

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

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3 **ASSOCIATION NAME:** Sudden Valley Community Association  
4 **DATE AND LOCATION:** Thursday, October 22, 2020 [Remote Meeting]  
5 **CALLED TO ORDER AT:** 7:00 PM  
6 **AUDIENCE MEMBERS:** Not Recorded  
7

8 **BOARD MEMBERS PRESENT:**

1. Andrew Entrikin	4. Leslie McRoberts	7. Rich Bailey	
2. Joshua Bowens	5. Andrew Tischleder	8. Linda Bradley	
3. Karen Borchert	6. Steffy Jones		

9  
10 **BOARD MEMBERS ABSENT:**

11 1. Rob Gibbs, *excused*; Scott Walsh, *joined late*  
12

13 **STAFF MEMBERS:** Joe Acla, *General Manager*; Rachel Tucker, *HR and Admin Manager*; Joel  
14 Heverling, *Accounting Manager*, Norm Smith, *Public Safety Manager*, Jon Kaer, *Technology*  
15 *Administrator*.  
16

17 **I. ADOPTION OF AGENDA**

- 18 a. President Entrikin advised the BOD that a second signature line had been added to the
- 19 GM contract, an Organizational Meeting Discussion was added to New Business, and the
- 20 Capital Request was postponed.
- 21 b. The GM added Gate 28 to Continuing Business.

22  
23 **1. MOTION TO:** Adopt agenda as amended.  
24

25 MOTION BY: Director Bradley                      SECONDED BY: Director Borchert  
26 APPROVED: X                      NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
27 IN FAVOR: Acclamation  
28 AGAINST: None.                      ABSTAINED: None  
29

30 **II. APPROVAL OF CONSENT AGENDA**

31  
32 **2. MOTION TO:** Accept the minutes on the agenda as submitted.  
33

34 MOTION BY: Director Borchert                      SECONDED BY: Director Bowens  
35 APPROVED: X                      NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
36 IN FAVOR: Acclamation  
37 AGAINST: None.                      ABSTAINED: None.  
38

39 **III. ANNOUNCEMENTS**

- 40 a. Public Safety Manager Norm Smith gave an update on the evolving COVID-19
- 41 Pandemic and Sudden Valley’s response.
- 42 b. Director Borchert reminded the community of a seasonal activity hosted by the Fire Dept.

43 **IV. GENERAL MANAGER’S REPORT – OCTOBER**

- 44 a. Director McRoberts asked about generators in use at SVCA facilities.  
45 b. Marina assistant manager is currently working remotely and/or in the marina office  
46 during the off season.  
47 c. The timeline for the Golf Course irrigation completion was discussed.  
48 d. There was a leak in a water line at the maintenance building, staff are currently using  
49 facilities at other locations.  
50 e. Timeline of work on Marina over the winter was discussed.  
51 f. RV parking issues and upgrades to Area Z were discussed.  
52

53 **V. TREASURER’S REPORT AND VOTING AS NECESSARY**

- 54 a. Director Borchert asked Accounting Manager Joel Heverling to give an overview of the  
55 August Financials.  
56 b. Joel H. also gave an overview of collection rates and YTD status.  
57

58 **VI. COMMITTEE REPORTS AND VOTING AS NECESSARY**

- 59 a. Architectural Control Committee  
60 i. Minutes  
61 1. September 3, 2020 – As Submitted  
62 2. September 17, 2020 – As Submitted  
63 b. Communications  
64 i. Timing of the Views publishing was discussed, as the AGM will impact this.  
65 c. Document Review Committee  
66 i. No report currently.  
67 d. Emergency Preparedness Committee  
68 i. No report currently  
69 e. Finance Committee  
70 i. Minutes  
71 1. September 16, 2020 As Submitted  
72 f. Long Range Planning Committee  
73 i. Director Tischleder thanked the community for participating providing responses  
74 to the LRPC survey.  
75 g. Nominations & Elections Committee  
76 i. Director Bradley gave an update on ballot return progress with vendor Unilect.  
77 h. Parks, Trails, and Recreation Committee  
78 i. Director Borchert discussed updates and current projects.  
79

80 **VII. CONTINUING BUSINESS AND VOTING AS NECESSARY**

- 81 a. Gate 28 Remediation  
82 i. The GM presented a request from PNW Services to the BOD for approval,  
83 previously approved by the Executive Committee members on an emergency  
84 basis.  
85

86 **6. MOTION TO:** Ratify the Executive Committee’s approval of additional funding not to exceed  
87 \$80,000 from the Capital Roads fund for Gate 28 stabilization.  
88  
89

90 MOTION BY: Director McRoberts SECONDED BY: Director Bowens  
91 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
92 IN FAVOR: Unanimous  
93 AGAINST: None ABSTAINED: None

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95 **VIII. NEW BUSINESS AND VOTING AS NECESSARY**  
96 a. General Manager Contract

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98 **7. MOTION TO:** Approve the General Manager's contract as presented.  
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100 MOTION BY: Director McRoberts SECONDED BY: Director Borchert  
101 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
102 IN FAVOR: Directors Borchert, Birchler, McRoberts, Walsh, Entrikin  
103 AGAINST: None ABSTAINED: Directors Tischleder, Bowens, Jones

104  
105 b. Organizational Meeting

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107 **8. MOTION TO:** Approve an Organizational meeting following the AGM, at 5:00 PM, to elect  
108 officers, and a second meeting immediately following to do the rest of the set-up work for the following  
109 year.

110  
111 MOTION BY: Director McRoberts SECONDED BY: Director Borchert  
112 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
113 IN FAVOR: Unanimous  
114 AGAINST: None. ABSTAINED: None.

115  
116 **IX. PROPERTY OWNER COMMENTS & BOARD RESPONSE**

117 c. Property owner comment was given.

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119 **X. ADJOURNMENT**

120 d. The meeting was adjourned at 9:04 PM

121  
122 **9. MOTION TO:** Adjourn.

123  
124 MOTION BY: Director Bradley SECONDED BY: Director Borchert  
125 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
126 IN FAVOR: Acclamation  
127 AGAINST: None ABSTAINED: None

128  
129 Approved by:   
130 SVCA Board President