

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

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3 **ASSOCIATION NAME:** Sudden Valley Community Association
4 **DATE AND LOCATION:** Thursday, April 23rd, 2020 [Remote Meeting]
5 **CALLED TO ORDER AT:** 7:01 P.M.
6 **AUDIENCE MEMBERS:** 6

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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.

15
16 **STAFF MEMBERS:** Joe Acla, *General Manager*; Lisa Armstrong, *HR and Admin Manager*; Joel
17 Heverling, *Accounting Manager*; Norm Smith, *Public Safety Manager*; Jamie Bucao, *Administrative*
18 *Specialist*; Jon Kaer, *Technology Administrator*.

19
20 **I. ADOPTION OF AGENDA**

- 21
22 1. **MOTION TO:** Adopt the agenda as presented.

23
24 MOTION BY: Director Bradley SECONDED BY: Director Borchert
25 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
26 IN FAVOR: Acclamation.
27 AGAINST: None. ABSTAINED: None.

28
29 **II. ANNOUNCEMENTS**

- 30 a. COVID-19 Status Update & Association Response
31 i. The Public Safety Manager presented a COVID-19 situational report, outlining
32 the Association's current operational response to current official health
33 guidelines.
34 b. Director Bradley announced no applications were received upon expiration of the original
35 30-day BOD Vacancy candidate application deadline. N&E has extended the application
36 period through May 11th.
37 c. President Entrikin announced the BOD Strategic Planning Session, originally scheduled
38 for May, has been postponed until a future date.

39 **III. PROPERTY OWNER COMMENTS AND BOARD COMMENTS**

- 40 a. Public comment was given.

41 **IV. APPROVAL OF CONSENT AGENDA**

- 42 a. 2.27.20 BOD Meeting Minutes
43 b. 3.12.20 BOD Meeting Minutes
44 c. 3.26.20 Special BOD Meeting Minutes
45 d. 3.26.20 BOD Meeting Minutes
46 e. 4.9.20 BOD Meeting Minutes

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48 **2. MOTION TO:** Approve the Consent Agenda for the sets of minutes listed for acclamation
49 by the Board.
50

51 MOTION BY: Director Bradley SECONDED BY: Director D'Angelo
52 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
53 IN FAVOR: Acclamation.
54 AGAINST: None. ABSTAINED: None.
55

56 **V. GENERAL MANAGER'S REPORT: APRIL**

57 a. The GM responded to questions regarding his April report.

58 **VI. TREASURER'S REPORT & VOTING AS NECESSARY**

59 a. February 2020 Financial Statements

60 i. The Accounting Manager gave an overview of the February 2020 financials:

- 61 1. Net operating assets, cash balances, and reserve balances are good.
- 62 2. Collections rate is 90.6%; it was 92% in February 2019, and 86.5% in
63 January 2020. January is historically the lowest month for collections.
- 64 3. Operational net income is \$73,232; it was \$42,184 in 2019.
- 65 4. Expenses to revenue ratio is 88%; it was 93% in 2019.
- 66 5. Golf:

- 67 a. February Revenue is \$39,738; it was \$24,798 in 2019.
- 68 b. February Expenditures are \$70,723; it was \$58,407 in 2019.
- 69 c. Net income at end of February is (\$30,985). Golf is currently
70 projected to run a deficit. Net income at end of February 2019 was
71 (\$33,609).
- 72 d. YTD Revenue is \$198,420; it was \$171,491 in 2019.
- 73 e. YTD Expenditures are \$102,600; it was \$100,467 in 2019.
- 74 f. YTD Net income loss is (\$95,820); it was (\$71,024) in 2019.

75 6. Maintenance:

- 76 a. Net income loss at February end is (\$12,998). Running worse than
77 budget the most among all departments as a result of the January
78 snow event.
- 79 b. YTD worse than budget by (\$62,387).
- 80 c. YTD net income loss (\$127,157); in 2019 was (\$133,043).

81 **VII. COMMITTEE REPORTS & VOTING AS NECESSARY**

82 a. Architectural Control Committee

83 i. Minutes

- 84 1. April 2, 2020 Minutes – Posted Online; As Submitted.
- 85 2. April 16, 2020 Minutes – Posted Online; As Submitted.

86 b. Communications Committee

87 i. No business to report.

88 c. Document Review Committee

89 i. No business to report.

90 d. Emergency Preparedness Committee

91 i. No business to report.

92 e. Finance Committee

- 3 i. March 18, 2020 Minutes – Posted Online; As Submitted.
- 94 f. Long-Range Planning Committee
- 95 i. No business to report.
- 96 g. Nominations & Elections Committee
- 97 i. BOD Vacancy Update
- 98 1. Previously discussed during Announcements section.
- 99 ii. Four (4) 3rd party vendors are being reviewed for hybrid electronic and mail-in
- 100 ballot handling for the November AGM election.
- 101 h. Parks, Trails, & Recreation Committee
- 102 i. No business to report.

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

- 104 a. Selection of 2019 Auditor
- 105 i. An RFQ (Request for Quote) was sent to 7 auditing firms:
- 106 1. 2 firms were unresponsive.
- 107 2. 3 firms declined.
- 108 3. 2 firms were responsive:
- 109 a. Larson Gross – local.
- 110 b. Clifton Larson Allen - national.
- 111 ii. Lengthy discussion ensued regarding the merits and practical logistics of each bid.

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113 **3. MOTION TO:** Select Larson Gross’ 3-year bid for the 2019-2021 Audits.

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115 MOTION BY: Director McRoberts SECONDED BY: Director Borchert
 116 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
 117 IN FAVOR: Directors Birchler, D’Angelo, McRoberts, Borchert.
 118 AGAINST: Directors Tischleder, Bowens, Jones. ABSTAINED: _____
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120 **IX. NEW BUSINESS AND VOTING AS NECESSARY**

- 121 a. Teleconferencing
- 122 i. At the outset of Governor Inslee’s Stay Home, Stay Safe order, the BOD
- 123 previously voted to conduct all committee meetings via teleconference until April
- 124 30th.
- 125 ii. As the Shelter in Place order is likely to be extended for an as yet undetermined
- 126 period, discussion ensued regarding continuing teleconferencing until the end of
- 127 May.
- 128 iii. The BOD agreed by acclamation to conduct all SVCA committee meetings via
- 129 teleconferencing until May 31st, to be reevaluated at the May 28th BOD Meeting.
- 130 b. Member Business Proposals
- 131 i. President Entrikin tabled this discussion until the May 14th, 2020 BOD Meeting.

132 **X. PROPERTY OWNER COMMENTS AND BOARD RESPONSE**

- 133 a. No public comment was given.

134 **XI. ADJOURNMENT**

- 135 a. The meeting was adjourned at 9:34 p.m.

BOARD OF DIRECTORS CONTINUED:

ITEMS FOR NEXT MEETING'S AGENDA

1. Member Business Proposals – 5.14.20
Trails Master Plan – 5.14.20

Approved by: Paula Birchler

Paula Birchler, Board of Directors Secretary