

GM Report -- September

In September, Administration focused on supporting the election, while Maintenance closed the pools and began to remove, clean, and store the Association's outdoor equipment. Golf continued to be busy with many scheduled events throughout the month, and Recreation began planning Sudden Valley's traditional fall and holiday celebrations.

Operational Highlights

Election Support

Voting packets were mailed to all members on schedule. Invitations to vote electronically were deployed on September 30th, as expected, but the initial deployment was faulty and had to be fixed before online voting could begin. There were two different problems: the online ballot wasn't performing consistently; and the list of opted in members included 2025 registrations, which are not valid for use in 2026 as per WA State law. Both issues were corrected and the invitations to vote online were redeployed on the evening on September 30th. The corrected count of members who have registered to vote online is 290. We have implemented a new process to ensure that there are no further errors in identifying members who have opted-in to receive electronic communications.

New Community Meeting Space

Renovation of the old administrative offices in the Clubhouse is almost complete. While the last details are being finished it is time to begin furnishing the space. We are looking for a conference table and chairs for the small inner room and a couch and lounge chairs for the larger outer room, along with smaller tables and chairs. When the room is ready, Administration will hold a small "drop in" event with coffee and snacks to give members the opportunity to see the new space. After that, the rooms will be available for reservations through the Rec Center.

Staffing Changes

Nakell Jones was promoted to Recreation Manager in September. She was previously the Assistant Manager. Nakell did a great job managing the last month of the pool season on her own and I am confident she will do well in her new role.

Also, our new Member Services Associate has resigned. The opening was posted internally last week and will be posted online this Friday. We hope to fill the position quickly.

Health Insurance Renewal

We received information from HUB, SVCA's insurance broker, and it is confirmed that premiums in 2027 will be within the amount that was budgeted. This is excellent news because the average rate increases in the market right now are between 15% and 25%, which would have strained the budget.

Capital Projects Update

2026 Capital Projects Status - Updated October 8, 2026

CRRRF Projects	Approved Budget	Status
<u>Facilities:</u>		
Austin Creek Bank Repair	\$ 34,585	In Progress
Turfcare Building Remodel	\$ 125,446	Complete
Clubhouse HVAC	\$ 214,114	Complete
Golf Bridge Repair - #1 & #4	\$ 59,056	Complete
Marina Tennis Court Refurbishment	\$ 385,460	In Progress
Marina Security Upgrade	\$ 19,318	Complete
Marina Signage (from 2025)	\$ 15,000	In Progress
Directional Signage (from 2025)	\$ 20,000	In Progress
Off-Leash Dog Park Improvements	\$ 70,067	In Progress
Marina Playground Design & Permitting	\$ 24,376	In Progress
Barn 6 Design & Permitting	\$ 253,924	In Progress
Barn 6 Demolition	\$ 462,072	In Progress
Clubhouse Renovations	\$ 23,697	Complete
<u>Equipment:</u>		
Turfcare Tractor Replacement	\$ 48,048	Complete
Turfcare Equipment Replacement	\$ 232,506	Complete
Driving Range Equipment Replacement	\$ 22,378	Complete
Fitness Center Equipment Replacement	\$ 125,000	In Progress
Security Vehicles Replacement	\$ 60,000	Complete
Total Budgeted	\$ 2,195,047	

Roads Projects	Approved Budget	Status
Design/Permits for 2026 Projects	\$ 41,888	Complete
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	Complete
Culverts 22 & 24 Design & Permitting	\$ 167,497	In Progress
Total Budgeted	\$ 2,180,067	

Capital Projects in Progress

Austin Creek Bank Repair

Design is under way, and we are waiting for feedback from Whatcom County before finalizing design and submitting permit applications.

Marina Tennis Court Refurbishment

Design is complete, and a permit application was submitted. The project was put out to bid and a contract was awarded to WRS. Because of delays in permitting, this project will be completed in 2027.

Marina and Directional Signage

Work on these two projects will not be finished until after Marina Community Park improvements are completed in 2027.

Off-Leash Dog Park Improvements

Design is complete and a permit application was submitted. Because a permit has not yet been issued, work will be completed in 2027.

Marina Playground Design & Permitting

Design began in May, and permit applications will be submitted this fall. Construction is anticipated in the Summer of 2027.

Barn 6 Design & Permitting

Design is underway. The Geotech scope and survey/utility potholing are complete. Design is expected to be completed this fall. Funding was approved for demolition of the barn and completing site work to prepare for a new structure. Demolition will begin when a permit is issued.

Clubhouse Renovations

Work has been completed except for a few punch list items. We are now looking for furniture to furnish the space.

Fitness Center Equipment Replacement

We are working with Matrix Fitness to schedule the installation of the new equipment.

Area Z Access Bridge/Culvert #4 Replacement

Permits have been approved by the county. Work on the Area Z bridge was completed in September. The bridge replacement at culvert #4 will be delayed until the summer of 2027.

Culverts 22 & 24 - Design & Permitting

Design is expected to be finished this fall and permit applications will be submitted after that. Construction is planned for summer 2027 and 2028.

Department Reports

Administration

Activity Summary

- Finalized draft election materials and revised election materials to reflect candidate withdrawal.
- Continued to update content for the 2026 AGM website page.
- Prepared content for the October issue of the Views.
- Prepared security video.
- Mailed welcome packets to new members.
- Recommended revisions to SVCA's Employee Handbook and continued work on identifying more affordable healthcare options for employees.
- Prepared materials in support of Finance Committee and Board meetings.

Successes

- All the openings for Rec staff have been filled.

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.
- Continue updating SOPs.

Maintenance

Activity Summary

- Stayed on schedule with routine mowing of parks and green spaces.
- Cold patched asphalt potholes and repaired gravel potholes in various locations.
- Replaced a smoke alarm in the Adult Center, and lightbulbs in the Clubhouse.
- Lake Louise trail maintenance.
- Replaced rotten 6"x6" posts on Polo Park guard rail.
- Tennis Courts gate hinge replacement.
- Dump Trailer safety inspection and cleaning.
- Refinished the cardio room floor.
- Worked with recreation staff on painting trim in the gym and touch-up interior painting in the Clubhouse.
- SVCA boiler inspection completed.
- Stop signs installed on Polo Park Dr at Glacier Ridge Dr intersection.
- Pressure washed asphalt in preparation for Stop Bar application.
- Thermoplastic Stop Bars applied to the asphalt at high traffic intersections.
- Winterized and installed covers on both the pools, replaced tiles around Main pool.
- Serviced the Vacuum Trailer diesel engine, blower motor, and made plumbing improvements to the pressure washer system, overall cleaning.

Successes

- Area Z access bridge project is complete.
- Our fleet is well maintained and prepared.

Planned Work

- Bucket truck recertifications.
- Installing the new pressure washer pump on the vacuum trailer.
- Closing the AM/PM overflow parking area for the season.
- Pruning trees around regulatory signs on SVCA roadways.
- Gravel restoration of parking areas and keyways.
- Completing ditching operations.

Golf

Activity Summary

- Completed a successful Bellingham Amateur tournament.
- Completed the Members Fall Wind-Up tournament and awards dinner.
- Hosted several smaller outside events.

Successes

- Both August and September revenue set records.
- Golf course is in excellent condition.

Planned Work

- Promote our Winter Series event starting October 3rd.
- Prepare for and continue correspondence with several group outings taking place in the next two weeks.
- Promote 2027 golf memberships.
- Prepare presentation and awards for year-end banquet.

Turfcare

Activity Summary

- Top-dress greens light sand application.
- Golf cart repairs: batteries and starter generator replacements continue.
- Fairways received an application of Iron fertilizer and growth regulator to green up.
- Contractor on site to locate Lk. Louise intake to golf course.
- New fall/winter part-time crew members hired and crew start time is now 6am.
- Preparations for fall aerification underway.

Successes

- General course maintenance carrying on.
- Received all capital equipment items for 2026.

Planned Work

- Continue course conditioning for high profile events through end of season.
- Planning work for drainage project on #11 hole underway.
- Line trim and clean up vegetation around Lake Louise dam gate structures planned.
- Light sand topdressing putting greens and tee boxes.

Recreation

Activity Summary

- Holiday Market vendor applications are now live. 10 acceptance emails have been sent to vendors, and we are at 23 vendor booths total for the event.
- Removed 17 delinquent kayaks from Barn 6.
- Increased pool rentals for end of summer.
- Pool closing tasks completed 9/8 by lifeguard staff.
- Continued outreach for upcoming events: Trunk or Treat and Holiday Market. Trunk or Treat (10/24) sign-ups are now live.
- Been in communication with food/beverage trucks for upcoming events.
- Painted baseboards throughout the gym.
- Trained rec staff hires.
- Assisted with putting the main pool cover on.
- Last day of Quiet Pool being open was 9/22.

Successes

- Managed pool closing.
- Increased submissions for Holiday Market.
- All new hires are now trained.
- Senior High Tea event was successful on 9/22.

Planned Work

- Event planning is in the works for upcoming events.
- Preparing for new fitness equipment.