Geologic PLLC (NW Geo) thanks you for the opportunity, and respectfully submits the following proposal to provide a geotechnical subsurface investigation and report for the above-referenced project. We estimate the total cost of our services for this project to be **\$13,350.00**. All services will be provided on a *Time and Materials* basis. Due to the relatively high cost of obtaining a subcontractor, our firm requests a 50 percent of total cost deposit in order to commence the project. The remaining 50 percent of the project cost is due at the time of report delivery. No work will be performed beyond the scope and cost estimate without your prior authorization.

We understand that the Sudden Valley Community Association intends to replace two culverts within the Sudden Valley neighborhood, near Bellingham, WA. Both culverts will be replaced with pre-engineered bridges. The locations are identified as Culvert 22 and Culvert 24 on Polo Park Drive. The locations provide roadway conveyance over Beaver Creek.

The project team has requested our services in support of new bridge foundation designs that would be engineered and installed by other parties. The purpose of our study is to provide limited subsurface exploration by Standard Penetration Test (SPT) hollow stem auger soil boring methods and a geotechnical report that will address subsurface conditions and provide recommendations that will be suitable for project planning. We are requested to provide foundation parameters including allowable bearing capacity and lateral earth pressures for use in design.

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

Respectfully Submitted,

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

Kurt Parker, Owner  
Licensed Engineering Geologist  
NW Geologic, PLLC

Attachments: Services Provided, Cost Estimate, Assumptions, General Terms & Conditions, Service Agreement, 2026 Rate Sheet



## **Services Provided**

The purpose of our services is to collect subsurface data at four locations – two for each creek crossing – that will be used to make recommendations for project design. The final product will be an illustrated, limited scope subsurface investigation report containing a summary of subsurface conditions with appropriate allowable bearing capacity and lateral earth pressure recommendations for foundation design. Our services will include the following:

1. Perform an initial site visit to observe existing conditions and mark and file an underground utility locate request as required by Washington State Law. NW Geo is not responsible for mismarked or unlocatable utilities. We request any as-builts or other information related to existing utilities be provided prior to the primary field work.
2. Explore the soil and groundwater conditions underlying the project site by advancing four SPT hollow stem auger borings up to 25 feet below present grade (BPG) in depth at each location or until refusal conditions are encountered. The total planned drilling footage is approximately 100 feet. One boring will be advanced on either side of each creek crossing at an appropriate location determined by NW Geologic. The SPT borings will be subcontracted by a specialty drilling service coordinated by NW Geologic. The subcontractor will cut and patch asphalt as applicable and provide basic cleanup. The cuttings from the borings will be hauled away for disposal. Accordingly, the property owner must expect some disturbance by machinery across access and test locations.
3. NW Geo will review the information collected during the subsurface investigation and perform analyses to develop recommendations for this project. Our findings, conclusions and recommendations will be summarized in a subsurface investigation report that will contain the following information:
  - A description of site surface, subsurface, groundwater and mapped geologic conditions.
  - A site plan showing the approximate location of the explorations accomplished for this project.
  - Detailed SPT auger boring exploration logs based on subsurface exploration findings.
  - Laboratory analysis of select soil samples to determine the engineering properties.
  - Recommendations for allowable bearing capacity and lateral earth pressures based on soil conditions that are appropriate for engineering design of the new structures.
  - Recommendations for geotechnical consulting during construction.

This proposal for services *does not* include conditions for stormwater management, geologic hazards, slope stability analysis, environmental studies or monitoring of groundwater on this property.

One lane of the roadway will be closed temporarily to accommodate the drilling apparatus. Polo Park Drive will remain open with one lane available. We request that the Sudden Valley Community Association provide a flagger or similar personnel during the work day to assist with traffic control.



## Cost Estimate

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

Project Coordination, Site Visit, Locates and Setup	\$300
Field Exploration (1 day)	\$1,400
Subcontracted CPT Services (Subcontracted)	\$8,500*
Laboratory Services (Subcontracted)	\$200
Subsurface Investigation Report	\$2,700
Mileage	\$50
Project Management	\$200
<b>Total (estimated)</b>	<b>\$13,350</b>

\*The SPT subcontractor estimate is valid for 30 days and may be more or less than the estimate provided above. The actual cost is dependent on their schedule, availability and subsurface ground conditions at the project sites.

## Estimate Assumptions

- NW Geologic PLLC will bill for services on a *Time and Materials* basis per the attached cost estimate.
- Unless accepted by Client by returning a signed copy of this service agreement to NW Geo, or otherwise expressed in writing, the cost estimate shall remain valid for not more than 90 days.
- Unforeseen circumstances may result in a requirement for additional site exploration or sampling. NW Geo will consult with client prior to modifying the scope of services if the total fees will exceed the proposed amount. Additional services not contained in the Cost Estimate for services (if required), will be billed in accordance with the unit rates shown in the 2024 Rate Sheet provided with the original proposal.
- Proposed services include subsurface exploration and characterization of site only. Pilot infiltration testing, grain size analysis, groundwater monitoring, mounding analysis, site monitoring, geologic hazards, slope stability analysis, construction observation and / or field-testing during construction are not included. Due to the specialized nature of NW Geo's work and the detailed knowledge of the site gained during this phase or work, it is recommended that NW Geo be retained for construction services.

## General Terms & Conditions

- NW Geologic PLLC (NW Geo) will provide professional services to Client, as defined by the scope of work, with that degree of care and skill ordinarily exercised under similar circumstances by members of the geotechnical engineering profession. This representation is in lieu of any warranties or other representations, either expressed or implied. If conditions differ during construction from what was reported by NW Geo during inspection, the Client shall immediately contact this consulting firm and make us aware of the changes, and authorize further and appropriate evaluation, if necessary. It is also understood and agreed to that statements made in NW Geo reports are independent opinions, based on professional judgment, education and experience, and should not be construed to be conclusive representations of fact.
- Utility repairs are not included within the scope of this contract. Despite our foremost efforts to avoid existing utilities, damage is sometimes unavoidable due to mis-marked or unlocatable utilities. In the unforeseen circumstance that existing underground utilities are damaged, the client shall be responsible for the cost of utility repairs.
- This proposal including those documents incorporated by reference reflect the entire agreement of both parties with respect to the terms and conditions with which NW Geo will service this project and supersedes any previous written or verbal agreements. If any portion of this agreement is found to be void or voidable, such portion shall be stricken, and the agreement reformed to match the stricken provisions as closely as permitted by law. Should any provisions be held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall continue unimpaired.



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



## **Service Agreement**

This agreement is made between NW Geologic PLLC also described herein as 'NW Geo,' and Client, as identified below, and fully incorporates the Services Provided, Cost Estimate, Estimate Assumptions, General Terms and Conditions, Service Agreement and 2026 Rate Sheet as attached to this document. These elements shall constitute the agreement in its entirety, superseding all prior correspondence, negotiations, or agreements, oral or written. This agreement shall be in effect as of the date signed by Client, or verbally requests services from NW Geo, whichever occurs first. The undersigned have read and understand all applicable documents comprising this agreement and accept this bid proposal and the exclusions and assumptions therein, and agrees to retain NW Geologic PLLC for the scope of services outlined in this proposal.

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Authorized Signature

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Printed Name & Title

Date

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Billing Address

---

Email Address

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Telephone Number



## 2026 Rate Sheet

### PROFESSIONAL SERVICES

Engineering Geologist .....	\$200.00 /hour
Project Manager .....	\$200.00 /hour
Geologist .....	\$180.00 /hour
Field Technician .....	\$150.00 /hour
Construction Support .....	\$200.00 /hour
Plan Review .....	\$200.00 /hour
Laboratory Services .....	Quote
Mining Services .....	Quote

- NW Geologic PLLC (NW Geo) requests advance notice for scheduling field services. Subcontracted excavation or drilling work may be delayed by 2 to 4 weeks depending on subcontractor schedules.
- A mileage charge shall be invoiced at \$0.725 per map mile from our office – round trip.
- There is no minimum charge per site visit. All field and related report work will be billed under the established contract.
- Overtime rates of 1.5 times the standard rate apply for work in excess of 8 hours per day. We typically do not charge overtime rates unless it becomes necessary and is agreed upon with the client.
- Field testing equipment expenses are included in the hourly rates except where specifically noted on a project specific proposal.
- Rental equipment, reimbursable expenses and subcontractor fees will be invoiced at cost plus 10%.
- Laboratory testing services will be subcontracted and the appropriate amount and type(s) of testing will be included in any proposals, if applicable.
- The ordering of work from NW Geo shall constitute acceptance of the 2026 Rate Sheet, General Conditions, and any project specific proposal.



March 31, 2026

Tyler Andrews

PNW Services, Inc.

PO Box 30498

Bellingham, WA 98228

360-739-2072

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for the Culvert 24 replacement for the Sudden Valley Community Association. We understand that the project includes removing the existing culvert and installing a pre-engineered concrete or steel bridge. Utility relocations will be required. It is understood that the geotechnical work and survey work will be completed under a separate contract.

We propose to conduct the engineering and permitting assistance for this project on a Not To Exceed basis in accordance with the *time and materials* rate sheets attached and our budget of \$40,000.

## SCOPE AND FEE

### Civil Engineering Drawings (\$10,000)

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

1. Cover Sheet
2. Existing Conditions Map
3. Site Preparation & Demolition Plans
4. Proposed Site Plan
  - a. Including Plan & Profile
5. Proposed Utility Plan
  - a. It is understood that a waterline and dry utilities will be relocated in this design. We will coordinate with Lake Whatcom Water and Sewer District during this design.
6. Temporary Erosion and Sedimentation Control Plan
7. Stormwater Pollution Prevention Plan
8. Details Sheets

**Structural Engineering Drawings and Calculations (\$8,000)**

A Washington State licensed professional engineer will provide you with Structural Engineering Drawings and Calculations for the bridge footings. It is assumed that traditional spread footings will be used in lieu of heavy sheet pile design. The structural package will include:

1. Foundation Plan & Details
2. Structural Calculation Package
3. Bridge Vendor Shop Drawing Review

**OHWL and BFW Flagging (\$1,000)**

A wetland scientist will flag the Ordinary High Water Mark and Bank Full Width for use in the Hydraulic Project Approval Permit.

**Hydraulic and Hydrologic Analysis (\$11,000)**

Stream flows will be calculated for Beaver Creek and to be used in a HECRAS modeling. We will use survey data to numerically analyze the hydraulics for the site. We will prepare a final report to discuss the results of the modeling to determine the 100 year and 2 year Water Service Elevation for the bridge elevation design.

**Permit Support (\$6,000)**

We will prepare the following permitting deliverables working with Whatcom County Planning and Development and Washington State Fish and Wildlife including:

1. SEPA Checklist in accordance with WAC 197-11 and WCC 16.08.070(3)
2. Hydraulic Project Approval in accordance with RCW 77.55 and WAC 220-660
3. Whatcom County Building Permit

**Construction Cost Estimates (\$2,000)**

We will prepare engineer's estimates at the 30%, 60% and 100% level based on the cost of similar projects. A list of bid items and quantities will be included for use in a bid package (prepared by others).

**As-Built Drawings and Construction Support (\$2,000)**

We will prepare the as-built drawings of utilities for Lake Whatcom Water and Sewer District and SVCA. Construction support will be provided as needed.

**Excluded Scope:** Land survey work, geotechnical work, architectural design, critical areas report,, title reports, and dry utilities coordination are not included in this scope. Please sign and date below as a formal acceptance of this proposal. We are excited to be working on your project.

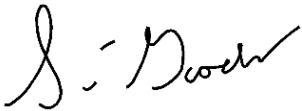
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Name

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Date

Respectfully,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



2026 Rate Sheet

<b>Office</b>	<b>Hourly Rate</b>
Principal Engineer	\$160
Design Engineer	\$140
Engineering Technician	\$125
Design Technician	\$100
CAD Technician	\$75
<b>Field</b>	<b>Hourly Rate</b>
Construction Inspection	\$90
<b>Sub-Consultants</b>	<b>15% Markup</b>
<b>Equipment</b>	<b>15% Markup</b>
<b>Travel Expenses</b>	<b>15% Markup</b>



March 31, 2026

Tyler Andrews

PNW Services, Inc.

PO Box 30498

Bellingham, WA 98228

360-739-2072

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for the Culvert 22 replacement for the Sudden Valley Community Association. We understand that the project includes removing the existing culvert and installing a pre-engineered concrete or steel bridge. Utility relocations will be required. It is understood that the geotechnical work and survey work will be completed under a separate contract.

We propose to conduct the engineering and permitting assistance for this project on a Not To Exceed basis in accordance with the *time and materials* rate sheets attached and our budget of \$40,000.

## SCOPE AND FEE

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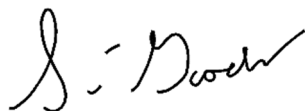
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Name

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Date

Respectfully,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



2026 Rate Sheet

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

<b>Field</b>	<b>Hourly Rate</b>
Construction Inspection	\$90

<b>Sub-Consultants</b>	<b>15% Markup</b>
<b>Equipment</b>	<b>15% Markup</b>
<b>Travel Expenses</b>	<b>15% Markup</b>

Sudden Valley Community Association

**Culvert 22 & 24 Replacements**

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight			
	Design oversight and site visits for survey and design.	12	
	Oversight of NW Geologic PLLC to complete borings and geotechnical report. Oversight of potholing to confirm utility locations.	18	
	Coordination with utility providers to establish agreements with SVCA for relocating utilities to hang on bridge - power, comm, and water (LWWSO Developer Extension Agreement). Site visits with utility companies.	24	
	<b>Total Estimated Design Oversight Hours</b>	54	<b>\$ 7,290.00</b>
Permitting			
	Site visits with permit agencies. Oversight of permit applications, facilitate signatures / submittals / permit fees.	10	
	<b>Total Estimated Permitting Cost</b>	10	<b>\$ 1,350.00</b>
Contractor Bids			
	Coordinate with engineer on bid package, facilitate bid process with contractors, coordination with SVCA, and issue construction contract.	8	
	<b>Total Estimated Bid Package Hours</b>	8	<b>\$ 1,080.00</b>
Construction Management			
	Under separate proposal.	0	
	<b>Total Estimated Construction Management Hours</b>	0	<b>\$ -</b>
	<b>Total Estimated</b>		<b>\$ 9,720.00</b>



**Sudden Valley Community Association**  
 360-734-6430  
 4 Clubhouse Circle Bellingham, WA 98229  
 www.suddenvalley.com

## APPROVAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Allen Helvajian, Compliance Manager  
**Date:** April 23, 2026  
**Subject:** Approval of ACC Policy Revision

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### Purpose

To request approval of the proposed amendment to SVCA's current Architectural Control Policies.

### Background

Because of the large number of residents using non-compliant bistro lights a new appendix has been created to provide additional options to homeowners with non-conforming string lighting.

We propose adding an appendix (attached) showing acceptable options.

The ACC Chair, the ACC Inspector, the SVCA Compliance Manager, and the General Manager have all reviewed the new appendix. We feel confident that these changes will better protect the unique environment of Sudden Valley.

### Proposal

I recommend that the SVCA Board of Directors approve the proposed revisions to the ACC Policies document.

### Motion

Move that the SVCA Board of Directors approve the proposed revisions to the ACC Policies document.

### Approvals

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

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

Keith McLean, SVCA Board President

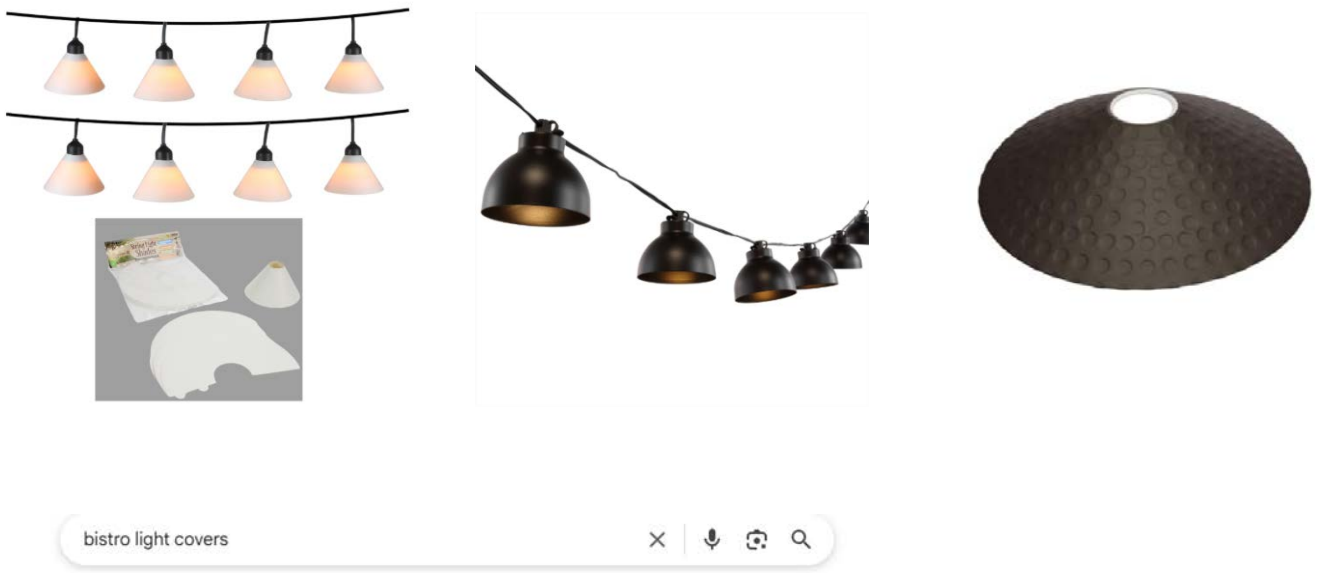
# APPENDIX R

## Outdoor String Lights









All existing and proposed exterior lighting must be directed downward, and bulbs must be shielded from view using enclosures or frosted glass (AC Policies Section 14.6.4).

Outdoor string lights (also known as *bistro lights* or *cafe lights*) are decorative outdoor lighting with bulbs hanging from a wire. Outdoor string lights with clear bulbs are strictly prohibited in Sudden Valley. To minimize light pollution across the community, residents can use outdoor string lights with frosted bulbs and light shades.

### Examples:



bistro light covers ✕ | 🔊 | 🔄 | 🔍

- |   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
|  <p>8 Inches - Bistro Decor Shade - ...<br/> <b>\$21.51</b><br/>                 1000Bulbs<br/>                 By 4/6</p> |  <p>enbrighten Café Light Shades, ...<br/> <b>\$21.99</b><br/>                 Office Depot<br/>                 ★★★★★ (11)</p> |  <p>15 Foot Patio Stringer, Comes...<br/> <b>\$49.43</b><br/>                 1000Bulbs<br/>                 By 4/6</p> |  <p>Scallop Patio Metal Light Bul...<br/> <b>\$2.36</b><br/>                 Paper Lanter...<br/>                 By 3/27</p> |  <p>15 Foot Patio Stringer, Comes...<br/> <b>\$54.47</b><br/>                 1000Bulbs<br/>                 By 4/6</p> |  <p>Hampton Bay 10-foot Light 12 ft. Blac...<br/> <b>\$39.97</b><br/>                 Home Depot<br/>                 ★★★★★ (10)</p> |  <p>Bistro String Light Aluminum...<br/> <b>\$7.95</b><br/>                 Lighting Ware...<br/>                 By 3/28</p> |  <p>Coconut Patio Light Shades-...<br/> <b>\$54.99</b><br/>                 Etsy<br/>                 ★★★★★ (5)</p> |
|---|--|--|--|--|--|--|--|