



Sudden Valley Community Association

1850 Lake Whatcom Blvd Bellingham, WA 98229
www.suddenvalley.com 360-734-6430

Finance Committee Meeting

April 15, 2026, 6:30 PM, Via Zoom

- I. Call to Order**
- II. Roll Call**
 - Jean Maixner, Treasurer & Committee Chair
 - Laurie Robinson
 - Ray Meador
 - Rob Gibbs
 - Marty Jeide
 - John Gingrich
- III. Adoption of Agenda**
- IV. Announcements**
- V. Property Owner Comments – 15 Minutes Total**
 - Please note that comments are limited to 3 minutes per person.*
- VI. Approval of Minutes**
 - Minutes for March 18, 2026 Page 2
- VII. Reports**
 - a) January Financial Statements Page 4
- VIII. New Business**
 - a) Capital Request – Marina Park Playground Improvements Page 10
 - b) Capital Request -- Marina Dog Park Fence Page 18
 - c) Capital Request -- Culverts 22 & 24 – Design and Permitting Page 40
- IX. Adjournment**



REGULAR SESSION OF THE Finance Committee

March 18, 2026

Minutes

DATE AND LOCATION: March 18, 2026 - Zoom

CALLED TO ORDER AT: 6:30 pm.

AUDIENCE MEMBERS: None

COMMITTEE MEMBERS PRESENT:

1. Jean Maixner	4. Ray Meador		
2. Laurie Robinson	5. John Gingrich		
3. Marty Jeide	6. Rob Gibbs		

ATTENDING:

Staff Members: Carmen Urtecho, General Manager. Joel Heverling, Finance Director

Call to Order

Director/Chair Maixner Called the meeting to order at 6:44 PM.

1. Maixner Moves to Approve Agenda with addendums

Motion By: Jean Maixner		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

2. Announcements: None

3. Property Owner Comments: None

4. Approval of Minutes:

Motion By: Jean Maixner		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: ALL	Against:	Abstained	

5. Reports: Finance Presentation. Jean Maixner and Joel Heverling

6. Continuing Business: None

7. New Business

- a. Capital Request -Golf Range Equipment
- b. Approval Request – Pool Service and Chemicals
- c. Capital Request – Marina Security Upgrade

- a. **Golf Range Equipment Request:** Request that the Board of Directors approve \$22,378.46 from CRRRF for the purchase of the Club Car Carryall, Par West Picking Unit, and Range Servant Ball Washer.

Discussion: Discussed the size of the drum and use during the summer. The cart for the picker is more robust than a normal golf cart.

Motion: Move that the SVCA Board of Directors approves \$22,378.46 from CRRRF for the purchase of the Club Car Carryall, Par West Picking Unit, and Range Servant Ball Washer.

Motion By: Jean Maixner		Seconded By: Ray Meador	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: All	Against:	Abstained	

- b. **Request:** I request that the SVCA Board of Directors approve the 2026 Cesco Solutions contract and authorize the General Manager to sign it on their behalf.

Discussion: Members of the FC would like investigation in using more automation for the care if the pool. The FC would like investigation of pool monitoring certification. Either or both may result in savings in pool maintenance.

Motion I move that the SVCA Board of Directors approve the 2026 Cesco Solutions contract and authorize the General Manager to sign it on their behalf.

Motion By: Jean Maixner		Seconded By: Robb Gibbs	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: All	Against:	Abstained	

- c. **Request:** I request that the SVCA Board of Directors approve \$19,318.45 from CRRRF for the proposed upgrade to the marina security system.

Discussion: The FC discussed the ability to capture images in the evening. There was concerned the night images may not have enough clarity to identify persons and or vehicles. FC would like further investigation of the system and/or other systems to capture night images. Also, consider additional light to help identify license at night. Low voltage lighting or solar lighting.

Motion I move that the SVCA Board of Directors approve \$19,318.45 from CRRRF for the proposed upgrade to the marina security system.

Motion By: Jean Maixner		Seconded By: Laurie Robinson	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Majority	Against: John Gingrich	Abstained	

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

	Unaudited** Jan 31, 2026	Unaudited** Dec 31, 2025	Inc / (Dec)
OPERATIONS			
Current Assets			
Operating Cash	\$ 594,221	\$ 493,749	\$ 100,472
Building Completion Deposit Fund	718,900	798,900	(80,000)
Member Receivables - Operations*	-	47,957	(47,957)
Other Receivables	3,250	3,850	(600)
Prepaid Expenses	77,086	91,940	(14,854)
Operating Lease ROU Assets	22,474	23,036	(562)
Inventory	6,415	5,704	711
Total Current Assets	1,422,346	1,465,136	(42,790)
Current Liabilities			
Accounts Payable	(140,206)	(169,663)	29,457
Accrued Vacation Liability	(86,985)	(78,129)	(8,856)
Accrued Payroll	-	(96,358)	96,358
Prepaid Assessments	(433,605)	(187,700)	(245,905)
Building Completion Deposits	(718,900)	(798,900)	80,000
Other Refundable Deposits	(11,076)	(11,426)	350
Operating Lease Liability	(22,474)	(23,036)	562
Prepaid Golf Memberships	-	(156,649)	156,649
Total Current Liabilities	(1,413,246)	(1,521,861)	108,615
Other Liabilities			
Contingent PPP Loan Liability***	(357,700)	(357,700)	-
Deferred Library Lease Revenue	(27,333)	(28,000)	667
Total Other Liabilities	(385,033)	(385,700)	667
Operating Reserve Funds			
Emergency Operating Cash	364,771	364,709	62
Undesignated Reserves Cash	330,339	314,936	15,403
Total Operating Reserve Funds	695,110	679,645	15,465
Net Operating Assets	\$ 319,177	\$ 237,220	\$ 81,957
CAPITAL			
Capital Current Assets			
CRRRF (Capital Repair & Replacement) Cash Fund	3,838,144	3,757,709	80,435
Roads Reserve Cash Fund	3,033,126	2,992,291	40,835
Board Density Reduction Cash Fund	150,802	150,789	13
Mailbox Cash Fund	181,064	178,900	2,164
CRRRF Capital Reserve Holding Cash	219,353	219,316	37
Mitigation Assignment of Savings Cash	49,911	49,905	6
LWWSD Assignment of Savings Cash	14,953	14,953	-
Member Receivables - Capital**	-	13,020	(13,020)
Total Capital Current Assets	7,487,353	7,376,883	110,470
Capital Fixed Assets			
Fixed Assets	16,868,499	16,881,457	(12,958)
Finance ROU Assets	34,775	41,258	(6,483)
Lots Held for Sale	188,706	188,706	-
Total Capital Assets	17,091,980	17,111,421	(19,441)
Long Term Liabilities			
CRRRF Loan 2022	(1,243,871)	(1,267,067)	23,196
Finance Leases	(45,591)	(49,661)	4,070
Total Long Term Liabilities	(1,289,462)	(1,316,728)	27,266
NET ASSETS	\$ 23,609,048	\$ 23,408,796	\$200,252
MEMBER EQUITY			
Member Equity			
Current Year Net Income: Operations	79,713	(55,534)	135,247
Transfers Out from Operations to Capital	-	-	-
Current Year Net Income: Capital**	120,540	1,658,105	(1,537,565)
Transfers Into Capital from Operations	-	-	-
Retained Earnings**	4,141,708	4,197,242	(55,534)
Capital**	19,267,087	17,608,982	1,658,105
TOTAL MEMBER EQUITY	\$ 23,609,048	\$23,408,796	\$200,252

* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal interim financial statement purposes. As per SVCA policy, Management continues to pursue collection of these receivables via all avenues allowed by Washington State laws. In addition, the Association records and bills finance charges on receivables that are thirty days past due at 1% per month. At January 31, 2026, and December 31, 2025, the balances of receivables written off were \$828,154 and \$743,506, respectively.

** Beginning with the 2020 year end audited financial statements, Accounting Standards Codification (ASC) 606 requires issued audited financial statements to reclassify unspent capital dues revenue, including related capital transfer fee collections, as a contract liability balance (unearned revenue), which is then reversed out in future years when capital dues/capital transfer fee collections are actually expended on capital related expenditures. This particular accounting standard change is only incorporated into the issued audited financial statements and is not factored into SVCA's internal monthly statements as it would obscure the reality of monthly capital dues/capital transfer fee revenues collected for internal monthly presentation purposes. See SVCA's 2020 through 2024 audited financial statements (2024 represents the most recently issued audited statements), which fully incorporate ASC 606 and comply with Generally Accepted Accounting Principals (GAAP).

*** At 2024 year end, the Association recorded a contingent liability relating to Paycheck Protection Program (PPP) loan funds that were received in May 2020 and then forgiven by the Small Business Administration (SBA) in September 2021, which are funds that the SBA has since subsequently deemed that the Association did not qualify for because of its 501(C)(4) tax exempt status, which was communicated to the Association by the government in April 2025. This contingency was classified by the Association as probable. And upon final resolution with the SBA, the Association believes that the estimated amount of liability will be limited to the original amount of the PPP loan funds received (\$357,700) because of the fact that the Association fully disclosed its tax exempt status to the SBA during the PPP loan application process, which the government has especially acknowledged.

**Sudden Valley Community Association
Income Statement Summary**

<u>UNAUDITED</u>	<u>Current Month - January 2026</u>			<u>Year to Date - 1 Month Ending 1/31/2026</u>			
	<u>Operations & Operating Reserves</u>	<u>Operations Better / (Worse) Budget</u>	<u>Capital Reserves**</u>	<u>Operations & Operating Reserves</u>	<u>Operations Better / (Worse) Budget</u>	<u>Coll %</u>	<u>Capital Reserves**</u>
REVENUE							
Current Year Dues & Assessments Income							
Dues & Assessments Income	268,031		251,117	268,031			251,117
Bad Debt Reserve	(22,233)		(15,258)	(22,233)			(15,258)
Net Current Year Assessment Income	<u>245,798</u>	<u>(8,228)</u>	<u>235,859</u>	<u>245,798</u>	<u>(8,228)</u>	91.7%	<u>235,859</u>
Bad Debt Recoveries - Prior Years			8,005				8,005
Golf Income	215,686	460	-	215,686	460		-
Marina Income	151	151	-	151	151		-
Rec Center & Pools Income	681	(128)	-	681	(128)		-
Legal & Collections Income	-	-	-	-	-		-
Other Income	4,880	(5,254)	-	4,880	(5,254)		-
Rental Income - Other	60	(1,194)	-	60	(1,194)		-
Area Z Rental Income	5,432	196	-	5,432	196		-
Lease Income	5,882	-	-	5,882	-		-
New Home Construction Fees	750	750	-	750	750		-
Capital Gain (Loss) on Sale of Assets	-	-	-	-	-		-
Capital Gain (Loss) on Sale of Lots	-	-	-	-	-		-
Investment Income	481	(269)	2,963	481	(269)		2,963
Total Revenue	<u>479,801</u>	<u>(13,516)</u>	<u>246,827</u>	<u>479,801</u>	<u>(13,516)</u>		<u>246,827</u>
EXPENSES							
Salaries & Benefits	170,010	14,662	-	170,010	14,662		-
Contracted & Professional Services	26,495	(7,240)	-	26,495	(7,240)		-
CC&Rs/ Mandates	36,938	6,431	-	36,938	6,431		-
Maintenance & Landscaping	41,756	(4,368)	-	41,756	(4,368)		-
Utilities	14,577	(732)	-	14,577	(732)		-
Administrative	12,987	7,796	-	12,987	7,796		-
Regulatory Compliance	34,951	(4,063)	-	34,951	(4,063)		-
Insurance Premiums	19,240	1,966	-	19,240	1,966		-
Other Expenses	-	292	-	-	292		-
Depreciation Expense	-	-	108,710	-	-		108,710
Closing Costs - Lot Sales	-	-	-	-	-		-
Interest expense	-	-	4,557	-	-		4,557
Total Expenses	<u>356,954</u>	<u>14,744</u>	<u>113,267</u>	<u>356,954</u>	<u>14,744</u>		<u>113,267</u>
Net Income (Loss)	<u>122,847</u>	<u>1,228</u>	<u>133,560</u>	<u>122,847</u>	<u>1,228</u>		<u>133,560</u>
Other Activity							
Net Other UDR Activity*	13,012			13,012			
AR Accrual - Prior Year Reversal	(47,957)		(13,020)	(47,957)			(13,020)
AR Accrual - Current Year	-		-	-			-
Lease Income- Library Prepaid Recognized	667			667			
Vacation Liability Accrual	(8,856)			(8,856)			
Total Other Activity	<u>(43,134)</u>		<u>(13,020)</u>	<u>(43,134)</u>			<u>(13,020)</u>
Grand Total Activity	<u>79,713</u>	<u>1,228</u>	<u>120,540</u>	<u>79,713</u>	<u>1,228</u>		<u>120,540</u>

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

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

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

UNAUDITED

	Capital Reserve Funds						Operating Reserve Funds			
	CRRRF	Roads	CRRRF Capital Reserve Holding Cash	Board Density Reduction	Mailbox	Mitigation Assignment of Savings*	Total Capital Reserve Funds	Emergency Ops	UDR	Total Operating Reserve Funds
Net Available Cash 12/31/2025	3,757,709	2,992,291	219,316	150,789	178,900	64,858	\$ 7,363,863	364,709	314,936	\$ 679,645
Dues Received	120,148	119,338		-	2,134		241,620	-	15,550	15,550
Storm Water Mitigation Plan Fee		-					-			-
Investment Income	1,597	1,279	37	14	30	6	2,963	62	51	112
Sale of Assets	-						-			-
Sale of Lots (Net Proceeds)				-			-			-
Mitigation Release	-	-					-			-
2026 Expenditures	(43,710)	(79,782)	-	-	-		(123,492)		(197)	(197)
Net Available Cash at 1/31/2026	3,838,144	3,033,126	219,353	150,802	181,064	64,864	\$ 7,487,353	364,771	330,339	\$ 695,110
11 Month Outlook										
Outlook - 2026 Dues (95% collections)	1,303,791	1,293,696			23,119		\$ 2,620,606			\$ -
Outlook - Prior Year Collections	17,657	17,520			313		35,491		37,843	37,843
CRRRF Loan Payments for year 2026	(305,286)						(305,286)			-
Obligated Expenses/Holdings	(1,058,298)	(1,215,857)	(219,353)			(64,864)	(2,558,372)		(13,785)	(13,785)
Net Usable Cash Balance 12/31/2026	3,796,008	3,128,485	-	150,802	204,496	-	\$ 7,279,792	364,771	354,397	\$ 719,168
Board Recommended Carryover Balance	(600,000)	(500,000)					\$ (1,100,000)			\$ -
Net Usable Cash 12/31/2026, After Recommendation	\$ 3,196,008	\$ 2,628,485	\$ -	\$ 150,802	\$ 204,496	\$ -	\$ 6,179,792	\$ 364,771	\$ 354,397	\$ 719,168
Net Current Year Cash Increase (Decrease)	38,299	136,194	(219,316)	14	25,596	(64,858)	\$ (84,071)	62	39,461	\$ 39,523

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

Sudden Valley Community Association
Operations - By Department
January 1, 2026 to January 31, 2026
CURRENT MONTH

Whole \$

UNAUDITED

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary & Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	1,250	(2,860)	6,735	(372)	66,641	(6,742)	(72,126)	(9,974)
Accounting	1,359	(1,272)	26,524	315	4,037	2,550	(29,202)	1,593
Administration	113	54	32,457	(2,628)	19,439	(6,543)	(51,783)	(9,117)
Common Costs	3,388	(695)	-	-	29,313	6,245	(25,925)	5,550
Facilities	11,313	29	4,141	(45)	14,055	2,612	(6,883)	2,596
Maintenance	-	-	36,258	1,965	4,022	2,378	(40,280)	4,343
Subtotal	17,423	(4,744)	106,115	(765)	137,507	500	(226,199)	(5,009)
Golf	215,686	460	47,977	12,676	44,483	(604)	123,226	12,532
Marina	151	151	-	-	823	(231)	(672)	(80)
Rec/ Pools/ Parks	741	(1,155)	15,918	2,751	4,129	417	(19,306)	2,013
Subtotal	216,578	(544)	63,895	15,427	49,435	(418)	103,248	14,465
Subtotal Operations before Ops Dues	234,001	(5,288)	170,010	14,662	186,942	82	(122,951)	9,456
Ops Dues Earned	268,031						268,031	
Curr Yr Bad Debts Activity	(22,233)						(22,233)	
Net Ops Dues	245,798	(8,228)					245,798	(8,228)
Net Operations	479,799	(13,516)	170,010	14,662	186,942	82	122,847	1,228
Other Operating Activity								
UDR Activity	13,145				133		13,012	
AR Accrual - Prior Year Reversal	(47,957)				-		(47,957)	
AR Accrual - Current Year	-				-		-	
Lease Income- Library Prepaid Recognized	667				-		667	
Vacation Liability Accrual	-				8,856		(8,856)	
Total Other Operating Activity	(34,145)				8,989		(43,134)	
Grand Total Operations Activity	445,654	(13,516)	170,010	14,662	195,931	82	79,713	1,228

* Excludes Depreciation

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

Sudden Valley Community Association
Operations - By Department
January 1, 2026 to January 31, 2026
YEAR TO DATE

Whole \$

UNAUDITED

<u>Department</u>	<u>Actual Revenue</u>	<u>Revenue B / (W)</u>	<u>Actual Salary Benefits</u>	<u>Salary & Benefits B / (W)</u>	<u>Actual Other Expense *</u>	<u>Other Exp B / (W)*</u>	<u>Net Income / (Loss) *</u>	<u>Net B / (W)*</u>
ACC / Security	1,250	(2,860)	6,735	(372)	66,641	(6,742)	(72,126)	(9,974)
Accounting	1,359	(1,272)	26,524	315	4,037	2,550	(29,202)	1,593
Administration	113	54	32,457	(2,628)	19,439	(6,543)	(51,783)	(9,117)
Common Costs	3,388	(695)	-	-	29,313	6,245	(25,925)	5,550
Facilities	11,313	29	4,141	(45)	14,055	2,612	(6,883)	2,596
Maintenance	-	-	36,258	1,965	4,022	2,378	(40,280)	4,343
Subtotal	17,423	(4,744)	106,115	(765)	137,507	500	(226,199)	(5,009)
Golf	215,686	460	47,977	12,676	44,483	(604)	123,226	12,532
Marina	151	151	-	-	823	(231)	(672)	(80)
Rec/ Pools/ Parks	741	(1,155)	15,918	2,751	4,129	417	(19,306)	2,013
Subtotal	216,578	(544)	63,895	15,427	49,435	(418)	103,248	14,465
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Other Operating Activity								
UDR Activity	13,145				133		13,012	
AR Accrual - Prior Year Reversal	(47,957)				-		(47,957)	
AR Accrual - Current Year	-				-		-	
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Vacation Liability Accrual	-				8,856		(8,856)	
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Grand Total Operations Activity	445,654	(13,516)	170,010	14,662	195,931	82	79,713	1,228

* Excludes Depreciation

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

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2026

	SVCA Owned Lots																											LLE & CTB	Dues Exempt	Total Non Billable Lots	Total All Lots			
	Actual Year Prepaid			Actual Current			Actual 1 Mth Due		Actual 2 Mth Due		Actual 3 Mth Due		Actual 4+ Mth Due		Pmt Plans		Total Prepaid & Current			Total Not Current			Total Billable Lots			Restricted								
	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Vac	Dev	Total	Vac	Dev	Total	Vac	Dev	Total	Perm	WD10					Avail.	Total	
Jan	15	84	99	265	2,534	2,799	18	93	4	20	3	9	19	40	2	12	280	2,618	2,898	46	174	220	326	2,792	3,118	775	1	1	777	740		6	1,523	4,641
Feb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Mar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Apr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Jun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Jul	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Aug	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Sep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0

LLE = Lot Line Eraser
 CTB = Covenant to Bind



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 Park Playground Improvements

Purpose

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

Background

The playground at Marina 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 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 ADA parking stalls (or as designated in the Phase One design) and installation of ADA 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 ADA 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 ADA 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
Total	\$24,376.00

Request

I request that the SVCA Board of Directors approve funding of \$24,376 from CRRRF for Phase One of the Marina 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 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 27th, 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 th , 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
Total w/ 10% Contingency	\$24,376.00

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:

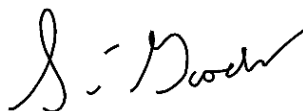
- Pre-Application Package
- Master Application
- Shorelines Exemption Permit Supplement Application
- Basic Site Plan
- Project Narrative
- Preliminary Traffic & Concurrency Information form
- Preliminary Stormwater Proposal
- Mailing list of property owners in the area

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.

Name

Date

Respectfully,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



2026 Rate Sheet

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

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

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



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 – Dog Park Fence

Purpose

The purpose of this memo is to request board approval of funding for the Marina Dog Park improvement 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 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 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.

Marina Park is a public access area. Because the dog park is not fenced, it does not comply with Whatcom County codes.

Proposed Design

To ensure that both dogs and people can enjoy SVCA’s Marina Park, we propose to build a fence to enclose the dog park portion of the park (see attached Marina 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 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 also includes a fenced path that leads from the parking lot, 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 a “leash up” area at the access-card controlled entry to the path, to give owners a comfortable spot to unleash or re-leash their pets before moving into and out of the parking lot.

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
Total		\$36,002.19

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
• <u>Golf Range Equipment Replacement</u>	<u>\$10,094</u>
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

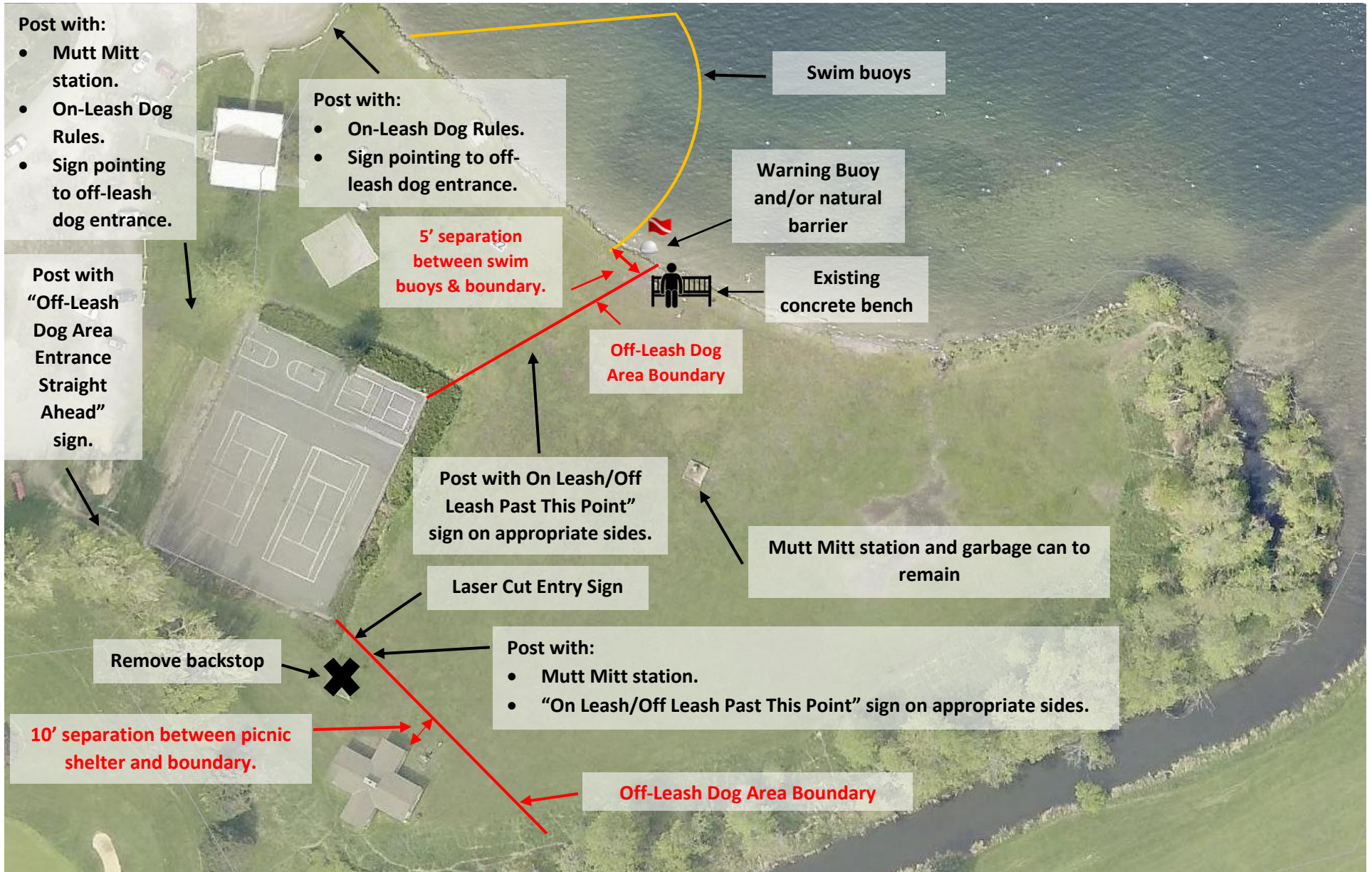
Recommended: _____ Not Recommended _____ Finance Committee

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



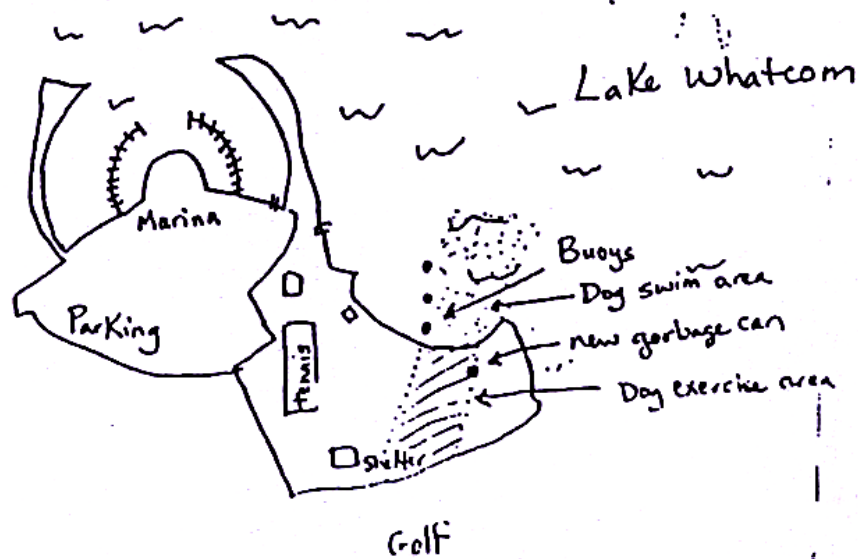
1997.07 att.

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

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 21st, 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 5th 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 th , 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
Total w/ 10% Contingency	\$34,352.44
Add Fence Contractor Proposal with Any Additive Alternates Selected by SVCA	T.B.D.

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.

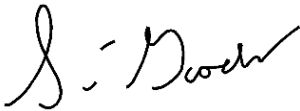
Excluded Scope: Land survey work, geotechnical work, architectural design, structural engineering, landscape design, title reports, construction support, as-builts, and dry utilities coordination are not included in this scope.

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

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

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

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



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

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

Sales Contact

April Graafstra

agraafstra@guardiansecurity.com

(360) 305-6074

PROJECT INVESTMENT

Name: Sudden Valley Community Association

suddenvalley.com

Brivo						\$8,910.14
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

Total Proposal Amount	\$8,910.14
Monthly Professional Services	\$60.00

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

Total Proposal Amount	\$12,629.14
Monthly Professional Services	\$36.00

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 – 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
Total Funding Requested		\$167,497.00

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:

Design & Permitting Scope	
- 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
Total Design & Permitting	\$152,270.00
Contingency at 10%	\$15,227.00
Total with Contingency	\$167,497.00



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



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

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: \$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
Total (estimated)	\$13,350

*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 arisen 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.

Authorized Signature

Printed Name & Title

Date

Billing Address

Email Address

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)

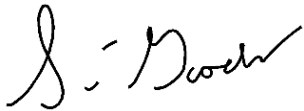
We will prepare the as-built drawings of utilities for Lake Whatcom Water and Sewer District and SVCA. Construction support will be provided as needed.

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.

Name

Date

Respectfully,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



2026 Rate Sheet

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



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

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)

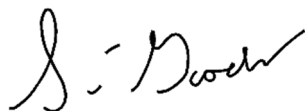
We will prepare the as-built drawings of utilities for Lake Whatcom Water and Sewer District and SVCA. Construction support will be provided as needed.

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.

Name

Date

Respectfully,



Scott Goodall, MS, PE

Principal

Impact Design, LLC



2026 Rate Sheet

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

Field	Hourly Rate
Construction Inspection	\$90

Sub-Consultants	15% Markup
Equipment	15% Markup
Travel Expenses	15% Markup

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	
	Total Estimated Design Oversight Hours	54	\$ 7,290.00
Permitting			
	Site visits with permit agencies. Oversight of permit applications, facilitate signatures / submittals / permit fees.	10	
	Total Estimated Permitting Cost	10	\$ 1,350.00
Contractor Bids			
	Coordinate with engineer on bid package, facilitate bid process with contractors, coordination with SVCA, and issue construction contract.	8	
	Total Estimated Bid Package Hours	8	\$ 1,080.00
Construction Management			
	Under separate proposal.	0	
	Total Estimated Construction Management Hours	0	\$ -
	Total Estimated		\$ 9,720.00