

Materials included in Addendum for August 27, 2026:

- Draft Meeting Minutes for August 13, 2026
- Proposed Agenda and Measures for AGM
- AC Policy Change



BOARD OF DIRECTORS REGULAR MEETING

Thursday, August 13, 2026, 7:00 PM

8 Barn View Ct, Multipurpose Room A

Minutes

CALLED TO ORDER AT: 7:00 pm

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Keith McLean, President Present	4. Taimi Van de Polder, Secretary Present	7. Sean Chaffee Present	10. Rob Gibbs, N&E Chair Present
2. Tom Henning, Vice President Present	5. Laurie Robinson Present	8. Mitch Waterman Present	11. Daniel Rodriguez, ACC Chair Present
3. Jean Maixner, Treasurer Present	6. Ray Meador Present	9. Linda Bradley Present	11 of 11 BOD members present.

ATTENDING:

STAFF MEMBERS: Jo Anne Jensen, General Manager
Spencer Huston, IT
Joel Heverling, Accounting Manager

CALL TO ORDER:

Keith McLean, President, called the meeting to order at 7:00 PM

1. President called for motion to adopt the agenda

Motion:

Motion By: President McLean		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

2. Announcements

- 2a.** This Saturday August 15th at 1:00 PM Town Hall Meeting for 2027 Budget. Also being streamed live on YouTube. Also will be available through Zoom.
- 2b.** Community event at ReMax from 11:00 AM – 1:00 PM. There will be pizza, face painting and ice cream.
- 2c.** Community Members have an option to opt into electronic voting. If you opted in last year, you will need to opt in again this year.
- 2d.** Ice cream Social for kids and adults at the Library Friday, August 14th from 1:00 PM – 3:00 PM
- 2e.** The board is urged to categorize the numerous comments in the community survey and prepare a response to the top categories

3. Property Owner Comments:

- 3a.** A resident shared their thoughts on the upcoming Bylaws Revisions. Thought the way

the DRC committee used the “red line” changes was a bit messy and hard to understand

- 3b.** A resident shared a packet with the board highlighting the western shore of the marina and is wondering if that is a community-accessible area. Wants clarification. Also brought to the Board’s attention that there are stairs that were put in by the owners and needs the association respond and clarify that this is a community accessible trail
- 3c.** A resident shared their concern with the article that was written in The Views and does not think it’s fair that the board members used it for the campaign for this upcoming AGM. Also shared their concern on the letter to the editor written by Director Van de Polder.
- 3d.** A resident shared their concern on maintaining the amenities, including the west shoreline of the Marina Park. Another issue brought up was how articles in The Views presented marina park changes and cited how many people she thought ranked the dog park

4. Consent Agenda

Motion: Approval of the meeting minutes for the July 23rd meeting.

Motion By: Vice-President Henning		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

5. Reports:

5a. GM Report

5b. Financial Statements – July (Addendum 2)

5c. Committee Reports:

- i.** Architectural Control – Introduced new member Matt Griscom.
- ii.** Document Review – Finished the review of the Bylaws. Meeting coming up on the 19th, to review the comments made online. Town Hall on August 22nd to present the Bylaws
- iii.** Finance – Getting ready for Town Hall on August 15th
- iv.** Long Range Planning – The campground area will possibly be used for mountain bike trails. Will need to make an application to Whatcom County for a conditional use permit
- v.** Nominations & Elections – Working on the N&E Manual revisions. Received an application from Matt Bilderback to join the committee. Next meeting is Monday August 17th at 6:30 PM via Zoom

6. Continuing Business

6a. Committee Business – Approve Matt Bilderback as a new member in N&E Committee

Motion: Approve Matt Bilderback as a new member in N&E Committee

Motion By: Director Gibbs		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:

In Favor: Unanimous	Against:	Abstained:	
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6b. Discussion – Proposed 2027 Operational and Capital Budgets (Addendum 1)

6c. Discussion – Design Details, Proposed Barn 6 Sports Pavilion

7. New Business

7a. Request for Approval – Reduced Vendor Fees for Holiday Market

Motion: I move that the SVCA Board of Directors approve the proposed vendor fees for the 2026 Holiday market.

Motion By: President McLean		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

7b. Request for Approval – New Voter Packet Outer Envelope Design

7c. Request for Approval – Revised N&E Manual

Motion: I move that the SVCA Board of Directors approve the revised 2026 N&E Manual approved by council.

Motion By: Director Bradley		Seconded By: Director Meador	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained:	

Meeting adjourned at 9:55 PM

Approved by: _____
Taimi Van de Polder, Board of Directors Secretary

**Sudden Valley Community Association
NOTICE OF ANNUAL GENERAL MEETING
November 7, 2026**

Notice is hereby given that the Annual General Meeting of the Sudden Valley Community Association hereinafter referred to as the SVCA, will be held in the Dance Barn within Sudden Valley on Saturday, the 7th of November 2026 at 1:00 PM, the purpose of which shall be to conduct Association business.

AGENDA

- I. Call to Order
- II. Introduction of Parliamentarian
- III. Certificate of Quorum
- IV. Proof of Notice of Annual Meeting
- V. Introduction of the Board of Directors Candidates
- VI. Introduction of the ACC Committee Candidates
- VII. New Business:
 - a. Measure 1:
Shall the SVCA's 2027 Annual Consolidated Budget of \$8,430,398 be approved or rejected?
 - i. Presentation of Budget by the Treasurer
 - ii. Discussion*
 - iii. Voting
 - Bylaw Amendments
 - b. Measure 2: Shall the Bylaw revisions proposed to align with 2026 WA State WUCIOA statutes be approved or rejected?
 - i. Discussion
 - ii. Voting
 - c. Measure 3: Shall the Bylaw revisions proposed to align with WA State statutes that become effective in 2028 be approved or rejected?
 - i. Discussion
 - ii. Voting
- VIII. Committee Reports
- IX. President's Report
- X. Treasurer's Report
- XI. General Manager's Report
- XII. Property Owner Comments
- XIII. XVII. Election Results/Announcements
- XIV. XVIII. Adjournment

Owners must be present in-person to participate and count towards a quorum.

*In order to give all members who wish to speak an opportunity to do so, individual comments may be limited by the Presiding Officer to 3 minutes in duration.

Article II Section 7(a) of the SVCA Bylaws:

(a) An Owner shall be entitled to one (1) vote for each unit which he/she owns as prescribed in paragraph (b) below.

(b) At duly constituted Annual or Special General Meetings, each owner in good standing may vote for candidates for the Board, the Architectural Control Committee, and the Nominations & Elections Committee and any other issues as determined by the Board. This vote shall be by ballot or in person at the meeting based on the number of lots owned.

All owners, including those who are not in good standing, may vote on the proposed budget in person or by ballot. All owners may vote in person on procedural issues raised at any meeting.

Article I Section 2(a)

(a) An owner "in good standing" is any person who is current in the payment of all annual dues and assessments and all special assessments, and any charges associated therewith for each lot owned, including any and all use fees and monetary fines or penalties established pursuant to these Bylaws. A member is "current in the payment" if such Owner has

(i) made payment in full, or

(ii) has entered into a written payment plan authorized by the Board of Directors

(hereinafter referred to as the "Board") and is not in default thereof.

The 2026 Sudden Valley Community Association Annual General Meeting may be viewed live on SVCA's YouTube Channel at:

<https://www.youtube.com/@SuddenValleyCommunityAssoc>



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: August 27, 2026
Subject: Approval Request – Proposed Change to AC Policies

Purpose

The purpose of this memo is to request approval of a proposed change to AC Policies intended to improve enforcement of the requirement to make continuous progress toward the completion of new construction projects.

Background

SVCA's AC Policies include clear direction on the importance of completing new construction projects with a twelve (12) month time frame, as shown in the following policy excerpt:

14.7.7 Completion of Construction/Time Limits: The construction of any single-family detached residence or addition on any platted property in Sudden Valley, the plans for which are approved by the Committee, must begin within ninety (90) days after approval, and the exterior (including exterior finish and minimum landscaping) and final inspection must be completed no later than twelve (12) months after start of construction.

a) Failure to commence construction of any single-family residence within ninety (90) days after ACC approval will require that the plan be re-approved by the ACC.

b) Consistent progress must be made throughout the construction project. The ACC shall specify to the property owner what constitutes a violation under this section and shall issue a Notice of Violation or Non-Compliance which may result in penalties and/or increased construction deposit requirements.

Failure to complete construction by the twelve (12) month deadline can result in penalties (see Section 14.8.9).

Subsection b states that consistent progress must be made throughout the construction project but does not define how progress will be monitored or measured. In the past few years, several projects have been "abandoned" by the original builder, significantly lengthening the active construction period. In some cases, the projects that failed to make continuous progress were sold to another builder who was willing to complete them. The proposed policy change seeks to motivate builders to more quickly identify a project they can no longer complete and to motivate potential buyers to consider taking on construction already in progress.

Proposal

SVCA's Restrictive Covenants give the ACC authority to review and approve proposed new construction and exterior alteration projects. The ACC does not, however, have any role in ensuring compliance with AC Policies. The responsibility for ensuring compliance rests with SVCA's GM and staff. We propose to modify the AC Policy to remove reference to the ACC in specifying what constitutes a violation. Suggested revision (deleted text is shown in ~~striketrough~~, new text is highlighted in yellow):

b) Consistent progress must be made throughout the construction project. ~~The ACC shall specify to the property owner what constitutes a violation under this section~~ The AC Inspector shall monitor the progress of each new construction project, requesting information from the owner if visible progress is not observed during any monthly inspection of the work site. If consistent progress toward completion is not being made, SVCA ~~and~~ shall issue a Notice of Violation or Non-Compliance which may result in penalties and/or increased construction deposit requirements.

~~Failure to complete construction by the twelve (12) month deadline can result in penalties~~ If construction will not be complete by the one-year deadline, the owner must apply for an extension at least 30 days before the deadline. If an extension is not obtained, a stop work order will be issued until the extension is obtained. (see Section 14.8.9).

I suggest adding two additional sections to the AC Policies to provide motivation for the early transfer of projects which the original owner is no longer able or willing to complete.

14.7.8 Transfer of Ownership in Active Construction Projects *In situations where the original owner is no longer able or willing to make progress toward the completion of an approved new construction project, owners are encouraged to find a qualified buyer for the project. If no progress is made toward completion for three consecutive months and no action has been taken to identify a qualified buyer, the original deposit may be forfeit. If the property is sold to a buyer who demonstrates the ability to complete the project, the building deposit will be used to cover any outstanding fees or fines assessed on the project and the balance credited toward the deposit required of the new owner.*

14.7.9 Extension of Original One-Year Construction Timeline *If a new construction project has made no progress toward completion for three consecutive months and the property is sold to an owner who demonstrates the ability to complete the project, SVCA will grant an additional twelve months to the new owner at no additional charge, except that the new owner will be responsible for making the required building deposit.*

Request

I request that the SVCA Board of Directors approve the proposed changes to the AC Policies.

Motion

I move that the SVCA Board of Directors approve the proposed changes to the AC Policies.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, Board President