

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

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3 **ASSOCIATION NAME:** Sudden Valley Community Association  
4 **DATE AND LOCATION:** Thursday, March 26, 2020 [Remote Meeting]  
5 **CALLED TO ORDER AT:** 7:15 PM  
6 **AUDIENCE MEMBERS:** 1

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8 **BOARD MEMBERS PRESENT:**

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

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13 **BOARD MEMBERS ABSENT:**

- 14 1. All BOD Members were present.

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16 **STAFF MEMBERS:** Joe Acla, *General Manager*; Lisa Armstrong, *HR and Admin Manager*; Joel  
17 Heverling, *Accounting Manager*; Norm Smith, *Public Safety Manager*; Jon Kaer, *Technology*  
18 *Administrator*.

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20 **I. ADOPTION OF AGENDA**

- 21 a. President Entrikin requested to amend the allotted time for Property Owner Comments to  
22 15 minutes.  
23 b. President Entrikin requested to add item *Declaration of Emergency & April Dues Waiver*  
24 *Resolution (Voting)* following item III. *Adoption of Agenda*.  
25 c. President Entrikin requested to add item X. *New Business & Voting As Necessary, c.*  
26 *Discussion of Further Emergency Measures re: Coronavirus*.

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28 **1. MOTION TO:** Adopt the agenda as amended.

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30 MOTION BY: Director Jones SECONDED BY: Director Borchert  
31 APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
32 IN FAVOR: Unanimous.  
33 AGAINST: None. ABSTAINED: None.

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35 **II. DECLARATION OF EMERGENCY & APRIL DUES WAIVER RESOLUTION**  
36 **(VOTING)**

- 37 a. A Declaration of Emergency & April Dues Waiver Resolution was composed by SVCA  
38 legal counsel, in response to the developing COVID-19 Global Pandemic.  
39 b. The resolution declares the coronavirus as an official emergency in Sudden Valley,  
40 concurrent with similar Federal, State, and County declarations, and allows the  
41 Association to respond and request appropriate emergency response resources.

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43 **2. MOTION TO:** Approve the Resolution declaring emergency and waiving April Dues as  
44 presented by Rich Davis, our attorney.

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46 MOTION BY: Director Borchert SECONDED BY: Director McRoberts

47 APPROVED:  X  NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
48 IN FAVOR:  Unanimous.   
49 AGAINST:  None.  ABSTAINED:  None.   
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51 **III. ANNOUNCEMENTS**

52 a. COVID-19 Response Update

53 i. Norm Smith, Public Safety Manager, presented a status update on COVID-19,  
54 explained how the Association was responding to the Governor's Stay Home Stay  
55 Safe Proclamation, and addressed questions from the BOD.

56 b. Director Bradley noted the BOD Vacancy has been posted. Applications will be accepted  
57 through April 20<sup>th</sup>. To date, no applications have been received.

58 **IV. PROPERTY OWNER COMMENTS AND BOARD COMMENTS**

59 a. Public comment was given.

60 **V. APPROVAL OF CONSENT AGENDA**

61 a. 1.23.20 BOD Meeting Minutes

62 b. 2.13.20 BOD Meeting Minutes  
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64 **3. MOTION TO:** Approve the Consent Agenda.

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66 MOTION BY:  Director McRoberts  SECONDED BY:  Director Bowens   
67 APPROVED:  X  NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
68 IN FAVOR:  Unanimous.   
69 AGAINST:  None.  ABSTAINED:  None.   
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71 **VI. GENERAL MANAGER'S REPORT: MARCH**

72 a. Staff addressed questions posed by the BOD regarding the GM March Report.

73 **VII. TREASURER'S REPORT & VOTING AS NECESSARY**

74 a. Capital Requests

75 i. CRRRF Request – 2020 Culvert Vegetation Control

76 1. The total amount request includes a \$54,230 rollover of unspent funds  
77 from 2019 because not all the maintenance work was able to be  
78 completed.

79 2. This year, 2 CVC crews will operate to get caught up according to the  
80 original 10-year Roads plan. One crew will work on vegetation, and the  
81 other crew will focus on ditches.  
82

83 **4. MOTION TO:** Approve a Roads allocation not to exceed \$164,611 to perform major  
84 maintenance of ditches, culverts, and swales in 2020.  
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86 MOTION BY:  Director McRoberts  SECONDED BY:  Director Borchert   
87 APPROVED:  X  NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
88 IN FAVOR:  Unanimous.   
89 AGAINST:  None.  ABSTAINED:  None.   
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91 b. January 2020 Financial Statements [5 minutes – Staff]



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1. 10 applications were received, and questionnaires were sent to each applicant requesting clarification of their qualifications to participate effectively on the committee. 4 responses were received.

**6. MOTION TO:** Approve Lori Sampson and Trang Worline to the Finance Committee.

MOTION BY: Director McRoberts SECONDED BY: Director D'Angelo  
APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
IN FAVOR: Acclamation.  
AGAINST: None. ABSTAINED: None.

- f. Long-Range Planning Committee
  - i. No business to report.
- g. Nominations & Elections Committee
  - i. Minutes
    1. February 10, 2020 Minutes – Posted Online; As Submitted.
    2. February 24, 2020 Minutes – Posted Online; As Submitted.
- h. Parks, Trails, & Recreation Committee
  - i. Meeting minutes have not been approved yet.
  - ii. Approval of (1) Committee Member

**7. MOTION TO:** Approve Elyse Rylander to Parks, Trails, & Recreation Committee.

MOTION BY: Director D'Angelo SECONDED BY: Director Borchert  
APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_  
IN FAVOR: Acclamation.  
AGAINST: None. ABSTAINED: None.

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

- a. Ratification of President's Emergency Declaration
  - i. Previously discussed and approved.
- b. Ratification of April Dues Waiver
  - i. Previously discussed and approved.
- c. Discussion of Further Emergency Measures re: Coronavirus
  - i. April Dues Waiver Impact:
    1. \$199,346 is the 1-month budgeted dues for Operations, comprising Regular Operations and the Recreation Special Assessment.
      - a. The Operations shortfall will be alleviated as follows:
        - i. The Operational YTD surplus can absorb the initial brunt of the deficit; at the end of February, the Operations surplus is ~\$82,000.
        - ii. Operational expenses can be tightened up to mitigate deficit.
        - iii. SVCA has \$502,501 of reserve funds, between Emergency Operations and UDR, which can be utilized in the event of an emergency.





**RESOLUTION DECLARING EMERGENCY AND WAIVING APRIL DUES**

**WHEREAS**, the President of the United States and the Governor of the state of Washington have declared a public health emergency;

**WHEREAS**, the residents of the state of Washington have been ordered to shelter in place for a two-week period unless they are pursuing an essential activity;

**WHEREAS**, COVID-19 has had a significant chilling effect on the economies of the United States, Washington State, and Whatcom County and has caused businesses to cut back, lay off employees, and in some cases shut their doors on at least a temporary basis;

**WHEREAS**, the Board of Sudden Valley has taken steps to reduce, eliminate, or defer expenses and to otherwise prudently manage the Association during this health crisis in order to maintain the fiscal soundness of the Association;

**WHEREAS**, the Board recognizes that many of our members have been financially and otherwise impacted by the COVID-19 health crisis and will be struggling to make mortgage payments, medical payments, car payments, utility payments, and other essential debts; and

**WHEREAS**, it is essential that Sudden Valley have the ability to move swiftly and decisively in conjunction with governmental agencies to address the health crisis.

**NOW, THEREFORE**, the Board of Sudden Valley Community Association resolves as follows:

1. **Proclamation.** The Board of Directors hereby and expressly finds and declares, based upon the Recitals above, which are expressly adopted herein, that COVID-19 is a civil public health emergency that:
  - A. demands immediate action to preserve public health, protect life, and protect public property; and
  - B. could, if unattended, seriously affect the safety, health, or welfare of a substantial number of members of the Association.
2. **Authority.** This Resolution Declaring a Local Emergency and Delegating Authority ("Resolution") authorizes the Sudden Valley General Manager to act in the best interests of the residents of Sudden Valley to safeguard their health, safety, and welfare by coordinating with Whatcom County and Washington state agencies.
3. **Dues Waiver.** Dues for the month of April, 2020 are hereby waived. SVCA Administration is directed to credit all payments received for April dues toward the respective member's dues for the month of May.

**Dated March 26, 2020**

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Andrew Entrikin, SVCA Board President

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Joshua Bowens, SVCA Vice President

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Leslie McRoberts, SVCA Treasurer

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Paula Birchler, SVCA Secretary

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Mike D'Angelo, SVCA Sergeant-at-Arms

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Steffy Jones, SVCA Member

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Andrew Tischleder, SVCA Member

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Karen Borchert, SVCA Member

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Linda Bradley, SVCA N&E Chair

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Rich Bailey, SVCA ACC Chair

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