

BOARD OF DIRECTORS BUSINESS MEETING MINUTES

3 **ASSOCIATION NAME:** Sudden Valley Community Association

4 **DATE AND LOCATION:** Thursday, May 28th, 2020 [Remote Meeting]

5 **CALLED TO ORDER AT:** 6:30 PM

6 **AUDIENCE MEMBERS:** 35

7 8 **BOARD MEMBERS PRESENT:**

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

12 13 **BOARD MEMBERS ABSENT:**

14 1. All Board members were present.

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

19 20 **I. ADOPTION OF AGENDA**

21 a. The agenda was adopted as presented by acclamation.

22 **II. BOARD VACANCY CANDIDATE INTRODUCTION & INTERVIEWS**

23 a. Michael Wadsworth

24 i. Mr. Wadsworth gave an introduction statement, and responded to questions from
25 BOD members.

26 b. Robert Gibbs

27 i. Mr. Gibbs gave an introduction statement, and responded to questions from BOD
28 members.

29 c. Brian Cope

30 i. Mr. Cope gave an introduction statement, and responded to questions from BOD
31 members.

32 **III. BOARD VOTING**

33 a. One round of voting was conducted by secret ballot. The ballot resulted in a majority
34 vote of 5 for Robert Gibbs, and 3 votes for a second candidate.

35 **IV. ANNOUNCEMENT OF BOARD CANDIDATE APPOINTMENT**

36 a. The N&E Representative announced Robert Gibbs was appointed as the new Board
37 member, and Director Gibbs was invited to participate as an active member of the BOD
38 meeting in progress.

39 **V. ANNOUNCEMENTS**

40 a. COVID-19 Update & Association Response

41 i. The Public Safety Manager presented a COVID-19 situational report, outlining
42 the Association's current operational response to current official health
43 guidelines.

44 ii. The HR & Administrative Services Manager summarized recent changes made to
45 essential staffing.

b. ACC Vacancy

- 47 i. As a result of the BOD appointment, there are now 2 vacancies on the
48 Architectural Control Committee. The application deadline for the first vacancy
49 is June 15th. The application deadline for the second vacancy is June 29th.

50 **VI. PROPERTY OWNER COMMENTS AND BOARD COMMENTS**

- 51 a. Public comment was given.
52 b. Discussion ensued regarding transparency of BOD communications.

53 **VII. APPROVAL OF CONSENT AGENDA**

- 54 a. 4.23.20 BOD Meeting Agenda

55
56 **1. MOTION TO:** Approve the 4.23.20 BOD Meeting Minutes.

57
58 MOTION BY: Director Bradley SECONDED BY: Director D'Angelo
59 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
60 IN FAVOR: Acclamation.
61 AGAINST: None. ABSTAINED: None.
62

63 **VIII. GENERAL MANAGER'S REPORT: MAY**

- 64 a. The GM responded to questions regarding his May report.

65 **IX. TREASURER'S REPORT & VOTING AS NECESSARY**

- 66 a. March 2020 Financial Statements

- 67 i. The Accounting Manager gave an overview of the March 2020 financials:

- 68 1. Net operating assets, cash balances, and reserve balances are good.
69 2. Collections rate is 93%; it was 94.4% in February 2019, and 90.6% in
70 February 2020.
71 3. Operational net income is \$142,009; it was \$122,836 in 2019.
72 4. Expenses to revenue ratio is 84.7%; it was 86.4% in 2019.
73 5. Golf:
74 a. March Revenue is \$41,048; it was \$74,221 in 2019. The decrease in
75 revenues is due to COVID-19 restrictions which commenced in mid-
76 March.
77 b. March Expenditures are \$51,305; it was \$60,795 in 2019.
78 c. Net income at end of March is (\$10,257). Net income at end of
79 March 2019 was \$13,426.
80 d. YTD Revenue is \$239,468; it was \$245,712 in 2019.
81 e. YTD Expenditures are \$153,906; it was \$161,262 in 2019.
82 f. YTD Net income is \$85,562; it was \$84,450 in 2019.

- 83 b. Reserve Study Update

- 84 i. The GM provided a status update of approved Priority "A"-ranked Capital and
85 Roads projects.

- 86 c. 2021 Budget Calendar

- 87 i. The proposed Budget Calendar is inclusive of special meeting dates for department
88 managers to present their budgets directly to the Finance Committee and Board of
89 Directors. It also includes staff and N&E deadlines for materials to be finalized for
90 the AGM.
91
92

- 138 i. In continued compliance with Governor Inslee’s Stay Home, Stay Safe order, the
- 139 BOD previously voted to conduct all committee meetings via teleconference until
- 140 May 31st.
- 141 ii. As the Shelter in Place order is likely to be extended for an as yet undetermined
- 142 period, discussion ensued regarding continuing teleconferencing until the end of
- 143 June.
- 144 iii. The BOD agreed by acclamation to conduct all SVCA committee meetings via
- 145 teleconferencing until June 25th, to be reevaluated at the June 25th BOD Meeting.

146 **4. FINAL AMENDED MOTION TO:** Extend Teleconferencing policy until June 25th.

147
 148
 149 MOTION BY: Director Gibbs SECONDED BY: Director Jones
 150 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
 151 IN FAVOR: Unanimous.
 152 AGAINST: None. ABSTAINED: None.
 153

154 **XII. NEW BUSINESS AND VOTING AS NECESSARY**

- 155 a. AGM Bylaw Amendments – Discussion
- 156 i. Director Bradley proposed several Bylaw amendments the N&E would like to
- 157 possibly bring forward at the next AGM, to make the voting process more
- 158 efficient.
- 159 b. Barn 8 – Discussion
- 160 i. The Finance Committee is seeking clarification as to whom should take
- 161 ownership of the critical path which would allow a decision to be made regarding
- 162 Barn 8’s future, and a policy establishing whether Barn 8 should continue to be
- 163 included in the Reserve Study or not.
- 164 ii. The BOD reached a consensus that the LRPC was the most appropriate entity to
- 165 begin soliciting community input.
- 166 c. Gate 3 Violation
- 167 i. A community member requested the BOD and ACC look into this matter. The
- 168 violation was referred to staff, and the GM confirmed an investigation was
- 169 currently in process.
- 170 d. Capital Spending Freeze - Discussion

171
 172 **5. MOTION TO:** Move to table until June 25th BOD Meeting to review and discuss.

173
 174 MOTION BY: Director McRoberts SECONDED BY: Director Borchert
 175 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
 176 IN FAVOR: Directors McRoberts, Borchert, Birchler, Gibbs, D’Angelo.
 177 AGAINST: Directors Tischleder, Jones, Bowens ABSTAINED: _____
 178

179 **XIII. PROPERTY OWNER COMMENTS AND BOARD RESPONSE**

- 180 a. Public comment was given.

181 **XIV. ADJOURNMENT**

- 182 a. The meeting was adjourned at 10:20 p.m.

