GM Report – October

Operational Highlights

Annual General Meeting

The many different moving pieces that contribute to the success of the annual meeting came together to support a successful meeting. The voting process began on time and went smoothly despite there being a 29% increase in the number of ballots submitted. A quorum of members was achieved at 1:06 pm, with 67 members in attendance, and the results were ready to be announced when the homeowner comment period concluded. Our new practice of holding the organizational meeting in Multipurpose Room A went well and we will plan to continue that for next year.

Collective Bargaining Agreement

SVCA has reached a tentative agreement with Teamsters local 231. This agreement has been ratified by union members and will be presented to the board in Executive Session at the November 12th meeting. We reached agreement quickly, which is an advantage to all parties. I believe the agreement is fair to employees while keeping costs reasonable.

Winter Preparation

Maintenance team is ready for fall and winter storms. In the past few weeks, wind events have required the removal of five trees from across the roads, as well as countless tree branches and limbs. Street sweeping is scheduled for later this month, November 30th through December 2nd. We have a stockpile of salt and sand, and equipment has been readied for plowing. Everyone is forecasting a mild winter, but we are ready for anything!

Getting Ready for 2027

Administration and Accounting staff have begun preparations for 2027. Re-tooling our internal systems requires a significant amount of work: many new pages must be added to the website, an entire set of files and accounts must be created in our accounting system for the new year, and new coupon books must be mailed to members reflecting the change in dues. We've gotten a head start on this work and expect a smooth transition.

2026 Capital Projects Status - October 2026

CRRRF Projects	Approved Budget	$ Spent	Balance	Status
Facilities:				
Austin Creek Bank Repair	$ 34,585	$ 18,537	$ 16,048	In Progress
Turfcare Building Remodel	$ 125,446	$ 371,221	$ 8,584	Complete
Clubhouse HVAC	$ 214,114	$ 206,250	$ 7,864	Complete
Golf Bridge Repair - #1 & #4	$ 59,056	$ 59,056	$ -	Complete
Marina Tennis Court Refurbishment	$ 385,460	$ 29,775	$ 355,685	In Progress
Marina Security Upgrade	$ 19,318	$ 19,318	$ -	Complete
Marina Signage (from 2025)	$ 15,000	$ 1,937	$ 13,063	In Progress
Directional Signage (from 2025)	$ 20,000	$ 4,466	$ 15,534	In Progress
Off-Leash Dog Park Improvements	$ 70,067	$ 11,522	$ 58,545	In Progress
Marina Playground Design & Permitting	$ 24,376	$ 13,618	$ 10,759	In Progress
Barn 6 Design & Permitting	$ 253,924	$ 83,783	$ 170,141	In Progress
Barn 6 Demolition	$ 462,072	$ -	$ 462,072	In Progress
Clubhouse Renovations	$ 23,697	$ 23,404	$ 292	Complete
Equipment:				
Turfcare Tractor Replacement	$ 48,048	$ 48,048	$ -	Complete
Turfcare Equipment Replacement	$ 232,506	$ 232,506	$ -	Complete
Driving Range Equipment Replacement	$ 22,378	$ 22,378	$ -	Complete
Fitness Center Equipment Replacement	$ 125,000	$ 58,961	$ 66,039	In Progress
Security Vehicles Replacement	$ 60,000	$ 58,840	$ 1,160	Complete
Total Budgeted	**$ 2,195,047**	**$ 1,263,620**	**$ 1,185,786**	

Roads Projects	Approved Budget	$ Spent	Balance	Status
Design/Permits for 2026 Projects	$ 41,888	$ 41,545	$ 343	Complete
Area Z Access Bridge/Culvert #4 Replacement	$ 1,219,468	$ 608,555	$ 610,913	In Progress
On Call Engineering	$ 44,995	$ 46,671	$ 9,587	In Progress
Fast Response - Roads & Drainage	$ 95,613	$ 5,005	$ 90,608	In Progress
Ditches, Culverts, & Swales (CVC)	$ 155,546	$ 112,896	$ 42,650	In Progress
Potholes & Minor Road Repairs	$ 39,370	$ 35,843	$ 3,527	In Progress
Bridge Inspections	$ 6,976	$ 6,976	$ -	Complete
2026 Road Repairs	$ 428,714	$ 428,713	$ 1	Complete
Culverts 22 & 24 Design & Permitting	$ 167,497	$ 47,778	$ 119,719	In Progress
Total Budgeted	**$ 2,200,067**	**$ 1,333,982**	**$ 877,348**	

Department Reports

Administration Report

Activity Summary

- Supported ongoing election activity
- Continued to update content for the 2026 AGM website page.
- Began update of website content for 2027.
- Prepared materials in support of Board meetings.
- Began discussions with Teamsters Union for renewal of the Collective Bargaining Agreement
- Prepared materials in support of Board meetings.
- Front desk Associate resigned; job was been posted internally and externally.

- Began conducting interviews to fill the opening for a Front Desk Associate.
- Testing use of new POS system in Rec.

Successes

- Team is working well together to manage the work of absent staff members.
- Team is successfully managing election activities and other after-hours events despite being down one person.

Planned Work

- Finalize the new POS software implementation and plan the transition to the new system.
- Research ticketing system software
- Implement events calendar on website.

Maintenance

Activity Summary

- Refinished the floor in the old administration office
- AMPM overflow parking was closed
- Area Z perimeter mowing and organization
- Pruning trees around regulatory signs on SVCA roadways
- Vegetation control along ROW throughout Sudden Valley
- Mowing parks and gate entrances.
- General cleanup outside of Barn 8 in preparation for upcoming event.
- Cleared leaves and tree debris at mailbox locations
- Replaced pressure relief valve on quiet pool heater
- Boiler repair made (new pressure relief valve installed) and reinspection scheduled
- Routine mowing of parks and green spaces
- Repaired gravel potholes in various locations
- Replaced pressure washer pump on the vac trailer
- Serviced the Kubota zero turn mower
- SV1 (Ford Bronco) had first oil change at Bellingham Ford
- Serviced Toro deck mower
- Final ditching operations for the season are underway
- Installed baseboards, light fixtures, and outlet cover plates in the Clubhouse Community Space.
- Replaced shower head in the men's locker room at the community center.
- Door repaired in the multipurpose room at the community center.
- Installed new Honda engine on brine tank
- Removed rear bumper strobes from OP-30 for body shop repairs
- Delivered OP-30 at the body shop
- Serviced the transmission on Yanmar Tractor
- Relocated backup camera on OP-28, rewired work light circuit and replaced rear facing work light.
- Made a bucket cover to reinforce the vinyl tarp on the Bucket Truck.
- Installed 5mph signs in Area Z
- SV-1 taillight replaced under warranty at Crash Champions
- Replaced the chain between golf parking and trail to the community center.

Successes

- Completed remodel of the Clubhouse Community Space
- Maintenance staff completed bucket truck operator training

Planned Work

- Bucket truck recertifications
- Replacing the truck mounted brine pump and engine
- Servicing the Yanmar tractor and removing the flail mower
- Pruning trees around regulatory signs on SVCA roadways
- Completing ditching operations
- Snow chain inventory
- Seasonal closure of Louise View Dr between Star View Lane and Southern Court
- Seasonal closure of AMPM restrooms
- Winterizing Facilities and equipment
- Street sweeping
- Replace rubber guard and hydraulic hose on flail mower and store for winter
- Replace both leaky hydraulic sight glasses on 906 loader
- Replaced latches on Toro deck mower

Golf Department – Biweekly Report

Activity Summary

- Completed the first Winter Series Event with 136 players
- Set up 2027 membership rates in POS system
- Hosted two Whatcom Senior events
- Booked a new outside event for 72 players on October 23rd
- Completed the second Winter Series event with 124 players
- Hosted a new outside event (JQB Invite)
- Prepared golf report for Golf AGM
- Trained staff on set up of Winter Series events
- Set punch card rates for Black Friday sale

Successes

- September revenue was a record for the month
- October weather has been good so far and revenue continues to be strong

Planned Work

- Prepare for the JQB Invite on October 10th
- Promote second Winter Series event scheduled October 17th
- Promote 2027 memberships and the early payment discount program.
- Prepare the annual golf report for the AGM meeting on October 24th.
- Prepare for US Kids Tour event on November 1st with 120 players
- Promote third Winter Series event scheduled November 7th
- Promote 2027 memberships and the early payment discount program
- Begin reaching out to 2026 outside events for 2027 re-bookings

Turfcare

Activity Summary

- Annual greens aerification completed for the season.

- General golf course conditioning carries on.
- New fall/winter part-time crew member hired.
- Tee boxes and fairways set for fall aerification and sanding
- Drain project will be completed by end of this week.
- Vegetation clean-up around Lake Louise dam works completed.
- Annual greens aerification completed for the season.
- General golf course conditioning carries on.
- New fall/winter part-time crew member hired.
- Fairway aerating and sanding well under way.
- Drain project on hole #11 complete.

Successes

- General course maintenance carrying on.
- Course conditions exceptional for this time of year.
- Good weather.

Planned Work

- Fall fairway aerating continues

Recreation Department

Activity Summary

- Continued planning for the Holiday Market. A total of 40 vendors have applied and been accepted so far, with only one indoor booth remaining. Vendor payments are due November 6. Queens of Fire Pizza and Gary Frey's hotdogs, sausages, and kettle corn have been booked. Two patio heaters have also been reserved, thanks to Matt.
- Continued promoting all upcoming events through Facebook, vendor groups, Bellingham.org, the Sudden Valley website, and other outlets.
- Held new clubs and events, such as Mah Jongg Club and the Senior Tax Seminar.
- Began planning for 2027, including preparing 2027 boat/trailer decals and booking rentals and reservations for the upcoming year.
- Established final details for Trunk or Treat. Dirties Sodas Pop Stop and Queens of Fire Pizza have been booked for the event. A total of 23 trunks have signed up and received the event layout. Day-of-event signage has also been prepared.
- Continued planning for the Holiday Market. All indoor vendor spaces are filled, and a waitlist has been established. Eight outdoor vendors have signed up, with vendor payments due November 6.
- Booked Sudden Valley Strummers to perform at the Tree Lighting event.
- Continued promoting all upcoming events through Facebook, vendor groups, *Bellingham.org*, the Sudden Valley website, and other outlets.
- Addressed improperly parked dry slips.
- Continued scheduling clubs, committees, and other groups for 2027.
- Prepared for the new equipment installation by coordinating signage, social media announcements, and other communications.

Successes

- Increased sign-ups for Trunk or Treat.
- Filled all indoor vendor spaces, with continued interest from prospective vendors.
- Increased submissions for Holiday Market

- New staff members are doing well, with positive feedback from residents regarding cleaning.

Planned Work

- Continue Holiday Market preparations
- Begin planning Tree Lighting
- Equipment Replacement
- Finalize preparations and coordinate day-of logistics for Trunk or Treat.
- Continue promoting the Holiday Market and recruiting outdoor vendors.
- Coordinate preparations for the Tree Lighting event.
- Support the new equipment replacement process.