



2025 DOCUMENT REVIEW COMMITTEE ANNUAL REPORT

Director Linda Bradley, Chair

The 2025 Committee members were:

Director Taimi Van De Polder, Anne Meador, and myself.

Spencer Huston was our Staff liaison and hosted our Zoom meetings.

Our meetings were held via Zoom and all information can be found on the SVCA website regarding each of our meetings. (Agendas, Minutes & Videos)

We began in June to look at the list of Board Policies that are currently enforced. They cover a wide range of topics, and many are outdated or have been revised into Bylaws or other community committees.

We continued our review of the ACC Board Policies. The ACC Policies have been completed and approved by the Board to become active in January of 2025. By the end of the year all ACC policies listed under Board Policies should be removed since the 2025 ACC Manual revision contains each of them.

This year we covered the following Board Specific Policies.

2009.02 Delinquent Accounts Policy

2010. 08 Orientation

2017.02 Purchasing Policy

2017.06 Sudden Valley Audio Visual Policy

1996.07 Permits

1996.21 Easements, Encroachments and Vacations

2017.4 Association Involvement in Member Property Matters

2018.09 Marina Moorage/Storage License Policy

By the end of the year these will all be up to date on the website and hopefully next year the work of beginning to look at the WUCIOA required changes to our governing documents will begin starting in 2026 some of the law goes into effect.

STR Task Force

In 2025 the Board appointed the short-term rental task force. The task force is composed of 2 Board members and 6 Sudden Valley residents to represent a wide range of experiences with short-term rentals (STRs). The stated purpose of the task force is to address the rising number of complaints and financial burdens incurred with STRs in our neighborhoods. While it was never an intention to propose an outright ban on STRs, the task force was charged with presenting a plan to the Board for registration of all STR properties and fair regulation similar to those other communities have for living harmoniously with transient guests. On August 28, 2025, the task force presented its proposal, and it is being reviewed by the Board and GM for implementation.

ACC

The Architectural Control Committee (ACC) is currently composed of 5 members, and it is always interested in welcoming any of our neighbors in good standing to join us. As stated in its policies, the purpose of the ACC is “to ensure the highest possible degree of harmony between natural and manmade systems, and that continued development does not unduly diminish the quality and aesthetic integrity of both the natural and built environments.”

We continue to meet twice a month (on the first and third Thursday of each month) to review new construction submissions as well as tree removals, fence requests and a wide range of exterior alteration requests. The Committee considers each property individually and variances granted in one situation may not be granted in another. Our policies can be reviewed on the Sudden Valley website.

In addition to reviewing applications, the Committee works in conjunction with the compliance team to ensure a fair enforcement of our policies.

Exterior Alteration Requests 106

Tree/Vegetation Requests 42

Fence Requests 18

Variance Requests 33

New Construction Starts 21

Finance Committee

Annual Report to the Membership for the November 2024-October 2025 year.

First, I'd like to take this opportunity to thank members of the committee along with support from the accounting and administration staff who helped make this a productive year in managing our expenses for 2025 and building a budget for 2026. The roles of the general manager and department heads in staying focused and on budget as much as possible can not be emphasized enough. We thank them in their ongoing efforts. The committee members were: Taimi Van de Polder, Vice-Chair • Kathy Hallet • Rob Gibbs • Rick Gray • Mary Quinn. Later, Rick Gray resigned and Jean Maixner was appointed to fill the open position. As Treasurer, I served as Chair.

The Audit

The Audit has just been received by the BOD from the accounting firm, Larson Gross, and once again it is a "clean" audit that states the financial statements are presented fairly in all material respects.

The audit confirmed that SVCA accounting policies and procedures conform to best practices and controls under the watchful eye of the management team, accounting staff, finance director, Board and the Finance Committee.

In summary, the capital and cash equivalents are adequate. This includes cash plus funds for Capital replacement (CRRRF, Roads, Mailboxes). We do have a deficiency in our intended Emergency Ops Reserve Fund but this year it did not create any issues of cash flow.

One of the accountants financial disclosure statements related to the estimates of the cost to repair/replace assets in the future, referenced as Note 10 in the auditor's letter. This was in reference to the challenge of estimating future costs based on assumptions which included a 4% inflation rate and a 2% interest rate. The Funding Plan also presupposes an annual dues increase of 3% as noted in the Reserve Study just completed. All that being said, even with these assumptions there may need to be an increase in dues and or assessments to pay for these future expenses as they present themselves.

The accountant noted that at the end of 2025 we will be approximately 24% funded in our Reserve Study.

The Finance Committee

The Finance Committee held 7 meetings this year in addition to meetings for the budget and town hall presentations for a total of 9 meetings. The role of the Finance Committee is to support the BOD in financial management and planning. To that end, there were 29 capital requests, 8 contracts, and the budget and collections policy revision addressed by the BOD this year with advice from the Finance Committee. Major recommendations to the budget by the committee included increasing the Hazardous Trees line item. We also emphasized the need for increased funding to the CRRRF. Lastly, we requested that the financial reports be presented in a more user friendly format highlighting those areas of most variance with references to full documents posted on the website as needed. We did note markedly greater than inflationary cost increases in hazardous trees, utilities, insurance and fuel. This is part of the reason for recommending a 7% dues increase for 2026, with most of the focus on hazardous trees.

As of August 31, 2025 for which latest records are available:

* Net income of operations is \$213,745. While favorable is \$91,374 less than budgeted at the end of August.

* Dues income of \$1,907,418 less (-)\$48,506 bad debt = \$1,858,912.

*Additional income is generated above budget when the collection rate exceeds 95%. At the end of August we collected 97.7% which is similar to last year.

In summary, our association is financially solvent today. We do need to pay particular attention to any major variances in our budget that could hamper our ability to repair and maintain our capital assets and operations going forward.

This concludes the report of the Finance Committee for the 2024-2025 Board year.

Sincerely,

Rick Asai
Treasurer
October 24, 2025

Long Range Planning Committee
Annual Report November 2024-October 2025

The LRPC is charged to develop and maintain 3, 5 and 10 year plans as stated in our by-laws: "Section 8. (b) ii) The Sudden Valley Community Plan shall focus on Association community development, services, parks and recreation, infrastructure, facilities, and increasing non-dues revenue....".

There were 3 LRPC meetings in 2024 but no minutes were approved/filed or final report posted. Additionally the LRPC did not meet or post any minutes for the years 2022 or 2023. This left the committee in a position to begin anew.

Members of the committee started with: Ray Meador, Chair; Rick Asai, Vice Chair; Adam Tullis; Adam Philips; Elizabeth Huthert; Gary Bara; Ken Van de Polder; Mitch Waterman. During the course of the year Adam Tullis and Adam Phillips left and were replaced by Chad Avery and April West. With the very good participation of these committee members we began our planning process in earnest. Their thoughtful discussions and insight moved the committee in strategic directions.

These are the beginnings of our planning for the next few years. These plans included facility repairs and maintenance as well as consideration of potential non-dues revenue sources. The committee understands and appreciates the time and effort in having a detailed Reserve Study that plans out in detail the repairs and replacements in the next 30 years. The committee did not feel we could improve on that Reserve Study and so focused on our 3 and 5 year plans.

These include barn options to address aging of barn 8 as well as what to do with barn 6. Neither of these projects have progressed beyond the data gathering phase that includes some of the cost estimates. A big thank you to those of you who attended the Town Halls and shared your thoughts with us. We really appreciate it. As more complete information is collated, such as that received at the two Town Halls, then discussions at the BOD level can begin in earnest. LRPC anticipates these decisions could be finalized next year. This is a multi-year process.

In regards to Parks and Recreation the committee heard concerns about over crowded parking at beaches during hot summer weather. Taking the long term approach, the LRPC recommended that the BOD collect data with the implementation of a parking sticker program. As data is collected, it will give the BOD an understanding of the nature of the problem and if it can be addressed with one or more new policies. This is a multi-year process.

As the committee considered non-dues revenue opportunities, a survey of our underutilized resources revealed several possibilities:

1. Unoccupied space in the clubhouse for possible lease or leases.
2. Potential lease of airstrip for PSE owned and operated solar array.
3. Potential lease of Area Y to business enterprise.

These are being explored, but this is a multi-year process.

Other unmet needs and concerns identified were the need for additional RV and boat storage, erosion of the Marina shoreline and loss of the Adult Center when the library took over that space. Evaluating how best to address these is also a multi-year process.

Next year includes plans for a member survey.

As you can see, the LRPC has been productively seeking out solutions to multiple problems, all of which are multi-year projects and processes. The committee looks forward to bringing these forward for consideration by the BOD, some as early as next year.

Sincerely,

Ray Meador
Chair, LRPC
October 25, 2025

Safety Committee
Annual Report to the Membership November 2024-October 2025

First, I'd like to take this opportunity to thank the members who served on the Safety Committee this year. Without their participation we could not have accomplished the things we did this year. They were, Tom Henning-Vice Chair, Debbie Davolio, Daniel Harris, Kolleen Mitchell, Ted Wang and Judy White. (Note: Tom Henning resigned from the committee in September.) I also would like to thank admin staff for their support in posting agendas, minutes and the scheduling of AV for Zoom.

The Safety Committee had a very good year of accomplishments this year and is making plans to continue on planning more in the future. The Committee thanks the BOD for making the Safety Committee a standing committee, moving from its previous ad hoc status the past 2 years. We believe that there are ongoing issues that need attention year to year as well as additional issues that can be considered in the future.

This year started with a Firewise presentation on May 12th which again like last year was well attended. It was informative to learn that there were many new homeowners in attendance, lending emphasis to repeating this program often as ownership changes regularly. The program was well received and many questions were answered. This program supported the participation of homeowners to gather downed limbs from their yards for the annual chipping by maintenance staff. It also emphasized the importance of homeowner responsibility to remove flammable material from near and on our homes, living as we do in a WUI (wildfire urban interface).

Our following program on June 23 was on Go Bags and emergency evacuation planning. This program was also very well received and introduced the concept of Map Your Neighborhood as a future topic. Discussions on this topic are being researched by the committee for next year.

A water safety project was developed and we partnered with local Boy Scout Troop 4019 and Jack Anderson for his Eagle Scout Project to build and install a life jacket loaner rack at the Marina near the boat launch. SVCA purchased materials while Jack and his team did the planning, building and installing with support from our maintenance staff headed up by Mike Brock. The life jackets were donated by the state DNR and the dedication was held on July 10th.

Ongoing discussions that began this year are road safety with emphasis on pedestrian safety around school bus stops and speeding generally; examine the need for additional life jacket loaner racks at AM/PM beaches; Emergency management that includes alternate exit routes when evacuation is warranted; Emergency communication plans for times when the power and cellular networks are both working or not, which then relies on 1610AM radio; Map Your Neighborhood-which helps organize neighbors in identifying neighbors who may need assistance in an emergency-in clusters of 10-20 homes.

The committee members are enthused by our successes this year and are looking forward to not only continuing but expanding our offerings next year.

Sincerely,

Rick Asai
Safety Committee Chair
October 25, 2025