



## **Finance Committee Regular Meeting- Updated Agenda**

May 21, 2025, 6:30 PM, Remote via ZOOM

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1) Call to order

2) Land Acknowledgment

*I would like to begin by acknowledging that we gather today on the ancestral homelands of the Coast Salish Peoples*

Anti-racism Statement

*The Sudden Valley Community Association (SVCA) stands against racism of all colors.*

3) Roll call: Rick Asai, Chair; Taimi Van de Polder, Vice-chair; Robb Gibbs; Rick Gray, Kathy Hallet, Mary Quinn-Jean Maixner

4) Adoption of the agenda

5) Approval of minutes, March 24, 2025 and April 16, 2025

6) New Business

6a. Capital Approval – Austin Creek Bank Repair Design & Permitting

6b. Capital Approval – Turf Care Building Remodel

6c. Review 2025 Contract Summary

7) Review financial statements- Joel

Heverling Adjournment

Next meeting: June 18, 2025 6:30 pm on Zoom



# FINANCE COMMITTEE MEETING

Wednesday, March 24, 2025

## Minutes

**DATE AND LOCATION:** Dance Barn  
**CALLED TO ORDER AT:** 6:32 PM  
**AUDIENCE MEMBERS:** Not Recorded

### ATTENDING:

**Staff Members:** Joel Heverling, Finance Director

#### I. Call to Order

Director Asai called the meeting to order at 6:32PM.

#### II. Land Acknowledgement and Anti-Racism Statement.

#### III. Roll Call.

### MEMBERS PRESENT:

1. Rick Asai	4. Mary Quinn	7.	10.
2. Taimi Van de Polder	5. Kathy Hallett	8.	11.
3. Rob Gibbs - absent	6. Rick Gray	9	

#### IV. Adoption of Agenda

<b>Motion By: Taimi Van de Polder</b>		<b>Seconded By: Rick Gray</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

#### V. Approval of Minutes

<b>Motion By: Taimi Van de Polder</b>		<b>Seconded By: Rick Gray</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

#### VI. Announcements – None

#### VII. Continuing Business – None

#### VIII. New business

- a. Move tha the Finance Committee recommend to the Board of Directors approval of the allocation of \$1,157,009.53 from Roads for purchasing and installing 2 pre-engineered steel bridges

<b>Motion By: Rick Asai</b>		<b>Seconded By:</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

b. Move that the Finance Committee recommend to the SVCA Board of Directors to approve the allocation of \$21,146 from CRRRF for the purchase of a Kubota ZD1211R zero turn mower for the Maintenance Department and authorize the Maintenance and Facilities Manager to coordinate with the Finance Director to complete the purchase.

<b>Motion By: Rick Asai</b>		<b>Seconded By</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

**IX. Financial Statements Review – Presenter Joel Heverling**

**Adjournment: 8:08 PM**

DRAFT



**FINANCE COMMITTEE MEETING**

Wednesday, April 16, 2025

**Minutes**

**DATE AND LOCATION:** Dance Barn  
**CALLED TO ORDER AT:** 6:32 PM  
**AUDIENCE MEMBERS:** Not Recorded

**ATTENDING:**

**Staff Members:** Joel Heverling, Finance Director

- 1 Call to Order**  
Director Asai called the meeting to order at 6:32PM.
- 2 Land Acknowledgement and Anti-Racism Statement.**
- 3 Roll Call.**

**MEMBERS PRESENT:**

1. Rick Asai	4. Mary Quinn	7. Jean Maixner	10.
2. Taimi Van de Polder	5. Kathy Hallett	8.	11.
3. Rob Gibbs - absent	6. Rick Gray	9	

- 4 Adoption of Agenda**  
Move to adopt the amended agenda.

<b>Motion By:</b> Rick Asai		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> Unanimous	<b>Against:</b>	<b>Abstained</b>	

- 5 Approval of Minutes**  
No minutes to approve

**6 New business**

- a. Move that the Finance Committee recommend to the Board of Directors that the General Manager execute a contract with specialized Pavement Marking LLC in the amount of \$18,223.91 utilizing SVCA’s standard construction contract for painting the center line of the main roads.

<b>Motion By: Rick Asai</b>		<b>Seconded By: Taimi Van de Polder</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

b. Move that the Finance Committee recommend to the Board of Directors to de-obligate Capital Project GL#8004 (Roads Fund) in the amount of \$228,131 and Capital Project GL#8003 (CRRRF) in the amount of \$251,424, and to approve the reclassification of all November 2024 Storm Event cleanup costs to charge these funds to the operating fund in the fiscal year for which these costs were incurred, thereby also reimbursing these capital funds from the operating fund.

<b>Motion By: Rick Asai</b>		<b>Seconded By Taimi Van de Polder</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

c. Move that the Finance Committee recommend to the SVCA Board of Directors to approve the allocation of \$7,611.21 from CRRRF for the exterior painting of the Welcome Center and authorize the General Manager to execute SVCA's standards construction contract with CertiPro Painters in an amount not to exceed \$7,611.21

<b>Motion By: Risk Asai</b>		<b>Seconded By</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: 5</b>	<b>Against: 1</b>	<b>Abstained:</b>	

d. Move that Finance Committee recommend to the Board of Directors an expenditure of \$19,025 from the 2025 CRRF budget for Barn 6 pre-designed phase architectural services to be performed by Carletti Architects, P.S., as detailed in their April 10, 2025 fee proposal

<b>Motion By: Rick Asai</b>		<b>Seconded By Taimi Van de Polder</b>	
<b>Approved: X</b>	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor: Unanimous</b>	<b>Against:</b>	<b>Abstained</b>	

e. Finance Committee members were provided with the 2025 budget Calendar.

## 7 Financial Statements Review – Presenter Joel Heverling

Adjournment: 8:49 PM



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

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

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors

**From:** Michael Bennett, General Manager

**Date:** May 22, 2025

**Subject:** Capital Request – 2025 Austin Creek Bank Repair Design & Permitting

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### **Purpose**

To request capital funding to complete design and permitting for the repair of the sloughing Austin Creek bank adjacent to the Recreation Corridor's "Barnview" community garden and SVCA Golf Course.

### **Background**

The November 2021 flood event sloughed off a large section of the Austin Creek bank near the Recreation Corridor community garden. In January 2023, the SVCA Board authorized design and permitting for this location and three others on Austin Creek (Capital Code 9723.04). Impact Design was retained to complete preliminary work and coordinate with Whatcom County.

A subsequent meeting with Whatcom County in September 2023 revealed that the permitting process would require significantly more design work than originally anticipated. Given that vegetation had since reestablished and no further changes were observed at the sites, the project was paused in January 2024.

Following heavy rainfall in November 2024, the Turf Care Superintendent, Greg Wadden, reported additional erosion. Upon review, the failure now presents a steep drop-off directly adjacent to a frequently used path to the community garden. Continued erosion threatens both trail access and the garden area itself.

### **Analysis**

This request proposes hiring Chinook Engineering to perform design and permitting work. Chinook previously worked with SVCA on the successful 2022 8th Hole Bridge replacement and can leverage that data for cost efficiencies. PNW Services, Inc. will manage oversight and permitting coordination.

### **Cost Breakdown:**

\$18,000.00 – Chinook Engineering: Design, alternatives analysis, hydraulic modeling (HEC-RAS), and 60% and 100% construction drawings. Chinook will explore using a Fisheries Habitat



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Enhancement Project (FHEP) approach for permitting to reduce costs. (Estimate #24488 attached)

- \$1,620.00 – PNW Services, Inc.: 12 hours for coordination, design oversight, and County liaison.
- \$3,000.00 – Permit fee allowance with Whatcom County.
- \$22,620.00 – Subtotal
- \$2,262.00 – 10% Contingency
- \$24,882.00 – Total Capital Request

Upon completion of the design phase, SVCA will return to the Board with a detailed construction estimate and request for implementation funding.

## **Proposal**

Authorize \$24,882.00 from CRRRF to complete design and permitting to repair the failing Austin Creek bank located next to the Recreation Corridor community garden.

## **Request 1**

Request \$24,882.00 from CRRRF for the 2025 Austin Creek Bank Repair Design & Permitting project per the breakdown above.

## **Request 2**

Request that the SVCA BOD authorize the General Manager to execute Chinook Engineering's proposal dated January 30, 2025, for \$18,000.00.

## **Finance Committee Review**

### **Motion 1**

Move that the Finance Committee recommends that the Board of Directors approve the allocation of \$24,882.00 from CRRRF for the 2025 Austin Creek Bank Repair Design & Permitting project.

### **Motion 2**

Move that the Finance Committee recommends that the Board of Directors authorize the General Manager to execute Chinook Engineering's proposal dated January 30, 2025 in the amount of \$18,000.00.

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Finance Committee



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Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Finance Committee

## **Board of Directors Approval**

### **Motion 1**

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

### **Motion 2**

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

Chinook Engineering  
 860 Windrose Drive  
 Coupeville, WA 98239  
 360.672.5528



Community Association  
 Sudden Valley Community Association  
 4 Clubhouse Circle  
 Bellingham, WA 98229

Estimate Number 24488  
 Estimate Date 01/30/2025

Description	Rate	Qty	Line Total
25488 Lower Austin Creek SVCA Bank Stabilization with LWM and FHEP Approach	\$18,000.00	1	\$18,000.00
<b>Fisheries Engineering</b> Project to include Feasibility, Alternatives, drawings and construction cost estimate to the 60%, and 100% stages of completion. The 60% stage will be discussed with WDFW and assumes that a Fisheries Habitat Enhancement Project will be the method for Permitting the project for the HPA. A FHEP sponsor such as Nooksack Fisheries Enhancement Group or Tribes or other qualified 501C3 Entity will need to sponsor the work as per the RCW.	\$0.00	1	\$0.00
<p>We anticipate that the Fee associated with this estimate is adequate to complete the project with Whatcom County permitting and where the FHEP process is not followed by the County. The FHEP process will provide a significant savings in fee if it is allowed.</p> <p>That Scope will need to be determined when the project is proposed for permitting.</p>			
<b>Fisheries Engineering</b> We anticipate the preparation of 9 drawings showing existing and proposed site plan, stream profile, Sections and details of LWM log installations with log piles or chained rock flotation resistant anchors.	\$0.00	1	\$0.00
<b>Meetings</b> We anticipate that the Whatcom may drag the permitting process out to include SEPA and not accept the streamlined FHEP process as stipulated in the RCW 77.55.181 (1)(c)(vii).	\$0.00	1	\$0.00
<b>Hydraulic Modeling HECRAS</b> Use USCOE HECRAS model to determine water surface elevations. This is include in our work. We are familiar with the flow regimes of Austin Creek. This Fee Estimate excludes any Flood Zero Rise Memorandums That may arise from Whatcom County requests.	\$0.00	1	\$0.00

Subtotal 18,000.00

Tax

0.00

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Estimate Total (USD)

\$18,000.00

[Notes](#)

Please Sign and return to Chinook Engineering by email if this meets with your approval.

[Terms](#)

As invoiced monthly.



# Sudden Valley Community Association

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4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Michael Bennett, General Manager  
**Date:** April 24<sup>th</sup>, 2025  
**Subject:** Capital Request – Turf Care Building Remodel

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### Purpose

To request funding for the Turf Care Building Remodel project.

### Background

The Turf Care Building Remodel project has been split into three projects:

- SVCA Capital Code 9724.01 remodeled the HVAC.
- SVCA Capital Code 9724.012 designed and permitted the overall remodel project that is now being proposed.
- SVCA's 2025 capital budget includes \$141,993.00 in available funds to complete the permitted remodel proposed.

### Analysis

The 2025 budget of \$141,993.00 includes roof and gutter replacements totaling \$25,208.00. Staff has reviewed these two items, and it is recommended that they be delayed for at least another year, as the current condition doesn't warrant replacement at this time. Staff would like to reevaluate in a year and continue pushing this out until the time is necessary. This leaves a construction budget of \$116,785.00.

Attached are the permitted drawings for the proposed remodel. The main scopes include:

- A bathroom remodel to meet ADA standards is required.
- Reconfiguring and updating the Drying Room and Break Room. The reconfiguration is required to accommodate bringing the bathroom up to ADA standards.
- Miscellaneous improvements to the building include exterior painting, garage door improvements, wash down pad improvements, electrical improvements, and ventilation improvements.

Upon funding approval, the project will be issued for bids and returned to the BOD for contract award. The contract award capital request will include allowances for Architect support and construction management, but this project is primarily assumed to be managed by the Turf Care Superintendent.

### Proposal

Authorize \$116,785.00 from CRRRF to complete the Turf Care Building Remodel project.



# Sudden Valley Community Association

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## **Request**

Request \$116,785.00 from CRRRF to complete the Turf Care Building Remodel project.

## **Motion**

Move that the Finance Committee recommends the SVCA Board of Directors approve the allocation of \$116,785.00 from CRRRF for the Turf Care Building Remodel project.

## **Finance Committee Approval**

### **Motion**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Finance Committee

## **Board of Directors Approval**

### **Motion**

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



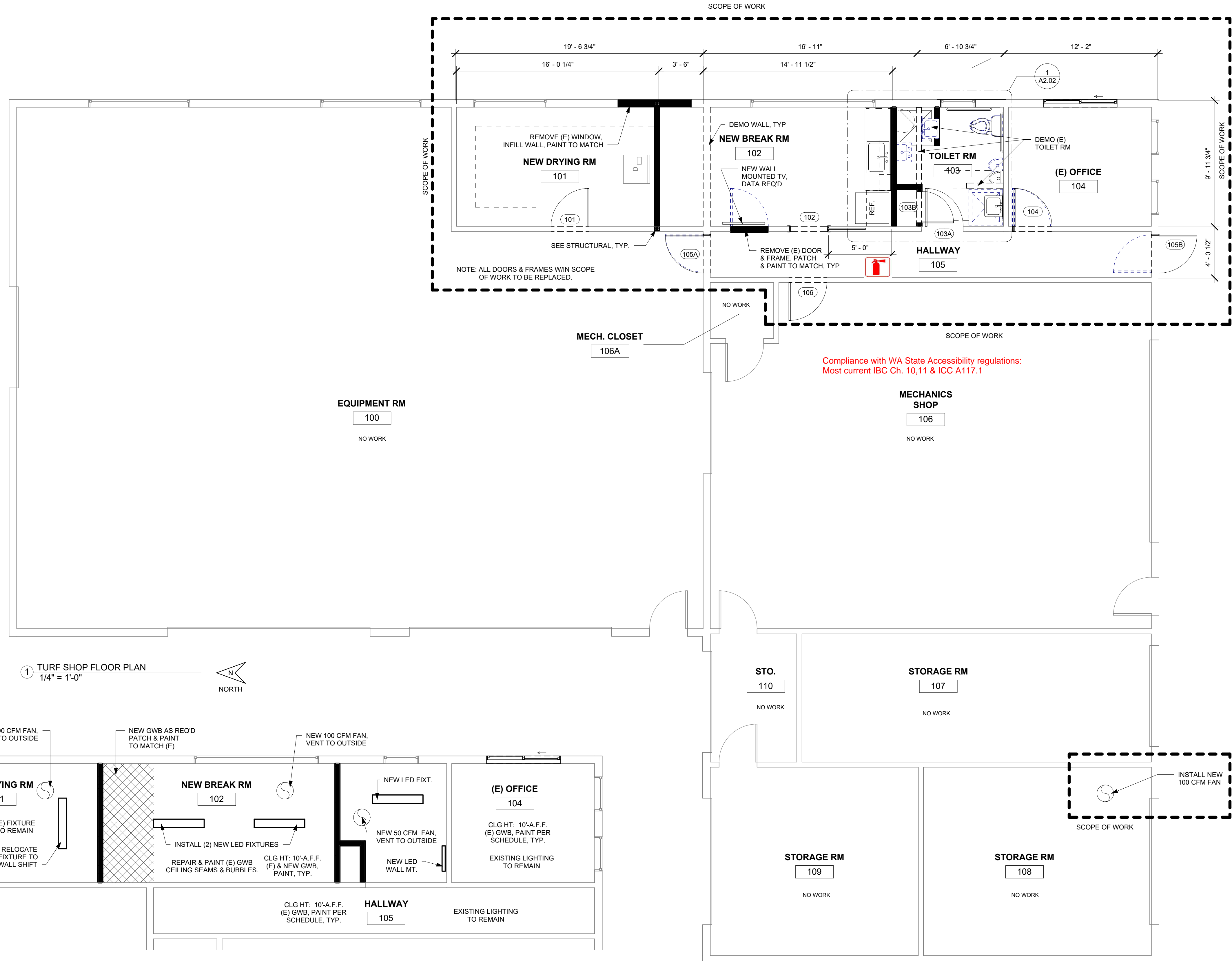
Inspector verify moved walls are non bearing.

IBC 803. Interior finishes shall be minimum Class C:  
 Flame spread 75-200; Smoke developed 0-450.  
 IBC 2603.4 Plastic shall be separated from the interior  
 of the building by a thermal barrier of 1/2" gypsum  
 wall board or equivalent protection.

Sarah Brown  
 ARCHITECTURE + DESIGN

3222 EAGLERIDGE WAY, BELLINGHAM, WA 98226  
 (360) 733-8388  
 SARAH@SARAHBROWN.COM

11122 REGISTERED  
 ARCHITECT  
 SARAH A. BROWN  
 STATE OF WASHINGTON



2A1/10BC Fire Extinguisher (FE) Shall be located in a conspicuous location and ready for immediate use. The FE if less than 40lbs shall not be installed so as the top is not more than 5' above the floor. IFC 906 There shall be no more than 75' travel distance from any one extinguisher.

WALL KEY

- NEW WALL
- EXISTING WALL
- - - DEMO WALL

SUDDEN VALLEY  
 GOLF MAINT. TI

2054 LAKE WHATCOM  
 BLVD.  
 BELLINGHAM, WA  
 98229

SB JOB NO: 202405.21  
 DATE: 08.21.2024

PERMIT SET

No.	ISSUED FOR	DATE

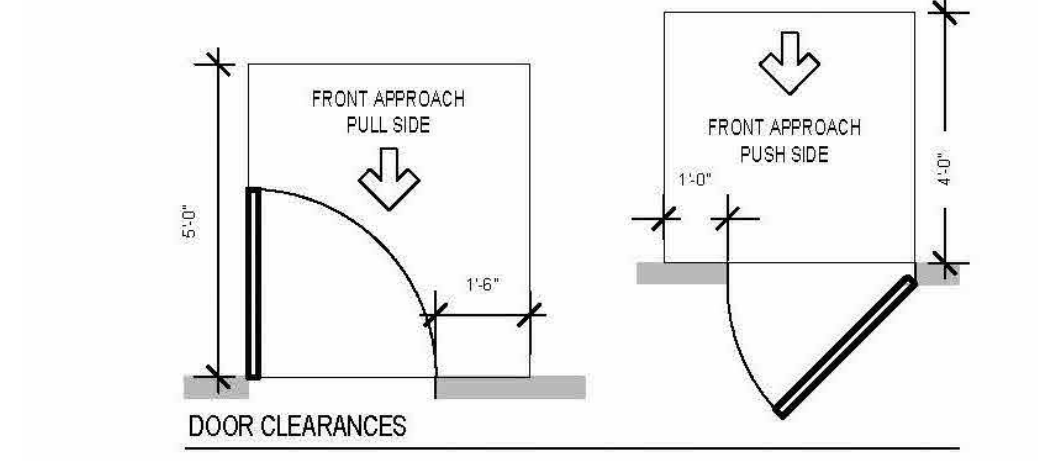
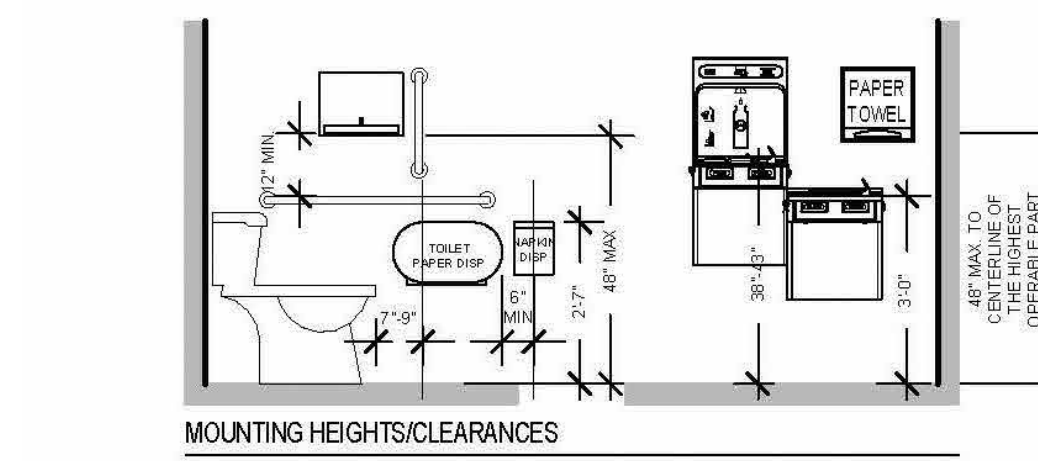
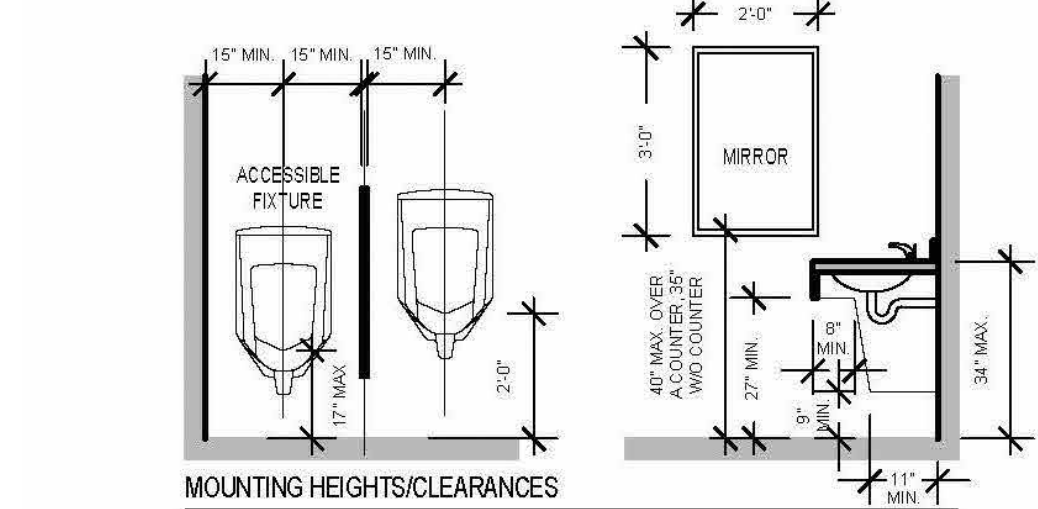
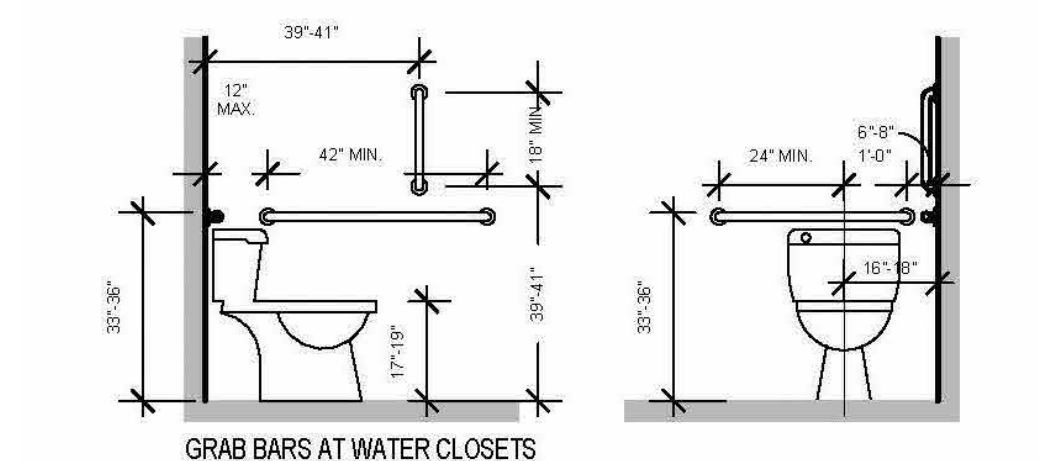
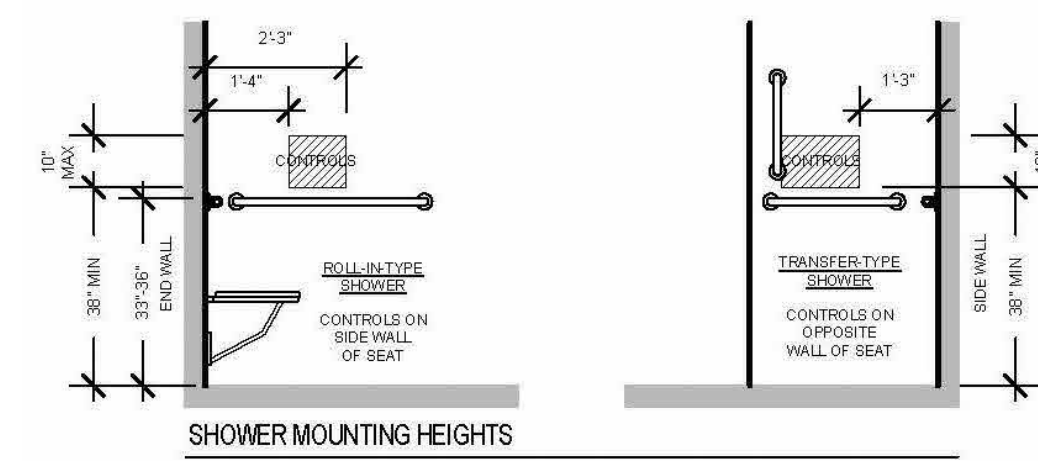
FLOOR PLAN

A2.01

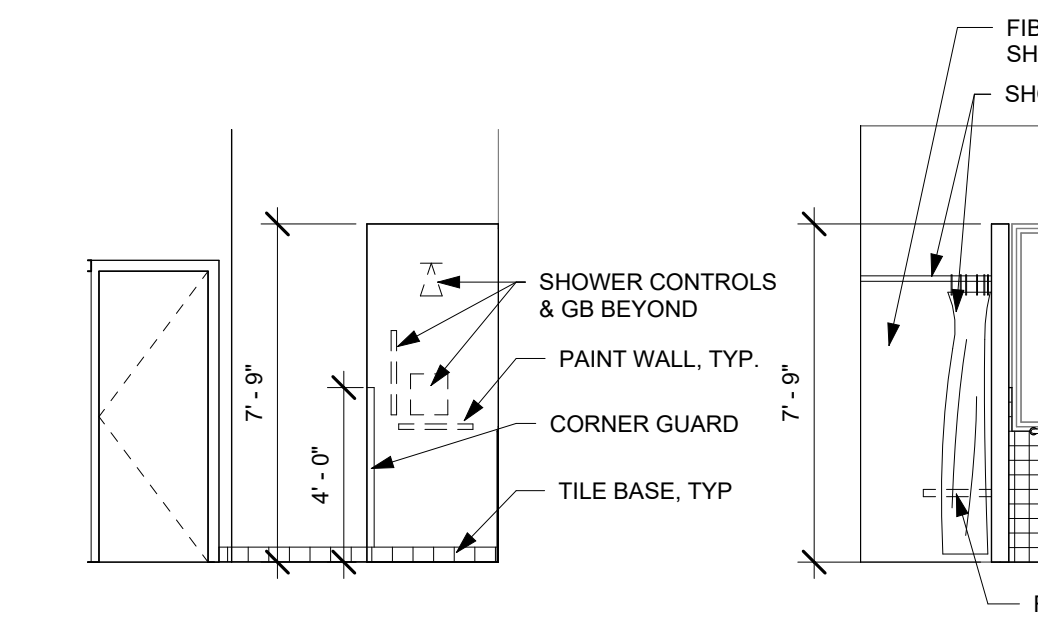
8/21/2024 11:02:32 AM

1 TURF SHOP FLOOR PLAN  
 1/4" = 1'-0"

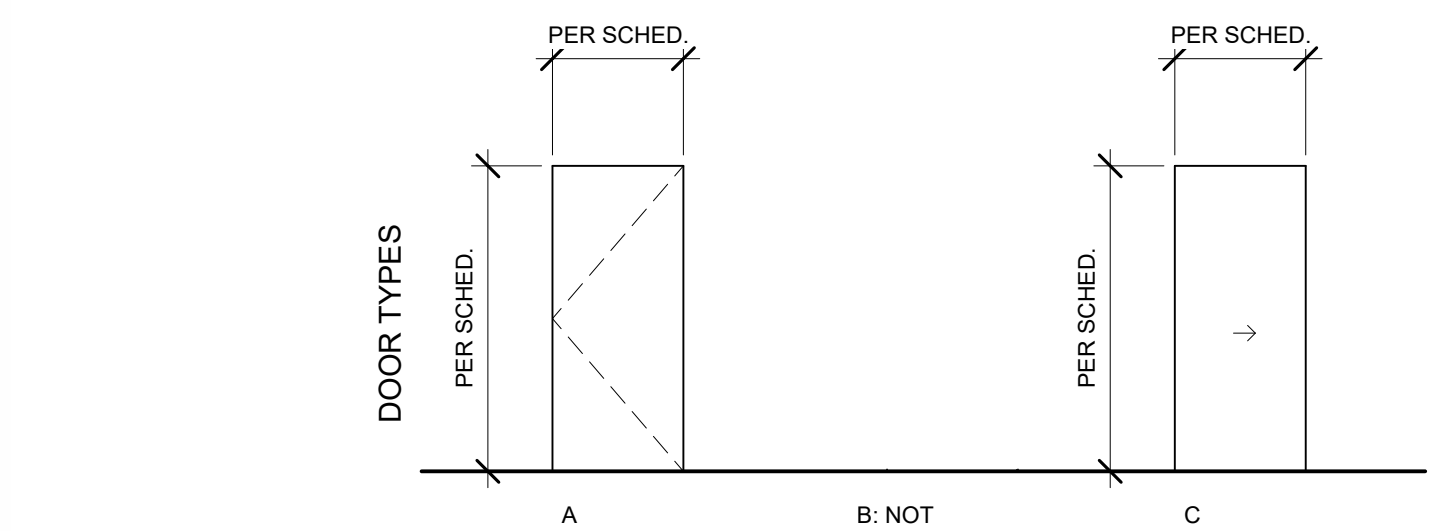
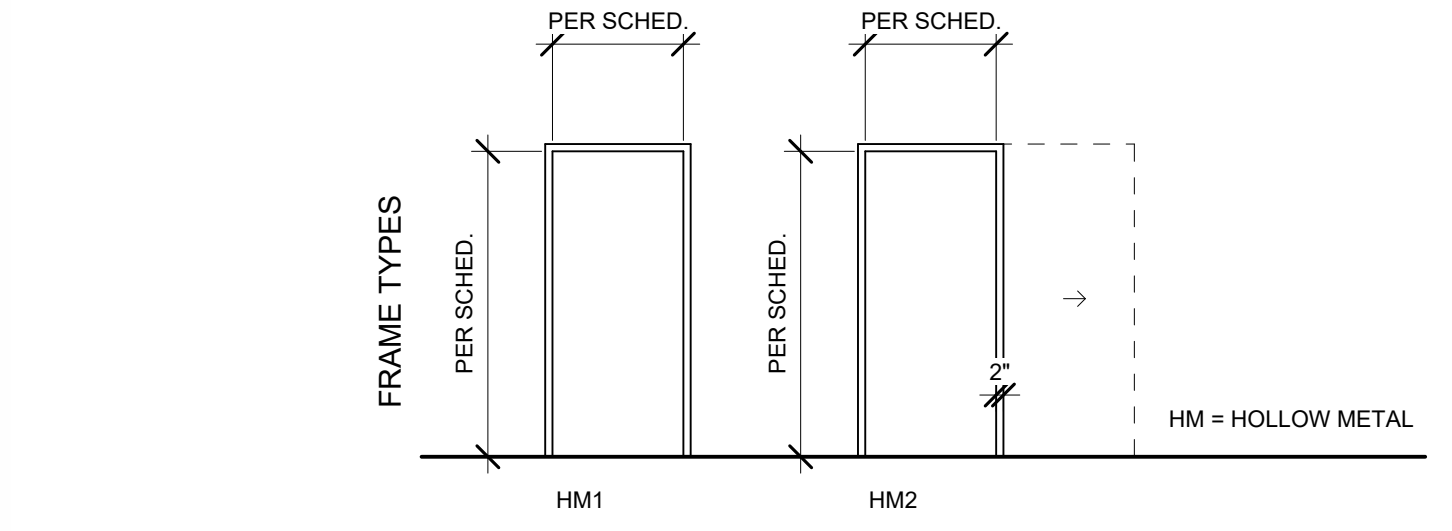
2 TURF SHOP CEILING PLAN  
 1/4" = 1'-0"



2 ADA MOUNTING HEIGHTS W. SHOWER  
3/32" = 1'-0"



5 NORTH ELEVATION  
1/4" = 1'-0"



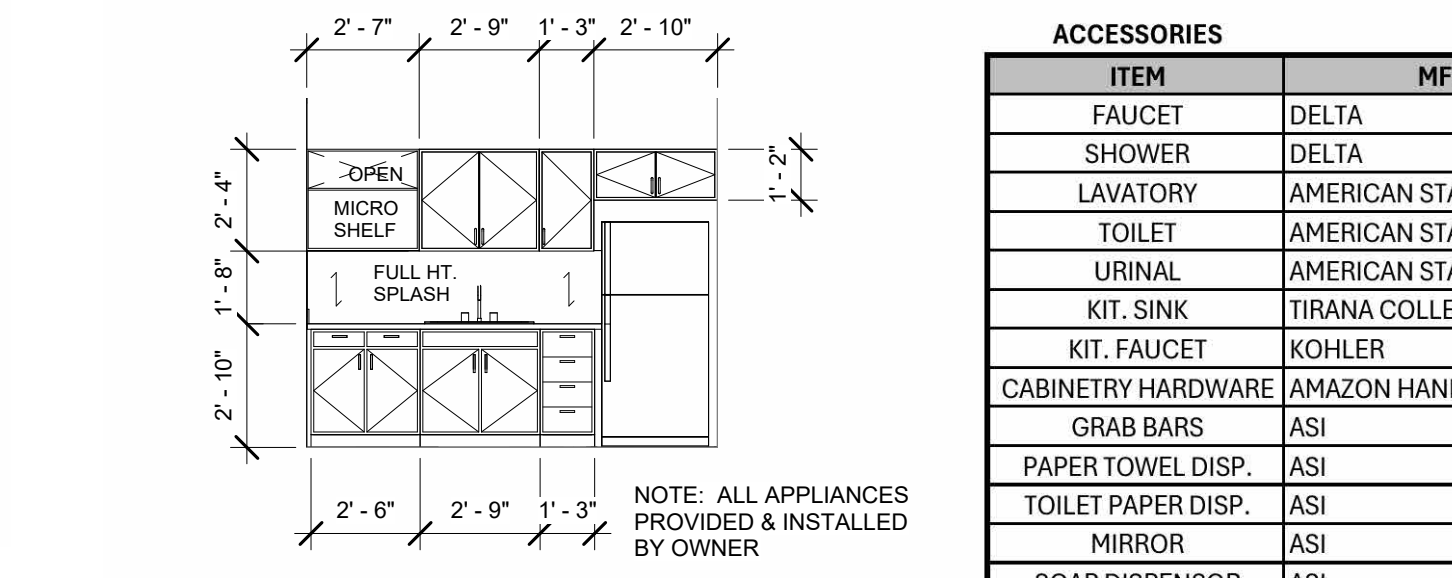
3 DOOR TYPES  
1/4" = 1'-0"

**SUDDEN VALLEY TURF MAINTENANCE FACILITY**

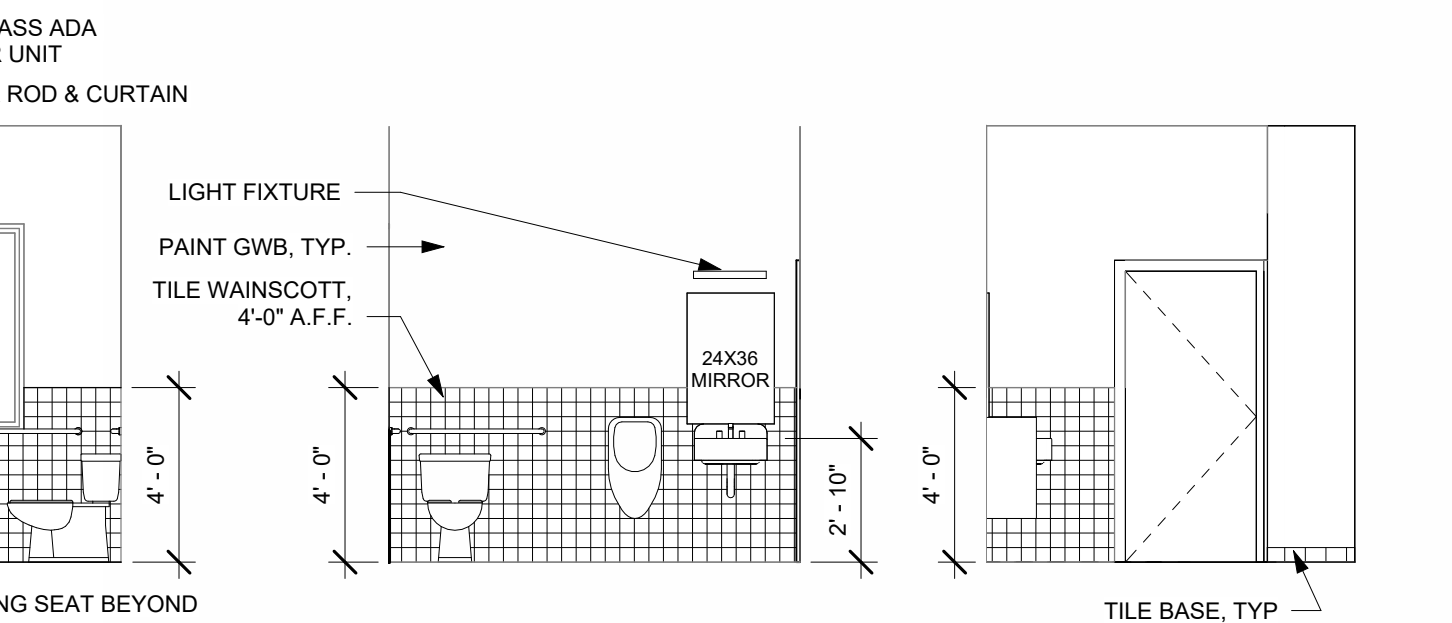
RM#	ROOM USE	FLOOR	WALL BASE	CLG	NORTH WALL	EAST WALL	SOUTH WALL	WEST WALL	NOTES
101	DRYING RM	SC	4" RB	(E) GWB-NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	
102	N BREAK RM	LVP	4" RB	(E) GWB-NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	NEW GWB/PAINT/CAB	(E) GWB - NEW PAINT	
103	TOILET RM	SV	4" TILE	NEW GWB	NEW GWB/PAINT	(E) GWB - PAINT/TILE	(E) GWB - PAINT/TILE	(E) GWB - NEW PAINT	
104	OFFICE	LVP	4" RB	(E) GWB	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	
105	HALLWAY	LVP	4" RB	(E) GWB	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	(E) GWB - NEW PAINT	

**FINISHES**

PRODUCT	MFR	COLOR	STYLE	DTLS
WALL PAINT	SHERWIN WILLIAMS	WORDLY GRAY - SW-7043	LOW SHEET EGGSHELL	PROMAR 200, 0-VOC LATEX
DOOR TRIM	SHERWIN WILLIAMS	MATCH RUBBER BASE	SATIN, ENAMEL FOR MTL	PROMAR 200, 0-VOC LATEX
RUBBER BASE	TARKETT	BURNT UMBER #63	4"; COVED	
FLOORING LVT	K-TRADE	VIVAR-LLP151	RIGID CORE	20 MIL, 41"X10"
FLOORING SV	MANNINGTON	HOJICHA 15417 OR ECRU 15362	BIOSPEC CHOICES	WELDED SEAM, 6'-6" SHEET
CABINET FINISH	WILSONART	PEWTER MESH 4878-38	FINE VELVET; STAND. LAM	EDGE BANDING
COUNTER/BS	WILSONART	POLISHED CONCRETE	ANTIQUE FINISH; PREM. LAM	AEON SCRATCH RESIST.; EDGE BANDING

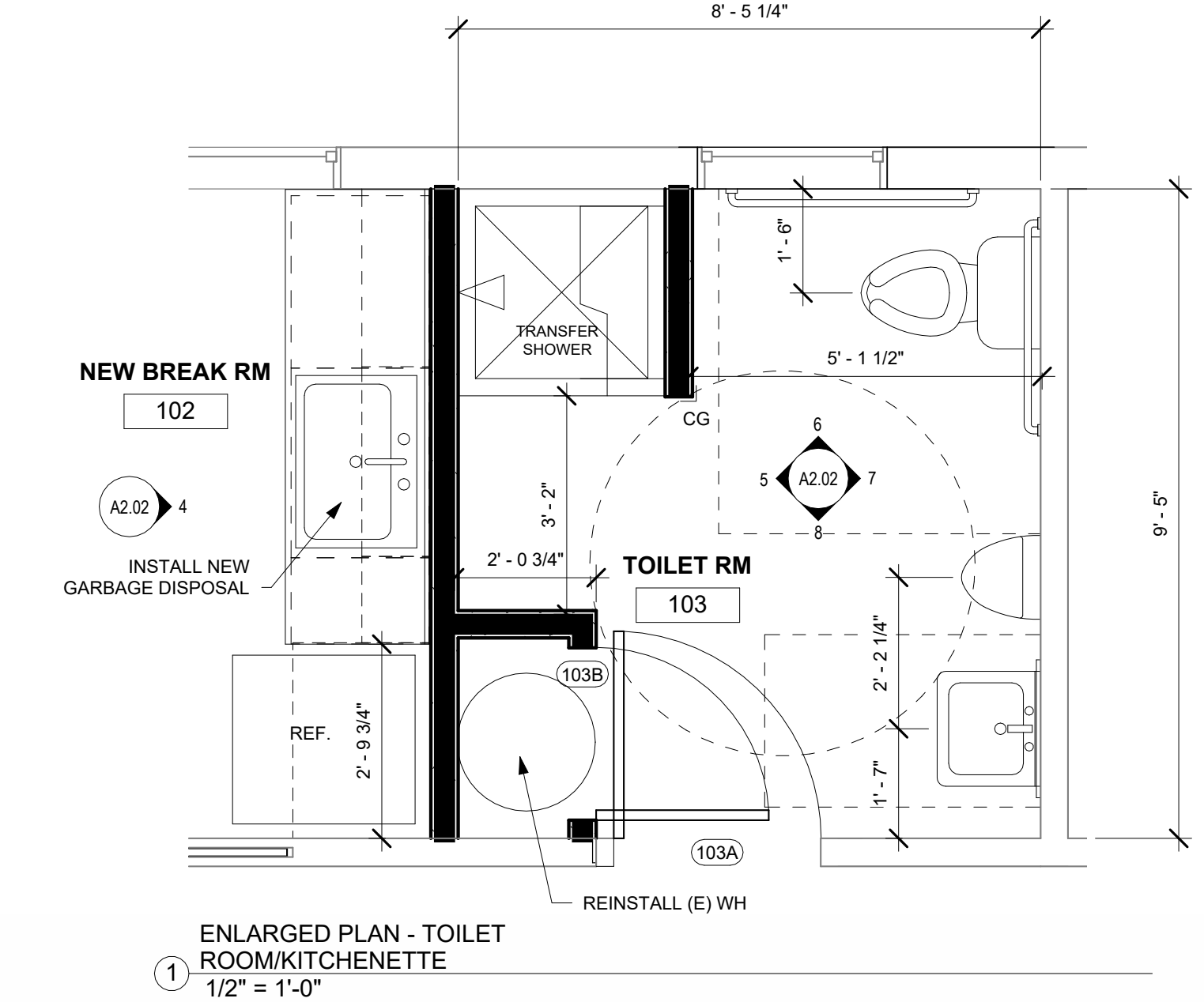


4 KITCHENETTE  
1/4" = 1'-0"



7 SOUTH ELEVATION  
1/4" = 1'-0"

8 WEST ELEVATION  
1/4" = 1'-0"



1 ENLARGED PLAN - TOILET ROOM/KITCHENETTE  
1/2" = 1'-0"

**ACCESSORIES**

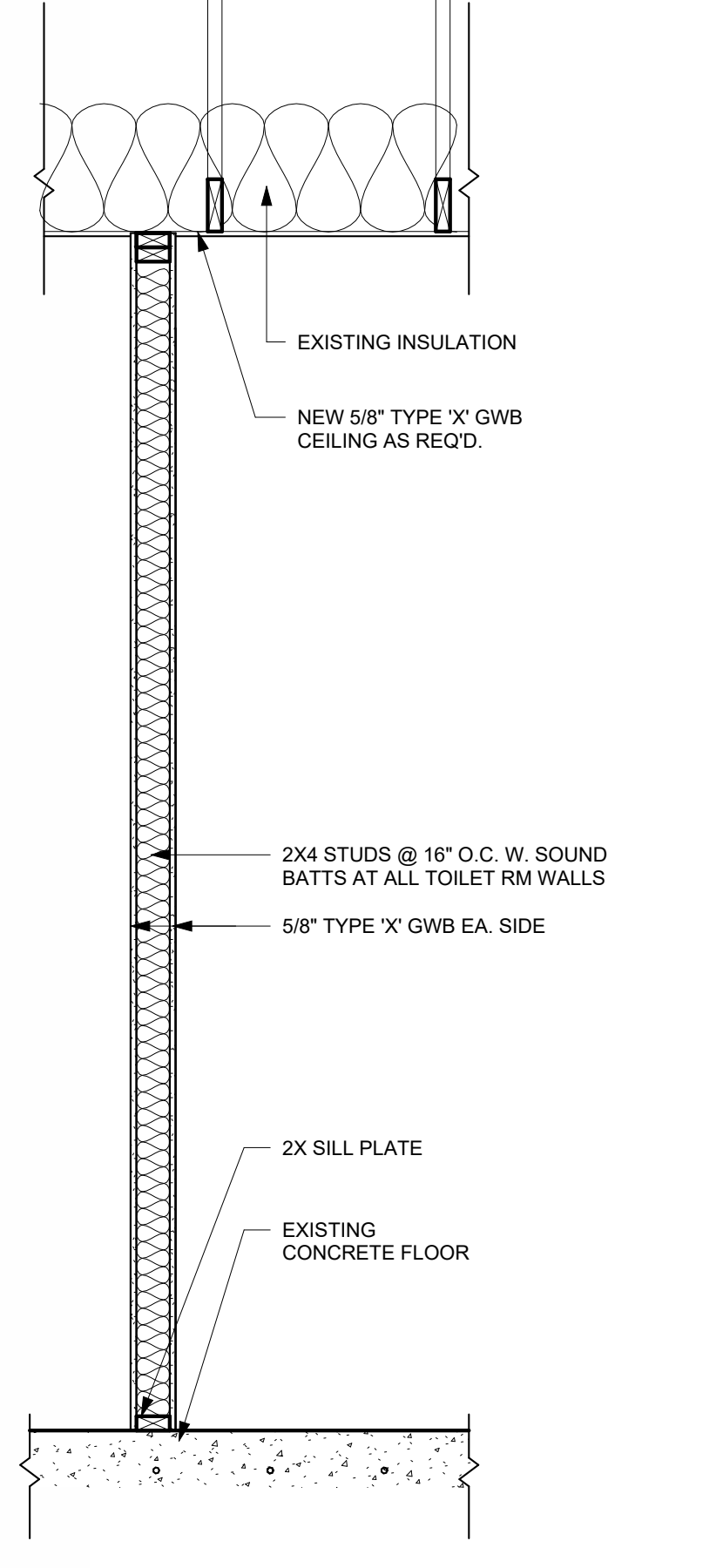
ITEM	MFR	STYLE	FINISH	DTLS
FAUCET	DELTA	MODERN COLLECTION	STAINLESS	DELTA MODERN SINGLE HOLE
SHOWER	DELTA	MODERN COLLECTION	STAINLESS	MODERN SHOWER SINGLE FUNCTION SHOWER HEAD
LAVATORY	AMERICAN STANDARD	DECLYN, WALL HUNG 4" CTR.	WHITE	14.25"X10.75"X6"
TOILET	AMERICAN STANDARD	CADET	WHITE	TWO PIECE PRESS ASSIST 1.6 GAL/6.0 Rpl ELONG BOWL
URINAL	AMERICAN STANDARD	MAYBROOK, 125-1.0 GPF	WHITE	TOP SPUD W. EVERCLEAN
KIT. SINK	TIRANA COLLECTION	TIRANA 30" UNDERMOUNT	STAINLESS	16 GA; 29X18X10
KIT. FAUCET	KOHLER	SIMPLICE COLLECTION	VIBRANT STAINLESS	SINGLE HOLE, PULL DOWN, NO ESCUTCHEON
CABINETS HARDWARE	AMAZON HANDLES	SQUARE PULLS	SATIN CHROME	5"
GRAB BARS	ASI	-	STAINLESS	-
PAPER TOWEL DISP.	ASI	210	STAINLESS	-
TOILET PAPER DISP.	ASI	39; LOW PRO. 9" JUMBO ROLL	STAINLESS	20-1/2" X 11-3/16" X 4-11/16"
MIRROR	ASI	0600-C2436	STAINLESS	24X36
SOAP DISPENSOR	ASI	20364	STAINLESS	ROYAL AUTOMATIC LIQUID SOAP DISP., SURFACE MT.
CORNER GUARDS	-	-	POLYCARBONATE, CLEAR	90 DEG., 4'X2'X2"; DOUBLE STICK CLEAR TAPE PER MFR.

**TURF SHED DOOR SCHEDULE**

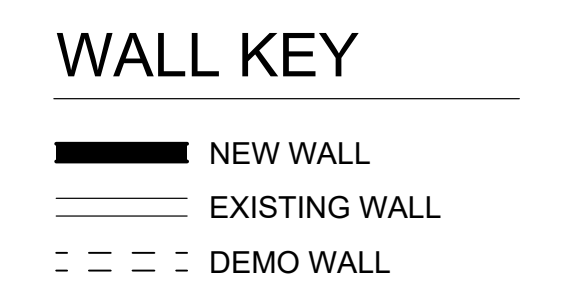
Mark	Width	Height	Thickness	Construction	Type	Finish	Frame Material	Fire Rating
101	3'-0"	6'-8"	0'-1 3/4"	HOLLOW METAL	A	PAINT		-
102	3'-0"	6'-8"	0'-1 3/8"	HOLLOW METAL	A	PAINT		-
103A	3'-0"	6'-8"	0'-1 3/4"	HOLLOW METAL	A	PAINT		-
103B	2'-6"	6'-8"	0'-1 3/4"	HOLLOW METAL	A	PAINT		-
104	3'-0"	6'-8"	0'-1 3/4"	HOLLOW METAL	A	PAINT		-
105A	3'-0"	6'-8"	0'-1 3/4"	METAL INSUL	A	PAINT		-
105B	3'-0"	6'-8"	0'-1 3/4"	METAL INSUL	A	PAINT		-
106	3'-0"	6'-8"	0'-1 3/4"	HOLLOW METAL	A	PAINT		-

NOTE: ALL DOORS & FRAMES WITHIN SCOPE OF WORK TO BE REPLACED.

Compliance with WA State Accessibility regulations:  
Most current IBC Ch. 10,11 & ICC A117.1



9 NEW WALL SECTION  
3/4" = 1'-0"



**SUDDEN VALLEY GOLF MAINT. TI**

2054 LAKE WHATCOM BLVD.  
BELLINGHAM, WA 98229

SB JOB NO: 202405.21  
DATE: 08.21.2024

**PERMIT SET**

No.	ISSUED FOR	DATE

**ENLARGED PLAN & INTERIOR DETAILS**

**A2.02**

Turf								
Administration								
Finance	<b>As of 5/14/25</b>							
Golf								
Maint/Fac	<b>Due to time constraints, this is as far as we have gotten.</b>							
Rec								
Pending								

1. Managers have received lists of contracts with names
2. Morgan & Nicki have updated contract list, colored by department
3. Amounts & Terms have not been completely updated yet
4. The contract payment amounts will be reviewed in the General Ledger
- 5 amounts/Accounts will be updated
6. physical contracts will be collected and put into digital directory

Name of Contract	Renew in 2026	Description	Manager	Department	Type	Contract Term	Initiation	Initial Expiration
Great America Financial Services Corp vis Oasys	YES	Admin KONICA C454E	GM/Admin	OPS	Equipment	60 Month Lease with Fair Market Value Purchase Option at term or Lease renews month to month. Must provide 60 days notice.	5/2/2014	5/31/2019
Infinisource (Polestar Benefits)		Cafeteria Plan & COBRA Administration	GM/Admin	OPS	Benefits	Perpetual	12/11/2015	Perpetual
Lynden Tribune		IEWS Editing & Printing	GM/Admin	Administration	Administrative		4/25/2008	4/30/2020
Brivo (software-access cards)				Administration				
CSD (legal)		Legal Services	GM	Administration	Legal Services	As needed, no contract	Perpetual	Perpetual
Gaurdian Security				Administration				
Insurance Policies -Hub		Inland Marine	GM/Admin	Administration	Insurance	Annual	6/1/2025	5/31/2026
Insurance Policies -Hub		Gen'l liab	GM/Admin	Administration	Insurance	Annual	6/1/2024	5/31/2025
Insurance Policies -Hub		Comm Auto	GM/Admin	Administration	Insurance	Annual	6/1/2025	5/31/2026
Insurance Policies -Hub		Umbrella	GM/Admin	Administration	Insurance	Annual	6/1/2024	5/31/2025
Insurance Policies -Hub		D&O	GM/Admin	Administration	Insurance	Annual	7/30/2024	7/31/2025
Insurance Policies -Hub		Cyber	GM/Admin	Administration	Insurance	Annual	6/1/2024	5/31/2025
Isolved				Administration			4/8/2014	4/8/2019
Larson Gross - IT		IT Service Contract	Administration	Administration	Administrative	Perpetual with 60 day notice to terminate Base \$1650 + hourly rate for support	4/12/2016	Perpetual
Neopost		Postage Meter Rental	GM/Admin	OPS	Administrative	63 months	11/22/2016	2/22/2022
OneDigital (HR Services)				Administration				
Pacific Office Automation		Copier & supplies		Administration	Equipment	5 years	12/31/2023	12/1/2028
Pacific Security	YES	Security Guard Services	GM/Admin	SEC	Personnel	Annual with 30 day notice to terminate	1/1/2018	12/31/2018
Sanitary Service Company					Utilities			
Unilect (elections)				Administration			12/31/2014	1/31/2019
Crystal Springs		Water		Administration	Administrative			
PNW	YES	Construction Administration	GM/Mike B	Administration	Construction	perpetual		
DAF services		Pump station monitoring #14	Greg W	TURF	software			
Watervision 2.0		Pump station monitoring #17	Greg W	TURF	software		5/23/2024	5 yr subscription
Toro NSN	YES	Software	Greg W	TURF	Equipment	perpetual	8/16/2022	

## Operational Contract Listing

As of 5/16/2025

ATG & Town Square		C3 Accounting Software Contract	Joel	Finance	Administrative	Perpetual with 90 day notice to terminate	2/8/2019	2/7/2022	
Comcast		Cable/ Phone	By Dept	By Dept	Communication				
Comcast Business		Business Trunk Service	By Dept	By Dept	Communication				
Dept of Natural Resources	yes	Aquatic Land Lease #20-A09745	Joel	Finance	Infrastructure	Perpetual - 12 yr term	11/1/2012	1/31/2026	
Larson Gross - Accounting		Audit & Tax Services	Joel	Finance	Finance	3 years- 2019/2020/2021 Audit	1/1/2020	12/31/2022	
Merchants Credit Association		Collections Activity	Joel	Finance	Administrative	Perpetual with 90 day notice to terminate	1/4/2019	Perpetual	
Money Soft		Fixed Asset Pro Annual Fee	Joel	Finance	Administrative	No contract, annual renewal fee	12/2/2016	Perpetual	
Smart Properties		Reserve Study	Joel	Finance	Finance	Engagement Letter Signed Annually	1/1/2016	NA	
Quadient Lease									6/30/2021
Barron Heating & Air Conditioning, Inc	YES	Heating & AC: Library	Mike B	FAC	Infrastructure	Annual - with auto renewal for 1 yr on anniversary date	9/30/2016	9/30/2018	
Barron Heating & Air Conditioning, Inc	YES	Heating & AC: Clubhouse	Mike B	FAC	Infrastructure	Annual - with auto renewal for 1 yr on anniversary date	9/30/2016	9/30/2018	
Barron Heating & Air Conditioning, Inc	YES	Heating & AC: Dance Barn	Mike B	FAC	Infrastructure	Annual - with auto renewal for 1 yr on anniversary date	9/30/2016	9/30/2018	
Barron Heating & Air Conditioning, Inc	YES	Heating & AC: Golf Maint	Mike B	FAC	Infrastructure	Annual - with auto renewal for 1 yr on anniversary date	9/30/2016	9/30/2018	
Barron Heating & Air Conditioning, Inc	YES	Heating & AC: Welcome Center	Mike B	FAC	Infrastructure	annual			
Barron Heating & Air Conditioning, Inc	YES	Heating & AC: Maint	Mike B	FAC	Infrastructure	Annual - with auto renewal for 1 yr on anniversary date	9/30/2016	9/30/2018	
Cesco		Pool Maint	Mike B	Recreation	Infrastructure	Renew Annually	7/15/2018	9/16/2018	
Northwest Propane		Rental of 500 gal propane tank @ Area Z	Mike B	FAC	Equipment	Perpetual no contract	Perpetual	Perpetual	
Security Solutions	YES	Alarm Monitoring & Backflow	Mike B	FAC	Equipment	initial 36 month with 30 days notice, then autorenewal with 60 days notice SEE FEE SCHEDULE	6/17/2016	12/31/2019	
Bio Bug		Rodents, pests all facilities	Mike B	FAC	Infrastructure	initial 1 year with 30 day notice to terminate	10/6/2015	10/5/2016	
Nick's Nice & Neat Windows		Gutter Cleaning	Mike B	Fac			11/8/2024	11/8/2025	
Cybergolf, LLC	YES	Website Hosting, 3 Business sites	Kevin Le Duc	GOLF	Golf	30 days notice, auto 1 year renewals	1/9/2019	12/31/2019	
Golf Genius		Tournament Management Software	Kevin Le Duc	Golf				5/20/2025	
Club Prophet Systems		Golf Management Software	Kevin Le Duc	Golf					
Gallus Golf		Mobile App Hosting	Kevin Le Duc	Golf					
PriSwing		Dynamic Pricing Host	Kevin Le Duc	Golf					
Fitness machine technicians		Fitness Equipment Repairs Maint	Kyle	Recreation	Equip R&M-Service Agreement		1/1/2025	12/31/2025	
Adobe			GM/Admin	OPS	Administrative	Subscription Service			
Colonial Life	YES	Elective benefits	GM/Admin	Administration	Benefits				11/30/2019
Health Promotion Northwest	YES	Employee Assistance Program	GM/Admin	OPS	Benefits	Annually renews for 1 year, with 30 day notice to terminate	1/1/2016	12/31/2016	
Heston Towing		Towing/Impound Service	GM/Admin	SEC	Towing	Perpetual until written notice to terminate	4/12/2018	Perpetual	
HostGator		Website Hosting, 3 Business sites	GM/Admin	OPS	Administrative	Perpetual, Cancellation form required	10/18/2016	Perpetual	
IPS		Point of Sale Software	Kevin Le Duc	GOLF	POS	Perpetual, no contract			

## Operational Contract Listing

As of 5/16/2025

	Maintenance Connection		Maintenance Software	Mike B	FAC	Equipment	30 days notice, auto 1 year renewals, includes Software and support services, and upgrades, offsite hosting	5/23/2017	5/22/2018
	MetLife	YES	Vision Insurance	GM/Admin	Administration	Benefits			11/30/2019
	Microsoft		Office Software Subscription	GM/Admin	OPS	Administrative	Subscription Service		
	Microsoft		Board Software Subscription	GM/Admin	OPS	Administrative	Subscription Service		
	Northwest Ecological		Monitoring Services for Mitigation Funds	GM/Admin	SEC	Administrative	2016 Culverts/ Louise Creek Culvert/ 2018 Culvert repairs	9/6/2018	1/1/2023
	Guardian Security		Sprinkler / Backflow / Alarm Test/ Keys	GM/Admin	SEC	Equipment	initial 1 year term, 30 days notice to terminate. SEE FEE SCHEDULE	1/19/2015	1/18/2016
	Thyssenkrupp Elevator Corp		Elevator Maintenance Support	Mike B	FAC	Infrastructure	10 year non-negotiable	5/31/2013	5/31/2023
	uAccept		Point of Sale Software	GM/Admin	OPS	POS			
	VGM Club	YES	Discount Program	Mike B	TURF	Administrative	Automatic Annual Renewal	4/5/2016	4/1/2019