

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

2  
3 **ASSOCIATION NAME:** Sudden Valley Community Association  
4 **DATE AND LOCATION:** Thursday, February 27<sup>th</sup>, 2020 in the Dance Barn  
5 **CALLED TO ORDER AT:** 7:00 PM  
6 **AUDIENCE MEMBERS:** 18

7  
8 **BOARD MEMBERS PRESENT:**

- 9 1. Andrew Entrikin 4. Paula Birchler 7. Steffy Jones 10. Rich Bailey  
10 2. Joshua Bowens 5. Mike D’Angelo 8. Andrew Tischleder 11. Linda Bradley  
11 3. Leslie McRoberts 6. Whitney Pearce 9. Karen Borchert

12  
13 **BOARD MEMBERS ABSENT:**

14 All BOD members were present.

15  
16 **STAFF MEMBERS:** Joe Acla, *General Manager*; Lisa Armstrong, *HR & Administrative Services*  
17 *Manager*; Joel Heverling, *Accounting Manager*; Norm Smith, *Security & Compliance Manager*; Brent  
18 Lindquist, *Views Editor*.

19  
20 **I. ADOPTION OF AGENDA**

21  
22 **1. MOTION TO:** Adopt the agenda.

23  
24 **MOTION BY:** Director D’Angelo **SECONDED BY:** Director Borchert  
25 **APPROVED:** X **NOT APPROVED:**                      **TABLED:**                      **DIED:**                       
26 **IN FAVOR:** Unanimous.  
27 **AGAINST:** None. **ABSTAINED:** None.

28  
29 **II. ANNOUNCEMENTS**

- 30 a. (1) ACC and (2) Finance Committee Vacancies  
31 i. Eight (8) applications have been received to date for the Finance Committee.  
32 Questionnaires were sent to applicants. The application period concludes on  
33 March 15<sup>th</sup>.  
34 ii. Two (2) applications have been received to date for the ACC. The application  
35 period concludes on March 20<sup>th</sup>.  
36 b. 1<sup>st</sup> Quarter Coffee with the President  
37 i. The 1<sup>st</sup> Quarter Coffee with the President and General Manager will be held  
38 Saturday, February 29<sup>th</sup> at 10:00 a.m. in Multipurpose Room A.  
39 c. Barn 8 Q&A with Tyler Andrews, President, PNW and Quinn Hanks, P.E., Kingworks  
40 Structural Engineers  
41 i. PNW is SVCA’s Project Manager for construction projects. Kingworks did the  
42 structural report on Barn 8.  
43 ii. Mr. Andrews and Mr. Hanks fielded questions from the BOD, commented on the  
44 structural integrity of the Barn 8 structure, and outlined past recommendations for  
45 repair and improving structural strength.  
46 iii. Further structural analysis is contingent upon intended use of Barn 8 in future.

- 47                   iv. If no change in usage/structure is projected, it will remain under the IEBC
- 48                   (Existing Building Code), and not require a seismic upgrade. An upgrade would
- 49                   be required if there is a 10% change in the lateral system, a 5% change in
- 50                   anything gravity, or occupancy.
- 51                   v. There is a high probability that areas of the Barn 8 structure have rot in them.
- 52                   vi. A clear determination could not be given as to whether the Barn 8 structure would
- 53                   meet Life Safety Standards.

54                   d. A Sudden Valley Writers table at the Community Center was proposed.

55                   **III. PROPERTY OWNER COMMENTS AND BOARD RESPONSE**

- 56                   a. Public comment was given.
- 57                   **IV. APPROVAL OF CONSENT AGENDA**
- 58                   a. 2.3.30 Special BOD Meeting Minutes
- 59                   b. 2.8.20 Special General Meeting Minutes

60

61                   **2. MOTION TO:** Approve the Consent Agenda.

62

63                   MOTION BY: Director D'Angelo                   SECONDED BY: Director McRoberts

64                   APPROVED: X NOT APPROVED: \_\_\_\_\_ Tabled: \_\_\_\_\_ DIED: \_\_\_\_\_

65                   IN FAVOR: Unanimous.

66                   AGAINST: None.                   ABSTAINED: None.

67

68                   **V. GENERAL MANAGER'S REPORT – FEBRUARY**

- 69                   a. The GM gave a brief review of his monthly report and responded to BOD queries.

70                   **VI. TREASURER'S REPORT AND VOTING AS NECESSARY**

- 71                   a. December 2019 Financial Statements
  - 72                   i. The Accounting Manager reviewed the December 2019 Financial Statements and
  - 73                   fielded questions from the BOD.
    - 74                   1. Net income is \$140,817 at Year End 2019. 2018 had ended with a net loss
    - 75                   of \$865.
    - 76                   2. Operational expenses to revenue ratio is 96.2%.
    - 77                   3. The 2019 average monthly collections rate finished at 96.7%.

78

79                   **3. MOTION TO:** Approve the December 2019 Financial Statements.

80

81                   MOTION BY: Director D'Angelo                   SECONDED BY: Director McRoberts

82                   APPROVED: X NOT APPROVED: \_\_\_\_\_ Tabled: \_\_\_\_\_ DIED: \_\_\_\_\_

83                   IN FAVOR: Unanimous.

84                   AGAINST: None.                   ABSTAINED: None.

85

86                   **VII. COMMITTEE REPORTS AND VOTING AS NECESSARY**

- 87                   a. Architectural Control Committee
  - 88                   i. Minutes
    - 89                   1. November 7, 2019 Minutes – Posted Online; As Submitted.
    - 90                   2. November 21, 2019 Minutes – Posted Online; As Submitted.
    - 91                   3. December 5, 2019 Minutes – Posted Online; As Submitted.
    - 92                   4. December 19, 2019 Minutes – Posted Online; As Submitted.



139 AGAINST: None. ABSTAINED: None.  
140

141 **VIII. CONTINUING BUSINESS AND VOTING AS NECESSARY**

142 a. Recall SGM Summary Remarks [Bradley]

143 i. Director Bradley read a statement regarding how the counting of voted ballots for  
144 the Recall SGM was conducted, and additionally read a statement provided by  
145 Bellingham Lock & Safe verifying only one key exists for the N&E closet.

146 b. Audit Discussion [McRoberts]  
147

148 **5. MOTION TO:** Take the motion from the table that was placed there at the last meeting in January.  
149

150 MOTION BY: Director McRoberts SECONDED BY: Director Borchert

151 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

152 IN FAVOR: Directors D'Angelo, Borchert, McRoberts, Bowens, Birchler, Pearce.

153 AGAINST: Directors Tischleder, Jones. ABSTAINED: None.  
154

155 **6. MOTION TO:** Table discussion until next BOD Meeting to allow sufficient time to review the  
156 requested information provided.  
157

158 MOTION BY: Director Tischleder SECONDED BY: Director Borchert

159 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

160 IN FAVOR: Directors D'Angelo, Tischleder, Bowens, Birchler, Pearce, and Jones.

161 AGAINST: Directors McRoberts, Borchert. ABSTAINED: None.  
162

163 **IX. NEW BUSINESS AND VOTING AS NECESSARY**

164 a. Code of Conduct Resolution

165 i. The BOD agreed by consensus to discuss the Code of Conduct Resolution at their  
166 upcoming Strategic Session.  
167

168 **7. MOTION TO:** Approve Code of Conduct Resolution.  
169

170 MOTION BY: Director Borchert SECONDED BY: Director Birchler

171 APPROVED: \_\_\_\_\_ NOT APPROVED: X TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

172 IN FAVOR: None.

173 AGAINST: Unanimous. ABSTAINED: \_\_\_\_\_  
174

175 **X. PROPERTY OWNER COMMENTS AND BOARD RESPONSE [15mins]**

176 1. Public comment was given.

177 **XI. ADJOURNMENT**

178 a. The meeting was adjourned at 9:53 p.m.  
179

180 **8. MOTION TO:** Adjourn meeting.  
181

182 MOTION BY: Director Birchler SECONDED BY: Director Jones

183 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

184 IN FAVOR: Unanimous.

35 AGAINST: None. ABSTAINED: None.

Approved by: Paula Birchler  
Paula Birchler, Board of Directors Secretary