

General Manager’s Report – February 2026

February was a busy month at Sudden Valley as staff took advantage of the better than expected weather to work on several spring-cleaning projects. Work was completed to refurbish trails, to relocate and reorganize our records archive, and to ready the golf course for another season of play. We also saw more residents taking advantage of sun breaks to visit our trails and parks; Spring is definitely in the air!

Marina Renewals

Renewals for returning renters were completed last week and staff have begun to offer open slips to members on the waiting list. This year, there were more terminations than in the past, and 16 wet slips are being offered to new renters. There are still dry slips available as well. Staff aim to complete all marina rentals by the end of March.

2026 Marina Storage Renewal Progress Report								
	# Owned by Association	# Rented in 2025	# Renewals Sent on Jan 7	# Renewals Complete				# Slips Offered to Waiting List
				28-Jan	11-Feb	18-Feb	25-Feb	
Wet/Dry Slip Combos	n/a	74	74	12 (16%)	29 (39%)	35 (47%)	65 (88%)	n/a
Wet Slips Only	88	12 (wet only)	12	3 (25%)	6 (50%)	6 (50%)	7 (58%)	16
Dry Slips Only	193	117 (dry only)	117	29 (25%)	33 (28%)	39 (33%)	95 (81%)	n/a
Kayak/Canoe Storage	156	139	139	29 (21%)	51 (37%)	62 (45%)	104 (75%)	0
TOTAL			344	73 (21%)	119 (35%)	142 (41%)	271 (78%)	

16 wetslips now open. All spots have been offered to people on waitlist.
 33 dry slips now open. No waitlist.
 52 kayak slips now open. All people on waitlist will be offered spots on 03/09.

Record Archive

In February, members of the board teamed up with staff to complete the reorganization and relocation of SVCA’s architectural and accounting records to a new storage area on the lower level of the Clubhouse. This move was long overdue; previously, the records were stored in two freight containers that were moved into the Ice Barn in 2022, but were originally located outside in Area Z. In those conditions, the paper records were rapidly deteriorating. In their new location, records will be more easily accessible and climate-controlled. Maintenance supported this project by painting and installing new flooring in the offices that were repurposed to create the archive. They also assembled the file cabinets and built shelves to hold the boxed records. Administration ordered supplies and helped to place the records into the new cabinets. Directors Taimi Van de Polder and Linda Bradley spent many hours going through the stored materials in the Ice Barn, getting rid of materials that weren’t needed and reorganizing what was left. I appreciate everyone’s contribution to this important project!

2025 Financial Performance

Accounting has prepared the December Financial Statements and we are now able to assess SVCA’s financial performance for 2025. Following are the highlights:

- In 2025, expenses were \$36,369 higher than revenue, resulting in a deficit for the year. This shortfall is the result of lower than expected revenue for golf, and higher than expected expenses in almost every category.
- All of the reserve funds have higher net usable balances than last year at this time. This is to be expected as we build up funds to pay for projects scheduled for later in the ten-year plan. Notably, the UDR balance is 23% higher than last year. This increase can be attributed to collection efforts aimed at accounts that were significantly (>\$5,000) in arrears.
- As previously noted, 2025 revenue exceeded budget by 3.8%, but expenses also exceeded budget – by 4.6%. All categories of revenue, except Golf, met or exceeded their budgeted goal. Looking at expense, Salaries &

Benefits was under budget by \$66,634, but this was offset by the overage of \$105,348 in Contract & Professional services. The only other category to be under budget was Maintenance & Landscaping, where the lack of snow saved the Association \$22,685, contributing to the category being \$14,587 under budget. The line items with the highest overage to budget are Legal Expenses, at \$111,979 over budget, and Hazard Tree Removals – Nov Storm Cleanup, at \$88,237. The budget was significantly increased for both of these activities in 2026.

- Two categories of expense that are somewhat out of our control are the cost of utilities, which was \$4,734 over budget and increased by 12% over last year, and Insurance premiums, which were \$9,056 over budget and 15% higher than last year. This illustrates that increases in the cost of many of the goods and services that SVCA buys are significantly outpacing increases to dues.

2026 Capital Projects Status

CRRRF Projects	Approved Budget	Status
<u>Facilities:</u>		
Barn 8 Refurbishment	\$ 843,555	Paused
Turfcare Building Remodel	\$ 125,446	Complete
Clubhouse HVAC	\$ 214,114	In Progress
Golf Bridge Repair - #1 & #4	\$ 59,056	In Progress
Marina Tennis Court Refurbishment	\$ 21,120	In Progress
<u>Equipment:</u>		
Turfcare Tractor Replacement	\$ 48,048	Complete
Turfcare Equipment Replacement	\$ 232,506	In Progress
Total Budgeted	\$ 1,543,845	

Roads Projects	Approved Budget	Status
Design/Permits for 2026 Projects	\$ 41,888	In Progress
Area Z Access Bridge/Culvert #4 Replacement	\$ 1,219,468	In Progress
On Call Engineering	\$ 44,995	In Progress
Fast Response - Roads & Drainage	\$ 95,613	In Progress
Ditches, Culverts, & Swales (CVC)	\$ 135,546	In Progress
Potholes & Minor Road Repairs	\$ 39,370	In Progress
Bridge Inspections	\$ 6,976	Complete
2026 Road Repairs	\$ 428,714	In Progress
Total Budgeted	\$ 2,012,570	

Capital Projects in Progress

Clubhouse HVAC

A contract has been awarded, and work is expected to begin in March.

Golf Bridge Repair

Repairs began on March 4 and will be completed before the end of the month.

Marina Tennis Court Refurbishment

This project is in the design and permitting phase. When the design is complete, additional funding will be requested before the project is put out to bid. Construction is expected to take place this summer.

Turfcare Replacement Equipment

The equipment has been ordered and will take up to six weeks to come in.

2026 Road Repairs

We are waiting for permits to be approved. Work is expected to begin after June 1.

Department Reports

Administration

Activity Summary

- Reorganized Administrative files to improve access to records and shred documents beyond their retention dates
- Conducted an audit of HR files to ensure compliance
- Moved SVCA's architectural records archive from the Ice Barn to the Clubhouse
- Removed redundant documents and reorganized architectural records so that they can be accessed more quickly when needed
- Shredded Accounting files that were past their retention date; moved Accounting records to a secure storage area in the clubhouse
- Researched options to replace the software and hardware used in SVCA points of sale (POS). Our current software stopped working in several locations due to a malicious cyber attack on the vendor that supplies it. (Note: The POS at the Welcome Center is still working correctly.)
- Continued developing Standard Operating Procedures (SOPs) to reflect current processes
- Continued development of a process to register and manage short- and long-term rental properties within the Association
- Began implementation of software to streamline the onboarding process for new employees
- Began process to identify more affordable healthcare options for employees

Successes

- The results of the HR file audit confirmed that SVCA is compliant and would pass a state or federal inspection
- Creating a document archive that is easily accessible and temperature-controlled will ensure that SVCA can respond to record requests more efficiently and contributes toward the long-term health of our irreplaceable records

Planned Work

- Finalize process to register and manage short- and long-term rental properties within the Association
- Continue updating SOPs

Maintenance

Activity Summary

- Repaired landscaping at Barn 8
- Installed new fence posts and repaired leaky faucet at Area Z
- Refurbished bulletin board at Clubhouse
- Removed tree from over Alder Court trail
- Filled potholes in various locations
- Installed stop sign at Yearling Place & Meadow Court
- Repaired faucet in Men's room at the Rec Center
- Replaced stop sign on Dawn Break Court
- Assembled and delivered file cabinets to the Welcome Center
- Replaced headlights on SP-6 with LEDs for longer lifespan
- Cleaned storm line and catch basin on Polo Park bridge
- Straightened curb stops at dry storage area at the Marina
- Refurbished picnic table and chairs for Welcome Center
- Serviced OP-20, OP-29, OP-26, and OP 22
- Built and installed new door on trash collection area at the Clubhouse
- Organized storage area at Marina office
- Had re-call work performed on UTV
- Improved drainage on Sudden Valley Drive near Little Strawberry Ln
- Installed new signage at emergency access entrance at the Rec Center

- Cleaned and organized Area Z wood chip storage area
- Repaired sign at Gate 5 Park
- Performed trail maintenance on Area Y trail
- Cleaned out lower Clubhouse and prepared access for upcoming HVAC project
- Washed and cleaned all maintenance vehicles
- Replaced disconnect switch on Backhoe 420E
- Serviced brine pump and trouble shoot running issues
- Replaced battery on Vac-Trailer and serviced pump
- Refurbished benches at Rec Corridor tennis courts
- Cleaned up trash that was illegally dumped at Gate 28
- Trimmed low hanging branches on Sudden Valley Drive
- Trimmed vegetation at various intersections to improve visibility
- Improved access points at Picnic Point trail
- Cleaned area around AM/PM park pavilion
- Moved files to new archive storage area
- Assembled and installed new desk at Welcome Center
- Applied anti-ice brine to SVCA roadways
- Installed snowplow on OP-30 to be ready for potential snow in Gate 5 & 28
- Repaired sander brackets on OP-25
- Replaced batteries in OP-24
- Replaced vapor canister purge valve on SP-6
- Built new shelves in archive room to increase storage
- Started painting project in the game room and hallway at the Rec Center
- Repaired urinal in Men's room at the Clubhouse
- Made trail improvements on Beaver Ridge Trail
- Replaced no parking signs AM/PM park
- Repaired stop sign on Grandview Lane
- Repaired street sign on Lost Fork Lane
- Repaired road shoulder damage on Sudden Valley Drive
- Repaired damage to the boat launch gate at the Marina
- Removed path lighting at the Rec Center
- Repaired several potholes on Grandview Lane

Successes

- We have been able to complete several trail projects that had been deferred
- Lack of snow has allowed us to continue catching up on deferred projects

Planned Work

- Refurbish Rec Center gazebo
- Continue trimming vegetation to improve visibility at intersections
- Complete repairs to Beaver Ridge Trail
- Replace handicap parking sign at Dance Barn
- Complete painting at the Rec Center
- Gravel restoration of parking areas and keyways
- Pool start up maintenance
- Spring cleaning – Mailboxes, entryways, sidewalks
- Sharpen blades on Zero Turn Mower
- Install new kayak rack at AM/PM park

Golf

Activity Summary

- Completed two Winter Series events
- Booked several outings and sent out contracts
- Attended demo for new web site design

- Finalized new golf score card design
- Taking sign-ups for PGA Junior League that starts in late April
- Met with three candidates to discuss volunteer work at the course
- Met with WGA to go over itinerary for Women's Four Ball in May
- Set dates (June 11th-13th) for three-day event with North Bellingham, Shuksan, and Sudden Valley
- Set up Winter Series event on February 28th
- Met with several returning seasonal staff for 2026 season
- Finalizing Capital request for driving range equipment
- Booked two new outside events for 2026
- Updated our bulletin board with course information and flyers
- Installed new driving range ball trays
- New score cards have arrived with new course ratings

Successes

- New January revenue record. \$18K over previous best January month in 2023
- Winter weather has cooperated and February has been another strong revenue month

Planned Work

- Meet with surrounding golf courses to discuss marketing for Whatcom County courses
- Set up schedule and registration for 2026 Junior Golf Camp
- Draft letter to membership with information on the upcoming season
- Promote and prepare for the Winters Series event on February 28th
- Work with Club Prophet on the design of our new website
- Send out informational letter to membership including member event schedule
- Promote our final Winter Series Event on March 21st
- Install new tee markers on the course
- Meet with Ladies Club to go over itinerary for Ladies Invitational
- Finalize new website and email marketing platform

Turfcare

Activity Summary

- Blackberry mowing work throughout the course completed
- Repaired non-operating drain ditch on #15 hole
- Cleaned out drainage ditch on #1 hole
- Called for sod delivery for new forward tee box on #8 tee
- Tree removal permit submitted for tree on #14 hole
- Application of lime on all putting greens completed
- First early season seedhead suppression spray applied to all putting greens
- Removed dead tree behind #4 Green
- Re-graded temporary cart path behind driving range for pathway while bridge is out
- Drafted capex memos together for replacement equipment 2026
- Removed perforated drain line on #11 fairway.
- Ordered greens topdressing sand for first round of light topdressing
- Met with Washington Golf to discuss course condition expectations for May event
- Turfcare building renovation complete
- Tree removal permit submitted for tree on #14 hole
- Second early season seedhead suppression spray applied to all greens
- Ordered greens top dressing sand for first round of light top dressing
- Constructed pipe rack next to building to store pipe scattered around the yard
- Begin garden cleanup and bark mulch application around clubhouse
- Cleanup garden bed at driving range tee

- Repaired damaged golf cart front suspension
- The new Kubota tractor was delivered to turfcare

Successes

- General winter maintenance practices are going as planned
- Finally moved back into office/breakroom. Happy crew

Planned Work

- Fairway aerating and sand topdressing set to go for next few weeks
- Improve drainage line on #5 fairway
- Listed old tractor for sale on Facebook Marketplace; sold for \$2,500
- Fairway aerating and sand topdressing set to go for the next few weeks
- Layout sod on #8 and #13 tee boxes
- Replace battery in weather station to get it active for the season
- Clean out all irrigation satellites pedestals for the upcoming season

Recreation

Activity Summary

- 35% of Marina & Kayak renewals completed; Marina & Kayak Renewal period ends 2/25
- Stickers being placed on boats that have completed their renewal
- Open Mic Night on 01/30 was fantastic, nearly 50 people attending
- Trivia questions & slides created for 02/20 trivia night in the barn
- Trivia Night on 2/20 had 78 participants
- High Tea event was well received with 50 people attending
- Submitted quotes for Fitness Center equipment replacement project
- Outline of 2026 Valley Fair approved
- Working on Spring & Summer programming with the YMCA
- Formalized SVCA Clubs & Groups Policy

Successes

- We have handled running Kayak & Marina renewals at the same time very well
- Our events have been well attended

Planned Work

- Updated signage for Pools & Area-Z
- Plan March Events: 03/05 Open Mic Night, 3/20 Trivia Night, 3/28 Spring Market
- 2026 Valley Fair planning
- Offer open kayak racks, dry slips, and wet slip
- Add stickers to all renewed vessels