

# General Manager's Report – February 2024

In February, Maintenance and Turf Care continued to focus on cleaning up after the January storms. In other departments, work was completed to organize the capital projects and recreational programs planned for the year.

## Marina Renewals

Marina contract renewal packets were mailed in February after the board approved the 2024 fees. The mailing included 167 marina contracts and 125 kayak storage contracts. To date, we have renewed 7% of the kayak contracts and 10% of the marina contracts. This is a typical rate of response since most contract holders wait until closer to the deadline to renew. We have not received any contract terminations. Contract holders have until March 10<sup>th</sup> to renew. On May 13<sup>th</sup>, any slips that have not been renewed will be offered to individuals on the waiting list. Both the list of contract holders and the waiting lists have been extensively audited this year to confirm resident/non-resident status.

## 2024 Pool Season

Planning for the 2024 pool season is well underway. We are again planning to partner with the Whatcom Family YMCA to offer swimming lessons. Based on feedback from residents, this year we are planning to offer weekend classes as well as weekday classes at the same times as last year. As always, both the Main pool and the Adult Pool will open on Memorial Day weekend; this year, opening day will be Saturday, May 25<sup>th</sup>. Although several of the 2023 lifeguard staff will return in 2024, we are looking to hire additional guards and will be offering on-site certification training as was done in prior years. Unfortunately, our 2023 water aerobics instructor will not be returning, so we are actively reaching out to other qualified instructors in the area to find a replacement.

## Rules & Regulations

In February, Administration began mailing notification letters to residents whose properties were in violation of SVCA's Rules & Regulations. We are doing this to encourage members to comply with the rules of the Association, not to assess fines. Many members who received a letter have called to ask if they are being singled out for some reason. This is not the case! We have assured everyone that this is an Association-wide initiative and we are actively working with members to set timelines for resolution of issues that work with their individual situations. Our goal is to resolve all the issues without assessing any fines.

## Golf Course Update

I reported in January that Golf revenues were down, due to both fewer memberships being sold and lower green fees, due to bad weather. In February, Golf revenues made up some of that difference, although they are still slightly behind year to date. Specifically, Golf Revenues were \$238,829 in 2023 at the end of February; this year Golf has taken in \$226,870, for a difference of just under \$12,000. This is encouraging and reflects what we expected to happen as more golfers play their first rounds of the year and pay for their memberships.

# Capital Project Update

## Marina Boat Launch Dock

Construction is underway and is expected to be complete by the end of March. The boat launch dock is currently closed and will stay closed through the end of March. Boaters who want to launch boats during this time are advised to use the Bloedel Boat Launch in Bellingham instead.

## Area Z Maintenance Shop

Construction began in January and is expected to complete in about six months. The Maintenance Department has relocated to a temporary trailer and moved all of their materials/tools to a storage container and the Tall Barn.

## Tennis Court Resurfacing

The project was issued for bid, and results are due 2-9-24. The contract award will be reviewed by the Board on 2/22.

### Golf Austin Creek Repair

Project on hold.

### Barn 8 Siding

Project on hold.

### Turf Care Cart Paths

Project will be issued for bid in February and brought to the Finance Committee and Board for contract award in April.

### Turf Care HVAC Repairs

A contract was executed with Barron Heating. The schedule will be set based on when materials will be delivered.

### Rekey Facilities

Materials have been ordered and project will start upon their arrival. Installation will take place over several weeks and is expected to be complete in May.

### 2024 Road & Drainage Design

Design is finished, and the project was issued for bid this week. Contract award is anticipated to be brought to the April 11<sup>th</sup> Board meeting.

### Cold Spring Drainage Repairs

Design is complete and waiting for WDFW's permit to be issued. Construction is planned to be completed this summer. The project will be packaged with the 2024 Road and Drainage project for bidding, and contract award.

## **Department Updates**

### **Administration**

#### Activity Summary

- Supported preparation and submission of 11 capital requests.
- Prepared and mailed marina moorage renewal packets.
- Finalized Collective Bargaining Agreement with Teamsters Local 231.
- Launched Sudden Valley Volunteers program.

#### Successes

- We received a strong response to the launch of our Sudden Valley Volunteers program.

#### Planned Work

- Continuing work on the SVCA website.
- Complete inventory of signs (not road signs) within SVCA.
- Hold an orientation meeting for volunteers.

### **Accounting**

#### Activity Summary

- Completed routine work to maintain monthly financial schedule; December financials completed.
- Completed system setup for 2024.
- Implemented salary and benefit adjustments resulting from new Collective Bargaining Agreement.

#### Successes

- Confirmed operational surplus of more than \$200,000 in 2023.

### Planned Work

- Close out 2022 capital projects.
- Make seasonal adjustments to annual budget.
- Manage 2024 insurance renewal.

## **Maintenance**

### Activity Summary

- Continued road and ditch cleanup of tree debris in interior gates.
- Hosted Community Cleanup Event drop off site at Gate 5 Overflow.
- Installed new short-term parking signs at Gate 3 mailboxes.
- Painted drywall ceiling patch in the Pro Shop.
- Transferred snowplow mounting brackets from OP-1 to new maintenance truck.
- Serviced OP-25 and completed 200-hour service on Yanmar, including fuel filter replacement.
- Addressed maintenance needs at Huckleberry Park and Clubhouse parking lot.
- Patched and painted holes in Clubhouse stairwell.
- Completed Gate 5 Park improvements, pending asphalt painting.
- Conducted trail repairs and hazard tree removal at various locations.

### Successes

- Excitement is growing among the department watching the renovations progress at the maintenance building.

### Planned Work

- Conduct extensive tree and branch cleanup across SVCA premises.
- Finalize purchase of new maintenance truck and facilitate bed installer transportation.
- Address water line repair in pool filter room for operational integrity.
- Service SP-6 to ensure continued functionality.
- Complete drywall repair in Rec Center mechanical room for structural maintenance.

## **Recreation**

### Activity Summary

- Cleaned & organized multiple closets off the Dance Barn space.
- Marina wet slip, dry slip, & kayak rack renewals have been mailed out to renters.

### Successes

- Continued increase in visitors to the community center.

### Planned Work

- Deactivate SVCA Amenity Cards for people who are no longer residents.

## **Golf**

### Activity Summary

- Successfully hosted the 7th Winter Series event and facilitated the annual golf trip to Bandon Dunes.
- Booked multiple small outings with 12-24 players.
- Collaborated on transitional tasks and training for seamless operations.
- Conducted cart path assessment with the Head Pro and Turfcare Superintendent to plan future repairs.

- Implemented new credit card processing software and hardware.
- Developed greens drainage work plan in coordination with the Turfcare Superintendent to enhance course maintenance.
- Sent out 2024 Golf Club Event Schedule to all members via e-blasts for effective communication.

#### Successes

- Kevin LeDuc, SVCA's current Head Pro, has been named as the next Director of Golf.

#### Planned Work

- Send out promotional materials for our next Winter Series event.

## **Turf Care**

#### Activity Summary

- Work on repair & maintenance of turf equipment for the upcoming season.
- Apple tree pruning at the library.

#### Successes

- Completed scheduled turfcare equipment repair & maintenance.
- Turfcare crew is on schedule to wrap up greens drainage projects.

#### Planned Work

- Continuing the ongoing turf equipment seasonal repair & maintenance.
- Continuing drainage work on #9 green.
- Plan drainage work to the front of #13 green & the back of #14 green.
- Plan installation of new net & poles for driving range net.