

General Manager Report – September

September brought the beginning of SVCA’s annual election season, one of the busiest periods of the year.

Capital Projects

Because the Lake Whatcom soil disturbance period closes at the end of September, finishing work on several capital projects was a focus for this month. This year’s major roads project included asphalt improvements on Deer Run Lane, completing the Cold Spring Lane drainage repair, and replacing 42 culverts located throughout the Association. Deer Run and Cold Spring were both completed and 51 culverts were replaced. The number of culverts increased because, when excavated, it was found that what we thought was one culvert was actually two or more shorter lengths. One of the listed culverts could not be completed this year, as we ran out of time. It will be replaced next year when the window reopens.

The inspection work needed for the Barn 8 Phase I - Structural Evaluation was completed on schedule, with the Fitness Center and Dance Barn closures limited to one week. We expect to receive the full report from Kingworks in November. This phase of work includes an evaluation of the structure only. It is not an assessment of whether or not there is extensive damage or decay in the building. The Phase I inspection was conducted to confirm exactly how the building was built. This information will be used by the structural engineer to determine if structural improvements are needed.

The Maintenance Building Remodel was also completed in September and the new facility looks great! Staff have moved back into the space and are already experiencing improved efficiency from having all their tools and small equipment organized and available under one roof. An open house event is being planned for November, so that the community can have an opportunity to see the new facility and meet members of the team that keeps SVCA looking good.

Election Update

Our election services vendor, UniLect, sent information about the number of ballots received so far this year. The table below compares this year’s performance with that of the two previous years:

Category	10/20/2022	10/23/2023	10/22/2024
Returned, signed ballots	321	342	383
Replacement ballot requests	17	28	17

We are ahead of last year’s performance by 12%, which is encouraging. We also have fewer duplicate ballot requests than last year.

Capital Projects Update

Active Projects

Tennis Court Resurfacing

Resurfacing is complete and the courts were reopened in August. Applying for permission to use unspent funds from the construction budget to add a card reader and security camera.

Turf Care Building Design & Permitting

Design is complete and we are waiting for a permit to be issued by Whatcom County.

Adult Center HVAC & Tankless Hot Water Heater Replacement

The HVAC system was installed and we are waiting for final inspections to be completed. Replacement of the water heaters has not yet been scheduled; we are waiting to hear that the equipment has arrived.

Clubhouse HVAC Design & Permitting

Design is complete and we expect to submit a permit application in October.

Bridge Design & Permitting

Design is underway and we expected to submit for permit in October.

Projects On Hold

Barn 8 Siding

This project is on hold until a structural report is completed. Structural evaluation on-site work has been completed and a full report is expected in November.

Completed Projects

Marina Boat Launch Dock

Construction is complete and the boat launch dock is now open.

Turf Care Cart Paths

This is a three-year project. All the construction planned for this year is complete.

Turf Care HVAC Repairs

The new equipment has been installed and this project is complete.

Rekey Facilities

All locks have been replaced and this project is now complete.

Clubhouse & Adult Center Painting

This project is complete.

Area Z Maintenance Shop

Construction is complete, permits have been signed off, and the temporary building that Maintenance occupied during the remodel has been removed.

Fence Replacement: RV Storage, Adult Center, Turf Care Building

Work is complete.

2024 Road & Drainage Project

Work is complete.

Cold Spring Drainage Repairs

Work is complete.

Administration

Activity Summary

- Worked with the N&E Committee to develop this year's ballot and supporting materials.
- Supported meetings for Architectural Control, Finance, and Nominations & Elections Committees.
- Began planning for the Candidate Forums, AGM, and other fall events.
- Continuing to support a very high volume of new construction and exterior alteration projects.

Successes

- Ballot packets were mailed on schedule.

Planned Work

- Organize additional volunteer events.
- Continue planning for the upcoming fall events.

Accounting

Activity Summary

- Completed routine work to maintain monthly financial schedule; July financials completed.
- Continued work on the 2023 Financial Audit.
- Began work to prepare SVCA's tax return

Successes

- The collection rate continues to meet or exceed last year's performance.

Planned Work

- Finalize and present the 2023 Financial Audit results.

Maintenance

Activity Summary

- Replaced broken window at Turfcare Maintenance shop.
- Improved keyway off Sudden Valley Drive.
- Installed pool cover on main pool, closed pool for the season.
- Improved parking at Sofield Park.
- Replaced valve cover on SP-6 (warranty) and replaced tires on OP-24.
- Culvert cleaning on Rocky Ridge Drive.
- Replaced stop sign on Morning Glory Drive.
- Installed "No Left Turn" sign at Park & Ride.
- Removed noxious weeds along Polo Park Drive.
- Replaced flood lights at Rec Center.
- Assisted with Kayak removal.
- Road shoulder mowing at various locations.
- Routine mowing of Parks, Gate Entrances, and Facilities.
- Routine cleaning of SVCA facilities.
- Replaced supply line to sink at the Clubhouse.
- Cleaned exterior of pool access doors and locker rooms.
- Repaired kayak rack at AM/PM Park.
- Improved signage on Marigold Drive by adding a "Stop Ahead" sign.
- Replaced several road signs that were missing or damaged.
- Installed baby swings at Rec Corridor Park and repaired loose bar on playground equipment.
- Repaired drywall in Rec Center office and Fitness Center.
- Removed tree limbs that were obstructing view of traffic in several areas.
- Refurbished RV Storage Area lot.
- Evaluated feasibility of providing power to Rec Center tennis courts.
- Prepared area around Adult Center for new fencing.
- Closed overflow parking at AM/PM Park.
- Installed cover on Adult Center pool and winterized for the season.
- Replaced backing on display cases.
- Installed new gate closer on main pool gate.
- Repaired window at Guard Shack.
- Repaired water line serving Area Z Community Garden.
- Repaired electrical service to Marina.
- Routine mowing of Parks, Gate Entrances, and Facilities.

- Painted lines at soccer fields.

Successes

- Final construction inspection passed at Area Z Maintenance shop
- Fencing project is going well, and is on schedule

Planned Work

- Improve signage on Highwood Ct (sign on order)
- Painting of stop bars
- Install window screen at Guard Shack
- Culvert cleaning/repair
- Build garbage can containers (template has been built to test)
- Move into remodeled maintenance shop and organize tools and equipment
- Culvert cleaning/repair
- Replace locks on display cases
- Routine mowing of Parks, Gate Entrances, and Facilities
- Road shoulder mowing at various locations

Recreation

Activity Summary

- Completed policy & procedure training with Recreation Staff.
- Created a designated staff break area.
- Organized storage room and alcove by the Sunshine Room.
- Cleaned Recreation Office and Front Desk.
- Implemented new Lost & Found procedure.
- Relocated spray bottles & towels to carts in both the Lobby & the Fitness Center.
- Updated Rec Staff Info Binder.
- Many walks to the Tennis Courts to unlock for patrons.
- Pickup Soccer going well.
- Requested quotes for First Aid Boxes + Restocking services
- 3 Fire detectors replaced in the gym by Security Solutions.

Successes

- Staff really appreciates having a designated break area.
- We have received many compliments from residents for our cleaning efforts in the Lobby Area.

Planned Work

- Painting Lobby behind the front desk.
- Painting back office & organizing back office.

Golf

Activity Summary

- Hosted a very successful Aslan Tournament.
- Hosted several outside events and preparing for several more.
- Completed the winter series schedule and prepared promotional material.
- Sent out promotional information for the Bellingham Amateur Tournament.

- Set up a Team Match with Avalon GC in September.
- Planned and completed our final golf club event, the Fall Wind Up tournament, dinner and awards.
- Preparing for the Bellingham Amateur event this weekend.
- Completed the winter series schedule and prepared promotional material and sign-up sheets in Golf Genius.

Successes

- August and September were both solid revenue months despite some very rainy days.

Planned Work

- Work closely with tournament organizers of several outside events coming up.
- Prepare for the first Winter Series events on October 5th.
- Prepare annual golf report for Golf Club Meeting in late October.
- Prepare for US Kids Tour event Oct 6th. – 176 golfers.
- Host a successful Bellingham Amateur event.

Turf Care

Activity Summary

- Course conditioning continues as scheduled in and around a busy golf course.
- Backlog of equipment repair & maintenance is back on schedule.
- General irrigation system maintenance is ongoing.
- Continue sod repairs to #13 green from winter injury.

Successes

- Course is in good condition despite high use and multiple events

Planned Work

- Turf equipment preventive maintenance is ongoing.
- Preparations for fall aerating program.
- Planning sod nursery rebuild as well as chipping green rebuild this fall.