Shelter Bay Amenities Master Plan

Final Report February 28, 2022

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On August 30, the consultant team delivered its 1st phase work product to the Board. It consisted of a review and analysis of all existing amenities in Shelter Bay. The intention was to then have a work session with the Board to prioritize expenditures on those amenities that most needed work and were of greatest value to the community. Due to other pressing matters, the Board was unable to take up this item in its regularly scheduled meetings, nor was there time to hold a special workshop to do this work. On September 10, it was decided to table the workshop due to the restrictions of meetings under Covid mandates.

In early October, recognizing that the Amenities Plan must be completed to be of value to the Board's upcoming annual budget deliberations, the consultant team proposed that the consultants should proceed without the workshop to develop a ranking system to establish the priority actions relative to the amenities. This idea was presented to the Facilities Committee by Ric Henderson on October 17. The Committee agreed to this course of action.

This cover letter, dated February 28, 2022 transmits to the Board the findings and recommendations of the consultant team. We believe this Final Report closely reflects the intentions of the Board, as it is based on a Consensus Rank matrix containing the input of the Directors. Obviously, additional discussion is required, especially as it relates to other obligations that the Board must consider. The Board may also decide to present this to the Community as a whole for additional input or validation.

Importantly we feel that this report, particularly the Executive Summary and Implementation Timeline contained in Tab 2 functions as a Road Map for the future. While these may be modified to reflect financial realities at any particular time, the sequence of actions follows a logical pathway even if the timeline is extended.

The bottom line is that taking these steps will ensure the continued success and value of the community to both the resident members and the underlying land owners.

We are available for any discussion you may want to have, and wish you great success in defining the future of Shelter Bay.

Ken Olsen
Olsen Associates Architecture + Planning

Shelter Bay Facilities Master Plan

Introduction

The Shelter Bay Community is interlaced with an extensive system of amenities; buildings, open spaces, parks, sports courts, greenways, trails, and gardens. Given the wide diversity of facility types, the ongoing maintenance of these facilities requires continuous robust effort from our maintenance department. Furthermore, as these facilities age or as needs evolve, Shelter Bay needs to plan for a rational, predictable program of capital expenditures to prevent facility deterioration and to meet members' needs. These costs must be evaluated within the context of other community-wide obligations such as Shelter Bay Community infrastructure (water and sewer pipes, roads, sewage-treatment plant and lift stations, ongoing maintenance obligations to the Marina, etc.). All of this must be considered within the context of what we collect in leasehold and HOA income versus what we are obligated to pay to the Tribe for the land lease. These are long-term obligations requiring long-term programs and solutions.

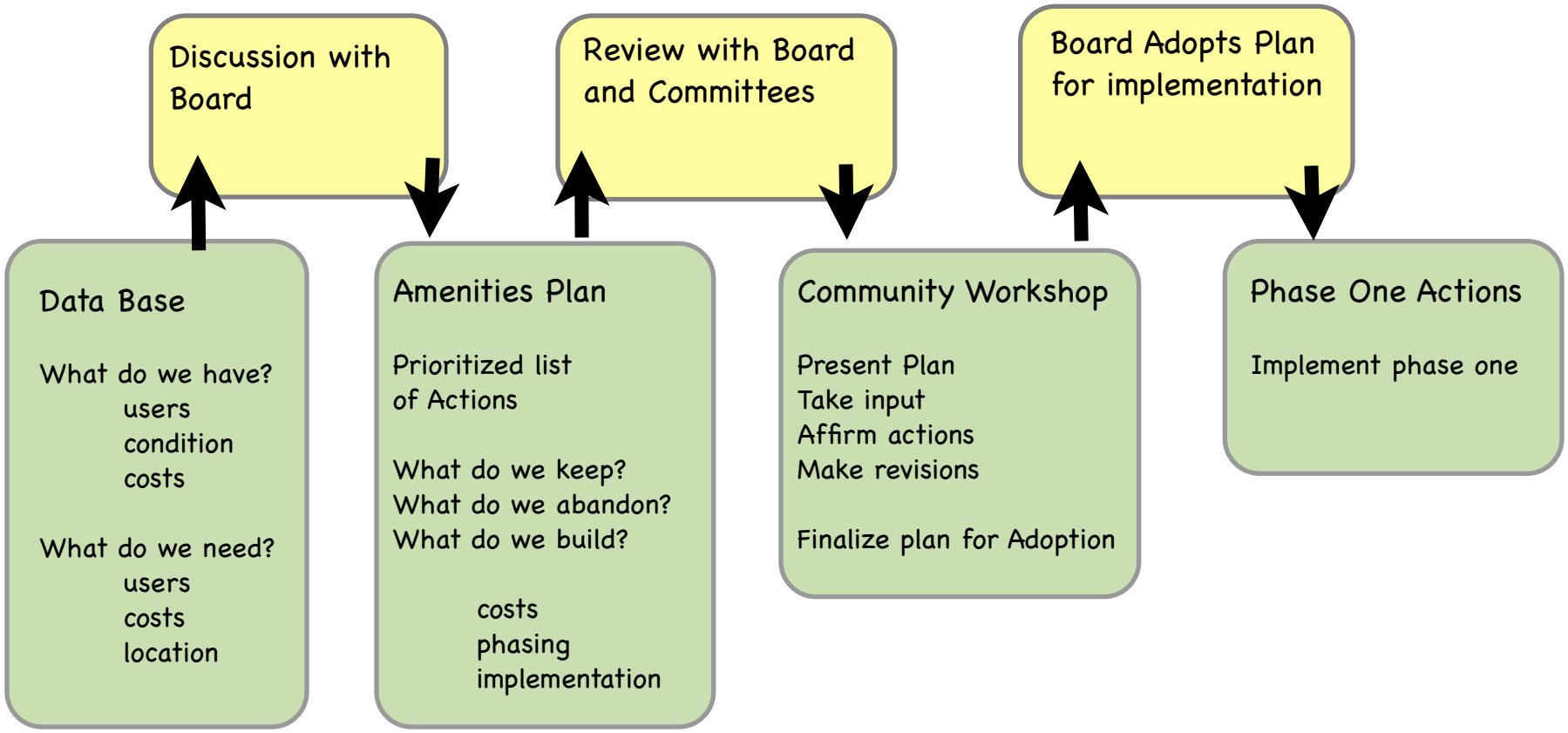
Recognizing the need to plan comprehensively for our infrastructure and amenities needs, the Board authorized a planning process to identify Shelter Bay amenities to evaluate their condition, followed by analysis of repair, construction, and maintenance costs, and finally to make recommendations regarding their long term viability. This will be followed by a plan of action to act as a guide for the Board regarding allocating capital funds to these facilities within the context of other obligations to the community. In addition, the Board requires that the process include significant input from the relevant committees, and importantly, from the community members at large.

This planning process is designed to assemble all the relevant data in one document so that each component of the community's facilities can be identified, evaluated, and discussed to create a road map for Board decision-making. This Master Plan looks ahead to a 15-year time horizon but should be updated and revisited with each annual budget cycle. The Master Plan will result in a prioritized list of projects to undertake and assign timeframes and responsibilities to each action.

The Master Plan will be created from June 2021 to January 2022. The binder that contains this plan will be added to as we go through the process and incorporate committee and member input. We look forward to a vigorous discussion on these topics. All Committee meetings and Community Workshops will be announced to the Community in order that they may contribute their input to the Plan. The final Facilities Master Plan will be presented at a Community Meeting for adoption by the Board in January of 2022 so that its findings can be incorporated into the 2022-23 budget discussions.

Shelter Bay Amenities Master Plan

Process Outline



Existing Amenities List

No.	Amenity	Location	Notes
1	Clubhouse	D6	Failing systems, inadequate space, not code compliant
2	Annex Office	C7	Failing systems, inadequate space, not code compliant
3	Lower Pool	D6	Refer to Pool Report
4	Upper Pool	B4	Refer to Pool Report
5	BBQ Area	D6	Needs minor upgrade
6	Lower Tennis	C6	Recent resurface
7	Shuffleboard	C6	Not used - needs study
8	Playground	C6	Not code compliant - needs study
9	PW Building	C6	No needs
10	Open Space	C6	Needs study - identify uses
11	Golf Course	D6	Needs study - define future
12-15	Marina	C-D7	Marina Committee
16	Upper Tennis	B4	Needs resurfacing
17	Basketball	B4	Needs maintenance
18	Storage Lot	I9	Recent upgrade
19	Guard house	I10	Needs Maintenance
20	Gatehouse	I10	Needs Maintenance

Parks

P1	Rainbow Park	G10	Under reconstruction
P2	Shoshone Park	B9	
P3	Martha's Beach	A4	
P4	View Park	A2	
P5	Channel Park	A9	

Open Spaces

OS1	At Annex	C7
OS2	Shoshone Dr	B7
OS3	Lummi Dr	F9
OS4	Lummi Circle	E9
OS5	SBD Hilltop	B1

Trail System

T1	SBD at Golf Corse	Recent upgrade
T2	SBD Klamath-Wasco	Upgrade planned 2021-22
T3	SBD Golf to Guardhouse	Upgrade planned 2022-23
T4	SBD to Martha's Beach	Upgrade planned 2023-24
T5	Cliff Edge Trail	maintain
T6	Exercise stations	Study

Greenways

GW1	Tract C, H	SBD-Swinomish
GW2	Tract J	Lummi
GW3	Tract B	SBD - Elwah
GW4	Tract R	Snohomish
GW5	Tract D	Tillamuk
GW6	Tract G	Ollooet

Shelter Bay Facilities Master Plan

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2.0 COVID Impacts - Revised Work Plan

Due to the impacts of the COVID pandemic, the process and scope of this planning assignment required modification from that which was first envisioned. Due to Federal, State and Tribal restrictions on public meetings and assemblies, no workshops could be held. Furthermore, all meetings with the Board of Directors were held via Zoom, somewhat limiting the interaction with Shelter Bay membership. Thus phases 3 and 4 have been combined into one final report contained in Tab 2 of the Master Plan document. Additional work may be directed by the Board as they see fit.

The consultants worked diligently to assemble all available data in order to present to the Board of Directors the most up to date and comprehensive database possible. Through the use of an interactive ranking matrix, we were able to gage the relative importance of the amenities contained within the Shelter Bay community, and then to assess the needs against cost estimates from a variety of sources.

Based on review of the needs, desires and costs, in this document we offer an outline of proposed actions to be taken over time as budgets allow. This summary is presented in Tab 2. This background will give the Board of Directors a point of departure for their considerations and decisions, and for future Public meetings that the Board may hold.

2.1 Executive Summary

The following is a discussion of the Board of Directors Top Ten Amenities from the Consensus Ranking Matrix. Please note that the ranking represents the level of interest and importance to discuss and act on, not a ranking of level of desirability. *Each amenity will require a thorough study in order to determine its required actions and its timing in the annual budgets of Shelter Bay.* Particular reference is made to the Shelter Bay Reserve Study, dated June 11, 2020. This document outlines other capital facility expenditures required to keep Shelter Bay fully functional, and will be an important determinant in additional Amenity expenditure decisions.

It should be noted that the highest scoring (top five) amenities were tightly clustered in the consensus score. The high scores reflect the many needs that these facilities have, including issues of code compliance and safety. They also reflect the importance to the community of each of these facilities. They happen to be physically adjacent, and will benefit from comprehensive planning to define their relationships, shared facilities and implementation phasing. This proposed action is identified as the Core Area Planning Study, and is relevant to several amenities as outlined below.

Furthermore, while the Marina received a score placing it in the top five, it is not included in this discussion since it is overseen by the Harbor/Marina Committee and Board of Directors as a business entity having financial obligations to the Community that other amenities do not.

NOTE: All costs presented in this document are estimates only, many of which were generated in the years 2020 to 2021, a period of great volatility in construction pricing. *All project pricing must be updated to be concurrent with their expected design and delivery schedules.*

#1 Clubhouse Pool (Lower Pool)

The Clubhouse Pool has reached a critical juncture in its now 50-year life, and is now closed due to non-compliance with applicable regulations. In their ranking of the Clubhouse Pool, the Directors were consistent in regarding this facility as one with high needs and high value to the community. However, the near-term operability of this pool is in doubt. As summarized in Tab 2 of the Amenities Master Plan and in the WTI pool consultant study contained in the Appendix, in order to be open for the 2022 season, facility deficiencies noted in the WTI, Skagit County Inspection Report, and finally but most importantly, the SITC's directive of July 26, 2021 must be addressed.

The SITC's letter dated July 26, 2021, (see appendix) informed Shelter Bay that numerous safety items needed to be addressed before a Temporary Operating Permit would be granted for the 2021 season. These requirements were completed in mid-August of 2021, and the swim season was able to be in place for one-and-one-half months.

The additional instructions in the SITC letter advised that prior to opening the pool for another season (2022), a Compliance Plan outlining how SBC will address and comply with **all** the items that are out of compliance as identified in of the WTI engineers report must be completed two months prior to opening the pool. This would give the SITC's planning department time to inspect the facility and prepare and Operation Certificate.

We are now in the first couple of months of 2022 and there is no plan in place to perform the necessary actions required to meet the 2022 Pool Season. However, we do have time to prepare a plan to present to the SITC Planning Department outlining Shelter Bay's intent to perform corrective actions needed prior to the 2023 Pool Season. We could also request that if the requirements indicated for a Temporary Permit would be maintained for another year, that we would be granted a Temporary Operation Permit for the 2022 Pool Season.

Therefore, in order for the Pool to become fully operational, it becomes necessary to update the

pool to Level Two, together with ancillary facilities at a cost of approximately $600,000 (see SB Pool Cost Estimates in 12.2.1 appendix), plus a Bathhouse/Equipment room at a cost of $300,000, for a total of $900,000. If this is compared to the cost of a new pool and bathhouse at $1,050,000, it is reasonable to ask why SBC should spend money repairing the existing Pool, when building a new pool is only marginally more expensive.

If the Upper Pool is abandoned, consideration should be given to constructing a whirlpool/spa at the lower pool as part of the new construction at a cost of $150,000.

In summary, the Directors have identified the Clubhouse Pool as an important amenity for Shelter Bay. It is not only well used by community members, their families and guests, but represents a critical component of the overall amenity "package" that is central to the image and real estate value of Shelter Bay. That it is now closed due to code violations brings urgency to the Director's budgetary considerations for 2022 and 2023.

It is recommended that the Board pursue an agreement with the SITC to extend the Temporary Operating Permit for one more year with the understanding that funding, design and construction of a new pool will begin in 2022.

#2 Playground

The Playground has been identified by the Directors as having high needs and an average value to the community. As summarized in Tab 4 of the Amenities Master Plan document, it serves approximately 100 children who live in Shelter Bay. It is co-located with other "adult" facilities in the core campus area, making it an easy stop for families who may also be taking advantage of other amenities. However, the equipment is out of date and now fails to meet guidelines for safety at facilities of this type.

The Appendix to the Amenities Master Plan document includes cost estimates and proposals for upgrading the amenity to current standards and practice. Costs (June 2021) range from $33,830 for a children's play system to $110,000, which includes an adult exercise facility and dog park. The Shelter Bay budget for 2021 identifies $70,000 for playground upgrades.

It is recommended that approximately $40,000 be identified in the 2022 budget for design and installation of a children's play area of approximately 3,500 sf. to be located on the current playground site. The dog park and adult exercise facilities should be evaluated, budgeted and designed separately, as they may benefit from other locations within the community. Given other demands for open spaces, the current location of the playground within the core campus area and adjacent to other community facilities serves the needs of its users very well.

#3 Administrative Offices (Clubhouse location)

The Shelter Bay Administrative Offices (our "Town Hall") is located in a portion of the Clubhouse. The offices occupy approximately 1400 sf. and consist of a reception area, a general office area, two private offices, file and storage areas, a restroom and kitchenette. There is an additional 400 sf meeting room that also serves as a breakout space for the large multi-purpose function room. Additional administrative offices are located at the Annex, which will be discussed below.

The Directors evaluated the Clubhouse offices to be in high need of upgrade, and most, but not all Directors perceived the offices to have high value to the community. On balance, its ranking at #3

in terms of importance reflects its central role in the operations of the community, its value as a community resource for both current and potential residents, and its value as the public face of our community. Investment in the office, as a public facility, establishes the credibility and market position of Shelter Bay as a highly desirable community in the competitive marketplace. Furthermore, the universal agreement that it is in need of significant upgrades reflects support for improved facilities for Shelter Bay staff and a desire to assure smooth operations from the office.

As summarized in Tab 3 of the Amenities Master Plan document, numerous upgrades are required to bring the office into compliance with current building codes and facility best practices and standards in support of our staff. While an upgrade to the existing building can solve the problems of code compliance, this will not address the issues of lack of space and separation of staff into two buildings. Continued Band-Aid solutions are a poor investment in both our facilities and staff.

The following options have been investigated:
1. Remodel current office area to meet codes and operational requirements at an estimated cost of $347,104. To this must be added the cost of renovation of the Annex (discussed in detail below) at $104,000, for a total renovation cost for administrative functions of $451,104.
2. Build a new office building (pre-fabricated/modular) of approximately 2,200 sf. to house all administrative functions, including conference rooms in one location at an estimated cost of $550,000.

See 12.7.1 for cost estimate detail.

It is recommended that a new office building be funded, designed and constructed in accordance with the schedule outlined in the Implementation Timeline in Tab 2.2.

Core Area Planning Study

An important consideration is the relationship of the administrative functions and the Clubhouse and possible future Pool, and their physical relationships at the center of our community. Together with the Golf Course and Marina, these elements of activity constitute the core campus area for the community, a "downtown" where residents meet, conduct business and where potential buyers in Shelter Bay first experience the nature and quality of the community. From both a function and real estate value perspective, this collection of buildings and activities must display the best of Shelter Bay in order that values are supported.

It is recommended that given the inter-related nature of these facilities and the opportunity to share certain programmatic elements, a Core Area Planning Study be conducted to identify optimum locations and cost saving synergies for these amenities. This study should be conducted during the year 2022 so that its first phase recommendations can be implemented in 2023. The study should include the Administrative Offices both at the Clubhouse and Annex, the Lower Pool, the Clubhouse, access and parking consolidation, and related open spaces. A budget for this study should be approximately $20,000.

#4 Clubhouse

The Clubhouse is perceived as the center of the Shelter Bay community. It houses both administrative offices (discussed above) and community function area, which serves not only as our Town Meeting Hall, but also the various social clubs and events for Shelter Bay residents. It also functions as an income producing venue for weddings and other events for non-residents. Numerous monthly meetings are held for social clubs, the yacht club, exercise groups, instructional seminars, committee meetings and other events. It is a frequently used, often overbooked venue for all community members.

It is also in dire need of renovation or replacement. It has numerous code compliance challenges. Its electrical and heating infrastructure is no longer up to the task of supporting the events that are booked for the space. The service kitchen is outdated and several pieces of equipment need replacement.

One option is to renovate the existing office area (assuming that the office functions are consolidated in a new building elsewhere) to expand the Clubhouse area and to address some of the infrastructure needs such as electrical service, heat and kitchen at an estimated cost of $51,000. This would be a stopgap measure, and is dependent on the construction of a new office building at another location. A full remodel of the existing Clubhouse, removing the office areas and expanding the "Event" areas would likely cost $360,000.

It may also make sense to create a Mail Center at the Clubhouse in order to provide greater mail security, and to develop a greater sense of community through the frequent visiting to pick up mail and incidentally meet your neighbors and maybe share a cup of coffee and exchange ideas. This would also have the beneficial effect of cleaning up the great variety of mailboxes that clutter our road edges.

It is recommended that the Board initiate a Core Area Planning Study during 2022. This planning effort would investigate the possibility of combining a new Clubhouse with a renovated Pool area, using the new Clubhouse for some of the Pool support functions (bathrooms, changing rooms, equipment rooms etc.) in order to realize savings in both the Clubhouse and Pool through synergistic development. A very rough estimate for a new 3,800 sf (the area of our current clubhouse plus the office space) Clubhouse facility that would include some Pool support functions would be $1,000,000.

#5 Upper Pool

The Upper Pool has been the subject of much discussion in the last two years. Ranking at #5 in terms of interest and importance as a topic to make decisions about, the Upper Pool is seen by the Directors as having high needs and low value to the community. The Upper Pool is currently not operational.

As can be seen in the WTI report, the cost of making the Upper Pool code compliant and operational is $230,000 to $265,000. To bring it to industry standards would elevate the cost to $314,000 to $376,000. However, these numbers do not include required accessory items such as fencing, deck, and bathhouse. To make the Upper Pool fully functional and to meet code requirements approximately $700,000 should be budgeted.

There is also the issue of soil stability at the Upper Pool site. This has not been studied in detail, but will undoubtedly be an adverse impact to redevelopment on the current site. Furthermore, if the Upper Pool was to be removed, a residential lot could be created, representing a value of approximately $50,000. The WTI report states that "C*onstruction at the Clubhouse Pool location would result in significantly lower site, building, and building mechanical renovation costs than any new or renovation work at the Adult Pool location. At the Clubhouse Pool location multiple aquatic amenities could share support spaces.*"

It is recommended that due to the extraordinary expense of renovating the Upper Pool, and with a view to the synergies available at the Clubhouse Pool site, the Upper Pool should be scheduled for demolition and removal, and that its functions be incorporated into planning, design and implementation of the Clubhouse Pool. Demolition of the Upper Pool is estimated at $88,000.

#6 Rainbow Park

Rainbow Park renovation was started in 2021. It is now the subject of legal action between the Tribe and Shelter Bay. It will be renovated according to the provisions and timeline of the Settlement.

#7 Annex Office

This 950 sf. building was initially planned to be the temporary Sales Office for the early phases of the Shelter Bay development. It has since been repurposed to serve as an annex for overflow space needs for administrative functions. It houses a shared office space for three employees as well as a conference room. It is not compliant with current building codes, suffers from verified air quality issues, and has inadequate infrastructure to serve current office needs. Furthermore, its location separate from the main office is a hindrance to the coordinated functioning of the administrative staff.

An analysis of remodel and upgrade costs indicates that $104,000 would need to be invested to bring the structure up to current standards. This action however, would do nothing to consolidate the administrative functions, and may well be counterproductive.
It is recommended that the Annex functions be considered as part of the Core Area Planning Study so that its relationship to the primary office functions can be investigated and resolved.

#7 BBQ Pavilion

This is a heavily used and highly valued facility that serves not only the Shelter Bay community and its various social clubs, but also is available to outside users on a fee basis. It has a few needs that have been included in the 2020-21 and 2021-22 budgets to a total of $8,500. Further investigation resulted in an additional $4,000 recommended for lighting upgrades.

It is recommended that these actions be completed in the year 2022 to a total of approximately $12,500.

#7 Martha's Beach

Martha's Beach scored high in the rankings primarily due to its high value to the community. It scored relatively low on the needs scale. There have been requests for picnic shelters and additional amenities, and more consistent maintenance would always be welcome. However, in this very naturalized setting, overdeveloping the Beach with structures, and additional "hard" facilities might detract from its natural character. Furthermore, its southwest exposure to incoming storms would impose significant maintenance obligations for any additional facilities that may be developed.

It is recommended that no additional facilities be developed at Martha's Beach at this time. There are other facilities that need more immediate attention. At the same time, maintenance must be attended to so that the facility does not become more expensive to upgrade due to deferred maintenance.

#8 Storage Lot

The Storage Lot also rose into the top ten ranking based on its high value to the community, not on its current needs. It has recently been significantly upgraded with a new gravel surface, stall striping, and security systems. Annual maintenance is estimated at $2,000, with gravel base maintenance due every five years at approximately $4,000.

It is recommended that these maintenance programs be adhered to so that the issue of deferred maintenance is avoided and that the facility continue to function at a high level for the community as an income source.

#8 Public Works Building

Like the Storage Lot, the Public Works building ranks high based on its value to the community, not on any specific needs it currently has. While there may be some discussion about consolidation of Public Works activities to another location, possibly a maintenance yard area near the Storage Lot, at this time there are other more pressing concerns to devote time and resources to. Other than required maintenance, it is recommended that no action be initiated regarding the Public Works building at this time.

#9 Lower Tennis / Pickle ball

This facility also comes into the top ten with a high value and low need equation. Having been resurfaced in 2019 at a cost of $35,000, the tennis/pickle ball court is now highly used, and in some sense "adopted" with the addition of seating, nets and other amenities donated by the users.

It is recommended that rigorous maintenance be conducted to preserve the investment in the new surface, and that the ten year resurfacing be budgeted in the coming years. Annual maintenance is estimated to be $1,000, with a ten-year cycle of resurfacing estimated at $25,000.

#10 Golf Course

The Golf Course is assessed to have low needs, high cost and only modest functional value to the Community. While it may serve only a small segment of the community who actually play golf, it is a highly visible and valuable part of the expected amenity "package" within the planned community real estate market. While it may support more users as a sledding hill during winter snow events than golfers during the summer season, it is a central and intrinsic open space area that is enjoyed as a park by nearly all Shelter Bay residents. In many ways it, along with the Marina, defines what Shelter Bay is.

Recent work to establish a trail along Shelter Bay Drive together with the placement of the Shelter Bay Gazebo in a prominent view location and the removal of the chain link fence has integrated the golf course with other outdoor activities and users without negatively impacting its use as a golf course.

It is recommended that other than regular maintenance, no additional actions need to be contemplated at this time. A cost/benefit analysis should be undertaken.

Other Considerations

Below are additional amenities that score highest in their categories, have high needs or have broad community support. These should be discussed during this budget cycle.

Trails

The Community, through the actions of its Board, must follow through on commitments made in past studies and plans. The Walking Path Task Force Report (2013) recommended the following phased actions:

1. Paving of trail from **Golf Course to Gate**. This is one of the most heavily used trails in the Trail System. It should be maintained to a higher standard to allow for comfortable walking and passage of wheeled equipment such as baby carriages and wheelchairs/walkers. If repaving of Shelter Bay Drive is undertaken, consideration should be given to including a paved sidewalk in the capital facility investment. Estimated cost (2021) $68,000.
2. Development of trail from **Shoshone Drive to Klamath Drive**. This "trail" is currently a poorly defined gravel edge to Shelter Bay Drive. It offers no safety protection from passing cars, and is poorly surfaced. This segment should be properly developed as an extension of the Golf Course Trail with a curb and a graded gravel pathway of at least 6' in width, with a landscaped buffer between the roadway and the trail. Estimated cost (2021) $24,000.
3. Lower speed limits on secondary roadways that serve as walking pathways. This recommendation was adopted by community vote and implemented in 2021.
4. Development of a Trail from **Klamath Drive to Wasco Place**. This is the "missing link" to the hilltop community at the western end of Shelter Bay Drive. Overhanging trees along much of this route cause a very dark environment, which causes significant visibility issues for drivers. There are also no shoulders along the road, forcing walkers to occupy the vehicle travel lanes. This trail should be studied together with the local storm water drainage system to see if there are joint solutions to correct the drainage while simultaneously creating a trail link. Estimated cost (2021) $96,000.

Exercise Stations

A very inexpensive way to markedly increase the function of our trails and open space system would be to install small exercise stations. By spreading these throughout the community, the trails and open spaces would be linked by an activity that has great physical and social benefits to the residents. Each activity station would cost approximately $1,000. It is recommended that an initial investment of $3,000 be made in the year 2022, with two stations per year thereafter until twelve stations are installed in parks, open spaces and greenways throughout Shelter Bay.

Other Facilities

 # 20-21 Upper Tennis and Basketball court

These courts, which have significant value to the hilltop residents, are in need of resurfacing, without which they will be non-functional within a few years. The cost to resurface the tennis court is estimated to be $16,000 to $18,000, with an annual maintenance cost of $500. The cost to resurface the basketball court is estimated at $5,000 to $10,000. Their current neglected state has a detrimental effect on the value of the community and nearby properties. It is recommended that this resurfacing be implemented no later than 2023 to preserve the structural integrity of the courts.

#19 Gatehouse Rental

This 450 sf house is rented out by Shelter Bay for $800 per month. It is in need of substantial repairs. The home's needs should be evaluated, and a plan for renovation be developed. The plan should include an analysis of investment relative to potential rental rates. If the security assets were to be removed from the Guardhouse, they could be installed in the Gatehouse Rental, which could be repurposed as a Caretakers' residence.

#19 Guardhouse
The Guardhouse no longer functions to serve as a shelter for gate attendants. There is on-going discussion as to whether this building is needed for the future of Shelter Bay, and whether a Guardhouse presents the desired image of Shelter Bay to our neighbors and visitors. The building requires significant repairs estimated at $10,000 to $15,000 if it is to remain. It is recommended that the building be removed and replaced with a welcoming and appealing entry planter that can serve as a traffic island and signage location while representing Shelter Bay as a garden community. Security and IT assets could be moved to the Gatehouse Rental. Estimated Cost is $15,000.

#21 Dog Park
The need for an off leash dog park has surfaced from time to time. The Appendix includes a petition signed by 45 residents (as of December 2021) requesting the construction of a dog park. The petition notes that there are more than 200 dog owners in Shelter Bay, although that is unverified by this report. It is recommended that the Board take up this issue to explore the actual need, cost to install, location, maintenance obligation, and alternatives. It may be as simple as installing a fence, similar to the one around the newly created wetland, and agreeing on a size and location.

#12 Exercise Room
An exercise room scored relatively high in the matrix responses. In the past, various exercise groups have used the Clubhouse, dance, yoga and zumba enthusiasts led by volunteers or professionals. With the closure of the Clubhouse due to the Covid pandemic, this resource has been unavailable. Presumably it will re-open when conditions allow.

An exercise facility would undoubtedly be part of any renovated or new Clubhouse facility, and should be seen as a shared space, so that its area and cost to construct is spread over as many functions as possible.

It is recommended that this element be included in any discussions or plans relating to renovation or new building of the Clubhouse.

2.2 Implementation Timeline

The following timeline identifies major decisions and capital expenditures. On-going usual maintenance of all other Amenity items is not included in this summary or costs, and is assumed to be included in annual budgets. This is an aggressive schedule, and may well be extended based on other obligations presented to the Board. It does, however, illustrate a logical sequence of events.

Year 2022

The following urgent actions must be taken;
1. Based on professional studies, the upper pool should be closed and demolished,
2. The lower pool must be brought into compliance with WAC codes and SITC requirements,
3. Rainbow Park must be brought into compliance with the terms of the legal settlement with the Tribe.
4. In addition, a planning study that clearly identifies Core Area actions for the next five years must be completed, adopted and implemented.

Board Actions:

Decision	Demolish Upper Pool	$ 88,000
Negotiate	Extension of Temporary Pool Operating Permit	
Study	Complete Core Area Plan	$ 20,000
	Admin Offices	
	Clubhouse	
	New Pool Facility	
	Dog Park	
Decision	Core Area Phasing Plan sequence	
Decision	Replace Lower Pool	$1,050,000
	Initiate design 2022, construction 2023, open 2024	
Construct	Rainbow Park	$ 60,000
Repair	BBQ Pavilion	$ 12,500
Study	Klamath to Wasco Trail	$ 5,000
TOTAL		$1,235,500

Year 2023

Phase One of the Core Area Plan should be implemented. Repairs should be made to identified facilities to prevent further deterioration. Trails system should be expanded.

Board Actions:

Implement Phase One of Core Area Plan:		
• Design	New Admin Office building	$ 90,000
• Construct	New Playground	$ 40,000
• Construct	Dog Park	$ 10,000
Repair	Upper Tennis and Basketball Courts	$ 25,000
Construct	Entry Area - remove Guardhouse	$ 15,000
Repair	Gatehouse rental	$ 15,000

	Construct	Shoshone to Klamath Trail	$ 8,000
	Construct	Klamath to Wasco Trail and Drainage	$ 75,000
	Repair	Golf Course to Gate Trail	$ 15,000
TOTAL			$284,000

Year 2024

Having completed the lower cost repair items above, this year should see the construction of the New Admin building designed in 2023.

Board Actions:

	Construct	New Admin Building	$550,000
	Construct	Admin area parking	$100,000
	Renovate	Martha's Beach	$ 20,000
TOTAL			$670,000

Year 2025

With the Admin building completed, this year should be for decision and design of the Clubhouse, with construction to follow next year. Other than regular maintenance, this should be a year of savings toward the Clubhouse.

Board Actions:

	Decision	Renovate Existing Clubhouse (350K) OR Build New Clubhouse (950K)	
	Action	Design Clubhouse	$ 142,000
	Savings for 2026 (pay down Pool debt)		$ 400,000
TOTAL			$ 542,000

Year 2026

Clubhouse construction should occur this year.

Board Actions:

	Construct	Clubhouse	$350,000 to 950,000
	Construct	Clubhouse area + parking	$ 200,000
TOTAL			$1,150,000

Year 2027

The Facilities Master Plan should be updated.

Board Actions:

	5-year update of Facilities Master Plan	$ 20,000
	Savings for 2028 (pay down Pool debt)	$ 400,000
TOTAL		$ 547,000

Ranking Matrix-Needs Page 1

Ranking: 1 low - 6 high : 0 = NA	Are there Code or safety issues?	Is the facility unique?	Does the facility need renovation to meet user needs?	Is the facility central to SB operations?	Is the facility near the end of its life span?	Must the facility be renovated to meet current codes?	Does the facility serve the entire SB population?	Is the facility percieved as a necessary part of the SB image?	Would the absence of the facility be detrimental to SB value?	Does the facility bring revenue to SB?	Total Ranking Score
AMENITIES											
Clubhouse											0
Administrative Offices (Clubhouse)											0
Annex Office											0
Lower Pool											0
Upper Pool											0
BBQ Pavillion											0
Lower Tennis/Pickelball											0
Shuffleboard court											0
Playground											0
Public Works Building											0
Multi-function open space											0
Golf Course											0
Marina Facilities											0
Upper Tennis Court											0
Basketball court											0
Storage Lot											0
Guardhouse											0
Gatehouse Rental											0
PARKS											
Rainbow Park											0
Shoshone Park											0
Martha's Beach											0
View Park											0
Channel Park											0
OPEN SPACES											
Open Space at Annex											0
Open Space at 882 Shoshone											0
Open Space at 144 Lummi											0
Lummi Circle											0
Open Space at 760 SB Drive											0

Ranking Matrix-Needs Page 2

Ranking: 1 low - 6 high : 0 = NA	Are there Code or Safety issues?	Is the facility unique?	Does the facility need renovation to meet user needs?	Is the facility central to SB operations?	Is the facility near the end of its life span?	Must the facility be renovated to meet current codes?	Does the facility serve the entire SB population?	Is the facility percieved as a necessary part of the SB image?	Would the absence of the facility be detrimental to SB value?	Does the facility bring revenue to SB?	Total Ranking Score
TRAILS											
Golf Course Trail											0
Golf Course to Gate Trail											0
Cliff Edge Trail											0
GREENWAYS											
Tract C - H - SBD/Swinomish											0
Tract J - Lummi											0
Tract B - SBD-Elwah											0
Tract R - Snohomish											0
Tract D - Tillamuk											0
Tract G - Ollooet											0
GARDENS											
GA 1 Guardhouse											0
GA 2 Marina areas (5)											0
GA 3 Clubhouse areas (5)											0
GA 4 G C Gazebo											0
GA 5 Wetland Project											0
GA 6 Future											0
PROPOSALS											
SB Drive-Klamath-Wasco Trail											0
SB Drive to Martha's Beach											0
Exercise stations											0
Dog Park											0
Bocce Ball											0
Horseshoes											0
Volleyball sand court											0
Badminton											0
Soccer play area											0
Frisbee Golf											0
Bean Bag game											0
Croquet											0
Bus Stop											0
Meditation labrynth											0
Exercise room											0

2.3 Cost Summary - Update 01.25.22

The following cost estimate summary will be updated throughout the planning process with information derived from current operating budgets, cost estimates from recent studies, and other sources. The final priority rank will be the result of community input and Board consideration. This list will be updated annually in coordination with the SB Budget cycle.

No.	**AMENITY**	Notes	Current cost per month	Upgrade costs	Future cost per month	Priority Rank (1 - 5)	Year
1	Clubhouse Office	Remodel or Pre-fab replacement or New Construction		$ 433,622 $ 550,000 $ 750,000			
2	Annex Office	Remodel or Replacement		$ 156,318 replacement included in 1 above			
1A	Clubhouse Event Center	1. Remodel Office area 2. Remodel Event Area 3. New Facility		$ 50,000 $ 360,000 $ 1,000,000			
3	Lower Pool (See detail reports)	1. Level 1 and 2 upgrades or 2. Replace w/ Hot Tub or 3. New pool and Bath house	2 pools total: 4,500 "all in" 2/3=2,984	Option 1: 600,000 Option 2: 750,000 Option 3: 1,050,000			
4	Upper Pool (See detail reports)	1. New Pool or 2. Replacement with Hot tub or 3. Demo Pool and sell lot	1/3=1,492	Option 1: 700,000 Option 2: 350,000 Option 3: 25,000			
5	BBQ	Needs minor upgrade		$ 5,000			
6	Lower Tennis	Recent upgrade	100				
7	Shuffleboard	Not used Discuss future					

8	Playground	Needs Upgrade (NPE estimate) (PCI estimate)		$ 111,000 $ 35,000			
9	Public Works Building	Upgrade Existing New PW Annex @ Storage Lot		$ 76,000 $ 230,000			
10	Multi-Purpose Open Space/CommonArea 1.75 ac	Multi-function area no current needs	1,700 (2010)				
11	Golf Course 5 acres	No current needs Study long term use	2,000 (2010)				
12	Marina	Harbor Committee					
13	Boat Launch	Harbor Committee					
14	Pump Out	Harbor Committee					
15	Kayak Dock	Harbor Committee					
	Boat Launch						
16	Upper Tennis	Needs upgrade or replacement	50	$ 18,000			
17	Basketball	needs maintenance		$ 10,000			
18	Storage lot	Recent upgrade no current needs	166	$ 5,000 every 5 years			
19	Guardhouse	Needs repair		$ 15,000			
20	Gatehouse	Needs Repair		$ 25,000			
	PARKS						
P1	Rainbow Park	Undergoing upgrade					
P2	Shoshone Park	No needs	100				
P3	Martha's Beach	Discuss needs					
P4	View Park	Discuss needs	100				
P5	Channel Park	Discuss needs	100				
	OPEN SPACE						
OS1	at Annex	Discuss needs	100				
OS2	882 Shoshone	Discuss needs	100				
OS3	144 Lummi	Discuss needs	100				
OS4	Lummi Circle	Discuss needs	100				
OS5	760 SBD	Discuss needs	100				
	TRAILS						
T1	Golf Course	Recently					

		completed					
T2a	SBD Shoshone-Klamath			$ 24,000			
T2b	SBD Klamath-Wasco	Discuss Needs		$ 96,000			
T3	Golf to Gate	Discuss needs		$ 68,000			
T4	SBD to Martha's Beach	Discuss needs		$ TBD			
T5	Cliff Edge Trail	Discuss needs					
T6	Exercise stations (10)	Discuss needs		$ 7,500			
	GREENBELTS		Total 2,400 (2010)				
GW1	Tract E, C, H SBD - Swinomish	Discuss needs					
GW2	Tract J Lummi	Discuss needs					
GW3	Tract B SBD - Elwah	Discuss needs					
GW4	Tract R Snohomish	Discuss needs					
GW5	Tract D Tillamuk	Discuss needs					
GW6	Tract G Ollooet Ct	Discuss needs					
	GARDENS	adopted					
GA1							
GA2							
GA3							
GA4							
GA5							
GA6							
	PROPOSALS						
	Dog Park			$ 50,000			
	Bocce Ball						
	Horseshoes						
	Volleyball sandcourt						
	Badminton						
	Soccer						
	Frisbee Golf						
	Bean Bag						
	Croquet						
	Bus Stop						
	Meditation area						
	Excercise room						

Maintenance costs

Open space/landscape: 1/4 acre = $50/wk x 4 wks = 100/month

1 acre = $400/month

2.4 Project Rank by Needs

All elements identified in the Master Plan will be ranked in priority order so that the Board can make informed decisions regarding implementation. All amenities and facilities have been assembled on the following matrix in order that they can be ranked by criteria and with reference to eachother. The amenities with the highest score are those which are in greatest need of attention, serve the greatest number of users, and are central to Shelter Bay social and real estate value. The results of this ranking forms the basis of the Executive Summary.

The priority ranking will occur in two steps:
1. Project Rank based on Needs.
This will identify those amenities that are of the greatest importance to the community and which have the greatest need for attention independant of cost.

The two-page "Consensus Rank" spreadsheet on the following pages highlights the "Priority Rank", the five most important elements in yellow, with the next five in green. Following that, for background, is the questionaire spreadsheet that lead to the rankings.

2. Project Rank based on Cost.
This will add the influence of cost to members upon the needs ranking in order that the Board can decide how to prioritize expenditures over time (phased implementation) relative to other necessary expenditures.

In the first step, a ranking by needs, each Board member and member of relevant Committees will fill out a Needs Ranking matrix. The resultant raw scores for each amenity will then be averaged across the respondents so that each amenity will recieve a "consensus score", reflecting the general sense of the Board and Committees.

In the second step, based on discussion among Board members, the consensus scores together with cost estimates will will form the basis for a Cost Ranking. Over time, financial considerations may change the ranking of individual amenities, and may point to phased implementation of recommended actions with reference to other financial obligations for Capital Facilities.

With these results in hand, the Board will be able to indentify which Amenity repair/replacement projects to initiate and at what time, and at what cost to Shelter Bay members.

Consensus Rank - Needs Page 1

	Director 1	Director 2	Director 3	Director 4	Director 5	Director 6	Director 7	Director 8	Director 9	Raw Score	Consensus Score	Consensus Rank	Priority Rank	
AMENITIES														
Clubhouse	36	60	26	24	32	42	36			256	37	3657	4	
Administrative Offices (Clubhouse)	52	42	23	44	41	46	29			277	40	3957	3	
Annex Office	38	39	23	24	27	39	29			219	31	3129	7	
Lower Pool	49	53	54	41	50	42	41			330	47	4714	1	
Upper Pool	37	28	47	35	32	38	32			249	36	3557	5	
BBQ Pavillion	31	47	22	25	27	40	25			217	31	3100	7	
Lower Tennis/Pickelball	29	36	32	25	27	23	25			197	28	2814	9	
Shuffleboard court	15	27	16	13	15	10	25			121	17	1729	19	
Playground	45	47	47	38	38	37	36			288	41	4114	2	
Public Works Building	36	37	31	37	36	0	25			202	29	2886	8	
Multi-function open space	33	31	38	27	25	14	0			168	24	2400	11	
Golf Course	31	28	39	21	18	13	26			176	25	2514	10	
Marina Facilities	60	43	45	38	43	0	50			279	40	3986	3	Note
Upper Tennis Court	28	30	34	18	15	0	25			150	21	2143	14	
Basketball court	31	35	32	17	15	0	25			155	22	2214	13	
Storage Lot	29	39	37	27	36	0	36			204	29	2914	8	
Guardhouse	15	33	19	16	18	0	31			132	19	1886	16	
Gatehouse Rental	22	30	25	12	19	0	23			131	19	1871	16	
PARKS														
Rainbow Park	41	40	34	30	33	41	26			245	35	3500	6	
Shoshone Park	15	15	21	12	22	0	26			111	16	1586	20	
Martha's Beach	36	38	37	26	22	30	26			215	31	3071	7	
View Park	34	15	15	15	22	0	26			127	18	1814	17	
Channel Park	29	15	15	11	22	0	26			118	13	1311	22	
OPEN SPACES														
Open Space at Annex	25	13	11	10	19	0	26			104	15	1486	21	
Open Space at 882 Shoshone	25	13	10	11	19	0	26			104	15	1486	21	
Open Space at 144 Lummi	25	13	10	10	19	0	26			103	15	1471	21	
Lummi Circle	33	13	10	13	19	29	26			143	20	2043	15	
Open Space at 760 SB Drive	25	13	10	10	19	0	26			103	15	1471	21	

Consensus Rank - Needs Page 2

	Director 1	Director 2	Director 3	Director 4	Director 5	Director 6	Director 7	Director 8	Director 9	Raw Score	Consensus Score	Consensus Rank	Priority Rank
TRAILS													
Golf Course Trail	35	29	12	15	27	25	1			144	21	2057	14
Golf Course to Gate Trail	40	29	29	17	27	28	1			171	24	2443	11
Cliff Edge Trail	46	29	42	14	16	0	1			148	21	2114	14
GREENWAYS													
Tract C - H - SBD/Swinomish	27	26	0	17	19	23	2			114	16	1629	20
Tract J - Lummi	27	25	0	17	19	23	2			113	16	1614	20
Tract B - SBD-Elwah	25	25	0	17	19	23	2			111	16	1586	20
Tract R - Snohomish	27	25	0	17	19	23	2			113	16	1614	20
Tract D - Tillamuk	27	25	0	17	19	23	2			113	16	1614	20
Tract G - Ollooet	27	25	0	17	19	23	2			113	16	1614	20
GARDENS													
GA 1 Guardhouse	27	26	15	16	24	28	2			138	20	1971	15
GA 2 Marina areas (5)	27	26	16	18	24	28	2			141	20	2014	15
GA 3 Clubhouse areas (5)	27	26	16	16	24	28	2			139	20	1986	15
GA 4 G C Gazebo	27	26	16	18	24	28	2			141	20	2014	15
GA 5 Wetland Project	27	26	10	15	24	28	2			132	19	1886	16
GA 6 Future	27	26	10	1	24	28	0			116	17	1657	19
PROPOSALS													
SB Drive-Klamath-Wasco Trail	36	25	35	1	32	0	2			131	19	1871	16
SB Drive to Martha's Beach	36	25	35	4	32	26	2			160	23	2286	12
Exercise stations	23	36	35	2	16	0	0			112	16	1600	20
Dog Park	22	38	34	3	10	0	0			107	15	1529	21
Bocce Ball	25	30	10	2	11	0	0			78	11	1114	24
Horseshoes	25	30	10	2	14	0	0			81	12	1157	23
Volleyball sand court	23	33	10	2	14	0	0			82	12	1171	23
Badminton	23	31	10	2	10	0	0			76	11	1086	24
Soccer play area	31	37	35	1	17	0	0			121	17	1729	19
Frisbee Golf	25	30	10	3	14	0	0			82	12	1171	23
Bean Bag game	24	37	10	1	10	0	0			82	12	1171	23
Croquet	24	30	10	2	10	0	0			76	11	1086	24
Bus Stop	28	34	26	3	29	0	0			120	17	1714	19
Meditation labrynth	22	27	10	1	10	0	0			70	10	1000	25
Exercise room	27	47	36	3	22	27	0			162	23	2314	12

Amenity #1 Clubhouse & Office

The Clubhouse is a fifty-year-old well-used multifunction building. It consists of the **Common Area** of 2400 SF area that includes a full kitchen and storage for chairs and tables. This hexagonal open space accommodates community meetings, parties, and gatherings for the members and the general public on a for-rent basis. The kitchen requires some upgrades, and there are requests for additional interior space to facilitate larger gatherings. The kitchen has had minor modifications, but equipment upgrades are necessary. An imporved sound system has been added, but a slight echo remains. The recent addition of overhead video gives meetings added value and possibilities of a Shelter Bay Cinema and the now successful Shelter Bay Community University.

The 1423 SF **Office Area** has a 218 SF Lobby, two 11x12 offices, and a 10x24 open office area with 189 SF of circulation, making up the actual work area for four staff. In addition, there is a 400 SF Conference room that will seat 12-14 at the table, plus 12 public participants. There is also a coffee area, a restroom, a file storage room, and Shelter Bay's security system. This system generates heat dissipated by a restroom fan, dumping it into the interstitial space above the ceiling.

The floor of this work area is out of level by as much as 4 inches, the electrical supply doesn't meet the demand of modern technology, and the air quality has been tested and found inadequate. There is no air circulation except with the opening of the front door and all office doors, which was nonexistent during the pandemic and lacks staff security and safety. However, when the wind blows in the winter, it comes through the cracks in the

columns. In the middle of the office, the copier prints over a thousand statements each month, thereby dumping toner into the unfiltered air. There is no electrical capacity left in the circuit panels, and extension cords are the way to transmit power to the work area.

Quotations have been requested for split systems to replace the baseboard heat strips, improving air quality and conditioning. In addition, with the elimination of the heat strips, electrical circuits will be freed to help accommodate other power requirements.

Currently, the office area is out of compliance with numerous codes: it does not function efficiently or comfortably for our staff. It does not represent our community well and is a continuing drain on our resources as we patch together various solutions to keep it functioning.

Continued "Band-Aid" solutions to the issues are a poor investment in both our facilities and our staff. The building is beyond its useful life as an office facility. A solution must be found and executed if the Company intends to continue managing the Community with on-site office staff.

An estimate of costs to remodel only the office areas of the Clubhouse is presented in the subsequent pages. This estimate of $347,104 will bring the office area into compliance with current codes and make the office area workable in terms of infrastructure (HVAC, power, security, etc.). However, it will not solve the problem of inadequate space, in that some staff will still need to work from the Annex, as there is no room to expand within the current building footprint. Furthermore, this estimate does not include any work in the Common Area, which, as noted above, also has code and function-related needs that can not be put off much longer. Therefore, the following remodel cost estimate is identified as Option 1 in the Cost Summary.

Option 1

	Description	Qty	Unit Measm't	Unit Cost	Cost	Toatal Cost	Remarks
Clubhouse Office Remodel:							
	Temporary Office Bldg	6	MO	2,900	17,400		includes toilet holding tank
	Set up and Take Down	1	EA	17,000	17,000		
	Moving cost and storage	1	EA	3,500	3,500		
	Security System move	1	EA	5,000	5,000		Temporary Relocation
	Dumpsters	1	EA	750	750		
	Demo carpet	158	SY	5.00	790		
	Demo Drywall walls	2358	SF	3.50	8,253		
	Demo Ceiling	1423	SF	0.50	712		
	Demo Baseboard Heating	10	EA	50	500		
	Relocate Walls	1075	SF	5.50	5,913		
	Replace or Install Insulation	2557	SF	1.50	3,836		
	Replace Drywall	1500	SF	2.25	3,375		
	Tape-Float	2100	SF	0.75	1,575		
	Paint	2100	SF	1.50	3,150		
	Replace Ceiling tile	1423	SF	5.75	8,182		
	Supply - Install Carpet	156	SY	45	7,020		
	Rework Plumbing	1	EA	6,500	6,500		
	Rework Mechanical	1	EA	20,000	20,000		
	Rework Electrical	1	EA	75,000	75,000		
	Install Generator & ATS	1	EA	18,000	18,000		
	Rework Security System	1	EA	10,000	10,000		
	Move	1	EA	4,500	4,500		
	Furniture	1	EA	2,500	2,500		
	SubTotal					223,455	
	Contractors Markup				0.2	44,691	
	SubTotal					268,146	
	Building Permit Fee					1,936	
	SubTotal					270,081	
	Sales Tax				0.085	22,957	
	SubTotal					293,038	
	TERO				0.03	8,791	
	SubTotal					**301,829**	
	Contengincy				0.15	45,274	
	Total					347,104	$213 / SF All Staff not together

An alternate solution, Option 2, is to Design-Build a modular building 25 x 100 ft to accommodate all staff from both the Clubhouse offices and the Annex offices in one building together with conference rooms. This will include new electrical and mechanical systems, minimize staff disruption during construction, and facilitate security. It is estimated that a new 2,200 SF office building would cost about $550,000. We compare this to the renovation costs of the Clubhouse office and Annex combined at $451,000. The former Clubhouse office area would be divided into a Workout Area, Library, and Meeting Rooms, and is summarized below.

If we were to consolidate all the office functions into one new building, the opportunity to renovate the existing Clubhouse Office area for expanded community uses. Such as 24-hour access to an exercise room, community library, and meeting spaces. This new use of the old office area is estimated to cost $51,000.

Option 2

83	**New use of Old Office area:**						24 hr secure access Exercise Area, Meeting Rooms, Library
84	Dumpsters	1	EA	550	550		
85	Demo carpet	110	SY	5	550		
86	Demo Drywall walls	100	SF	3.5	350		
87	Demo Ceiling	0	SF	0.5	0		
88	Demo Baseboard Heating	10	EA	50	500		
89	Relocate Walls	0	SF	5.5	0		
90	Replace or install insulation	0	SF	1.5	0		
91	Replace Drywall	250	SF	2.25	563		
92	Tape-Float	250	SF	0.75	187.5		
93	Paint	1636	SF	1.5	2454		
94	Replace Ceiling tile	200	SF	5.75	1150		
95	Supply - Install Carpet	110	SY	45	4950		
96	Rework Plumbing	1	EA	850	850		
97	Rework Mechanical	1	EA	16000	16000		Optional for Exercise, and meeting comfort
98	Rework Electrical	1	EA	2500	2500		
99	Install Generator & ATS	0	EA		0		
100	Rework Security System	1	EA	1500	1500		
101	Move	1	EA	1000	1000		
102	Furniture & Equipment	1	EA	2000	2000		
103	SubTotal					35,104	
104	Contractors Markup				0.2	7,021	
105	SubTotal					42,125	
106	Building Permit Fee					995	
107	SubTotal					43,120	
108	Sales Tax				0.085	3,665	
109	SubTotal					46,785	
110	TERO				0.03	1,404	
111	SubTotal					48,189	
112	Contengincy				0.05	2,409	
113	Total					**50,598**	$50/SF increase Amenities available
114							
115							

North of the Common Area is an 11,000 SF lawn between the pool, golf course, and BBQ Pavilion. This area has proven itself well for large tent functions and outdoor entertainment. There appears to be no immediate need to develop additional facilities here at this time.

Amenity #2 Annex Office & Library

The **Annex** is a temporary building constructed as the initial Shelter Bay Sales Office. It is a 948 SF wood-framed building divided into an entry library of 242 SF, a conference room of 220 SF, a 297 SF work area for two staff with a small conference table between the work areas. There is also an accounting office of 100 SF shared by two staff members. The Annex also serves as an overflow area for staff and meeting areas for Committee and Board members.

As previously mentioned, this was to be a temporary building. It lacks electrical service to meet modern technology demand. Air quality is inadequate, as verified by test results and numerous health complaints from members and staff participating in meetings at this location. It is not compliant with current codes and poses a risk to the Company. The following analysis of costs to remodel the building indicates that $104,000 needs to be invested in upgrading the structure to current expectations. However, this does nothing to solve the problem of a split facility for SBC staff.

Annex Costs

Annex Office Remodel:							
	Temporary Office Bldg		MO	2750	0		Not required, move to office or home
	Set up and Take Down		EA	17000	0		above
	Moving cost and storage	1	EA	2000	2000		
	Security System move	1	EA	500	500		
	Dumpsters	1	EA	550	550		
	Demo carpet	95	SY	5.00	475		
	Remove paneling	976	SF	2	1952		remove parimeter interior paneling for insulation
	Demo Ceiling	890	SF	0.5	445		
	Demo Baseboard Heating	5	EA	50	250		
	Relocate Walls	0	SF	5.5	0		
	Replace or Install Insulation	1866	SF	1.5	2799		
	Replace Windows	12	EA	350	4200		
	Drywall	976	SF	2.25	2196		
	Tape-Float	976	SF	0.75	732		
	Paint	3808	SF	1.5	5712		Interior and Exterior
	Replace Ceiling tile	890	SF	5.75	5117.5		
	Supply - Install Carpet	95	SY	45	4275		
	Rework Plumbing	1	EA	1500	1500		
	Rework Mechanical	1	EA	16000	16000		
	Rework Electrical	1	EA	15000	15000		
	Install Generator & ATS	0	EA	0	0		
	Rework Security System	1	EA	500	500		
	Move	1	EA	2000	2000		
	Furniture	1	EA	500	500		
	SubTotal					66,704	
	Contractors Markup				0.2	13,341	
	SubTotal					80,044	
	Building Permit Fee					995.00	
	SubTotal					81,039	
	Sales Tax				0.085	6,888	
	SubTotal					87,928	
	TERO				0.03	2,638	
	SubTotal					90,565	
	Contengincy				0.15	13,585	
	Total					**104,150**	$110/SF all staff not together
	Remodel Office					347,104	
	Remodel Annex					104,150	
	Total Remodel					451,254	See Detail above
	PreFab NEW Office Bldg	2500	SF	250	625,000		Budget contruction at $250 /SF
							All staff together and quality of area improved!

Amenity #3 Clubhouse Pool

The fifty-year-old Clubhouse Pool is an outdoor leisure pool adjacent to the community clubhouse. The mechanical systems are housed in a small room within the clubhouse building. The pool is a single body of water with stair entry and water depths from approximately 3 feet to 8.5 feet, with an approximate water volume of 46,000 gallons. The Clubhouse Pool vessel is constructed with concrete and plaster finish lined with tile borders. The pool is filtered using a pressure diatomaceous earth (DE) filter. The pool is disinfected with solid chlorine tablets in an erosion feeder. The water pH is balanced manually using granular balance chemicals. Pool water heat is provided by a gas-fired heater on the exterior of the building.

The Shelter Bay pools have not had to have a Certificate of Operation from the Skagit County Health Department for the last fifty years since it was located on reservation land. Also, during that time, the SITC (Swinomish Indian Tribal Community) has not had a code governing recreational and recreational water facilities. The maintenance department, according to various inspectors, has done an excellent job keeping the conditioning of the pool within the health department tolerances.

In January 2020, the SITC updated its Title-19 to include recreational and recreational water facilities. (reference appendix). One of the paragraphs referenced existing pools that meet acceptable criteria of the inspector can be grandfathered. However, the following paragraph stated that if any deficient code issue was updated, all deficient code issues must be updated. Therefore, we needed to get a ruling from the Tribe on the acceptable condition of Shelter Bay Pools. Unfortunately, SITC hadn't assigned this inspection task to anyone yet.

March 2020 brought the pandemic, closing all schools and special class activities. If a SITC individual had been assigned, there were no classes for them to go to for instructions.

Shelter Bay contacted the Skagit County Health Department to see if their pool inspector could inspect Shelter Bay pools. Due to the pandemic, the Health Department was extremely busy, and it took several months to reach the person in charge of that task. They advised that if the Tribe agreed to have Skagit Health Department inspect the pools, they would do it as time permitted.
In June 2020, Shelter Bay contacted a pool engineering company (Water Technology, Inc. see appendix) to give us a proposal to inspect the pools and evaluate their condition. In July, the report from WTI was issued to Shelter Bay outlining numerous deficiencies, along with an overall aquatic amenities aggregate condition score. Clubhouse Pool 59.38 out of 100 and Upper Pool 45.63 out of 100. However, to proceed with a decision on what to do with the pools, we needed the inspection from the Tribe on what may be acceptable. The conversations continued between Shelter Bay, Skagit County, and the Tribe on an agreement to inspect the pools.
June 16, 2021, Skagit County inspected the Clubhouse pool and issued a report. The report advised that the issues pointed out should be reviewed by a pool engineer. Shelter Bay gave the Tribe a copy of the WTI report for their review, and on **July 26**, issued a letter listing items to be done for a **temporary opening**.
The letter added that for the pool to open next season, 2022, all the deficiencies outlined in the WTI and Skagit County reports must be addressed. Further, all noted issues must be completed two months before the pool opening to permit proper inspection of corrected facilities (If the pool opening is June 1, then all work must be completed April 1. This gives us eight months to prepare bid documents on work to be done, advertise and receive bids on the proposed work, make a decision on what is to be done, adjust the budget to reflect unbudgeted funds, and have the project completed in a pandemic world.
August 16 The engineers have been contacted and are preparing a proposal to develop bid documents. In the meantime, pool contractors will be contacted to determine their backlog and the feasibility of meeting the required schedule.
WTI report is in the appendix of this Master Plan project.

Special Note:
Considering the existing condition of the Upper Pool, construction of a new pool or aquatic amenity to replace the Upper Pool should be considered. This option is provided for the Shelter Bay Community to consider and compare the investment necessary to update the existing pool with the probable cost to construct a new aquatic amenity. With new construction there are also advantages to consider beyond monetary savings, such as relocation of the new aquatic amenity near the Clubhouse Pool for significant efficiencies as well as the opportunity to create new programs and features. Construction at the Clubhouse Pool location would also result in significantly lower site, building, and building mechanical renovation costs than any new or renovation work at the Adult Pool location. At the Clubhouse Pool location multiple aquatic amenities could share support spaces.

A detailed report on the condition of the pool, its relationship to numerous codes together with recommendations for phased repairs are contained in a report by WTI, Inc. dated July 14, 2020, which is included in the appendix to this report.

Estimates for renovating the Clubhouse Pool to current standards range from $106,000 to $144,000 (pre-pandemic estimates). Replacement estimates range from $600,000 to $850,000 (pre-pandemic estimates).

Amenity #4 Upper Pool

The Upper Pool is an outdoor leisure pool adjacent to a community tennis court and basketball court. The Adult pool is approximately a half-mile from the Clubhouse Pool. The mechanical systems are housed in a bathhouse building adjacent to the pool. The pool is a single body of water accessed via portable stairs. The pool water depths are approximately 3 feet to 9 feet. The pool has an approximate water volume of 36,000 gallons. The pool was partially filled and not operational at the time of observation. The Upper Pool vessel is constructed with concrete and the interior finish is plaster with tile borders. The pool is filtered using a pressure diatomaceous earth (DE) filter. The pool is disinfected with solid chlorine tablets in an erosion feeder. The water pH is balanced manually using granular balance chemicals.

At some point in the past, the Upper Pool experienced hydrostatic pressure from ground

water that lifted the pool vessel. After the event, the pool vessel did not settle at its original elevation, and a new deck was constructed around the pool vessel at approximately 8 inches higher than the previous deck level. The condition and quality of the soil supporting the pool is unknown and voids and unstable soils are a concern. Settling and/or shifting is a possibility as well as a recurrence of a groundwater event. The risk of the unknown soil stability and hydrology cannot be accurately predicted monetarily.

Estimates for renovating the Upper Pool to current standards range from $314,000 to $376,000, not including the upgrades to the bathhouse.

Considering the existing condition of the Upper Pool, construction of a new pool or aquatic amenity to replace the Upper Pool should be considered. This option is provided for the Shelter Bay Community to consider and compare the investment necessary to update the existing pool with the probable cost to construct a new aquatic amenity. With new construction there are also advantages to consider beyond monetary savings, such as relocation of the new aquatic amenity near the Clubhouse Pool for significant efficiencies as well as the opportunity to create new programs and features. Construction at the Clubhouse Pool location would also result in significantly lower site, building, and building mechanical renovation costs than any new or renovation work at the Adult Pool location. At the Clubhouse Pool location multiple aquatic amenities could share support spaces.

NOTE: The Upper Pool, Tennis Court, and Basketball Court are on three platted lots. If the cost to maintain these amenities proves to be too costly, and those monies need to be allocated towards other amenities, then the lots could be sold. The sale would create three additional members to share in the lease and HOA fees.

Amenity #5 BBQ Pavilion Area

A few yards north of the Clubhouse Pool, the **BBQ Pavilion** is a 20x32 foot open-air pole building for Shelter Bay member's usage or rental for outdoor functions. The facility consists of a kitchen area with a sink, cold water only, a BBQ gas grill, a fire grilling area for large events, or a small charcoal grill for individual activities. Ten movable exterior picnic tables and a few interior fixed seating areas enhance the BBQ Pavilion's purpose. The Budget Year 2020-21 set aside $3,500 for a new gas grill, planned for installation in August 2021. In addition, requests have been made to supply hot water to the existing sink. After evaluating the electrical supply, it was determined there were no available circuits for an insta-heat system. However, if the current lights are changed to LED, we could reduce the wattage demand and create available circuits to accommodate the hot water unit. This should also reduce our electric bill. The 2021-22 budget added $5,000 for upgrades to the BBQ Pavilion area. Repairs to the columns are completed. A preliminary cost estimate of the lighting change is approximately $3,500-4,000.

Amenity #6 Clubhouse Tennis

The fifty-year-old Clubhouse Tennis Courts were repaired and resurfaced two years ago at the cost of $35,000. The contractor recommends resurfacing the courts every ten years. The ten-year resurfacing may not require the crack repair performed during the summer of 2019. Therefore the ten-year resurfacing would cost approximately $20-25,000. Cleaning the courts once a year costs $1,000.
The use of the courts is popular with Pickleball Athletes as well as pure-tennis buffs.

At this time no additional expenditures are proposed for this facility. However, to reduce future repair costs, a rigorous maintenance program should be followed.

Amenity #7 Shuffleboard

The shuffleboard slab of 6 x 52 ft. remains in place with faded paint demarcation. There appears to be a current lack of appeal in Shuffleboard. However, if interest arises again, paint can be applied, and equipment acquired at less than a thousand dollars.

No work is planned at this time.

Amenity #8 Playground

It is estimated that nearly 100 children who might use the playground live in Shelter Bay. In addition, seasonal visitors to grandparents can easily double the users of this facility. It is centrally located in the community, with several "adult" recreation facilities directly adjacent.

However, the play equipment is outdated and does not meet current guidelines for facilities of this type. While this does not seem to inhibit the kids in any way from enjoying this playground, it may make sense to investigate an update of the facility.

Shelter Bay's fifty-year-old playground was good enough for most baby boomers, but it no longer meets the current safety code.

- The monkey bars, spring toy, and teeter-totter are good pieces of play equipment with no issues, except they are tired and excessively worn.
- The climbing dome is no longer an approved playground structure and does not have the required six-foot safety zone.
- Metal slide surfaces heat up to dangerous levels when exposed to the hot sun for long periods. As a result, children using them can develop first and second-degree burns while sliding down.
- The metal slide also has "entanglement" and "head entrapment" areas no longer present on newer slides. As a result, there is a chance children could get strangled or trapped while using the slide.
- The existing swing set looks to be in good shape, but the front-to-back use zones appear too small.

- The wood chip play surface produces a few splinters.

Shelter Bay has budgeted for the FY 2021-22, $70,000 towards upgrading the playground. We have contacted several Playground contractors to determine what options there are to meet the budget. Their findings and recommendations are contained in the Cost Summary and appendix.

Amenity #9 PW Building

This building is used primarily by the five-person Maintenance Department. The building is in good repair, and meets the needs of its users.

No major work required at this time. Only usual general maintenance is needed.

Amenity #10 Central Open Space

The Central Open Space behind the Clubhouse Tennis Courts is a one-and-three-quarter-acre site used by kite-flyers, dog owners, volleyball players, and some who stop there and talk to others who have done the same. It is adjacent to the three-quarter-acre Wetland site rehabilitated in 2019 in agreement with the Swinomish Tribe.

Space can be allocated within the design for volleyball and badminton. A shade structure with seating can assist in observing the activities or accommodating that spot once found by two people in need of a conversation.

Dog owners have asked if a portion of this area could be converted into a dog park to facilitate a safe space their friends can run free of leashes and the worry of passing traffic. An estimate of costs to develop a dog park follows below.

The current maintenance obligation is weekly mowing, which costs $700 per month.

	Description	Qty	Unit Measm't	Unit Cost	Cost	Toatal Cost	Remarks
Dog Park (.75 of an acre)							
	Fence	840	LF	25	21,000		If we reduce LF by 100 LF = $2,700 w/ tax
	Bench	2	EA	500	1000		Installed
	Doggie-Pot	2	EA	125	250		Installed
	Garbage Can	1	EA	400	400		
	Signage	4	EA	25	100		
	Permit	1	LS	250	250		
	TERO	1	LS	500	500		
	SubTotal				23,500		
	Tax	8.50	%		1,998		
	Contengency	10	%		2,550		Approximately 3/4 acre, next to the Wetland and Playground
	Total					**28,047**	**Use $30,000 Budget**
	If Fence cost 35 per ft	840		35	29400		
	Add cost				9000		

Amenity #11 Golf Course

Shelter Bay's five-acre, nine-hole Chip-and-Putt Golf Course is small but challenging with its rough fairways, elevation variations, and a few water and tree obstacles to make it interesting until you get to the greens. As we all know, the short game is where one wins or loses, and here is the ideal area to practice with friends or grandchild. In the winter of 2020, several large trees were lost in a storm, and we need to plan how to reconfigure the course with new challenges.

The Golf Course requires the most groundskeeper's time within the twenty-four odd acres of open space throughout Shelter Bay. Needed: Maintenance cost per year

There is an on-going discussion regarding the use of this area. Golf is a highly visible and valued part of the amenity "package" of Shelter Bay, and is seen by some as central to the image and value of the community. Others see a significant on-going maintenance cost that only benefits a small percentage of residents during only a small part of the year. Others see the opportunity to develop other recreation facilities, or a shared facility with compatible recreational uses such as Frizbee Golf. Others see the opportunity to develop additional residential units on this prime marina view site in order to increase the lease income to the Company.

This Amenity will require additional discussion to define its contribution to the Shelter Bay Community.

Amenity #11, 12 ,13, 14 Marina Facilities

The Shelter Bay Marina is located within the Shelter Bay Community, making its location very convenient for community residents. Because the marina is nested within a residential community, there are no commercial or retail waterfront attractions. However, non-resident moorage tenants may enjoy the use of the community's pools, tennis courts, golf course and other recreational facilities for a small fee. Vacant slips are also available for short-term guest moorage at reasonable nightly rates.

The Marina and Shoreside Facilities are a profit center for the Shelter Bay Company. The Harbor Committee is the group with primary respnsibility for its strategic direction. A Marina Business Plan was prepared at the direction of the Board in 2013, and remains the guiding document for all marina related activities. On February 27, 2013, the Marina Financing Task Force presented the Board of Directors with a report titled 'Financing the Future' which provided a guide to implementing the Marina Business Plan, including a timeline and financing considerations. The report provided a 10-year phased plan calling for improvements every 2 years beginning in FY 2015-2016. Improvements to include replacement/reconfiguration of the marina to reduce the number of small slips (32' and under) and increase the number of larger slips (40' to 50'). In addition, a maintenance dredging program will be implemented in 2022 in order to return the channels and basins to proper navigable depths. Implementation of this Plan would result in a new Marina facility with a 30+ year useful life. The Plan recommends financing the improvements through phased rate increases, loans, reduced maintenance, active marketing and occupancy management.

A concrete boat ramp is available and can accommodate launching of smaller boats up to about 36 feet in length. Six of the smaller slips were recently repurposed as 'dinghy docks' for boats 14' and smaller, and have been a popular alternative and effective in reducing vessels with excessive slip overhang due to their accessory dinghies or small fishing boats sticking out into the fairways.

The facility includes 80 parking spaces for vehicles, with limited parking for boat trailers. Restrooms with showers are available for marina tenants, as are numerous waste receptacles for boaters' trash on return from the waters. Community open spaces and picnic areas are accessible by boaters. There are no on-site fueling, or chandlery, but such services are located in nearby La Conner within a mile of the marina. A tank for the recycling of used/waste oil is provided in the parking lot near the marina restrooms.

During the period from 2018 to 2021, all the docks have been replaced with new state of the art docks, fingers, and infrastructure. In XXXX a new pump out facility was put in place with assistance from Washington State Parks Clean Vessel Program.

12. The Boat Launch

13. The Pump Out

14. The Kayak Launch

PHOTO??????

Amenity #16 Upper Tennis

The Upper Tennis Court at the corner of Shelter Bay Dr and Coquille Way is in playable condition with a cosmetic need of resurfacing. Besides tennis and pickleball players, the court area is visited by exercise groups, children learning to ride their bikes, or parents wanting a safe place for their children to run and play within a controlled area. A tennis practice area is its primary use.
The cost to resurface is $16-18K and $500 a year to maintain. A sports consultant advised that without resurfacing, the court will not be functional within a few years. Currently, its condition gives the sense of neglect that could transfer to the whole community on how it is being kept. Therefore, making an indirect effect on the value of the member's personal property.

NOTE: The Upper Pool, Tennis Court, and Basketball Court are on three platted lots. If the cost to maintain these amenities proves to be too costly, and those monies need to be allocated towards other amenities, then the lots could be sold. The sale would create three additional members to share in the lease and HOA fees.

Amenity #17 Basketball Court

Originally built as a handball court, then converted into a basketball court adjacent to the tennis court is frequented by teenagers. As resurfacing the tennis court would make it look kept, so too would the basketball court. The cost to resurface is approximate $5-10K, depending on the extent and detail we wish to present.

NOTE: The Upper Pool, Tennis Court, and Basketball Court are on three platted lots. If the cost to maintain these amenities proves to be too costly, and those monies need to be allocated towards other amenities, then the lots could be sold. The sale would create three additional members to share in the lease and HOA fees.

Amenity #18 Storage Lot

The six-acre RV-Boat storage lot contains 352 spaces for various size vehicles. It is 76% occupied, leaving only 80 open slots. During the past three years, security has improved. Motion detectors attached to the perimeter activate an alarm and camera to the area along the fence that is being compromised. An alert is then sent to Shelter Bay management and the Swinomish Police to investigate.
Weeds and touchup of the yellow division lines are the maintenance issues costing approximately $2,000 a year with volunteer assistance on the yellow lines.
Gravel base repair is required about every five years for an additional cost of $2,000-5,000.

Amenity #19 Guardhouse

Guards have been eliminated from the Shelter Bay Entrance, and discussion is heavily considering if a Guardhouse is necessary or the right look that Shelter Bay wants to present to our members, the Tribe, or La Conner area in general.
The building itself requires substantial repair, but it houses the security systems of the Storage Lot and the Entrance to Shelter Bay.
An electronic message board has been installed to help with communication, especially emergency information.

The guardhouse itself is in need of significant renovation due to rot at the base of the building. The replacement cost of a unit to house security or operate gates if the need occurs is unknown until a decision is made on what is required. Place holder should be $10,000-15,000.

Amenity #20 Gatehouse

The Gatehouse is an approximate 450 SF house with living, kitchen, bath, and bedroom areas. Shelter Bay currently rents it out at $ 800 per month. Unfortunately, the house is in need of substantial repairs.

Park P1 Rainbow Park

Rainbow Park is currently undergoing a major restoration to correct structural faults at the pavillions and to replace dying vegitation with new plantings. In addition, there is discussion with the Tribe regarding shoreline and bank stabilization to to erosion caused by wave action along the chanel.

Replanting the area with native, drought-tolerant plants, shrubs, and trees where dead shore-pines were removed last year has been presented to the Tribe for approval. Final determination of adjustments to the park will be made as negotiations with the Tribe is concluded.

Park P2 Shoshone Park

Shoshone Park is a 4,000 sf. view park destination, with one bench to use to enjoy the marina view. The area requires upkeep, but currently has not been indentified as needing any substantial changes.

Park P3 Martha's Beach

Martha's Beach offers four-hundred-and-fifty linear feet of natural shoreline with a view out over Swinomish Channel to Whidbey Island. The area has a few picnic tables and charcoal grills. No open fires are permitted. Water is available.
Requests have been made for picnic shelters, but due to the super-high-tides and occasional storm surges that wash timber and other debris on to the site up to the access road, more study of this concept must be undertaken.

Park P4 View Park

At 175 feet above sea level with views to the south as far as Mount Rainier, View Park is well named. Currently, there is a rudimentary trail to the top. Once the destination is reached, there is no bench to use to enjoy the view, no trash container or sign explaining the islands and channels laying out before the viewer.

Access from the base of this hill connects to Cliff Trail to Martha's Beach. Access from Siletz Place is steep and difficult, with no developed stairs, pathway or hand rails. Additional access could be developed to Tillamuk Drive.

Park #5 Channel Park

This quiet and secluded park overlooks the Swinomish Channel and the Latitude 48 boat repair facility. It is about 8250 SF or .2 Acre in size, sunny in the morning and shady in the afternoon. It is well used by nearby residents and is a pleasant surprise to walkers.

It requires periodic seasonal maintenance such as mowing, but otherwise seems not in need of anything.

Pocket Park #1 Annex Park

This 7250 SF grassy area is part of the Annex office and Marina parking area. It is primarily used as a dog walking area with high use of its doggie bag dispenser and trash can. it is a flat non-descript area that serves a nessesary function in this part of the communty. Absent any compelling needs to reconfigure the area, it is not a high priority for study.

Pocket Park 2 882 Shoshone

This narrow area of 6,630 sf. could be used for an exercise station. Dog walkers are also frequently seen here. It is also the location of an emergency generator.

Pocket Park 3 144 Lummi

This 1/2 acre tract houses an emergency generator and a sewer lift station. It is also an open space connector from Lummi Drive to Samish Place and Rainbow Park. It could be a stop on an execise course or be developed in to garden plots.

Pocket Park 4 Lummi Circle

This 1/2 acre park serves the Lummi Drive community for recreation and dog walking. There are 10 parking spaces and a grassy play area in the center. Picnic BBQs, benches and other amenities could be added to this park, as it is a popular stop on the lower walking circuit.

Pocket Park 5 760 Shelter Bay Drive

This 3/4 acre grassy area serves the upper Shelter Bay Drive neighborhood. It is popular for local dog walking and includes a drainage swale, some nice trees, and serves as a meeting point for the neighborhood. The addition of some benches, possibly an excercise station or some garden plots would add great value to the site.

Trail System

Shelter Bay enjoys a wide variety of trail types and locations that also serve as important social connectors between the various neighborhoods in the community. Every day, a significant number of our members use this trail system for exercise walking, dog walking, social strolling, and to simply get out and enjoy the day. Numerous groups of walkers use the trails on a daily basis as an energetic start of the day, and fitness walkers can be seen clearly improving their health with a vigorous walking regimen. The trails are very much part of the glue that binds this community.

The Shelter Bay Walking Path Task Force presented a Report and Recommendations to the Board on December 12, 2013, which summarized the findings and recommendations for implementation of a comprehensive Trails System. That document is incorporated into this Master Plan by reference here, and it is included in the appendix. Its recommendations are still current and should be revisited and updated as part of this Master Plan effort.

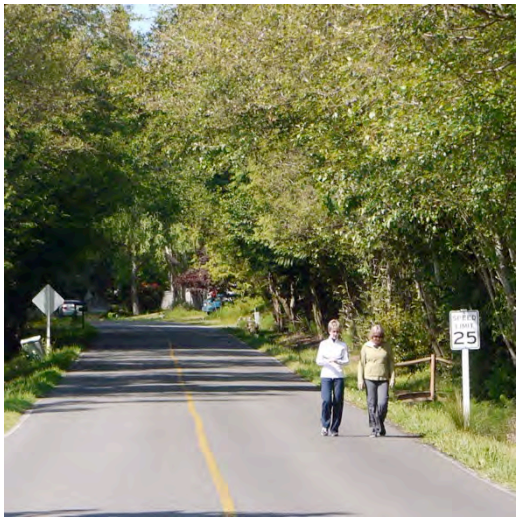
Trail T 1Golf Course

This trail section together with the very popular Gazebo was completed in 2019.

Trail T 2 Shoshone to Klamath

This pathway follows the eastern edge of Shelter Bay Drive as a rudimentary gravel path along the Central Open Space, not separated from the roadway by any transition or safety zone. It is an important connector between "upper" and "lower" Shelter Bay.

Trail T 3 Klamath - Wasco Place



Currently, walkers using this 1/2 mile trail transition in and out from sun to shade, causing a situation where the walkers can't be seen promptly even at 15-20mph. The Posted speed limit 25. This is a well used pathway connecting upper and lower Shelter Bay Drive communities.

Study is needed to resolve this safety issue, and to define a path that allows for safe walking while co-ordinating well with drainage swales along the road edges.

Trail T 4 Golf to Guardhouse

This .86 mile stretch of trail connects the gatehouse with the Golf Course. It is heavily used by walkers from all neighborhoods in Shelter Bay. It has maintenance needs along most of its length, although recently a portion of it was re-surfaced as part of an infrastructure repair.

Trail T 5 SB Drive to Martha's Beach

Narrow, dark, and residences have infringed rockery and vegetation at the edge of road, limiting pedestrian access. This trail should be studied to see if walkers and cars can share the road.

Trail T 6 Cliff Edge Trail

This is a .5 mile wooded trail that connects Pull-and-be-damned Rd, View Park, and Martha's Beach. Simple maintenance may be all that is needed to keep this in its natural character while providing safe access.

Trail T 7 Exercise Stations

Simple excercise stations could be scattered among the various pocket pars and open spaces along the trail system. It would be possible to create 10 Stations at $1000 ea.

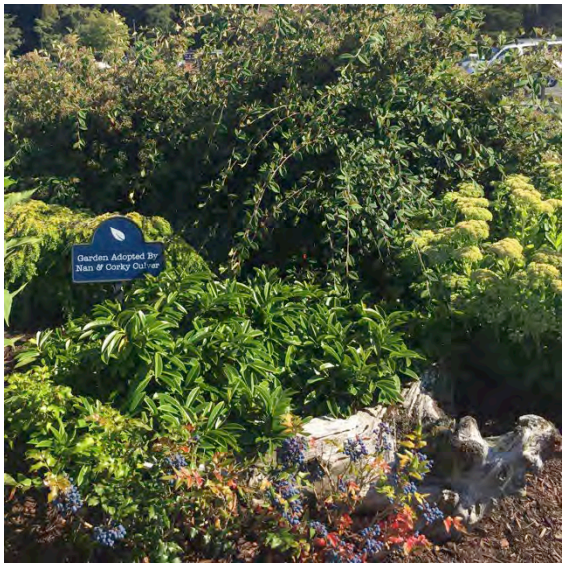
Greenways

The Greenway system extends thoughout Shelter Bay offering both active and passive recreation opportunities. It is currently mostly in maintained grassy areas or un-maintained forest land. In some cases there are informal trails through these areas, however, there are generally no facilities of any sort in these tracts. The Greenways identified below are those which could offer community connector pathways between neighborhoods, or which could be developed as a station on an excercise circuit. There are additional Greenways that act as buffers between developed areas which should be preserved as such.

Adopted Gardens

Shelter Bay Community is interlaced with greenbelts. Some populated with trees, some open areas, and some planted with decorative shrubs and flowers. Our maintenance department is challenged to keep the sewer and water system flowing, the roadways and drainage ditches open, and over twenty-two acres to mow. Unfortunately, the Garden areas became the victims of the necessary budget cuts and priorities faced by a limited workforce.

A group of Shelter Bay residents saw the decline in decorative beds and formed a Garden Club that grew close to thirty members in a short time. The members adopted Garden Areas and then weeded and planted beauty back for all to enjoy. Most importantly, these volunteers maintain the garden areas so there is on-going attention to the plants. This has been a very successful way to enhance the character of the landscape in that our maintenance crews are focused on larger tracts and infrastucture issues. These adopted gardens are labor-intensive and benefit greatly from the attention they recieve from thier adoptors.



The current Adopted Areas are as follows:

1. Entry Guard House Pots – Pam Hassler
2. Marina Launch Garden (North) – Tracy Pegg
3. Marina Launch Garden (South) – Nan & Corky Colver
4. Annex-Library Garden – Cayden Holbrook – Pacific Mowing
5. Memory Garden (in front of BBQ pavilion) – Jana Vanatova Cushman
6. Marina Dock B – Consuelo Uchida
7. Shelter Bay Club House Mail Box Garden – Diane Berglund
8. White Picket Fence Garden – Magie McPhee and Karen Maon
9. Clubhouse Office Entry Garden – Tobias Schwind (Grass Roots Lawn & Garden)
10. Rockery Triangle Garden Marina North Entrance – Gail & Bruce Romero
11. Clubhouse parking lot Garden in the island between Clubhouse and Tennis Courts – Michelet Petitti and Christina Stephens
12. Golf Course Gazebo – Warren & Julie Smith
13. Wetland Project – Carol Yaw, lead volunteer

Future Gardens to be Adopted:

14. Marina Mound
15. Poolside Picnic and pots
16. Maple & Rhody Garden at Shelter Bay Entrance.
17. Others as time and interest develop.

12 Appendix

The appendix contains reports and detail referenced in the text of the Plan as background for decision-making.

List of exhibits

- 12.1.1 Capital Facilities Reserve Study
- 12.2.1 SB Pool Cost Estimates 2021
- 12.2.2 WTI Pool Report June 2020
- 12.2.3 SITC Pool letter July 26, 2021
- 12.2.4 Skagit County Pool inspection June 16, 2021
- 12.3.1 Playground - NPE Proposal - Cost Estimate
- 12.3.2 Playground - NPE Proposal - Plan
- 12.3.3 Playground - NPE Proposal - View
- 12.3.4 Playground - Play Creation Alt 1
- 12.3.5 Playground - Play Creation Alt 2
- 12.4.1 Rainbow Park Design
- 12.5.1 Trails Task Force Report - December 2013 (excerpts)
- 12.6.1 Dog Park petition
- 12.7.1 Clubhouse and Annex Cost Estimate
- 12.8.1 Trails Cost Estimate

JEFF SAMDAL
&ASSOCIATES

PROFESSIONAL RESERVE STUDY

LEVEL 3 UPDATE

Shelter Bay Community, Inc.

1000 Shoshone Drive, La Conner, WA 98257

For:	Prepared By:	Date Prepared:
Shelter Bay Community, Inc. c/o David Franklin Community Manager 1000 Shoshone Drive La Conner, WA 98257 (360) 466-3805	**Jeff Samdal, PE, RS, PRA** jeff@samdalassoc.com (206) 412-4305	**June 11, 2020**

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1.0 EXECUTIVE SUMMARY

1.1 DISCLOSURES REQUIRED BY STATE OF WA RCW 64.90.550

The undersigned makes the following disclosures required by RCW 64.90.550 to establish that this Reserve Study meets all requirements of the Washington Uniform Common Interest Ownership Act, Chapter 64.90 RCW:

a. This Reserve Study was prepared with the assistance of a reserve study professional and that professional was independent;

b. This Reserve Study includes all information required by RCW 64.90.550 Reserve Study – Contents; and

c. This reserve study should be reviewed carefully. It may not include all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. The failure to include a component in a reserve study, or to provide contributions to a reserve account for a component, may, under some circumstances, require the association to (1) defer major maintenance, repair, or replacement, (2) increase future reserve contributions, (3) borrow funds to pay for major maintenance, repair, or replacement, or (4) impose special assessments for the cost of major maintenance, repair, or replacement.

1.2 GENERAL DESCRIPTION OF PROPERTY

Shelter Bay Community, Inc. is a private 400 acre community located on tribal leased land on Fidalgo Island. This community is located on the west side of the Swinomish Channel near the town of La Conner, WA. The community consists of 936 single family homes along with several common amenities. The common features of this community consist of private roads, private water and sewer system, tennis courts, swimming pools, a beach and several parks with picnic facilities, a community clubhouse, a 9-hole golf course, a marina with 317 slips, an RV storage lot, and maintenance and operations buildings. This property was originally developed in the late 1960's and early 1970's.

Like all properties, this property will require capital maintenance. We have itemized areas of capital maintenance that we anticipate over the next thirty (30) years along with estimated costs and estimated schedule of repair/replacement.

1.3 IMMEDIATE NECESSARY CAPITAL EXPENDITURES

We strongly recommend that a civil engineering company be hired to prepare plans and specifications to replace the water distribution piping, replace the storm system piping, replace the sewer lines where necessary, and ultimately improve the roads throughout the property. The addition of sidewalks and curbs in some areas where desired should be done at this time. It would be most efficient, cost-effective, and least disruptive to the community to have all of this done as part of one project in each section of the community, rather than separate projects continually disrupting each area. Clearly, this will need to be performed in numerous phases throughout the development. The phasing and the budgetary costs should come from the civil engineering company that is hired. Once we have the proposed costs and schedule for this community-wide improvement, we will directly implement this into this study in the future.

Bids should be obtained to determine the budget for civil engineering services, which we understand may be paid for via the operating budget.

2.0 RESERVE STUDY BACKGROUND

2.1 PURPOSE OF THIS LEVEL 3 RESERVE STUDY

The primary purpose of this Level 3 Reserve Study is to provide the Association with a planning and budgeting tool to adequately maintain the property 30 years into the future without unexpected special assessments. This study is intended to provide the Association with an understanding of their property and to bring to light necessary immediate expenditures and reasonably anticipated future capital expenses that should be addressed.

Associations have a responsibility to their members to adequately maintain their properties and our Reserve Studies provide our clients with the tools to implement capital maintenance. When small issues and maintenance items are addressed prior to becoming larger problems, there is typically a significant overall savings for a property owner. Properly maintained properties maintain higher property values than those with an abundance of deferred maintenance.

An additional benefit of this Reserve Study is that it is one of the qualifications required for Associations to obtain FHA approval (which is very helpful in selling or refinancing individual units). Many other sources of funding are also beginning to require them as well.

2.2 WASHINGTON STATE RCW 64.90.550

As of July 1, 2018, WA State RCW 64.90.550 defined a Reserve Study in WA State as the following:

(1) Any reserve study is supplemental to the association's operating and maintenance budget.

(2) A reserve study must include:

(a) A reserve component list, including any reserve component, the replacement cost of which exceeds one percent of the annual budget of the association, excluding contributions to the reserves for that reserve component. If one of these reserve components is not included in the reserve study, the study must explain the basis for its exclusion. The study must also include quantities and estimates for the useful life of each reserve component, the remaining useful life of each reserve component, and current major replacement costs for each reserve component;

(b) The date of the study and a disclosure as to whether the study meets the requirements of this section;

(c) The following level of reserve study performed:

(i) Level I: Full reserve study funding analysis and plan;

(ii) Level II: Update with visual site inspection; or

(iii) Level III: Update with no visual site inspection;

This reserve study meets the qualifications of WA State RCW 64.90.550

(d) The association's reserve account balance;

(e) The percentage of the fully funded balance to which the reserve account is funded;

(f) Special assessments already implemented or planned;

(g) Interest and inflation assumptions;

(h) Current reserve account contribution rates for a full funding plan and a baseline funding plan;

(i) A recommended reserve account contribution rate for a full funding plan to achieve one hundred percent fully funded reserves by the end of the thirty-year study period, a recommended reserve account contribution rate for a baseline funding plan to maintain the reserve account balance above zero throughout the thirty-year study period without special assessments, and a reserve account contribution rate recommended by the reserve study professional;

(j) A projected reserve account balance for thirty years based on each funding plan presented in the reserve study;

(k) A disclosure on whether the reserve study was prepared with the assistance of a reserve study professional, and whether the reserve study professional was independent; and

(l) A statement of the amount of any current deficit or surplus in reserve funding expressed on a dollars per unit basis. The amount is calculated by subtracting the association's reserve account balance as of the date of the study from the fully funded balance, and then multiplying the result by the fraction or percentage of the common expenses of the association allocable to each unit; except that if the fraction or percentage of the common expenses of the association allocable vary by unit, the association must calculate any current deficit or surplus in a manner that reflects the variation.

(3) A reserve study must also include the following disclosure:

"This reserve study should be reviewed carefully. It may not include all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. The failure to include a component in a reserve study, or to provide contributions to a reserve account for a component, may, under some circumstances, require the association to (1) defer major maintenance, repair, or replacement, (2) increase future reserve contributions, (3) borrow funds to pay for major maintenance, repair, or replacement, or (4) impose special assessments for the cost of major maintenance, repair, or replacement."

2.3 SCOPE AND METHODOLOGY

Our Level 2 Reserve Study was finalized on April 2, 2020 at this property.

This report is an off-site update of that report based solely on the information provided to us by David Franklin on May 30, 2020.

Financial Analysis: We performed an analysis on the financial needs and current status at the property. The financial analysis provides the following:

- Forecasts the anticipated Capital Reserves necessary at the property over the next 30 years.
- Projects future Capital Reserve balances and determines the appropriate funding levels necessary.
- Reviews the Association's current funding plan and current financial position.
- Provides our recommended annual contribution to the Reserve Fund to maintain Full Funding.

2.4 SOURCES OF INFORMATION

The following people provided us information for this study:

- David Franklin, Community Manager

2.5 DEFINITIONS

Assumed Inflation - Our assumed inflation rate is our best guess of the long term average of the inflation rate over the next thirty years; it is not based on the current Consumer Price Index (CPI). Our number is much closer to the historical average of the CPI over the previous 25 years.

Capital Reserves Balance - Actual or projected funds as of a particular point in time that the Association has identified for use to defray the future repair or replacement of those major components which the Association is obligated to maintain. Also known as reserves, reserve accounts, cash reserves.

Component - An individual line item in the Reserve Study developed or updated in the physical analysis. These elements form the building blocks of the Reserve Study. Components typically are: 1) Association responsibility, 2) with limited useful life expectancies, 3) predictable remaining useful life expectancies, 4) above a minimum threshold cost, and 5) as required by local codes.

Component Inventory - The task of selecting and quantifying reserve components. This task is accomplished through onsite visual observations, review of Association design and organizational documents, and a review of established Association precedents.

Deficit - An actual (or projected) reserve balance less than the fully funded balance. The opposite would be a surplus.

Effective Age - The difference between useful life and remaining useful life. Not always equivalent to chronological age, since some components age irregularly. Used primarily in computation.

Financial Analysis - The portion of a Reserve Study where current status of the reserves (measured as cash or percent funded) and a recommended reserve contribution rate (reserve funding plan) are derived. The financial analysis is one of the two parts of a Reserve Study.

Fully Funded - 100% funded. When the actual (or projected) reserve balance is equal to the fully funded balance.

Fully Funded Balance (FFB) - Total accrued depreciation. An indicator against which actual (or projected) reserve balance can be compared. In essence, it is the reserve balance that is proportional to the current Repair/replacement cost and the fraction of life "used up". This number is calculated for each component, them summed together for an Association total.

Percent Funded - The ratio, at a particular point of time (typically the beginning of the fiscal year), of the actual (or projected) reserve balance to the fully funded balance, expressed as a percentage.

Special Assessment - An assessment levied on the members of an Association in addition to regular assessments. Special assessments are often regulated by governing documents or local statutes.

2.6 FREQUENTLY ASKED QUESTIONS ABOUT RESERVE STUDIES

What is a reserve study?

Reserve studies are comprehensive reports that are used as budget planning tools that will assess the current financial health of the reserve fund as well as create a plan for future funding to offset anticipated major future common area expenditures.

According to *Community Association Institute's Best Practices, Reserve Studies/Management*: "There are two components of a reserve study—a physical analysis and a financial analysis. During the physical analysis, a reserve provider evaluates information regarding the physical status and repair/replacement cost of the association's major common area components. To do so, the provider conducts a component inventory, a condition assessment, and life and valuation estimates. A financial analysis assesses only the association's reserve balance or fund status (measured in cash or as percent funded) to determine a recommendation for an appropriate reserve contribution rate (funding plan)."

What are the different types of reserve studies?

Reserve studies fit into one of three categories: Full; Update with Site Visit; and Update with No Site Visit. They are frequently called Level 1, Level 2, and Level 3 respectively (as defined by Washington State RCW 64.90.550).

> **Level 1: A full reserve study** – the reserve provider conducts a component inventory, a condition assessment (based upon on-site visual observations), and life and valuation estimates to determine both a fund status and a funding plan. They typically extend 30-years. A full reserve study must be in place before a Level 2 or Level 3 can take place.
>
> **Level 2: An update with site visit (on-site review)** -- the reserve study provider conducts a component inventory (verification only, not quantification), a condition assessment (based on on-site visual observations), and life and valuation estimates to determine both a fund status and a funding plan. A Level 2 update is performed every third year, with the first one scheduled 3 years after the Level 1 was completed.
>
> **Level 3: An update with no site visit (off-site review)** -- the reserve study provider conducts life and valuation estimates to determine a fund status and a funding plan. A Level 3 update is performed annually, except in years when a Level 1 or Level 2 has been conducted.

When should associations obtain reserve studies?

Most association experts would agree that an initial full 30-year reserve study should be conducted sooner rather than later if one is not already in place. They are typically updated annually after that to account for things such as inflation and any adjustments in funding levels, budgets, repairs or replacements.

If you follow Washington State RCW 64.90.555 (which we recommend), your reserve study schedule would look like this:

- Year 1: Level 1 full 30-year study
- Years 2, 3: Level 3 annual updates
- Year 4: Level 2 update with site visit
- Years 5, 6: Level 3 annual updates
- Year 7: Level 2 update with site visit

The cycle of Level 2 and Level 3 updates continues indefinitely. A Level 1 full study is not necessary after year 1.

What are the benefits of a Reserve Study?

Benefits of reserve studies, in short, include improved property maintenance (and therefore value) as well as complying with the law. In more detail:

Complying with Washington State law

View the rules regarding Reserve Studies and Reserve Accounts here:

http://app.leg.wa.gov/RCW/default.aspx?cite=64.90 - Sections 535, 540, 545, 550, 555, and 560

Fulfilling lender requirements (such as FHA)

Many lenders are requiring up-to-date reserve studies that indicate adequate financial health before they lend. Having a reserve study in place that shows a healthy funding plan before a homeowner finds a buyer could save significant time in the closing process.

Help maintain the property's value and appearance

A reserve study helps maintain the property's value and the property owner's investment. By identifying and budgeting for future repairs or replacement (anticipated capital expenditures), the property's common elements continue to look attractive and well-kept, adding to the community's overall quality of life. Many features, when properly maintained, can also benefit from an extended lifespan resulting in overall cost savings to the owners. Well maintained properties almost always have higher resale values than those that have been neglected.

Establishing sound financial planning and budget direction

A comprehensive reserve study lays out a schedule of anticipated major repairs or replacements to common property elements and applies cost estimates to them. It typically spans a 30-year period, and will serve as a financial planning tool for the association to use when determining homeowners dues and contributions to the reserve fund.

Reducing the need for special assessments

An association that has properly implemented their reserve study will strategically collect fees over time from homeowners (via monthly dues) rather than need large sums of cash unexpectedly (special assessments). Therefore, the need for special assessments should be minimalized because expenses have already been planned for and the funds exist when needed.

Fulfilling the board of directors' fiduciary responsibility

Board members of community associations have a fiduciary responsibility to their members. Directors are legally bound to use sound business judgment in guiding the association and cannot ignore major capital expenditures or eliminate them from the budget.

3.0 PHYSICAL ANALYSIS

3.1 COMPONENT ASSESSMENT AND VALUATION

The component assessment and valuation of the itemized capital expenses on this property was done by providing our opinion of Useful Life, Remaining Useful Life, and Repair or Replacement Costs for the Reserve components. Table 3.1A lists this component inventory, and is based on the information that we were provided and on onsite visual observations.

The remainder of "Section 3.0 Physical Analysis" details each of the items in Table 3.1A using narratives and photos. They are meant to be read together.

Table 3.1B is a summary of expenses, grouped according to their expense category. Chart 3.1B is a pie chart illustrating the same.

Table 3.1A Key:

Quantity - The total quantity of each component.

Units - SF = Square Feet SY = Square Yards LF = Lineal Feet

EA = Each LS = Lump Sum SQ = Roofing Square (10 ft X 10 ft)

Cost/Unit - The cost of a component. The unit cost is multiplied by the component's quantity to obtain the total estimated replacement cost for the component.

Remaining Life – An opinion of the probable remaining life, in years, that a reserve component can be expected to continue to serve its intended function. Replacements anticipated to occur in the initial or base year have "zero" Remaining Life.

Useful Life - Total Useful Life or Depreciable Life. An opinion of the total probable life, in years, that a reserve component can be expected to serve its intended function in its present condition.

Table 3.1A: Component Assessment and Valuation

Note: All numbers provided are the engineer's opinion of probable life and cost in 2020 dollars. Exact numbers may vary.

	Component	Quantity	Units	Cost/Unit	Remaining Life (Years)	Useful Life (Years)	Total Cost
3.2	**GROUNDS / ROADWAYS**						
	Asphalt Maintenance Allotment	1	LS	$186,287	2	2	$186,287
	Klamath Drive Engineering - Plans for Repairs	1	LS	$15,699	50	50	$15,699
	Klamath Drive Road Improvement	1	LS	$500,000	2	50	$500,000
	Near term asphalt improvements - Phase 1	1	LS	$160,000	0	40	$160,000
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 2	1	LS	$55,000	8	50	$55,000
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 3	1	LS	$55,000	18	50	$55,000
	Resurface marina parking lot with a 2-inch overlay	45,140	SF	$2.85	0	30	$128,649
	Resurface boat launch parking lot with a 2-inch overlay	41,300	SF	$2.85	3	30	$117,705
	Replaster Upper Pool, Replace Concrete Pool Deck, and Renovate the Upper Pool House	1	LS	$743,165	0	20	$743,165
	Replaster Lower Pool and Replace Concrete Pool Deck	1	LS	$55,000	11	20	$55,000
	Resurface Lower Tennis Courts	1	LS	$32,000	20	20	$32,000
	Resurface Upper Tennis Court	1	LS	$30,000	0	20	$30,000
	Storage lot upgrade (surveillance, regrading, gate, drainage, electrical, and gravel)	1	LS	$466,807	28	30	$466,807
	Replace RV lot perimeter fence detection system	1	LS	$32,200	15	15	$32,200
	Walking Path Allotment (gravel)	1	LS	$50,000	3	3	$50,000
	Wetland project	1	LS	$28,000	10	10	$28,000
	Entrance Sign Allotment	1	LS	$8,400	16	25	$8,400

	Component	Quantity	Units	Cost/Unit	Remaining Life (Years)	Useful Life (Years)	Total Cost
3.3	**STRUCTURES**						
	Gatekeepers House and Guard Shack Allotment	1	LS	$9,000	2	10	$9,000
	Marina bathroom repair/maintenance	1	LS	$40,000	0	20	$40,000
	Replace Entrance Gate	1	LS	$20,000	14	20	$20,000
	Miscellaneous Structures Allotment	1	LS	$10,000	1	5	$10,000
3.4	**ROOFING**						
	Metal roofs should have a lifespan beyond the duration of this study and other areas of roofing are minor						
3.5	**EXTERIOR**						
	Replace Wood Deck Adjacent Clubhouse	1	LS	$6,000	3	20	$6,000
3.6	**ELECTRICAL SYSTEMS**						
	Back-up generators for water and sewer utilities	1	LS	$216,200	26	30	$216,200
	Electrical distribution system is owned and maintained via Puget Sound Energy						

	Component	Quantity	Units	Cost/Unit	Remaining Life (Years)	Useful Life (Years)	Total Cost
3.7	**WATER SUPPLY / STORM SEWER / SANITARY SEWER**						
WATER							
	Muckleshoot Circle Booster Pump Station	1	EA	$33,000	1	20	$33,000
	Main Booster Pump Station Improvements	1	LS	$71,500	11	20	$71,500
	Distribution System Replacement, In-Kind - Phase 1	1	LS	$1,930,496	1	50	$1,930,496
	Distribution System Replacement, In-Kind - Phase 2	1	LS	$1,930,496	6	50	$1,930,496
	Distribution System Replacement, In-Kind - Phase 3	1	LS	$1,930,496	11	50	$1,930,496
	Distribution system replacement for fire flows	1	LS	$892,603	1	50	$892,603
	Water storage reservoir re-seal	1	LS	$220,000	1	20	$220,000
	Upgrade Channel Crossing Water Main with 10-inch Pipe	1	LS	$216,700	1	50	$216,700
SEWER							
	Flush and Inspect Sanitary Sewer System	1	LS	$104,000	1	5	$104,000
	Clarifier Refurbishment	1	LS	$155,000	20	20	$155,000
	Miscellaneous system improvements including lift station pump upgrades	1	LS	$201,084	18	20	$201,084
	Undesignated Sewer Collection System Allotment	1	LS	$16,500	1	1	$16,500
	Replacement of Sanitary Sewer System - Phase 1	1	LS	$193,600	1	50	$193,600
	Replacement of Sanitary Sewer System - Phase 2	1	LS	$193,600	6	60	$193,600
	Replacement of Sanitary Sewer System - Phase 3	1	LS	$193,600	11	60	$193,600
	Significant Upgrades to the WWTP Facility - Phase 1 Electrical	1	LS	$60,000	0	30	$60,000
	Significant Upgrades to the WWTP Facility - Phase 2 Mechanical	1	LS	$165,000	11	50	$165,000
STORM SYSTEM							
	Storm System Study	1	LS	$10,000	0	N/A	$10,000
	General Ditch Improvements	73,652	LF	$0.80	20	20	$58,922

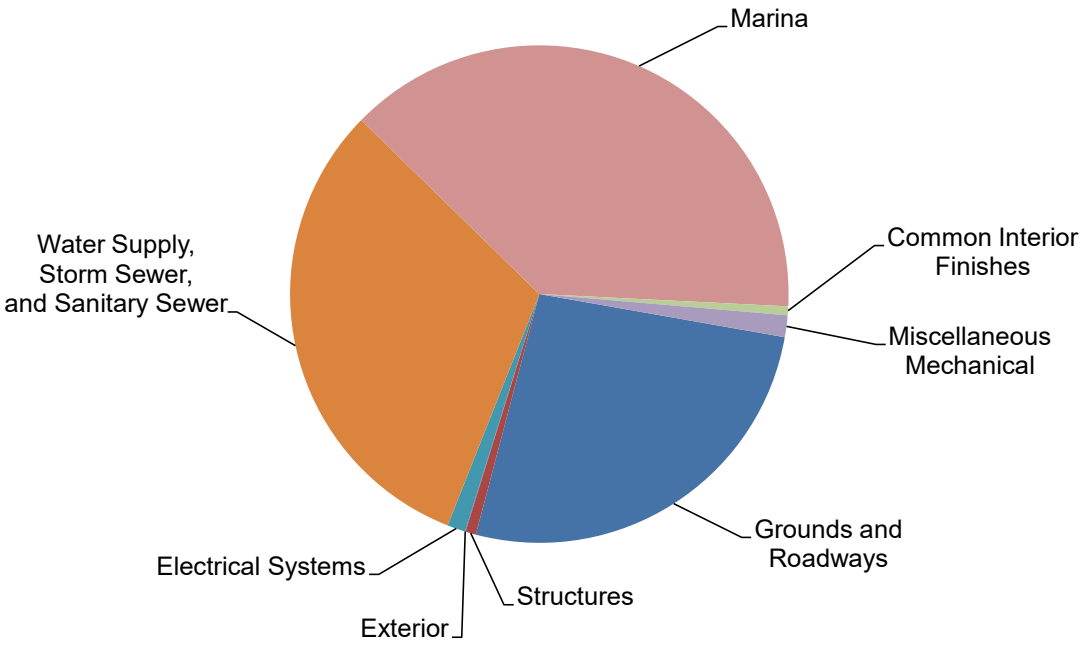
	Component	Quantity	Units	Cost/Unit	Remaining Life (Years)	Useful Life (Years)	Total Cost
3.8	**HVAC SYSTEMS**						
	No significant expenses anticipated with the electric heaters in the common buildings						
3.9	**MARINA**						
	Marina dredging permitting process	1	LS	$52,000	20	20	$52,000
	Marina dredging	1	LS	$1,000,000	0	20	$1,000,000
	Harbor bank stabilization and permitting	1	LS	$125,000	0	50	$125,000
	Replace the boat launch dock	1	LS	$25,000	8	30	$25,000
	Replace the pump-out facility	1	LS	$35,000	16	20	$35,000
	Replace Dock A	1	LS	$942,788	30	30	$942,788
	Replace Dock B main dock	1	LS	$686,030	30	30	$686,030
	Replace Dock B fingers only	1	LS	$256,758	26	30	$256,758
	Replace Dock C	1	LS	$1,115,674	28	30	$1,115,674
	Replace Dock D	1	LS	$806,139	26	30	$806,139
	Replace Dock E	1	LS	$485,059	26	30	$485,059
	Replace Dock F	1	LS	$401,244	1	30	$401,244
	Replace Dock G	1	LS	$392,668	1	30	$392,668
	Replace Dock H	1	LS	$392,668	1	30	$392,668
	Replace Dock I	1	LS	$372,085	1	30	$372,085
	Replace Dock J	1	LS	$298,773	24	30	$298,773
	Rebuild one dock entry deck every 3 years	1	LS	$10,000	1	3	$10,000
	Replace the dock ramps of docks F, G, H, and I	4	EA	$25,000	2	N/A	$100,000

Component		Quantity	Units	Cost/Unit	Remaining Life (Years)	Useful Life (Years)	Total Cost
3.10	**COMMON INTERIOR FINISHES**						
	Interior Clubhouse/Office and Annex Allotment	1	LS	$38,000	6	10	$38,000
	Replace Copy Machine	1	EA	$9,000	3	10	$9,000
3.11	**MISCELLANEOUS**						
	Office Furniture, Computers, and Misc. Equipment Allotment (flag pole, tot lot, picnic tables, BBQs)	1	LS	$3,000	1	1	$3,000
	Surveillance System Allotment	1	LS	$16,000	15	15	$16,000
	Clubhouse audio visual system replacement	1	LS	$16,500	7	7	$16,500
	Replace oil spill response trailer	1	EA	$9,000	28	30	$9,000
	Replace 20-inch contractor boom	300	LF	$14	18	20	$4,200
	Replace 10-inch pond boom	200	LF	$10	18	20	$2,000
	Replace greens mower	1	EA	$4,300	10	10	$4,300
	Replace ice machine	1	EA	$2,200	15	15	$2,200
	Vehicles and Heavy Equipment Allotment	1	LS	$40,000	3	10	$40,000

Table 3.1B: Table of Categorized Expenses over the Duration of the Study

Category	Total Expenditure over 30 Years	Percentage
Grounds and Roadways	$10,565,495	26.3%
Structures	$274,420	0.7%
Roofing	$0	0.0%
Exterior	$18,398	0.0%
Electrical Systems	$466,255	1.2%
Water Supply, Storm Sewer, and Sanitary Sewer	$12,578,330	31.3%
HVAC Systems	$0	0.0%
Marina	$15,434,719	38.5%
Common Interior Finishes	$229,117	0.6%
Miscellaneous Mechanical	$569,758	1.4%
TOTAL	**$40,136,491**	

Figure 3.1B: Pie Chart of Categorized Expenses over the Duration of the Study



3.20 SUMMARY OF ANNUAL ANTICIPATED EXPENSES

Using the conclusions described throughout "Section 3.0 Physical Analysis", the following Table 3.20 lists the annual anticipated capital expenses for each reserve item in the year that we believe is most probable. All of these anticipated expenses already have inflation factored into them at the assumed level that is listed in "Section 4.3 Assumptions for Future Interest Rate and Inflation".

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3.2	**GROUNDS / ROADWAYS**											
	Asphalt Maintenance Allotment			$197,632		$209,668		$222,436		$235,983		$250,354
	Klamath Drive Engineering - Plans for Repairs											
	Klamath Drive Road Improvement			$530,450								
	Near term asphalt improvements - Phase 1	$160,000										
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 2									$69,672		
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 3											
	Resurface marina parking lot with a 2-inch overlay	$128,649										
	Resurface boat launch parking lot with a 2-inch overlay				$128,619							
	Replaster Upper Pool, Replace Concrete Pool Deck, and Renovate the Upper Pool House	$743,165										
	Replaster Lower Pool and Replace Concrete Pool Deck											
	Resurface Lower Tennis Courts											
	Resurface Upper Tennis Court	$30,000										
	Storage lot upgrade (surveillance, regrading, gate, drainage, electrical, and gravel)											
	Replace RV lot perimeter fence detection system											
	Walking Path Allotment (gravel)				$54,636			$59,703			$65,239	
	Wetland project											$37,630
	Entrance Sign Allotment											
3.3	**STRUCTURES**											
	Gatekeepers House and Guard Shack Allotment			$9,548								
	Marina bathroom repair/maintenance	$40,000										
	Replace Entrance Gate											
	Miscellaneous Structures Allotment		$10,300					$11,941				
3.4	**ROOFING**											
	Metal roofs should have a lifespan beyond the duration of this study and other areas of roofing are minor											
3.5	**EXTERIOR**											
	Replace Wood Deck Adjacent Clubhouse				$6,556							
3.6	**ELECTRICAL SYSTEMS**											
	Back-up generators for water and sewer utilities											

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3.7	**WATER SUPPLY / STORM SEWER / SANITARY SEWER**											
	Muckleshoot Circle Booster Pump Station		$33,990									
	Main Booster Pump Station Improvements											
	Distribution System Replacement, In-Kind - Phase 1		$1,988,411									
	Distribution System Replacement, In-Kind - Phase 2							$2,305,113				
	Distribution System Replacement, In-Kind - Phase 3											
	Distribution system replacement for fire flows		$919,381									
	Water storage reservoir re-seal		$226,600									
	Upgrade Channel Crossing Water Main with 10-inch Pipe		$223,201									
	Flush and Inspect Sanitary Sewer System		$107,120					$124,181				
	Clarifier Refurbishment											
	Miscellaneous system improvements including lift station pump upgrades											
	Undesignated Sewer Collection System Allotment		$16,995	$17,505	$18,030	$18,571	$19,128	$19,702	$20,293	$20,902	$21,529	$22,175
	Replacement of Sanitary Sewer System - Phase 1		$199,408									
	Replacement of Sanitary Sewer System - Phase 2							$231,169				
	Replacement of Sanitary Sewer System - Phase 3											
	Significant Upgrades to the WWTP Facility - Phase 1 Electrical	$60,000										
	Significant Upgrades to the WWTP Facility - Phase 2 Mechanical											
	Storm System Study	$10,000										
	General Ditch Improvements											
3.8	**HVAC SYSTEMS**											
	No significant expenses anticipated with the electric heaters in the common buildings											

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3.9	**MARINA**											
	Marina dredging permitting process											
	Marina dredging	$1,000,000										
	Harbor bank stabilization and permitting	$125,000										
	Replace the boat launch dock									$31,669		
	Replace the pump-out facility											
	Replace Dock A											
	Replace Dock B main dock											
	Replace Dock B fingers only											
	Replace Dock C											
	Replace Dock D											
	Replace Dock E											
	Replace Dock F		$413,281									
	Replace Dock G		$404,448									
	Replace Dock H		$404,448									
	Replace Dock I		$383,248									
	Replace Dock J											
	Rebuild one dock entry deck every 3 years		$10,300			$11,255			$12,299			$13,439
	Replace the dock ramps of docks F, G, H, and I			$106,090								
3.10	**COMMON INTERIOR FINISHES**											
	Interior Clubhouse/Office and Annex Allotment							$45,374				
	Replace Copy Machine				$9,835							
3.11	**MISCELLANEOUS**											
	Office Furniture, Computers, and Misc. Equipment Allotment (flag pole, tot lot, picnic tables, BBQs)		$3,090	$3,183	$3,278	$3,377	$3,478	$3,582	$3,690	$3,800	$3,914	$4,032
	Surveillance System Allotment											
	Clubhouse audio visual system replacement								$20,293			
	Replace oil spill response trailer											
	Replace 20-inch contractor boom											
	Replace 10-inch pond boom											
	Replace greens mower											$5,779
	Replace ice machine											
	Vehicles and Heavy Equipment Allotment				$43,709							
	ANNUAL EXPENSES BY YEAR	**$2,296,814**	**$5,344,221**	**$864,408**	**$264,664**	**$242,870**	**$22,606**	**$3,023,201**	**$56,574**	**$362,026**	**$90,682**	**$333,408**

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
3.2	**GROUNDS / ROADWAYS**											
	Asphalt Maintenance Allotment		$265,601		$281,776		$298,936		$317,141		$336,455	
	Klamath Drive Engineering - Plans for Repairs											
	Klamath Drive Road Improvement											
	Near term asphalt improvements - Phase 1											
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 2											
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 3								$93,634			
	Resurface marina parking lot with a 2-inch overlay											
	Resurface boat launch parking lot with a 2-inch overlay											
	Replaster Upper Pool, Replace Concrete Pool Deck, and Renovate the Upper Pool House										$1,342,239	
	Replaster Lower Pool and Replace Concrete Pool Deck	$76,133										
	Resurface Lower Tennis Courts										$57,796	
	Resurface Upper Tennis Court										$54,183	
	Storage lot upgrade (surveillance, regrading, gate, drainage, electrical, and gravel)											
	Replace RV lot perimeter fence detection system					$50,167						
	Walking Path Allotment (gravel)		$71,288			$77,898			$85,122			$93,015
	Wetland project										$50,571	
	Entrance Sign Allotment						$13,480					
3.3	**STRUCTURES**											
	Gatekeepers House and Guard Shack Allotment		$12,832									
	Marina bathroom repair/maintenance										$72,244	
	Replace Entrance Gate				$30,252							
	Miscellaneous Structures Allotment	$13,842					$16,047					$18,603
3.4	**ROOFING**											
	Metal roofs should have a lifespan beyond the duration of this study and other areas of roofing are minor											
3.5	**EXTERIOR**											
	Replace Wood Deck Adjacent Clubhouse											
3.6	**ELECTRICAL SYSTEMS**											
	Back-up generators for water and sewer utilities											

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
3.7	**WATER SUPPLY / STORM SEWER / SANITARY SEWER**											
	Muckleshoot Circle Booster Pump Station											$61,390
	Main Booster Pump Station Improvements	$98,973										
	Distribution System Replacement, In-Kind - Phase 1											
	Distribution System Replacement, In-Kind - Phase 2											
	Distribution System Replacement, In-Kind - Phase 3	$2,672,258										
	Distribution system replacement for fire flows											
	Water storage reservoir re-seal											$409,265
	Upgrade Channel Crossing Water Main with 10-inch Pipe											
	Flush and Inspect Sanitary Sewer System	$143,960					$166,889					$193,471
	Clarifier Refurbishment										$279,947	
	Miscellaneous system improvements including lift station pump upgrades								$342,332			
	Undesignated Sewer Collection System Allotment	$22,840	$23,525	$24,231	$24,958	$25,706	$26,478	$27,272	$28,090	$28,933	$29,801	$30,695
	Replacement of Sanitary Sewer System - Phase 1											
	Replacement of Sanitary Sewer System - Phase 2											
	Replacement of Sanitary Sewer System - Phase 3	$267,988										
	Significant Upgrades to the WWTP Facility - Phase 1 Electrical											
	Significant Upgrades to the WWTP Facility - Phase 2 Mechanical	$228,399										
	Storm System Study											
	General Ditch Improvements										$106,419	
3.8	**HVAC SYSTEMS**											
	No significant expenses anticipated with the electric heaters in the common buildings											

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
3.9	**MARINA**											
	Marina dredging permitting process										$93,918	
	Marina dredging										$1,806,111	
	Harbor bank stabilization and permitting											
	Replace the boat launch dock											
	Replace the pump-out facility						$56,165					
	Replace Dock A											
	Replace Dock B main dock											
	Replace Dock B fingers only											
	Replace Dock C											
	Replace Dock D											
	Replace Dock E											
	Replace Dock F											
	Replace Dock G											
	Replace Dock H											
	Replace Dock I											
	Replace Dock J											
	Rebuild one dock entry deck every 3 years			$14,685			$16,047			$17,535		
	Replace the dock ramps of docks F, G, H, and I											
3.10	**COMMON INTERIOR FINISHES**											
	Interior Clubhouse/Office and Annex Allotment						$60,979					
	Replace Copy Machine			$13,217								
3.11	**MISCELLANEOUS**											
	Office Furniture, Computers, and Misc. Equipment Allotment (flag pole, tot lot, picnic tables, BBQs)	$4,153	$4,277	$4,406	$4,538	$4,674	$4,814	$4,959	$5,107	$5,261	$5,418	$5,581
	Surveillance System Allotment					$24,927						
	Clubhouse audio visual system replacement				$24,958							$30,695
	Replace oil spill response trailer											
	Replace 20-inch contractor boom								$7,150			
	Replace 10-inch pond boom								$3,405			
	Replace greens mower										$7,766	
	Replace ice machine					$3,428						
	Vehicles and Heavy Equipment Allotment			$58,741								
	ANNUAL EXPENSES BY YEAR	**$3,528,545**	**$377,523**	**$115,280**	**$366,481**	**$186,800**	**$659,834**	**$32,231**	**$881,981**	**$51,728**	**$4,242,869**	**$842,713**

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2042	2043	2044	2045	2046	2047	2048	2049	2050
3.2	**GROUNDS / ROADWAYS**									
	Asphalt Maintenance Allotment	$356,945		$378,683		$401,745		$426,211		$452,167
	Klamath Drive Engineering - Plans for Repairs									
	Klamath Drive Road Improvement									
	Near term asphalt improvements - Phase 1									
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 2									
	Major Road Improvement Costs Associated with Water Distribution, Sewer, and Storm Improvements - Phase 3									
	Resurface marina parking lot with a 2-inch overlay									$312,265
	Resurface boat launch parking lot with a 2-inch overlay									
	Replaster Upper Pool, Replace Concrete Pool Deck, and Renovate the Upper Pool House									
	Replaster Lower Pool and Replace Concrete Pool Deck									
	Resurface Lower Tennis Courts									
	Resurface Upper Tennis Court									
	Storage lot upgrade (surveillance, regrading, gate, drainage, electrical, and gravel)							$1,068,021		
	Replace RV lot perimeter fence detection system									$78,158
	Walking Path Allotment (gravel)			$101,640			$111,064			$121,363
	Wetland project									$67,963
	Entrance Sign Allotment									
3.3	**STRUCTURES**									
	Gatekeepers House and Guard Shack Allotment	$17,245								
	Marina bathroom repair/maintenance									
	Replace Entrance Gate									
	Miscellaneous Structures Allotment					$21,566				
3.4	**ROOFING**									
	Metal roofs should have a lifespan beyond the duration of this study and other areas of roofing are minor									
3.5	**EXTERIOR**									
	Replace Wood Deck Adjacent Clubhouse		$11,842							
3.6	**ELECTRICAL SYSTEMS**									
	Back-up generators for water and sewer utilities					$466,255				

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2042	2043	2044	2045	2046	2047	2048	2049	2050
3.7	**WATER SUPPLY / STORM SEWER / SANITARY SEWER**									
	Muckleshoot Circle Booster Pump Station									
	Main Booster Pump Station Improvements									
	Distribution System Replacement, In-Kind - Phase 1									
	Distribution System Replacement, In-Kind - Phase 2									
	Distribution System Replacement, In-Kind - Phase 3									
	Distribution system replacement for fire flows									
	Water storage reservoir re-seal									
	Upgrade Channel Crossing Water Main with 10-inch Pipe									
	Flush and Inspect Sanitary Sewer System					$224,285				
	Clarifier Refurbishment									
	Miscellaneous system improvements including lift station pump upgrades									
	Undesignated Sewer Collection System Allotment	$31,616	$32,564	$33,541	$34,547	$35,584	$36,651	$37,751	$38,883	$40,050
	Replacement of Sanitary Sewer System - Phase 1									
	Replacement of Sanitary Sewer System - Phase 2									
	Replacement of Sanitary Sewer System - Phase 3									
	Significant Upgrades to the WWTP Facility - Phase 1 Electrical									$145,636
	Significant Upgrades to the WWTP Facility - Phase 2 Mechanical									
	Storm System Study									
	General Ditch Improvements									
3.8	**HVAC SYSTEMS**									
	No significant expenses anticipated with the electric heaters in the common buildings									

TABLE 3.20: ANNUAL CAPITAL EXPENSES

	Action Required	2042	2043	2044	2045	2046	2047	2048	2049	2050
3.9	**MARINA**									
	Marina dredging permitting process									
	Marina dredging									
	Harbor bank stabilization and permitting									
	Replace the boat launch dock									
	Replace the pump-out facility									
	Replace Dock A									$2,288,394
	Replace Dock B main dock									$1,665,175
	Replace Dock B fingers only					$553,722				
	Replace Dock C							$2,552,581		
	Replace Dock D					$1,738,512				
	Replace Dock E					$1,046,074				
	Replace Dock F									
	Replace Dock G									
	Replace Dock H									
	Replace Dock I									
	Replace Dock J			$607,344						
	Rebuild one dock entry deck every 3 years	$19,161			$20,938			$22,879		
	Replace the dock ramps of docks F, G, H, and I									
3.10	**COMMON INTERIOR FINISHES**									
	Interior Clubhouse/Office and Annex Allotment					$81,950				
	Replace Copy Machine		$17,762							
3.11	**MISCELLANEOUS**									
	Office Furniture, Computers, and Misc. Equipment Allotment (flag pole, tot lot, picnic tables, BBQs)	$5,748	$5,921	$6,098	$6,281	$6,470	$6,664	$6,864	$7,070	$7,282
	Surveillance System Allotment									$38,836
	Clubhouse audio visual system replacement							$37,751		
	Replace oil spill response trailer							$20,591		
	Replace 20-inch contractor boom									
	Replace 10-inch pond boom									
	Replace greens mower									$10,437
	Replace ice machine									$5,340
	Vehicles and Heavy Equipment Allotment		$78,943							
	ANNUAL EXPENSES BY YEAR	**$430,715**	**$147,032**	**$1,127,306**	**$61,766**	**$4,576,164**	**$154,380**	**$4,172,649**	**$45,953**	**$5,233,066**

4.0 FINANCIAL ANALYSIS

The financial analysis in this Reserve Study is a proprietary system that was developed by Jeff Samdal & Associates. We have provided the funding method that we believe will most adequately fund the reserves of this Association.

4.1 CURRENT FINANCIAL INFORMATION AND CURRENT FUNDING PLAN

The Association's Reserve Fund balance was $1,740,328 as of March 31, 2020 (Balance provided by David Franklin). According to our calculations detailed in this report, the Reserve Fund balance required for "Full Funding" of this property at this time is $12,318,361. Therefore, the property is 14.1% funded.

The current annual contribution to the reserve fund is $954,720, which averages $85.00 per unit per month. For the purpose of comparison to our recommended funding plans, we have assumed that the Association will increase their current reserve fund contribution by 3% annually to account for inflation. This is shown in Table 4.5 "Reserve Fund Balance Sheet" (Section 4.5) and all subsequent figures.

This property is currently 14.1% funded.

This funding contribution is not adequate to obtain "Full Funding" of this property.

4.2 RECOMMENDED RESERVE FUNDING PLAN

Full Funding is the ideal position for any property and represents a strong financial position. We recommend that all properties be Fully Funded, as Full Funding allows Associations to maintain their properties adequately and minimizes their risk of unplanned special assessments.

In order to afford numerous tasks that are necessary at Shelter Bay in the immediate future, an immediate special assessment of $3,744,000 will be necessary at this time. This translates to $4,000 per lot. This special assessment is ***in addition*** to all funding plans listed below.

Ideally, the Association should be Fully Funded immediately; however, we recognize that financial realities can sometimes make this difficult. Therefore, we have provided three different plans to get the Association Fully Funded within three different time frames: Immediately, Within Five Years, and Within Ten Years. It is to the Association's benefit to be Fully Funded as soon as possible.

Our funding recommendations are as follows:

Option One: Immediate Full Funding

If the Association desires to be Fully Funded immediately, then based on the anticipated expenditures the Association will need to immediately contribute a total of $6,834,033 to the Reserve Fund. This translates to an average of $7,301 per unit. Following this initial contribution, the funding plan necessary to maintain a Fully Funded Capital Reserve Fund for the duration of this study will be a total property contribution of $721,887 per year in the initial year, which translates to $64.27 per unit per month. This annual contribution will need to be increased 3% each subsequent year to maintain Full Funding and to account for inflation.

For a detailed look at the annual funding contribution necessary per year, see Table 4.5 "Reserve Fund Balance Sheet" (Section 4.5).

-OR-

Option One

Average Immediate Contribution Per Unit:

$7,301

Avg. Contribution Thereafter Per Unit Per Month:

2021 $64.27

(with 3% annual increase thereafter)

Option Two: Full Funding Within Five Years

There is currently a "full funding" deficiency of $6,834,033. This option makes up this deficiency over the next five years. Starting in 2021 for five years through 2025, the Association will make up their Reserve Fund deficiency by contributing $2,170,666 annually (which includes $1,448,779 in make-up funds and $721,887 in capital maintenance funds that will increase annually with inflation). This translates to an average of $193.26 per unit per month in the initial year.

If this plan is followed, the Association will be Fully Funded by the start of 2026. From this point on, the funding plan will be identical to funding plan listed above in the "Immediate Full Funding" option to maintain Full Funding. This means that the Association will reduce their Reserve Fund contribution to $861,971 in 2026, which translates to $76.74 per unit per month. This 2026 annual contribution will need to be increased 3% each subsequent year (to account for inflation) for the duration of this 30 year study to maintain Full Funding and to account for inflation.

For a detailed look at the annual funding contribution necessary per year, see Table 4.5 "Reserve Fund Balance Sheet" (Section 4.5).

Option Two

Average Contributions Per Unit Per Month:

2021 $193.26

Increasing at 3% per year through:

2025 $203.49

At year end, full funding will be achieved. Then:

2026 $76.74

(with 3% annual increase thereafter)

-OR-

Option Three: Full Funding Within Ten Years

There is currently a "full funding" deficiency of $6,834,033. This option makes up this deficiency over the next ten years. Starting in 2021 for ten years through 2030, the Association will make up their Reserve Fund deficiency by contributing $1,499,709 annually (which includes $777,822 in make-up funds and $721,887 in capital maintenance funds that will increase annually with inflation). This translates to an average of $133.52 per unit per month in the initial year.

If this plan is followed, the Association will be Fully Funded by the start of 2031. From this point on, the funding plan will be identical to funding plan listed above in the "Immediate Full Funding" option to maintain Full Funding. This means that the Association will reduce their Reserve Fund contribution to $999,520 in 2031, which translates to $88.97 per unit per month. This 2031 annual contribution will need to be increased 3% each subsequent year for the duration of this 30 year study to maintain Full Funding and to account for inflation.

For a detailed look at the annual funding contribution necessary per year, see Table 4.5 "Reserve Fund Balance Sheet" (Section 4.5).

Option Three

Average Contributions Per Unit Per Month:

2021 $133.52

Increasing at 3% per year through:

2030 $155.62

At year end, full funding will be achieved. Then:

2031 $88.97

(plus 3% annual increase thereafter)

Other funding options are also possible. Section 4.6 details other common funding methods as well. It is up to the Association to decide which funding option is best for them.

4.3 OTHER REQUIRED FUNDING PLAN OPTIONS

Per Washington State RCW 64.90.550, our Reserve Study is required to provide the following funding plans:

- **30-Year Make up** - Funding Plan necessary for the Association Reserve Fund to reach a Full Funding Level in 30 years.
- **Baseline Funding** - Minimum level of funding required in order to maintain the Reserve Fund above zero while paying for all components listed in Table 3.1 - Component Assessment and Valuation Table.

Special Note: Because these are "bare minimum" funding options that increase an Association's risk for special assessments (and financial instability), we do not recommend either of these funding options. We recommend that the Association obtain a level of Full Funding as soon as possible to ensure that the Association has the resources necessary to adequately maintain its collective property and minimize the burden of special assessments.

These required options are as follows:

Option Four: Full Funding in 30 Years

There is currently a "full funding" deficiency of $6,834,033. This option makes up this deficiency over the next thirty years. Starting in 2021 for thirty years through 2050, the Association will make up their Reserve Fund deficiency by contributing $1,060,399 annually (which includes $338,512 in make-up funds and $721,887 in capital maintenance funds that will increase annually with inflation). This translates to an average of $94.41 per unit per month in the initial year.

If this plan is followed, the Association will be Fully Funded by the start of 2050.

For a detailed look at the annual funding contribution necessary per year, see Table 4.5 "Reserve Fund Balance Sheet" (Section 4.5).

Option Four

Average Contributions Per Unit Per Month:

2021 $94.41

Increasing at 3% per year through:

2050 $186.14

-OR-

Option Five: Baseline Funding – Keeping Reserve Balance above Zero

The funding plan necessary to maintain the Reserve Fund above zero for the duration of this study will be an annual contribution of $1,294,000 per year in the initial year, which translates to $115.21 per unit per month. This annual contribution will need to be increased 3% each subsequent year to maintain the Reserve Fund above zero and to account for inflation.

For a detailed look at the annual funding contribution necessary per year, see Table 4.5 "Reserve Fund Balance Sheet" (Section 4.5).

Option Five

Average Contributions Per Unit Per Month:

$115.21

(with 3% annual increase thereafter)

In addition to the standard funding plans above, the Board has requested that we provide a funding plan that sets a minimum threshold of $1,000,000 for their Reserve Fund.

Option Six: Threshold Funding – Keeping Reserve Balance above $1,000,000

The funding plan necessary to maintain the Reserve Fund above $1,000,000 for the duration of this study will be an annual contribution of $2,280,000 per year in the initial year, which translates to $202.99 per unit per month. This annual contribution will need to be increased 3% each subsequent year to maintain the Reserve Fund above $1,000,000 and to account for inflation.

For a detailed look at the annual funding contribution necessary per year, see Table 4.5 "Reserve Fund Balance Sheet" (Section 4.5).

Option Six

Average Contributions Per Unit Per Month:

$202.99

(with 3% annual increase thereafter)

4.4 ASSUMPTIONS FOR FUTURE INTEREST RATE AND INFLATION

For the purposes of this report, we have assumed that the inflation rate over the next 30 years will average 3%. This is based on historical averages over the last 25 years and our conservative best guess for the future. This percentage can vary greatly just as global economic conditions can vary, which is one reason why this Reserve Study should be updated annually per Washington RCW 64.90.550, which we provide complimentary over the next two years with this Reserve Study (see Appendix).

For the purpose of this study, we will assume that the Association manages their money in the Reserve Fund so that the average interest rate return on its money will be equal to that of inflation. This is a conservative estimate given that since 1965, the average yield between short term treasuries and inflation has been 1.04%, which means that these relatively conservative investments have been able to outpace inflation over the long term (according to Crestmont Research, www.crestmontresearch.com). Since we have assumed that the inflation rate over the duration of this study will average 3%, we have conservatively also assumed that the Reserve Fund average interest rate will equal 3%. Again, this does not reflect current averages but rather a best guess of the future assuming you have invested effectively.

A common strategy is to invest in multiple accounts. Funds that will be necessary in the shorter term must be kept in a relatively liquid account. Funds that are not allotted for near future planned expenditures can be deposited into longer term investments which frequently earn higher interest rates. Consult with a qualified financial advisor for the best solution for your Association.

4.5 ANNUAL FUND BALANCES; ANNUAL FUNDING TABLE AND FIGURES

The table and figures shown in this section are intended to give the Association a clearer view of the likely future financial position that the Association will be in, provided that the reserve funding plan is followed.

- Table 4.5: “Reserve Fund Balance Sheet”. This table lists annual revenue, expenses, and year end reserve fund balances. All Section 4.5 Figures are based on this data.

- Figure 4.5A-1: “Comparison of Funding Plans -- Reserve Fund Balances Through 2050”. This line graph depicts the funding balances of the proposed funding options vs. the current. Note the current plan, in dotted red, falls below zero in several places. This represents insufficient funding for repairs needed in these years.

- Figure 4.5A-2: “Comparison of Funding Plans -- Reserve Fund Balances Through 2030”. This line graph focuses on the next ten years, comparing the proposed plans to get the Association to a Full Funding status.

- Figure 4.5B: “Comparison of Funding Plans -- Association Contributions to Reserve Fund by Year”

- Figure 4.5C: “Comparison of Funding Plans – Percentage of Full Funding by Year”

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
CURRENT FUNDING PLAN											
Beginning Reserve Balance	1,740,328	191,371	(4,258,231)	(4,265,240)	(3,633,776)	(2,930,405)	(1,950,598)	(3,954,281)	(2,973,247)	(2,238,103)	(1,169,736)
Planned Special Assessments											
Regular Reserve Fund Contribution	719,310	954,720	983,362	1,012,862	1,043,248	1,074,546	1,106,782	1,139,986	1,174,185	1,209,411	1,245,693
Annual Total Property Contribution to The Reserve Fund	719,310	954,720	983,362	1,012,862	1,043,248	1,074,546	1,106,782	1,139,986	1,174,185	1,209,411	1,245,693
Average Monthly Contribution to the Reserve Fund per Unit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
Annual Capital Expenses	2,296,814	5,344,221	864,408	264,664	242,870	22,606	3,023,201	56,574	362,026	90,682	333,408
Interest Income	28,547	(60,101)	(125,963)	(116,734)	(97,008)	(72,133)	(87,264)	(102,377)	(77,015)	(50,362)	(21,408)
Ending Reserve Balance	***191,371***	***(4,258,231)***	***(4,265,240)***	***(3,633,776)***	***(2,930,405)***	***(1,950,598)***	***(3,954,281)***	***(2,973,247)***	***(2,238,103)***	***(1,169,736)***	***(278,859)***
Percentage of Full Funding	1.6%	-67.0%	-66.2%	-50.7%	-36.8%	-21.6%	-55.6%	-36.4%	-24.9%	-11.6%	-2.5%
Yellow Highlighted Cells Represent Make-Up Funds											
IMMEDIATE FULL FUNDING											
Beginning Reserve Balance	1,740,328	3,991,531	6,356,151	6,446,799	7,172,227	7,965,558	9,030,997	7,108,279	8,165,252	8,970,934	10,104,047
Full Funding Annual Maintenace Funding	719,310	721,887	765,850	788,825	812,490	836,865	861,971	887,830	914,465	941,899	970,156
Planned Special Assessments / Make up Funds	3,744,000	6,834,033									
Annual Total Property Contribution to The Reserve Fund	4,463,310	7,555,919	765,850	788,825	812,490	836,865	861,971	887,830	914,465	941,899	970,156
Average Monthly Contribution to the Reserve Fund per Unit		64.27	68.18	70.23	72.34	74.51	76.74	79.04	81.42	83.86	86.37
Annual Capital Expenses	2,296,814	5,344,221	864,408	264,664	242,870	22,606	3,023,201	56,574	362,026	90,682	333,408
Interest Income	84,707	152,921	189,206	201,266	223,711	251,181	238,511	225,717	253,244	281,896	312,673
Full Funding - Ending Reserve Balance	***3,991,531***	***6,356,151***	***6,446,799***	***7,172,227***	***7,965,558***	***9,030,997***	***7,108,279***	***8,165,252***	***8,970,934***	***10,104,047***	***11,053,467***
Percentage of Full Funding	32.4%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
FULL FUNDING WITHIN 5 YEARS											
Beginning Reserve Balance	1,740,328	3,991,531	890,118	2,287,296	4,358,449	6,537,877	9,030,996	7,108,278	8,165,251	8,970,933	10,104,046
Full Funding Annual Maintenace Funding	719,310	721,887	765,850	788,825	812,490	836,865	861,971	887,830	914,465	941,899	970,156
Planned Special Assessments / Make up Funds	3,744,000	1,448,779	1,448,779	1,448,779	1,448,779	1,448,779					
Annual Total Property Contribution to The Reserve Fund	4,463,310	2,170,666	2,214,628	2,237,604	2,261,269	2,285,643	861,971	887,830	914,465	941,899	970,156
Average Monthly Contribution to the Reserve Fund per Unit		193.26	197.17	199.22	201.32	203.49	76.74	79.04	81.42	83.86	86.37
Annual Capital Expenses	2,296,814	5,344,221	864,408	264,664	242,870	22,606	3,023,201	56,574	362,026	90,682	333,408
Interest Income	84,707	72,143	46,957	98,213	161,029	230,082	238,511	225,717	253,244	281,896	312,673
Ending Reserve Balance	***3,991,531***	***890,118***	***2,287,296***	***4,358,449***	***6,537,877***	***9,030,996***	***7,108,278***	***8,165,251***	***8,970,933***	***10,104,046***	***11,053,466***
Percentage of Full Funding	32.4%	14.0%	35.5%	60.8%	82.1%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
FULL FUNDING WITHIN 10 YEARS											
Beginning Reserve Balance	1,740,328	3,991,531	209,097	904,824	2,253,482	3,688,740	5,415,365	4,173,667	5,932,091	7,460,268	9,337,550
Full Funding Annual Maintenace Funding	719,310	721,887	765,850	788,825	812,490	836,865	861,971	887,830	914,465	941,899	970,156
Planned Special Assessments / Make up Funds	3,744,000	777,822	777,822	777,822	777,822	777,822	777,822	777,822	777,822	777,822	777,822
Annual Total Property Contribution to The Reserve Fund	4,463,310	1,499,709	1,543,672	1,566,648	1,590,312	1,614,687	1,639,793	1,665,652	1,692,287	1,719,721	1,747,978
Average Monthly Contribution to the Reserve Fund per Unit		133.52	137.44	139.48	141.59	143.76	145.99	148.30	150.67	153.11	155.62
Annual Capital Expenses	2,296,814	5,344,221	864,408	264,664	242,870	22,606	3,023,201	56,574	362,026	90,682	333,408
Interest Income	84,707	62,078	16,462	46,674	87,816	134,543	141,710	149,346	197,917	248,244	301,345
Ending Reserve Balance	***3,991,531***	***209,097***	***904,824***	***2,253,482***	***3,688,740***	***5,415,365***	***4,173,667***	***5,932,091***	***7,460,268***	***9,337,550***	***11,053,465***
Percentage of Full Funding	32.4%	3.3%	14.0%	31.4%	46.3%	60.0%	58.7%	72.7%	83.2%	92.4%	100.0%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
FULL FUNDING WITHIN 30 YEARS											
Beginning Reserve Balance	1,740,328	3,991,531	(236,803)	(353)	875,250	1,823,261	3,048,021	1,289,403	2,515,399	3,495,176	4,807,606
Full Funding Annual Maintenace Funding	719,310	721,887	765,850	788,825	812,490	836,865	861,971	887,830	914,465	941,899	970,156
Planned Special Assessments / Make up Funds	3,744,000	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512
Annual Total Property Contribution to The Reserve Fund	4,463,310	1,060,399	1,104,362	1,127,337	1,151,002	1,175,377	1,200,483	1,226,342	1,252,977	1,280,411	1,308,668
Average Monthly Contribution to the Reserve Fund per Unit		94.41	98.32	100.37	102.48	104.65	106.88	109.18	111.55	114.00	116.51
Annual Capital Expenses	2,296,814	5,344,221	864,408	264,664	242,870	22,606	3,023,201	56,574	362,026	90,682	333,408
Interest Income	84,707	55,489	(3,505)	12,930	39,879	71,989	64,100	56,229	88,826	122,701	158,857
Ending Reserve Balance	***3,991,531***	***(236,803)***	***(353)***	***875,250***	***1,823,261***	***3,048,021***	***1,289,403***	***2,515,399***	***3,495,176***	***4,807,606***	***5,941,722***
Percentage of Full Funding	32.4%	-3.7%	0.0%	12.2%	22.9%	33.8%	18.1%	30.8%	39.0%	47.6%	53.8%
Yellow Highlighted Cells Represent Make-Up Funds											
BASELINE FUNDING											
Beginning Reserve Balance	1,740,328	3,991,531	303	475,750	1,614,786	2,851,914	4,392,782	2,978,618	4,578,834	5,964,071	7,714,740
Full Funding Annual Maintenace Funding	719,310	1,294,000	1,332,820	1,372,805	1,413,989	1,456,408	1,500,101	1,545,104	1,591,457	1,639,200	1,688,376
Planned Special Assessments / Make up Funds	3,744,000										
Annual Total Property Contribution to The Reserve Fund	4,463,310	1,294,000	1,332,820	1,372,805	1,413,989	1,456,408	1,500,101	1,545,104	1,591,457	1,639,200	1,688,376
Average Monthly Contribution to the Reserve Fund per Unit		115.21	118.66	122.22	125.89	129.67	133.56	137.56	141.69	145.94	150.32
Annual Capital Expenses	2,296,814	5,344,221	864,408	264,664	242,870	22,606	3,023,201	56,574	362,026	90,682	333,408
Interest Income	84,707	58,993	7,035	30,895	66,010	107,064	108,937	111,686	155,806	202,150	251,767
Ending Reserve Balance	***3,991,531***	***303***	***475,750***	***1,614,786***	***2,851,914***	***4,392,782***	***2,978,618***	***4,578,834***	***5,964,071***	***7,714,740***	***9,321,475***
Percentage of Full Funding	32.4%	0.0%	7.4%	22.5%	35.8%	48.6%	41.9%	56.1%	66.5%	76.4%	84.3%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
THRESHOLD OF $1,000,000 FUNDING											
Beginning Reserve Balance	1,740,328	3,991,531	1,001,093	2,537,378	4,800,000	7,226,275	10,024,771	9,939,758	12,943,804	15,810,835	19,124,677
Full Funding Annual Maintenace Funding	719,310	2,280,000	2,348,400	2,418,852	2,491,418	2,566,160	2,643,145	2,722,439	2,804,112	2,888,236	2,974,883
Planned Special Assessments / Make up Funds	3,744,000										
Annual Total Property Contribution to The Reserve Fund	4,463,310	2,280,000	2,348,400	2,418,852	2,491,418	2,566,160	2,643,145	2,722,439	2,804,112	2,888,236	2,974,883
Average Monthly Contribution to the Reserve Fund per Unit		202.99	209.08	215.35	221.81	228.47	235.32	242.38	249.65	257.14	264.86
Annual Capital Expenses	2,296,814	5,344,221	864,408	264,664	242,870	22,606	3,023,201	56,574	362,026	90,682	333,408
Interest Income	84,707	73,783	52,293	108,434	177,728	254,942	295,042	338,181	424,945	516,288	613,362
Ending Reserve Balance	***3,991,531***	***1,001,093***	***2,537,378***	***4,800,000***	***7,226,275***	***10,024,771***	***9,939,758***	***12,943,804***	***15,810,835***	***19,124,677***	***22,379,514***
Percentage of Full Funding	32.4%	15.7%	39.4%	66.9%	90.7%	111.0%	139.8%	158.5%	176.2%	189.3%	202.5%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
CURRENT FUNDING PLAN											
Beginning Reserve Balance	(278,859)	(2,566,389)	(1,685,187)	(471,131)	565,826	1,858,960	2,754,731	4,359,684	5,196,941	6,950,072	4,551,281
Planned Special Assessments											
Regular Reserve Fund Contribution	1,283,064	1,321,556	1,361,202	1,402,039	1,444,100	1,487,423	1,532,045	1,578,007	1,625,347	1,674,107	1,724,331
Annual Total Property Contribution to The Reserve Fund	1,283,064	1,321,556	1,361,202	1,402,039	1,444,100	1,487,423	1,532,045	1,578,007	1,625,347	1,674,107	1,724,331
Average Monthly Contribution to the Reserve Fund per Unit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
Annual Capital Expenses	3,528,545	377,523	115,280	366,481	186,800	659,834	32,231	881,981	51,728	4,242,869	842,713
Interest Income	(42,048)	(62,831)	(31,867)	1,399	35,834	68,183	105,139	141,231	179,513	169,971	149,763
Ending Reserve Balance	***(2,566,389)***	***(1,685,187)***	***(471,131)***	***565,826***	***1,858,960***	***2,754,731***	***4,359,684***	***5,196,941***	***6,950,072***	***4,551,281***	***5,582,661***
Percentage of Full Funding	-29.1%	-17.3%	-4.3%	4.7%	13.9%	19.3%	27.4%	31.1%	37.7%	28.4%	32.8%
Yellow Highlighted Cells Represent Make-Up Funds											
IMMEDIATE FULL FUNDING											
Beginning Reserve Balance	11,053,467	8,817,847	9,743,874	10,995,198	12,061,373	13,375,158	14,282,474	15,889,300	16,718,167	18,452,028	16,022,442
Full Funding Annual Maintenace Funding	999,260	1,029,238	1,060,115	1,091,919	1,124,676	1,158,417	1,193,169	1,228,964	1,265,833	1,303,808	1,342,922
Planned Special Assessments / Make up Funds											
Annual Total Property Contribution to The Reserve Fund	999,260	1,029,238	1,060,115	1,091,919	1,124,676	1,158,417	1,193,169	1,228,964	1,265,833	1,303,808	1,342,922
Average Monthly Contribution to the Reserve Fund per Unit	88.97	91.63	94.38	97.21	100.13	103.14	106.23	109.42	112.70	116.08	119.56
Annual Capital Expenses	3,528,545	377,523	115,280	366,481	186,800	659,834	32,231	881,981	51,728	4,242,869	842,713
Interest Income	293,665	274,311	306,489	340,737	375,909	408,733	445,888	481,884	519,757	509,475	488,176
Full Funding - Ending Reserve Balance	***8,817,847***	***9,743,874***	***10,995,198***	***12,061,373***	***13,375,158***	***14,282,474***	***15,889,300***	***16,718,167***	***18,452,028***	***16,022,442***	***17,010,828***
Percentage of Full Funding	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
FULL FUNDING WITHIN 5 YEARS											
Beginning Reserve Balance	11,053,466	8,817,846	9,743,872	10,995,196	12,061,371	13,375,157	14,282,472	15,889,299	16,718,166	18,452,027	16,022,441
Full Funding Annual Maintenace Funding	999,260	1,029,238	1,060,115	1,091,919	1,124,676	1,158,417	1,193,169	1,228,964	1,265,833	1,303,808	1,342,922
Planned Special Assessments / Make up Funds											
Annual Total Property Contribution to The Reserve Fund	999,260	1,029,238	1,060,115	1,091,919	1,124,676	1,158,417	1,193,169	1,228,964	1,265,833	1,303,808	1,342,922
Average Monthly Contribution to the Reserve Fund per Unit	88.97	91.63	94.38	97.21	100.13	103.14	106.23	109.42	112.70	116.08	119.56
Annual Capital Expenses	3,528,545	377,523	115,280	366,481	186,800	659,834	32,231	881,981	51,728	4,242,869	842,713
Interest Income	293,665	274,311	306,489	340,737	375,909	408,733	445,888	481,884	519,757	509,475	488,176
Ending Reserve Balance	***8,817,846***	***9,743,872***	***10,995,196***	***12,061,371***	***13,375,157***	***14,282,472***	***15,889,299***	***16,718,166***	***18,452,027***	***16,022,441***	***17,010,826***
Percentage of Full Funding	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
FULL FUNDING WITHIN 10 YEARS											
Beginning Reserve Balance	11,053,465	8,817,845	9,743,871	10,995,195	12,061,371	13,375,156	14,282,471	15,889,298	16,718,165	18,452,026	16,022,440
Full Funding Annual Maintenace Funding	999,260	1,029,238	1,060,115	1,091,919	1,124,676	1,158,417	1,193,169	1,228,964	1,265,833	1,303,808	1,342,922
Planned Special Assessments / Make up Funds											
Annual Total Property Contribution to The Reserve Fund	999,260	1,029,238	1,060,115	1,091,919	1,124,676	1,158,417	1,193,169	1,228,964	1,265,833	1,303,808	1,342,922
Average Monthly Contribution to the Reserve Fund per Unit	88.97	91.63	94.38	97.21	100.13	103.14	106.23	109.42	112.70	116.08	119.56
Annual Capital Expenses	3,528,545	377,523	115,280	366,481	186,800	659,834	32,231	881,981	51,728	4,242,869	842,713
Interest Income	293,665	274,311	306,489	340,737	375,909	408,733	445,888	481,884	519,757	509,475	488,176
Ending Reserve Balance	***8,817,845***	***9,743,871***	***10,995,195***	***12,061,371***	***13,375,156***	***14,282,471***	***15,889,298***	***16,718,165***	***18,452,026***	***16,022,440***	***17,010,825***
Percentage of Full Funding	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
FULL FUNDING WITHIN 30 YEARS											
Beginning Reserve Balance	5,941,722	3,896,339	5,018,310	6,471,457	7,745,509	9,273,408	10,401,261	12,235,241	13,298,076	15,272,924	13,091,554
Full Funding Annual Maintenace Funding	999,260	1,029,238	1,060,115	1,091,919	1,124,676	1,158,417	1,193,169	1,228,964	1,265,833	1,303,808	1,342,922
Planned Special Assessments / Make up Funds	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512
Annual Total Property Contribution to The Reserve Fund	1,337,772	1,367,750	1,398,627	1,430,431	1,463,188	1,496,928	1,531,681	1,567,476	1,604,345	1,642,320	1,681,434
Average Monthly Contribution to the Reserve Fund per Unit	119.10	121.77	124.52	127.35	130.27	133.27	136.37	139.55	142.84	146.22	149.70
Annual Capital Expenses	3,528,545	377,523	115,280	366,481	186,800	659,834	32,231	881,981	51,728	4,242,869	842,713
Interest Income	145,390	131,744	169,800	210,103	251,511	290,759	334,530	377,340	422,232	419,179	405,327
Ending Reserve Balance	***3,896,339***	***5,018,310***	***6,471,457***	***7,745,509***	***9,273,408***	***10,401,261***	***12,235,241***	***13,298,076***	***15,272,924***	***13,091,554***	***14,335,603***
Percentage of Full Funding	44.2%	51.5%	58.9%	64.2%	69.3%	72.8%	77.0%	79.5%	82.8%	81.7%	84.3%

Yellow Highlighted Cells Represent Make-Up Funds

BASELINE FUNDING											
Beginning Reserve Balance	9,321,475	7,784,759	9,453,183	11,492,378	13,393,958	15,592,825	17,437,128	20,035,165	21,911,876	24,752,720	23,491,862
Full Funding Annual Maintenace Funding	1,739,028	1,791,199	1,844,935	1,900,283	1,957,291	2,016,010	2,076,490	2,138,785	2,202,948	2,269,037	2,337,108
Planned Special Assessments / Make up Funds											
Annual Total Property Contribution to The Reserve Fund	1,739,028	1,791,199	1,844,935	1,900,283	1,957,291	2,016,010	2,076,490	2,138,785	2,202,948	2,269,037	2,337,108
Average Monthly Contribution to the Reserve Fund per Unit	154.83	159.47	164.26	169.18	174.26	179.49	184.87	190.42	196.13	202.02	208.08
Annual Capital Expenses	3,528,545	377,523	115,280	366,481	186,800	659,834	32,231	881,981	51,728	4,242,869	842,713
Interest Income	252,801	254,748	309,540	367,778	428,376	488,127	553,778	619,907	689,625	712,974	727,172
Ending Reserve Balance	***7,784,759***	***9,453,183***	***11,492,378***	***13,393,958***	***15,592,825***	***17,437,128***	***20,035,165***	***21,911,876***	***24,752,720***	***23,491,862***	***25,713,429***
Percentage of Full Funding	88.3%	97.0%	104.5%	111.0%	116.6%	122.1%	126.1%	131.1%	134.1%	146.6%	151.2%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
THRESHOLD OF $1,000,000 FUNDING											
Beginning Reserve Balance	22,379,514	22,579,518	26,077,112	30,041,912	33,969,672	38,299,595	42,384,299	47,336,726	51,686,636	57,124,502	58,589,689
Full Funding Annual Maintenace Funding	3,064,129	3,156,053	3,250,735	3,348,257	3,448,705	3,552,166	3,658,731	3,768,493	3,881,547	3,997,994	4,117,934
Planned Special Assessments / Make up Funds											
Annual Total Property Contribution to The Reserve Fund	3,064,129	3,156,053	3,250,735	3,348,257	3,448,705	3,552,166	3,658,731	3,768,493	3,881,547	3,997,994	4,117,934
Average Monthly Contribution to the Reserve Fund per Unit	272.80	280.99	289.42	298.10	307.04	316.25	325.74	335.51	345.58	355.95	366.63
Annual Capital Expenses	3,528,545	377,523	115,280	366,481	186,800	659,834	32,231	881,981	51,728	4,242,869	842,713
Interest Income	664,419	719,063	829,345	945,984	1,068,019	1,192,373	1,325,926	1,463,399	1,608,046	1,710,062	1,806,819
Ending Reserve Balance	***22,579,518***	***26,077,112***	***30,041,912***	***33,969,672***	***38,299,595***	***42,384,299***	***47,336,726***	***51,686,636***	***57,124,502***	***58,589,689***	***63,671,728***
Percentage of Full Funding	256.1%	267.6%	273.2%	281.6%	286.3%	296.8%	297.9%	309.2%	309.6%	365.7%	374.3%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2042	2043	2044	2045	2046	2047	2048	2049	2050
CURRENT FUNDING PLAN									
Beginning Reserve Balance	5,582,661	7,115,666	9,036,681	10,076,051	12,285,500	10,038,215	12,272,491	10,557,947	13,045,138
Planned Special Assessments									
Regular Reserve Fund Contribution	1,776,060	1,829,342	1,884,223	1,940,749	1,998,972	2,058,941	2,120,709	2,184,330	2,249,860
Annual Total Property Contribution to The Reserve Fund	1,776,060	1,829,342	1,884,223	1,940,749	1,998,972	2,058,941	2,120,709	2,184,330	2,249,860
Average Monthly Contribution to the Reserve Fund per Unit	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
Annual Capital Expenses	430,715	147,032	1,127,306	61,766	4,576,164	154,380	4,172,649	45,953	5,233,066
Interest Income	187,660	238,705	282,454	330,466	329,907	329,715	337,396	348,814	346,606
Ending Reserve Balance	***7,115,666***	***9,036,681***	***10,076,051***	***12,285,500***	***10,038,215***	***12,272,491***	***10,557,947***	***13,045,138***	***10,408,538***
Percentage of Full Funding	38.5%	44.4%	47.3%	52.5%	47.7%	53.0%	49.6%	55.3%	50.1%
Yellow Highlighted Cells Represent Make-Up Funds									
IMMEDIATE FULL FUNDING									
Beginning Reserve Balance	17,010,828	18,487,935	20,339,412	21,294,837	23,405,132	21,042,647	23,144,804	21,280,308	23,598,766
Full Funding Annual Maintenace Funding	1,383,210	1,424,706	1,467,447	1,511,471	1,556,815	1,603,519	1,651,625	1,701,174	1,752,209
Planned Special Assessments / Make up Funds									
Annual Total Property Contribution to The Reserve Fund	1,383,210	1,424,706	1,467,447	1,511,471	1,556,815	1,603,519	1,651,625	1,701,174	1,752,209
Average Monthly Contribution to the Reserve Fund per Unit	123.15	126.84	130.65	134.57	138.61	142.76	147.05	151.46	156.00
Annual Capital Expenses	430,715	147,032	1,127,306	61,766	4,576,164	154,380	4,172,649	45,953	5,233,066
Interest Income	524,612	573,803	615,284	660,591	656,864	653,017	656,529	663,238	655,750
Full Funding - Ending Reserve Balance	***18,487,935***	***20,339,412***	***21,294,837***	***23,405,132***	***21,042,647***	***23,144,804***	***21,280,308***	***23,598,766***	***20,773,659***
Percentage of Full Funding	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2042	2043	2044	2045	2046	2047	2048	2049	2050
FULL FUNDING WITHIN 5 YEARS									
Beginning Reserve Balance	17,010,826	18,487,933	20,339,410	21,294,835	23,405,130	21,042,645	23,144,801	21,280,306	23,598,764
Full Funding Annual Maintenace Funding	1,383,210	1,424,706	1,467,447	1,511,471	1,556,815	1,603,519	1,651,625	1,701,174	1,752,209
Planned Special Assessments / Make up Funds									
Annual Total Property Contribution to The Reserve Fund	1,383,210	1,424,706	1,467,447	1,511,471	1,556,815	1,603,519	1,651,625	1,701,174	1,752,209
Average Monthly Contribution to the Reserve Fund per Unit	123.15	126.84	130.65	134.57	138.61	142.76	147.05	151.46	156.00
Annual Capital Expenses	430,715	147,032	1,127,306	61,766	4,576,164	154,380	4,172,649	45,953	5,233,066
Interest Income	524,612	573,803	615,284	660,591	656,864	653,016	656,529	663,237	655,750
Ending Reserve Balance	***18,487,933***	***20,339,410***	***21,294,835***	***23,405,130***	***21,042,645***	***23,144,801***	***21,280,306***	***23,598,764***	***20,773,657***
Percentage of Full Funding	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
FULL FUNDING WITHIN 10 YEARS									
Beginning Reserve Balance	17,010,825	18,487,932	20,339,409	21,294,834	23,405,129	21,042,644	23,144,800	21,280,304	23,598,763
Full Funding Annual Maintenace Funding	1,383,210	1,424,706	1,467,447	1,511,471	1,556,815	1,603,519	1,651,625	1,701,174	1,752,209
Planned Special Assessments / Make up Funds									
Annual Total Property Contribution to The Reserve Fund	1,383,210	1,424,706	1,467,447	1,511,471	1,556,815	1,603,519	1,651,625	1,701,174	1,752,209
Average Monthly Contribution to the Reserve Fund per Unit	123.15	126.84	130.65	134.57	138.61	142.76	147.05	151.46	156.00
Annual Capital Expenses	430,715	147,032	1,127,306	61,766	4,576,164	154,380	4,172,649	45,953	5,233,066
Interest Income	524,612	573,803	615,284	660,591	656,864	653,016	656,529	663,237	655,750
Ending Reserve Balance	***18,487,932***	***20,339,409***	***21,294,834***	***23,405,129***	***21,042,644***	***23,144,800***	***21,280,304***	***23,598,763***	***20,773,655***
Percentage of Full Funding	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2042	2043	2044	2045	2046	2047	2048	2049	2050
FULL FUNDING WITHIN 30 YEARS									
Beginning Reserve Balance	14,335,603	16,076,042	18,198,752	19,433,548	21,831,594	19,765,492	22,172,924	20,622,861	23,265,186
Full Funding Annual Maintenace Funding	1,383,210	1,424,706	1,467,447	1,511,471	1,556,815	1,603,519	1,651,625	1,701,174	1,752,209
Planned Special Assessments / Make up Funds	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512	338,512
Annual Total Property Contribution to The Reserve Fund	1,721,722	1,763,218	1,805,959	1,849,983	1,895,327	1,942,031	1,990,137	2,039,686	2,090,721
Average Monthly Contribution to the Reserve Fund per Unit	153.29	156.98	160.79	164.71	168.74	172.90	177.18	181.60	186.14
Annual Capital Expenses	430,715	147,032	1,127,306	61,766	4,576,164	154,380	4,172,649	45,953	5,233,066
Interest Income	449,433	506,524	556,142	609,830	614,735	619,780	632,450	648,592	650,820
Ending Reserve Balance	***16,076,042***	***18,198,752***	***19,433,548***	***21,831,594***	***19,765,492***	***22,172,924***	***20,622,861***	***23,265,186***	***20,773,661***
Percentage of Full Funding	87.0%	89.5%	91.3%	93.3%	93.9%	95.8%	96.9%	98.6%	100.0%
Yellow Highlighted Cells Represent Make-Up Funds									
BASELINE FUNDING									
Beginning Reserve Balance	25,713,429	28,490,985	31,713,106	34,112,412	37,742,983	36,980,455	40,765,662	40,670,856	44,849,327
Full Funding Annual Maintenace Funding	2,407,221	2,479,438	2,553,821	2,630,436	2,709,349	2,790,629	2,874,348	2,960,578	3,049,396
Planned Special Assessments / Make up Funds									
Annual Total Property Contribution to The Reserve Fund	2,407,221	2,479,438	2,553,821	2,630,436	2,709,349	2,790,629	2,874,348	2,960,578	3,049,396
Average Monthly Contribution to the Reserve Fund per Unit	214.32	220.75	227.37	234.19	241.22	248.45	255.91	263.58	271.49
Annual Capital Expenses	430,715	147,032	1,127,306	61,766	4,576,164	154,380	4,172,649	45,953	5,233,066
Interest Income	801,050	889,716	972,791	1,061,902	1,104,287	1,148,957	1,203,495	1,263,845	1,312,725
Ending Reserve Balance	***28,490,985***	***31,713,106***	***34,112,412***	***37,742,983***	***36,980,455***	***40,765,662***	***40,670,856***	***44,849,327***	***43,978,381***
Percentage of Full Funding	154.1%	155.9%	160.2%	161.3%	175.7%	176.1%	191.1%	190.0%	211.7%

TABLE 4.5: RESERVE FUND BALANCE SHEET

	2042	2043	2044	2045	2046	2047	2048	2049	2050
THRESHOLD OF $1,000,000 FUNDING									
Beginning Reserve Balance	63,671,728	69,449,797	75,818,300	81,515,907	88,602,984	91,461,688	99,039,627	102,916,084	111,251,646
Full Funding Annual Maintenace Funding	4,241,472	4,368,716	4,499,777	4,634,771	4,773,814	4,917,028	5,064,539	5,216,475	5,372,969
Planned Special Assessments / Make up Funds									
Annual Total Property Contribution to The Reserve Fund	4,241,472	4,368,716	4,499,777	4,634,771	4,773,814	4,917,028	5,064,539	5,216,475	5,372,969
Average Monthly Contribution to the Reserve Fund per Unit	377.62	388.95	400.62	412.64	425.02	437.77	450.90	464.43	478.36
Annual Capital Expenses	430,715	147,032	1,127,306	61,766	4,576,164	154,380	4,172,649	45,953	5,233,066
Interest Income	1,967,313	2,146,819	2,325,136	2,514,072	2,661,054	2,815,290	2,984,567	3,165,040	3,339,648
Ending Reserve Balance	***69,449,797***	***75,818,300***	***81,515,907***	***88,602,984***	***91,461,688***	***99,039,627***	***102,916,084***	***111,251,646***	***114,731,197***
Percentage of Full Funding	375.6%	372.8%	382.8%	378.6%	434.6%	427.9%	483.6%	471.4%	552.3%

Figure 4.5A-1 Comparison of Funding Plans – Reserve Fund Balances Through 2050

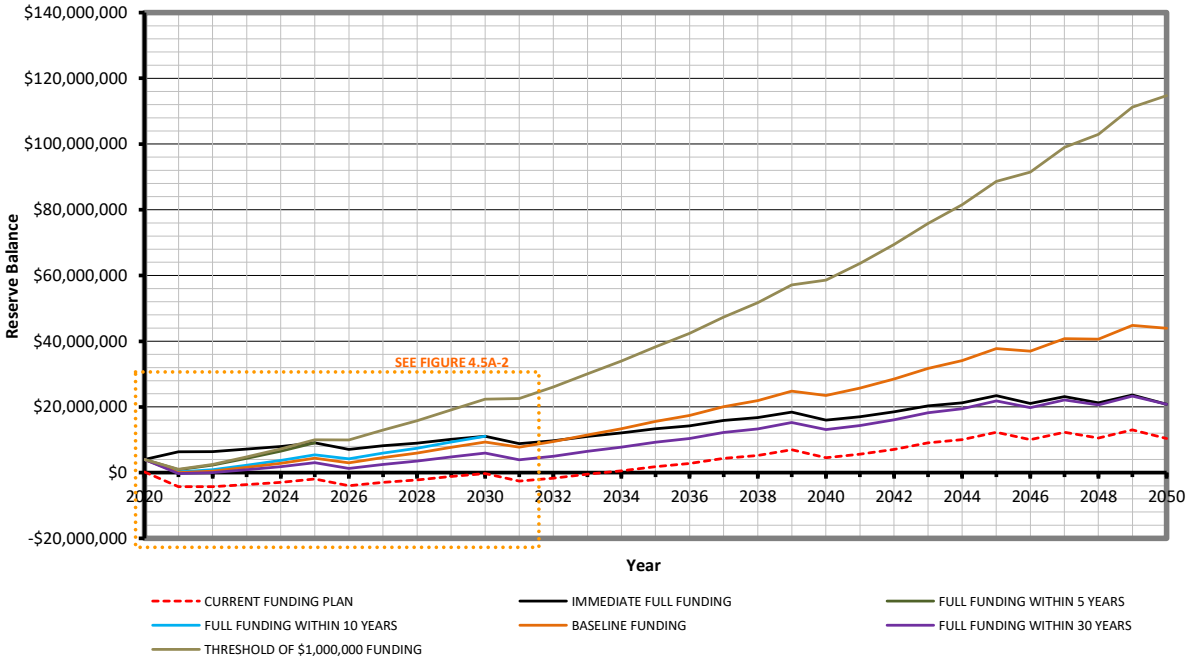


Figure 4.5A-2 Comparison of Funding Plans – Reserve Fund Balances Through 2030

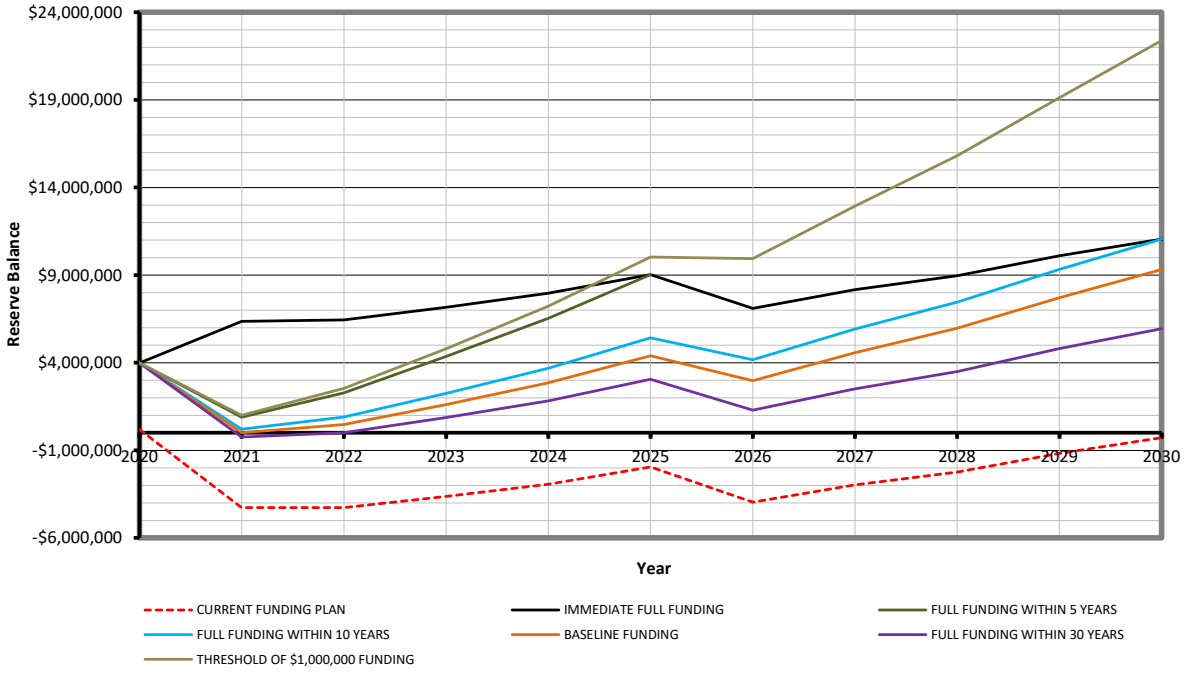


Figure 4.5B Comparison of Funding Plans -- Association Contributions to Reserve Fund by Year

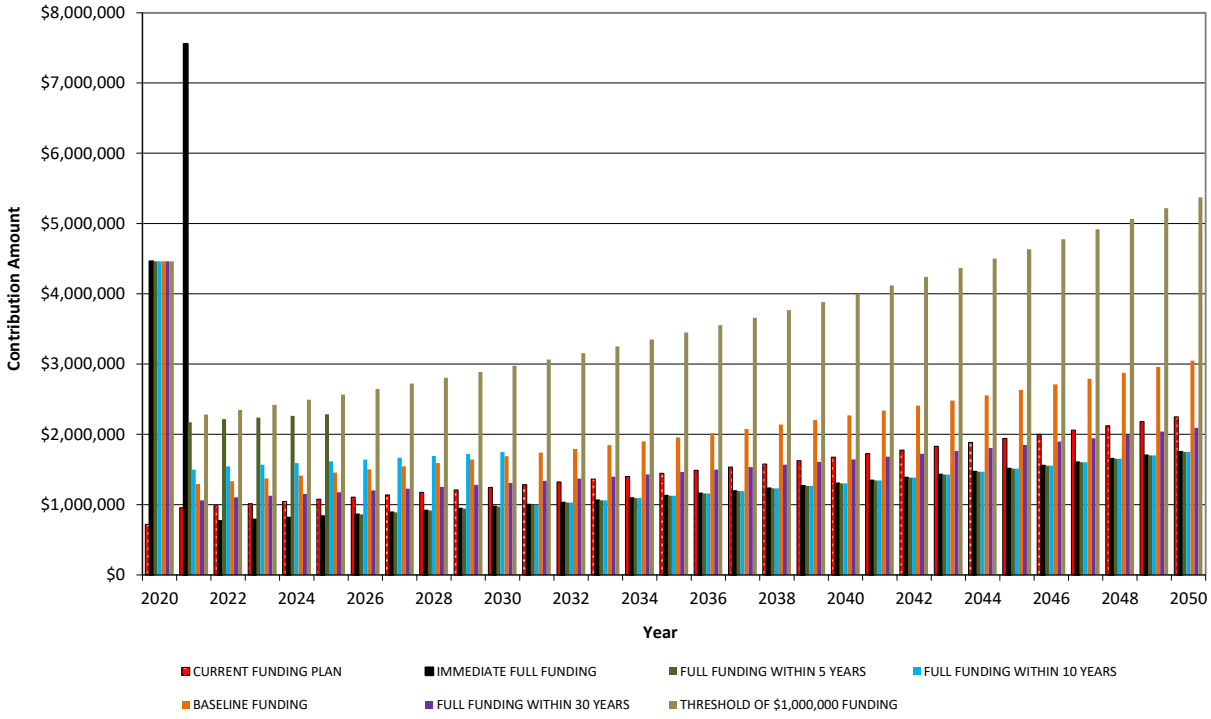
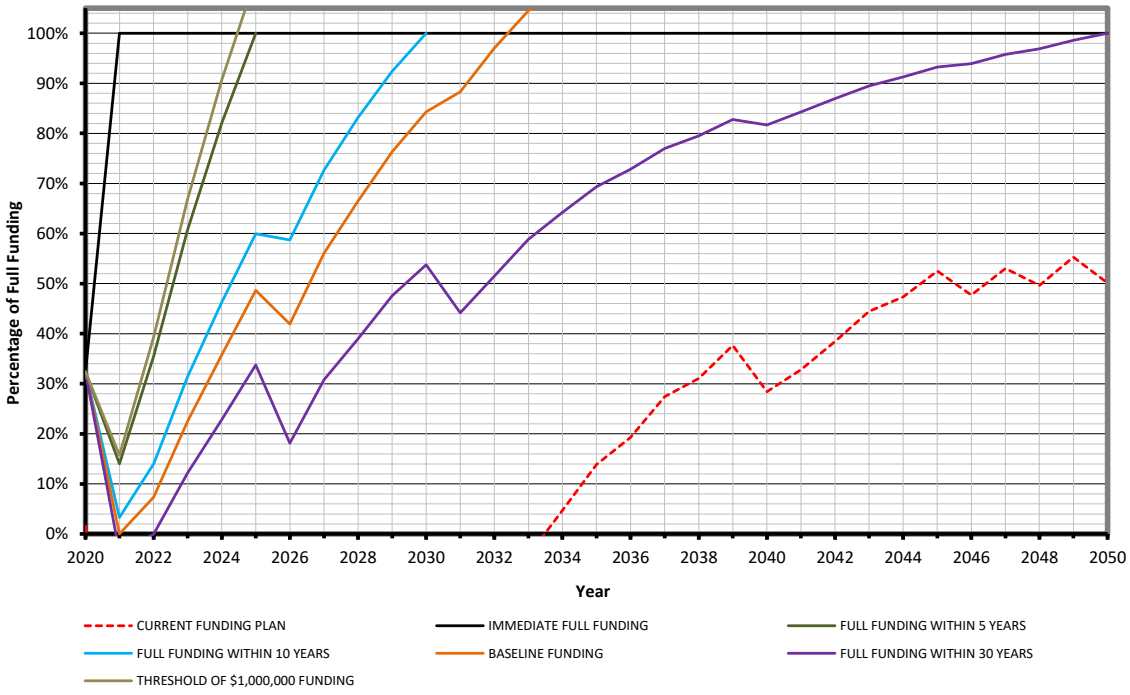


Figure 4.5C Comparison of Funding Plans – Percentage of Full Funding by Year



4.6 OTHER COMMON FUNDING METHODS

The following methods are methods that are sometimes implemented. We believe that many of these funding methods that keep the reserve fund at less than "Fully Funded" represent a weaker position for the Association. As the Fully Funded percentage decreases, the likelihood of unplanned special assessments increases.

Cash Flow Method

A method of calculating Reserve contributions where contributions to the Reserve fund are designed to offset the variable annual expenditures from the Reserve fund. Different Reserve Funding Plans are tested against the anticipated schedule of Reserve expenses until the desired Funding Goal is achieved.

Component Method

A method of calculating Reserve contributions where the total reserve contribution is based on the sum of contributions for individual components.

Baseline Funding

Establishing a Reserve funding goal of keeping the Reserve cash balance above zero.

Full Funding

Setting a Reserve funding goal of attaining and maintaining the Reserve Fund at or near 100% funded. *Recommended by Jeff Samdal & Associates*

Statutory Funding

Establishing a Reserve funding goal of setting aside the specific minimum amount of Reserves required by local statutes.

Threshold Funding

Establishing a Reserve funding goal of keeping the Reserve Balance above a specified dollar or Percent Funded amount. Depending on the threshold this may be more or less conservative than "Fully Funded."

5.0 LIMITATIONS

This report has been prepared for the exclusive use of Shelter Bay Community Club and their property management company. We do not intend for any other party to rely on this report for any reason without our expressed written consent. If another individual or party relies on this study, they shall indemnify and hold Jeff Samdal & Associates harmless for any damages, losses, or expenses they may incur as a result of its use.

The Level 3 Reserve Study is a reflection of the information provided to us. This report has been prepared for Shelter Bay Community Club's use, not for the purpose of performing an audit, quality/forensic analyses, or background checks of historical records. Our inspection report is not an exhaustive technical inspection of the property; we merely comment on the items that we believe that our clients would benefit from knowing. During a typical inspection, no invasive inspection is performed, no furnishings are moved, and no finishes are removed.

This report is a snap shot in time of the condition of the property at the time of inspection. The remaining life values that we list are based on our opinion of the remaining useful life and are by no means a guarantee. Our opinions are based on what we believe one could reasonably expect and are not based on worst case scenarios. These opinions are based upon our experience with other buildings of similar age and construction type. Opinions will vary and you may encounter contractors and/or consultants with differing opinions from ours. Ratings of various building components are most often determined by comparison to other buildings of similar age and construction type. The quality of materials originally impacts our judgment of their current state.

The life expectancy estimates that we prepare are based on National Association of Home Builders (NAHB) averages, Building Owners and Managers (BOMA) averages, product defined expected life averages, and our own assessment of typical life expectancy based on our experience with similar components in our area.

This report will tell you a great deal about the overall condition of this property. However, this report does not constitute a warranty, an insurance policy, or a guarantee of any kind. Owning any property involves some risk and while we can give an excellent overview of the property, we cannot inspect what we cannot see.

Our inspection and report do not include building code compliance or municipal regulatory compliance. Nor do they include mold investigations, hazardous materials investigations, or indoor air quality analysis.

The purpose of this report is not intended to be a statement of insurability of this property as insurance companies have particular standards for insurability of certain building types and certain building materials.

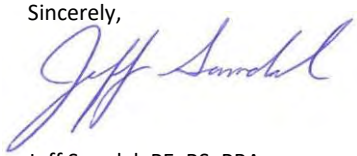
While we may comment that certain components have been recalled that we are aware of, we are not aware of all recalls. It is beyond the scope of this inspection to determine all systems or components that are currently or will be part of any recall in the future. You may wish to subscribe or contact the CPSC (Consumer Product Safety Commission) web site for recall information regarding any system or component. If a problem is encountered on your property, we cannot be responsible for any corrective action that you take, unless we have the opportunity to review the conditions, before repairs are made.

Please ensure that you have read and understand the entire proposal to perform this Level 3 Reserve Study that was signed prior to our inspection. If you have any questions regarding this document, please contact us.

We appreciate the opportunity to be of assistance and we hope that we have provided you a clear understanding of your financial situation and given you a better overall understanding of the your property. This report supersedes any opinion or discussion that occurred during the inspection and should be considered our complete opinion of the condition of this property.

Please contact us if you have any questions regarding this report. We will be happy to be of assistance.

Sincerely,



Jeff Samdal, PE, RS, PRA

APPENDIX

Resume of Engineer Performing Study

Jeff Samdal, P.E., Principal

Professional Qualifications and Experience

Areas of Expertise

Mr. Samdal is the owner of Jeff Samdal & Associates, Inc. (formerly Samdal Engineering), a corporation that specializes in building inspections, engineering, project management, and related services. He is a double-licensed Professional Engineer (Mechanical and Civil) in Washington State. He is also an accredited Building Inspection Engineer (BIE) and Reserve Specialist (RS). He has performed thousands of building inspections as well as numerous additional services such as building envelope investigations, construction management, and general consulting for property owners pertaining to building maintenance and long term budgeting. Mr. Samdal consistently earns repeat and referral business because of his attention to detail, practical approach, knowledge of the industry, and genuine appreciation for clients' concerns for their real estate investments.

Capabilities

Mr. Samdal is experienced at performing residential (single- and multi-family), commercial, and industrial inspections in Washington State and beyond. Mr. Samdal's experience includes the following:

- Property Condition Assessments (PCAs)
- Capital Needs Assessments (CNAs)
- Reserve Studies for Condominiums and Homeowner's Association
- Building Envelope Studies

Relevant Work History

Mr. Samdal has been owner and operator of Jeff Samdal & Associates / Samdal Engineering since 2005. Before concentrating on building inspections, Mr. Samdal worked for Washington Group International's (WGI) Hydropower and Water Resources Group. While working for WGI, Mr. Samdal was involved in rebuilding and rehabilitating hydro facilities. He served as the on-site powerhouse and switchyard inspector during construction. His duties included design, drawing and specification preparation, cost estimating, scheduling, and construction management. Prior to working for WGI, Mr. Samdal worked for Duke Energy in a similar role.

Education

BS in Mechanical Engineering, University of Washington

Licenses and Certifications

- *Licensed Professional Engineer* (PE), Mechanical Engineering, State of Washington, #40985
- *Licensed Professional Engineer* (PE), Civil Engineering, State of Washington, #40985
- *Reserve Specialist* (RS), Community Associations Institute (CAI), #173
- *Professional Reserve Analyst (PRA),* Association of Professional Reserve Analysts
- *Building Inspection Engineer* (BIE), National Association of Building Inspection Engineers
- *Structural Pest Inspector*, State of Washington, #70763

Professional Affiliation

American Society of Mechanical Engineers, 2002 – present

Community Involvement

Mr. Samdal is married with two kids and lives in Woodinville. He has volunteered as a Little League coach since 2009 starting with tee-ball and volunteers as a scout leader.

	Description	Qty	Unit Measm't	Unit Cost	Cost	Toatal Cost	Remarks
Clubhouse Pool Option #1 Perform all Level One and Two Recommendatons including modifications to existing restrooms							
	Demolish partial exist'g	1	LS	6,000	6,000		
	Demo Permit	1	LS	250	250		
	Demo Deck	5120	SF	2.00	10,240		
	Demo Fence	270	LF	2.00	540		
	Asbestos Report	1	LS	350	350		
	Asbestors Removal	1	LS	1,000	1,000		
	Dress Site	1	LS	2,000	2,000		
	Survey Property	1	LS	2,000	2,000		
	Construct New Pool	1	LS	200,000	200,000		
	Construct New Deck	6500	SF	12	78,000		
	Construct New Fence	350	LF	45	15,750		
	Consruct Handicap ramp	1	LS	5000	5,000		
	Install Shower Stalls	2	EA	4200	8,400		
	Shower Framewrk	16	HRS	50	800		
	Framewrk mat's	1	LS	500	500		
	Build Chemical Room	100	SF	150	15,000		
	Paint Bldg	1	Ls	1500	1,500		
	Landscape	1	Ls	20,000	20,000		
	SubTotal Repaird Pool					**367,330**	
	Contracors Fee				0.15	55,100	
	SubTotal					422,430	
	Building Permit					5,000	
	SubTotal					427,430	
	Tax				0.085	36,332	
	SubTotal					463,761	
	TERO				0.035	16,232	
	SubTotal					479,993	
	Contingency				0.15	71,999	
	Total Cost of Pool					**551,992**	**Use $600,000 for Budget**
							NOTE: THIS IS A PATCH NOT NEW CONSTRUCTION
							Excludes design cost - will request contractor to
							design-build

	Description	Qty	Unit Measm't	Unit Cost	Cost	Toatal Cost	Remarks
Clubhouse Pool Option # 2 - Replace Pool with Whirlpool Hot Tub system							
	Demolish existing pool	1	LS	10,000	10,000		
	Demo Permit	1	LS	250	250		
	Demo Deck	6500	SF	2	13,000		
	Demo Fence	270	LF	2	540		
	Asbestos Report	1	LS	350	350		
	Asbestors Removal	1	LS	1000	1,000		
	Fill Hole	450	CY	40	18,000		
	Dress Site	1	LS	2000	2,000		
	Construct New Pool	1600	SF	225	360,000		32x50
	Construct New Deck	3900	SF	12	46,800		
	Construct New Fence	350	LF	45	15,750		
	Consruct Handicap ramp	1	LS	5000	5,000		
	Shower Stalls	2	EA	4200	8,400		
	Shower Framewrk	16	HRS	50	800		
	Framewrk mat's	1	LS	500	500		
	Build Chemical Room	100	SF	75	7,500		
	Paint Bldg	1	Ls	3000	3,000		
	SubTotal Hot Tub					**492,890**	
	SubTotal Pool Replacemt					492,890	
	Contracors Fee				0.15	73,934	
	SubTotal					566,824	
	Building Permit					5,000	
	SubTotal					571,824	
	Tax				0.085	48,605	
	SubTotal					620,428	
	TERO				0.035	21,715	
	SubTotal					642,143	
	Contingency				0.15	96,322	
	Total Cost of Hot Tub					**738,465**	Use $750,000 Budget
							Excludes design cost - will request contractor to
							design-build

	Description	Qty	Unit Measm't	Unit Cost	Cost	Toatal Cost	Remarks
Clubhouse Pool Option # 3 - New Pool (cost option # 2) Add Bathhouse - pool equipment room							
	Bathhouse / Pool Equipt	1200	SF	250	300,000		
	Less Option # 2 items:						
	Consruct Handicap ramp	-1	LS	5000	(5,000)		
	Shower Stalls	-2	EA	4200	(8,400)		
	Shower Framewrk	-16	HRS	50	(800)		
	Framewrk mat's	-1	LS	500	(500)		
	Build Chemical Room	-100	SF	75	(7,500)		
	SubToal to Add Bathhouse					**277,800**	Use $300,000 Budget
	New Pool Option # 2					738,465	
	Total Pool and Bathhouse					**1,016,265**	Use $1,050,000 Budget
							Excludes design cost - will request contractor to
							design-build

Aquatic Evaluation Report

Shelter Bay Community Pools
La Conner, Washington

July 14, 2020

Prepared For:

Shelter Bay Community
1000 Shoshone Drive
La Conner, WA 98257

Prepared By:

Water Technology, Inc. (WTI)
100 Park Avenue, PO Box 614
Beaver Dam, WI 53916
www.wtiworld.com

Ryan Nachreiner
Project Director
920.392.2918
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Executive Summary

WTI has been commissioned by the Shelter Bay Community to report on the current condition of two existing outdoor pools located within the community. WTI visited the pools on June 5, 2020, toured the pools and related amenities, and met with staff to discuss operations. The enclosed report documents the observations from the site visit and outlines recommended capital and operational changes. Based on observations at the time of the visit, an opinion of probable compliance with applicable codes has been outlined and assessed for contribution to the evaluation of the facility. Major components of the aquatic amenities have been given a score based on their observed condition with respect to both code compliance and industry best practices, and these scores are weighted and aggregated to provide a total score. Below is a summary outline of the condition scores, recommendations, and estimated capital costs.

The Total Aggregated Evaluation Score is shown below, and out of a possible high score of 100, is an indication of the condition of the aquatic amenities.

Clubhouse Pool:	**59.38**
Adult Pool:	**45.63**

The condition of a facility is a major determination of the effort and cost of maintaining the utility and value of the amenities. A deteriorated facility will demand higher annual operating expenses over time as parts break, systems fail, finishes deteriorate, and structures weaken. There are also efficiencies lost when operating aging systems or equipment which are unable to take advantage of current methods and financially sustainable practices. The recommended repairs, replacements and renovations detailed in this report seek to modernize aquatic components and renew the efficient lifespan of the facility.

Below are the recommended repairs or replacements based on the observed condition of the aquatic components and the associated range of probable capital cost. A detailed description for each repair or replacement is included further in the report. Images referenced throughout the report were obtained at the time of observation and are available in the Appendix.

Recommendations – Level One

Clubhouse Pool	Adult Pool
Repair Pool Deck	Replace Pool Deck
Install Slats in Perimeter Fence	Install Slats in Perimeter Fence
Repair/Replace Gate	Replace Pool Finish
Install Weirs in Skimmers	Install Weirs in Skimmers
Install/Replace Stair Edge Markers	Install/Replace Stair Edge Markers
Confirm Stair Riser Heights with Compliance Officer	Confirm Stair Riser Heights with Compliance Officer
Separate Pool Chemicals*	Separate Pool Chemicals*
Modify Pool Open Hours for Dawn to Dusk	Modify Pool Open Hours for Dawn to Dusk
Confirm Pool Floor Slope with Compliance Officer	Confirm Pool Floor Slope with Compliance Officer
Correct Insufficient Flowrate	Install Vertical Depth Markers
Clean/Replace Vertical Depth Markers	Install Safety Float Rope
Install Safety Float Rope	Furnish Emergency Equipment
Furnish Emergency Equipment	Replace Pool Rules Signage
Replace Pool Rules Signage	
$22,500 to $33,000	*$230,000 to $265,000*

**costs not accounted for in probable construction cost opinion*

Recommendations – Level Two

Clubhouse Pool	Adult Pool
All Level One Recommendations	All Level One Recommendations
Install an Automated Water Treatment System	Install an Automated Water Treatment System
Replace Corroded Brackets	Reconstruct Stairs with Lower Risers
Reconstruct Stairs with Lower Risers	Shallow Deep End of Pool
Shallow Deep End of Pool	
Install Directional Returns	
$106,000 to $144,000	*$314,000 to $376,000*

Considering the existing condition of the Adult Pool, construction of a new pool or aquatic amenities to replace the Adult Pool is considered in the Level Three and Level Four Recommendations. This option is provided for the Shelter Bay Community to consider and compare the investment necessary to update the existing pool(s) with the probable cost to construct a new aquatic amenity. With new construction there are also advantages to consider beyond monetary savings, such as relocation of the new aquatic amenity near the Clubhouse Pool for significant efficiencies as well as the opportunity to create new programs and features.

Construction of a new aquatic amenity also helps to address the risk posed at the Adult Pool by the poor soil conditions at the site. The risk of the unknown soil stability and hydrology cannot be accurately predicted monetarily. The following cost amounts of new construction involve the pool vessel, pool piping, and pool mechanical equipment, and does not account for site, building, or building mechanical components. Construction at the Clubhouse Pool location would result in significantly lower site, building, and building mechanical renovation costs than any new or renovation work at the Adult Pool location. At the Clubhouse Pool location multiple aquatic amenities could share support spaces.

Recommendations – Level Three

Clubhouse Pool	Adult Pool – **Option A**
All Level One Recommendations	Demolish Adult Pool
All Level Two Recommendations	Construct a New Pool at Adult Pool Location
$106,000 to $144,000	*$350,000 to $450,000*
	Adult Pool – **Option B**
	Demolish Adult Pool
	Construct an Adult Whirlpool at Clubhouse Location
	$280,000 to $410,000

Recommendations – Level Four

Clubhouse Pool	Adult Pool
Demolish Clubhouse Pool	Demolish Adult Pool
Construct Single Larger Multi-Purpose Pool at Clubhouse Location	
$600,000 to $850,000	

Introduction

The purpose of this evaluation is to review the present condition of the aquatic amenities and aquatic mechanical systems at the existing community pools within the Shelter Bay Community. The evaluation consists of visual examination of the pools and associated mechanical equipment. The report outlines the present condition of the systems, equipment, and components and provides recommendations for repairs or replacements. An estimated range for the probable cost to construct, install, or perform the renovation or repair is provided for each recommendation level.

The Clubhouse Pool is an outdoor leisure pool adjacent to the community clubhouse. The pool mechanical systems are housed in a small room withing the clubhouse building. The pool is a single body of water with stair entry and water depths from approximately 3 feet to 8.5 feet. The pool has an approximate water volume of 46,000 gallons. The pool was in filled and operating condition at the time of observation.

The Clubhouse Pool vessel is constructed with concrete and the interior finish is plaster with tile borders. The pool is filtered using a pressure diatomaceous earth (DE) filter. The pool is disinfected with solid chlorine tablets in an erosion feeder. The water pH is balanced manually using granular balance chemicals. Pool water heat is provided with gas-fired pool heater exterior to the building.

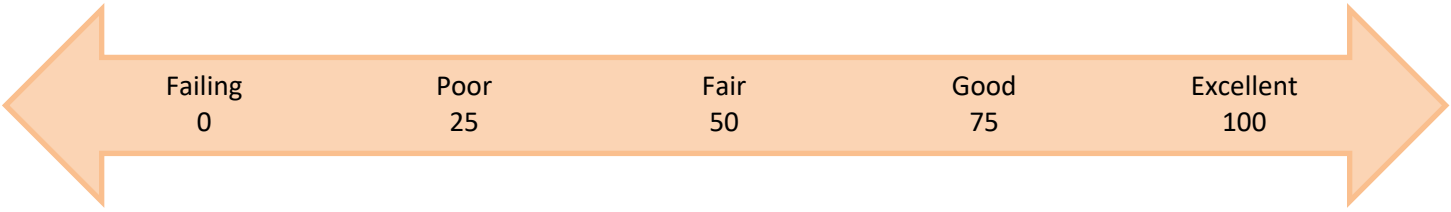
The Adult Pool is an outdoor leisure pool adjacent to a community tennis court and basketball court. The Adult pool is approximately a half mile from the Clubhouse Pool. The pool mechanical systems are housed in a bathhouse building adjacent to the pool. The pool is a single body of water accessed via portable stairs. The pool water depths are approximately 3 feet to 9 feet. The pool has an approximate water volume of 36,000 gallons. The pool was partially filled and not operational at the time of observation.

The Adult Pool vessel is constructed with concrete and the interior finish is plaster with tile borders. The pool is filtered using a pressure diatomaceous earth (DE) filter. The pool is disinfected with solid chlorine tablets in an erosion feeder. The water pH is balanced manually using granular balance chemicals.

Methodology

WTI observed the condition of the aquatic elements at the facility. Aquatic elements include pool vessels, water features, pool filtration systems, pool circulation pumps, piping, valves and controls, and water treatment systems. Observations were conducted in a non-destructive manner and did not involve the removal of any structures or disassembly of any equipment. Aquatic amenities and components have been observed and considered for recommendations for improvement. Elements of the facility beyond the aquatic components, such has site, building, and building mechanical components, are excluded from the analysis of this report.

Major components of the aquatic systems and structures are categorized in the report and scored based on their observed condition. The condition scores are weighted and aggregated to produce an overall evaluation score. Potential scores range from zero to one hundred, representing the condition descriptions below:



Total evaluation scores for the pool and aquatic amenities are compiled and weighted to create a total aggregated evaluation score. The total aggregated evaluation score provides an indication of the overall condition of the aquatic amenities of the facility.

Included in the report are observations and indications of the condition of the accessible means of pool entry and exit. WTI has endeavored to identify problems with the means of access and potential non-compliance with the Americans with Disabilities Act (ADA). Observations and evaluations included in this report do not constitute certification or verification of compliance with ADA requirements. ADA compliance is a legal opinion, and WTI is not able to anticipate or guarantee judicial interpretation with respect to a facility's legal compliance. WTI recommendations are based on a current understanding of the technical requirements of ADA regulations on aquatic amenities.

Compliance with Virginia Graeme Baker Pool and Spa Safety Act (VGBA) regulations have not been verified or investigated as a part of this evaluation and report. Any statements regarding drains, suction fittings, or any other component pertaining to VGBA are preliminary observations only, and further inspection to substantiate compliance is necessary.

The cost amounts associated with the provided recommendations are the opinion of WTI based on a professional understanding of market conditions. Cost amounts have not been trade or contractor verified, and are intended only to provide guidance for a preliminary aquatic budget.

Code Analysis

The pools in the Shelter Bay Community are regulated by the Swinomish Tribal Code, Title 10, Chapter 10. This code incorporates by reference the Washington Administrative Code, Title 246, Chapter 260 (WAC-246-260) and the Washington Administrative Code, Title 246, Chapter 262 (WAC-246-262). The Swinomish Tribal Code largely addresses legal aspects of jurisdiction, enforcement, and permitting. The Washington Administrative Codes are the primary governing instruments of pool operation, maintenance, and design. An analysis of both Washington Administrative Codes with respect to the compliance of the Shelter Bay Community pools has been performed and items found non-compliant are outlined below. WAC-246-262 focuses on Recreational Water Contact Facilities (RWCF), or non-conventional pools such as wave pools and waterslides. Therefore, the dominant applicable code for the pools in the Shelter Bay Community is WAC-246-260.

The Swinomish Tribal Code also incorporates by reference the federal Virginia Graeme Baker Pool and Spa Safety Act (VGBA). Compliance with VGBA regulations and analysis of this legislation is beyond the scope of this report and have not been verified or investigated as a part of this evaluation and report. Any statements regarding drains, suction fittings, or any other component pertaining to VGBA are preliminary observations only, and further inspection to substantiate compliance is necessary.

Indications of compliance and non-compliance to government codes provided in this report are the opinion of the WTI at the time of observation. These indications are not a determination of compliance and serve only as a prediction of the potential findings of a Compliance Officer with the health department having jurisdiction over the facility. The Swinomish Tribe has jurisdiction over regulation and compliance of the Shelter Bay Pools. Furthermore, applicable codes are not addressed or analyzed completely and some code aspects beyond the scope of professional knowledge of WTI as an aquatic consultant are omitted.

Clubhouse Pool – Aspects of Non-Compliance

WAC-246-260-031(3) – Walking Surfaces (d) *Not having an abrupt change in height of greater than one-half inch, a gap no greater than one-half inch in width, or a crumbling surface presenting a potential tripping hazard;*	Comments: Pool deck has large gaps and/or recessed joints larger than ½ inch; some found to be approximately 2 inches wide. (Image 02)
WAC-246-260-031(4) – Barriers for new construction and remodeling (d) *When chain link exceeds 1 1/4 inches square, provide slats to reduce mesh openings to no more than 1 3/4 inches.*	Comments: Large sections of the perimeter chain link fence are missing slats to reduce mesh openings.
WAC-246-260-031(4) – Barriers for new construction and remodeling (f) *Barriers must have self-closing, self-latching gates or doors*	Comments: Barrier gate is not self-closing, self-latching (gate had been damaged and is under repair at the time of observation) (Image 03)
WAC-246-260-031(8) – Outlets (d)(i) *Weirs provided in skimmers must have a normal operation flow rate of three to five gpm per inch of weir;*	Comments: Skimmer openings do not contain weirs (Image 04)
WAC-246-260-031(11) – Pool appurtenances (b) *Owners shall ensure that stairs, when provided, meet the following construction requirements:* (ii) *Contrasting color stair tread edges;*	Comments: Steps have periodically spaced "diamond" tile markers; unlikely to be considered sufficient markers of the edge of the step (Image 05)

WAC-246-260-031(11) – Pool appurtenances (b)(vii) *Uniform riser heights of ten inches or less for all other pools, except the bottom riser may be plus or minus two inches of the uniform height.*	Comments: Riser heights exceed 12 inches
WAC-246-260-031(14) – Equipment and chemical storage rooms *Owners shall provide enclosed, locked, lighted, vented rooms for mechanical equipment, with floors sloped to a floor drain and minimum access area three feet wide around equipment. Owners shall provide a separate chemical storage area or room that conforms to manufacturer's requirements for each chemical used in the pool area.*	Comments: Pool chemicals are stored adjacent to pool mechanical equipment. Room not sufficiently vented for chemicals. (Image 09)
WAC-246-260-031(23) – Lighting *Minimum Lighting Level – Outdoor pool surface: 10 foot candles* **Outdoor pool facilities, which are used in daylight hours only (before dusk) are not required to meet this standard.*	Comments: Insufficient lighting of pool deck and pool surface for compliance. Posted hours of operation should be between dawn and dusk to ensure compliance.
WAC-246-260-041(3) – Pool general floor and wall dimensional design (b)(i) *Pool floors must have uniform slopes with: (i) A maximum slope of a one-foot drop in twelve feet of run at pool depths to five or less in pools fifteen hundred square feet or more;*	Comments: Pool floor slope exceeds 1:12 (this aspect may receive "grandfathered" approval at the discretion of the Compliance Officer; however, a significant renovation of the pool is likely to remove this "grandfather" status)
WAC-246-260-041(7) – Turnover *Owners of swimming pools shall design and maintain water treatment recirculation rates to completely turn over the entire pool water volume of pool in six hours or less.*	Comments: At the time of observation, the installed flowmeter indicated a flow rate of approximately 80 GPM. At the report pool volume of 46,000 Gallons, this indicates a turnover rate of approximately 9.5 hours (Image 10)
WAC-246-260-041(8) – Pool depth markings (a) *Located on the pool vertical wall at or above the water level so as to be easily readable from the water, in numbers at least two inches high. If overflow channels do not allow for placement of vertical wall markings above the water level, they are not required;*	Comments: Several depth markers are not easily readable due to dirt/grime buildup and partial wear/deterioration of the label. (Image 04 & 11)
WAC-246-260-041(9) – Safety line or marking line (b) *Safety float lines, when used, must: (i) Be kept in place at all times, except when the pool is used for a specific purpose such as lap swimming or competitive use;*	Comments: Anchors for a safety float line is in place, float line rope needs to be installed
WAC-246-260-041(11) – Emergency equipment (d) *A standard 16-unit first-aid kit*	Comments: Not present at time of observation
WAC-246-260-041(11) – Emergency equipment (e) *A blanket reserved for emergency use*	Comments: Not present at time of observation
WAC-246-260-041(11) – Emergency equipment (g)(iii) *A throwing buoy, throw-rope bag, or other similar device with a rope the width of the pool or fifty feet long, whichever is less, for reaching and retrieving a victim.*	Comments: Not present at time of observation

WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (iii) *Prohibiting use by anyone with a communicable disease or anyone who has been ill with vomiting or diarrhea within the last two weeks;*	Comments: Not stated in posted Pool Rules (Image 13)
WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (vii) *Requiring diapers to be changed at designated diaper change areas;*	Comments: Not stated in posted Pool Rules (Image 13)
WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (ix) *Directing patrons to the location of the nearest telephone and first-aid kit for emergency*	Comments: Not stated in posted Pool Rules (Image 13)
WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (x) *Advising patrons that anyone with seizure, heart, or circulatory problems should swim with a buddy;*	Comments: Not stated in posted Pool Rules (Image 13)
WAC-246-260-131(5) – Signage for user rules (b) *All swimming, spa, and wading pool facilities where lifeguards or attendants are not present shall have signs stating additional pool rules that:* (i) *If a child twelve years of age or less is using the pool, a responsible adult eighteen years of age or older must accompany the child and be at the pool or pool deck at all times the child uses the facility;*	Comments: Existing signage states "children under the age of 10 years" (Image 13)
WAC-246-260-131(5) – Signage for user rules (b) *All swimming, spa, and wading pool facilities where lifeguards or attendants are not present shall have signs stating additional pool rules that:* (ii) *If an individual between thirteen years of age and seventeen years of age is using the pool, at least one other person must be at the pool facility.*	Comments: Not stated in posted Pool Rules (Image 13)

Adult Pool – Aspects of Non-Compliance

WAC-246-260-031(3) – Walking Surfaces (d) *Not having an abrupt change in height of greater than one-half inch, a gap no greater than one-half inch in width, or a crumbling surface presenting a potential tripping hazard;*	Comments: Pool deck is chipping, cracking, and deteriorating (Image 19, 20, 22, 25)
WAC-246-260-031(4) – Barriers for new construction and remodeling (d) *When chain link exceeds 1 1/4 inches square, provide slats to reduce mesh openings to no more than 1 3/4 inches.*	Comments: Large sections of the perimeter chain link fence are missing slats to reduce mesh openings.
WAC-246-260-031(6) – Pool surface (b) *Not cause cutting, pinching, puncturing, entanglement, or abrasion hazard under casual contact;*	Comments: Pool surface is badly deteriorated, cracking, and abrasive (Image 21, 23, 24)
WAC-246-260-031(8) – Outlets (d)(i) *Weirs provided in skimmers must have a normal operation flow rate of three to five gpm per inch of weir;*	Comments: Skimmer openings do not contain weirs (Image 24)

WAC-246-260-031(11) – Pool appurtenances (b)(ii) *Contrasting color stair tread edges;*	Comments: Steps have periodically spaced "diamond" tile markers; unlikely to be considered sufficient markers of the edge of the step (Image 22)
WAC-246-260-031(11) – Pool appurtenances (b)(vi) *Uniform riser heights of ten inches or less for all other pools, except the bottom riser may be plus or minus two inches of the uniform height.*	Comments: Riser heights exceed 12 inches
WAC-246-260-031(14) – Equipment and chemical storage rooms *Owners shall provide enclosed, locked, lighted, vented rooms for mechanical equipment, with floors sloped to a floor drain and minimum access area three feet wide around equipment. Owners shall provide a separate chemical storage area or room that conforms to manufacturer's requirements for each chemical used in the pool area.*	Comments: Pool chemicals are stored adjacent to pool mechanical equipment. Room not sufficiently vented for chemicals. (Image 28)
WAC-246-260-031(23) – Lighting *Minimum Lighting Level – Outdoor pool surface: 10 foot candles* **Outdoor pool facilities, which are used in daylight hours only (before dusk) are not required to meet this standard.*	Comments: Insufficient lighting of pool deck and pool surface for compliance. Posted hours of operation should be between dawn and dusk to ensure compliance.
WAC-246-260-041(3) – Pool general floor and wall dimensional design (b)(i) *Pool floors must have uniform slopes with: (i) A maximum slope of a one-foot drop in twelve feet of run at pool depths to five or less in pools fifteen hundred square feet or more;*	Comments: Pool floor slope exceeds 1:12 (this aspect may receive "grandfathered" approval at the discretion of the Compliance Officer; however, a significant renovation of the pool is likely to remove this "grandfather" status)
WAC-246-260-041(8) – Pool depth markings (a) *Located on the pool vertical wall at or above the water level so as to be easily readable from the water, in numbers at least two inches high. If overflow channels do not allow for placement of vertical wall markings above the water level, they are not required;*	Comments: Vertical depth markers not present.
WAC-246-260-041(9) – Safety line or marking line (b) *Safety float lines, when used, must: (i) Be kept in place at all times, except when the pool is used for a specific purpose such as lap swimming or competitive use;*	Comments: Anchors for a safety float line is in place, float line rope needs to be installed if/when pool is operating
WAC-246-260-041(11) – Emergency equipment (d) *A standard 16-unit first-aid kit*	Comments: Not present at time of observation
WAC-246-260-041(11) – Emergency equipment (e) *A blanket reserved for emergency use*	Comments: Not present at time of observation
WAC-246-260-041(11) – Emergency equipment (g)(i) *A reaching pole at least twelve feet long with a double crook life hook;*	Comments: Not present at time of observation
WAC-246-260-041(11) – Emergency equipment (g)(ii) *A reaching pole at least twelve feet long for every fifteen hundred square feet of pool surface area*	Comments: Not present at time of observation
WAC-246-260-041(11) – Emergency equipment (g)(iii) *A throwing buoy, throw-rope bag, or other similar device with a rope the width of the pool or fifty feet long, whichever is less, for reaching and retrieving a victim.*	Comments: Not present at time of observation

WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (iii) *Prohibiting use by anyone……with vomiting or diarrhea within the last two weeks;*	Comments: Not stated in posted Pool Rules (Image 32)
WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (vii) *Requiring diapers to be changed at designated diaper change areas;*	Comments: Not stated in posted Pool Rules (Image 32)
WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (ix) *Directing patrons to the location of the nearest telephone and first-aid kit for emergency*	Comments: Not stated in posted Pool Rules (Image 32)
WAC-246-260-131(5) – Signage for user rules (a) *All swimming, spa and wading pool facilities must have signs stating pool rules:* (x) *Advising patrons that anyone with seizure, heart, or circulatory problems should swim with a buddy;*	Comments: Not stated in posted Pool Rules (Image 32)
WAC-246-260-131(5) – Signage for user rules (b) *All swimming, spa, and wading pool facilities where lifeguards or attendants are not present shall have signs stating additional pool rules that:* (i) *If a child twelve years of age or less is using the pool, a responsible adult eighteen years of age or older must accompany the child and be at the pool or pool deck at all times the child uses the facility;*	Comments: Existing signage states “young children” leaving age undefined (Image 32)
WAC-246-260-131(5) – Signage for user rules (b) *All swimming, spa, and wading pool facilities where lifeguards or attendants are not present shall have signs stating additional pool rules that:* (ii) *If an individual between thirteen years of age and seventeen years of age is using the pool, at least one other person must be at the pool facility.*	Comments: Not stated in posted Pool Rules (Image 32)

Observations - Clubhouse Pool

Below are descriptions of the observations from the site visit for major components of the aquatic amenities. A ranking of the condition of each component is indicated with an associated score.

	Condition Rank	Condition Score	Weight Value	Total Score
Pool Vessel	Good	75	0.100	7.50

Type/Style: Concrete
Comments: Structural integrity not verified.
Issues/Problems:

- ○ Cracking
- ○ Spalling
- ○ Shifting/Movement
- ○ Groundwater Infiltration
- ○ Exposed Reinforcement
- ○ Leaking/Water Loss

Pool Finish	Good	75	0.100	7.50

Type/Style: Plaster
Issues/Problems:

- ○ Cracking
- ○ Spalling
- ○ Delamination
- ○ Coarse/Rough Surface
- ○ Softening/Dissolving
- ○ Staining

Pool Overflow System	Fair	50	0.100	5.00

Type/Style: Skimmers
Issues/Problems:

- ○ Broken Grating
- ○ Insufficient Channeling/Flow
- ☑ Insufficient Rimflow
- ○ Flooding/Insufficient Capacity
- ○ Ineffective Dropouts/Removal
- ○ Cracking
- ○ Spalling
- ○ Staining
- ○ Excessive Noise

Pool Accessibility	Failing	0	0.025	0.00

Type/Style: None
Comments: Pool is considered a "Limited Use Pool"
Issues/Problems:

- ○ Not Operable Without Assistance
- ○ Insufficient Capacity/Lifting Power
- ☑ Not Present at Time of Observation
- ○ Hardware Corrosion

Pool Handrails	Good	75	0.050	3.75

Type/Style: Stainless Steel
Comments: Ladder railing in deep end is loose
Issues/Problems:

- ○ Staining
- ○ Corrosion
- ○ Scale Formation
- ☑ Loose/Insecure

Underwater Lighting	Good	75	0.025	1.88

Type/Style: Wet Niche
Comments: Operability not verifed
Issues/Problems:

- ○ Not Operating
- ○ Broken Frame or Lense
- ○ Not Removable

Main Drains	Good	75	0.075	5.63

Type/Style: Dual
Comments: Compliance with VGBA not verified. Recommend facility check for records of drain sump VGBA compliance
Issues/Problems:

- ○ Missing/Broken Cover
- ○ Unsafe Fitting Condition

Return Inlets	Fair	50	0.050	2.50

Type/Style: Wall Inlets
Comments: Stubbed pipes without covers.
Issues/Problems:

- ○ Broken Fixture
- ○ Blocked/Non-Functioning
- ✓ Missing Cover/Face

Piping	Fair	50	0.050	2.50

Type/Style: Schedule 40 PVC
Comments: Apparent leak fixes in mechanical room
Issues/Problems:

- ○ Leaking
- ○ Corrosion
- ○ Metal Components
- ○ Unnecessary Connections
- ○ Inefficient Routing
- ○ Blockages/Plugged

Filtration	Good	75	0.100	7.50

Type/Style: Pressure D.E.
Issues/Problems:

- ○ High Operating Pressure
- ○ Low Operating Pressure
- ○ Clogs/Debris
- ○ Biological Growth
- ○ Insufficient Capacity
- ○ Insufficient Flow
- ○ Inoperable Valves
- ○ Leaking Tank

Circulation Pump	Good	75	0.050	3.75

Type/Style: Centrifugal Impeller
Issues/Problems:

- ○ Excessive Motor Heat
- ○ Excessive Motor Noise
- ○ Leaking
- ○ Corrosion
- ○ Insufficient Flow

Circulation Valves	Good	75	0.050	3.75

Type/Style: PVC Ball Valves

Issues/Problems:

- ○ Inoperable - Closed
- ○ Inoperable - Open
- ○ Limited Flow Adjustment
- ○ Broken Handle
- ○ Corrosion
- ○ Leaking

Chemical Control	Poor	25	0.050	1.25

Type/Style: Manual

Issues/Problems:

- ○ Inaccurate Disinfectant Readings
- ○ Control Flowswitch
- ○ Inaccurate pH Readings
- ○ Alerts

Chemical Storage and Safety	Poor	25	0.050	1.25

Type/Style: Dry chemicals in buckets (Trichlor, Dichlor, Sodium Bisulfate, Soda Ash, etc.)

Comments: Chemical containers co-mingled in general mechanical area

Issues/Problems:

- ✓ Insufficient Fire Protection
- ✓ Lack of Chemical Separation
- ○ MSDS Not Present
- ○ Leaking Containers (Liquids)
- ○ Spilled Containers (Powders/Solids)
- ✓ Insufficient Spill Protection
- ✓ Inoperable Air Evacuation
- ✓ Missing/Inoperable Eyewash Station
- ○ Missing Personal Protective Equipment
- ○ Open Containers / Exposure to Fumes

Primary Disinfection	Poor	25	0.050	1.25

Type/Style: Trichlor Erosion Feeder

Issues/Problems:

- ○ Hazardous Injection Location
- ○ Hazardous Conveyance Methods
- ○ Leaking
- ✓ Lack of Automation

Chemical Balance	Fair	50	0.050	2.50

Type/Style: Sodium Bisulfate, Soda Ash

Issues/Problems:

- ○ Hazardous Injection Location
- ○ Hazardous Conveyance Methods
- ○ Leaking
- ✓ Lack of Automation

Pool Water Heating	Good	75	0.025	1.88

Type/Style: Pool Heater, Gas-Fired

Issues/Problems:

- ○ Corrosion
- ○ Leaking
- ○ Insufficient Heat

Total Pool Score	Weight	Score
Observations - Clubhouse Pool	1.00	59.38

Observations - Adult Pool

Below are descriptions of the observations from the site visit for major components of the aquatic amenities. A ranking of the condition of each component is indicated with an associated score.

	Condition Rank	Condition Score	Weight Value	Total Score
Pool Vessel	Poor	25	0.125	3.13

Type/Style: Concrete
Comments: Structural integrity not verified. Evidence of past soil movement / hydrostatic pressures
Issues/Problems:

- ☐ Cracking
- ☐ Spalling
- ☑ Shifting/Movement
- ☐ Groundwater Infiltration
- ☐ Exposed Reinforcement
- ☐ Leaking/Water Loss

Pool Finish	Poor	25	0.125	3.13

Type/Style: Plaster
Comments: All areas not visible due to cloudy water
Issues/Problems:

- ☐ Cracking
- ☐ Spalling
- ☐ Delamination
- ☑ Coarse/Rough Surface
- ☐ Softening/Dissolving
- ☐ Staining

Pool Overflow System	Fair	50	0.100	5.00

Type/Style: Skimmers
Issues/Problems:

- ☐ Broken Grating
- ☐ Insufficient Channeling/Flow
- ☑ Insufficient Rimflow
- ☐ Flooding/Insufficient Capacity
- ☐ Ineffective Dropouts/Removal
- ☐ Cracking
- ☐ Spalling
- ☐ Staining
- ☐ Excessive Noise

Pool Accessibility	Failing	0	0.025	0.00

Type/Style: None
Comments: Pool is considered a "Limited Use Pool"
Issues/Problems:

- ☐ Not Operable Without Assistance
- ☐ Insufficient Capacity/Lifting Power
- ☑ Not Present at Time of Observation
- ☐ Hardware Corrosion

Pool Handrails	Good	75	0.050	3.75

Type/Style: Stainless Steel
Issues/Problems:

- ☐ Staining
- ☐ Corrosion
- ☐ Scale Formation
- ☐ Loose/Insecure

Underwater Lighting	Good	75	0.025	1.88

Type/Style: Wet Niche
Comments: Operability not verifed, visibility limited due to cloudy water
Issues/Problems:

- ◯ Not Operating
- ◯ Not Removable
- ◯ Broken Frame or Lense

Main Drains	N/A	-	-	-

Type/Style: Not Verified, not visible due to cloudy water
Comments: Compliance with VGBA not verified. Recommend facility check for records of drain sump VGBA compliance

Return Inlets	Fair	50	0.050	2.50

Type/Style: Wall Inlets
Comments: "eyeball" style
Issues/Problems:

- ◯ Broken Fixture
- ◯ Missing Cover/Face
- ◯ Blocked/Non-Functioning

Piping	Fair	50	0.050	2.50

Type/Style: Schedule 40 PVC
Issues/Problems:

- ◯ Leaking
- ◯ Unnecessary Connections
- ◯ Corrosion
- ◯ Inefficient Routing
- ◯ Metal Components
- ◯ Blockages/Plugged

Filtration	Good	75	0.100	7.50

Type/Style: Pressure D.E.
Issues/Problems:

- ◯ High Operating Pressure
- ◯ Insufficient Capacity
- ◯ Low Operating Pressure
- ◯ Insufficient Flow
- ◯ Clogs/Debris
- ◯ Inoperable Valves
- ◯ Biological Growth
- ◯ Leaking Tank

Circulation Pump	Good	75	0.050	3.75

Type/Style: Centrifugal Impeller
Issues/Problems:

- ◯ Excessive Motor Heat
- ◯ Corrosion
- ◯ Excessive Motor Noise
- ◯ Insufficient Flow
- ◯ Leaking

Circulation Valves	Good	75	0.050	3.75

Type/Style: PVC Ball Valves
Issues/Problems:

- ◯ Inoperable - Closed
- ◯ Broken Handle
- ◯ Inoperable - Open
- ◯ Corrosion

○ Limited Flow Adjustment	○ Leaking			
Chemical Control	Poor	25	0.075	1.88
Type/Style: Manual				
Issues/Problems:				
○ Inaccurate Disinfectant Readings	○ Inaccurate pH Readings			
○ Control Flowswitch	○ Alerts			
Chemical Storage and Safety	Poor	25	0.050	1.25
Type/Style: Dry chemicals in buckets (Trichlor, Dichlor, Sodium Bisulfate, Soda Ash, etc.)				
Comments: Chemical containers co-mingled in general mechanical area				
Issues/Problems:				
☑ Insufficient Fire Protection	☑ Insufficient Spill Protection			
☑ Lack of Chemical Separation	☑ Inoperable Air Evacuation			
○ MSDS Not Present	☑ Missing/Inoperable Eyewash Station			
○ Leaking Containers (Liquids)	○ Missing Personal Protective Equipment			
○ Spilled Containers (Powders/Solids)	○ Open Containers / Exposure to Fumes			
Primary Disinfection	Poor	25	0.050	1.25
Type/Style: Trichlor Erosion Feeder				
Issues/Problems:				
○ Hazardous Injection Location	○ Leaking			
○ Hazardous Conveyance Methods	☑ Lack of Automation			
Chemical Balance	Fair	50	0.050	2.50
Type/Style: Sodium Bisulfate, Soda Ash				
Issues/Problems:				
○ Hazardous Injection Location	○ Leaking			
○ Hazardous Conveyance Methods	☑ Lack of Automation			
Pool Water Heating	Good	75	0.025	1.88
Type/Style: Pool Heater, Gas-Fired				
Issues/Problems:				
○ Corrosion	○ Insufficient Heat			
○ Leaking				

Total Pool Score	Weight	Score
Observations - Adult Pool	1.00	45.63

Recommendations – Level One

The following changes, repairs, or replacements are required to bring the pools into compliance with current applicable pool codes. This outline of recommendations, indicated as "Level One," depicts the most economical update and achieves a minimum level of improvements with the intent of code compliance. Exceeding code or adhering to industry standards and best practices are not accomplished with Level One updates.

Clubhouse Pool

1) Repair Pool Deck
    - The pool deck has cracks and joints in need of repair. Joints between slabs of the deck are filled with wood, creating a gap almost 2-inches wide. Some joints are no longer flush with the surface of the deck. Joints should be repaired and filled with non-deleterious materials; backer rod and deck joint sealant approved for the aquatic environment.
2) Install Slats in Perimeter Fence
    - Fencing requires minimum openings to prevent climbing and other means of accessing the area when not permitted. Slats in chain link fences assist with lessening the gap between links.
3) Repair/Replace Gate
    - The entrance gate is currently not self-latching nor self-closing. Installation of a new gate compliant with code is recommended.
4) Install Weirs in Skimmers
    - Skimmer weirs are hinged, floating barriers at the entrance to the skimmer which function to allow only the surface of the water to spill over the weir and into the skimmer basket. This skimming action is crucial to removing debris and contamination from the surface of the pool water. Weirs are bolted or screwed to the bottom of the skimmer opening and are part of the standard skimmer unit assembly.
5) Install/Replace Stair Edge Markers
    - Code requires the edge of all stair treads be marked with a color-contrasting finish. This is commonly a full band of tile, non-slip adhesive stripping, or painted line. The existing periodic "diamond" tiles do not adequately mark the edge of the stair tread. WTI recommends a 2-inch band of dark blue or black tile be installed at the edge of each stair tread. It is WTI's opinion a full tile band is safer than the existing markings.
        i. Please note code compliance is ultimately the judgement of the Compliance Officer inspecting the pool, and the necessity of replacement for code compliance should be confirmed with the Compliance Officer. There is a chance the Compliance Officer may not require changes to the markings for code compliance, but the facility should be prepared for replacement should the Compliance Officer require it. As previously stated, WTI considers a full tile band a safety issue.
        ii. Installation of a full tile band on each stair tread has been included in this report's estimated capital costs of Level One recommendations
6) Confirm Stair Riser Heights with Compliance Officer
    - Stair Riser Heights exceed 12 inches; current code requires 10 inches or less. It is possible the Compliance Officer will allow the pool stair riser heights to remain in a "grandfathered" status. Confirmation with Compliance Officer needed.
        i. Please note other significant renovations or alterations to the pool may remove the "grandfathered" status (if granted) of the stair tread heights. This includes alterations such as the previously recommended tile bands on the stair tread edges. Impacts of other alterations should also be confirmed with the Compliance Officer.
        ii. Modifications to the stair riser heights has not been included in this report's estimated capital costs of Level One recommendations.
7) Separate Pool Chemicals

- Pool chemicals are not properly separated. Pool chemicals should be separated, specifically isolating oxidizing compounds (chlorine), and placed in a ventilated space. Co-mingling chemicals in a small space, such as the existing mechanical room, leaves for the potential for damaging accidents, particularly in the event of accidental spills and mixing of multiple compounds.
    i. Development of separate pool chemical storage areas has not been included in this report's estimated capital costs of Level One recommendations as the range of potential solutions varies broadly. Constructing a new storage building or adapting an existing storage space are among the possibilities for proper chemical storage.

8) Modify Pool Open Hours for Dawn to Dusk
    - The pool area does not have proper site lighting to accommodate code required minimum illumination. Lighting is not needed if the pool is only open during daylight hours. Posted pool hours should be limited to after dawn and before dusk in the absence of improved lighting.
9) Confirm Pool Floor Slope with Compliance Officer
    - The slope of the pool floor in some areas, particularly around the "peninsula," appears to be approximately 1:9. Code requires a maximum slope of 1:12 for pools over 1,500 square feet, however, is silent on slope requirements for pools under 1,500 square feet. In WTI's experience, individual Compliance Officers often still require a 1:12 slope for pools less than 1,500 square feet. It is likely the Compliance Officer will allow the pool slope to remain in a "grandfathered" status. Confirmation with Compliance Officer needed.
        i. Please note other significant renovations or alterations to the pool may remove the "grandfathered" status (if granted) of the pool slope. This includes alterations such as the previously recommended tile bands on the stair tread edges. Impacts of other alterations should also be confirmed with the Compliance Officer.
        ii. Modifications to the pool slope have not been included in this report's estimated capital costs of Level One recommendations.
10) Correct Insufficient Flowrate
    - At the time of observation, the installed flowmeter indicated a flow rate of approximately 80 GPM. The pool's water volume of 46,000 gallons requires a flow rate of no less than 127 GPM to maintain the code required 6-hour turnover rate. The pool system needs to be corrected to achieve a flow rate higher than 127 GPM. There are several potential causes for a low flowrate, such as broken pump impeller, partial blockage in the piping or impeller, partial loss of power in the pump motor, or an insufficiently sized pump. According to the filter data plate, the filtration system can support a code compliant flowrate. Staff needs to troubleshoot the circulation system to increase turnover, and if necessary, replace the pool pump.
11) Clean/Replace Vertical Depth Markers
    - The vertical depth markers on the inside wall of the pool are difficult to read. Some are blocked with dirt and grime, for others the numbering is partially deteriorated. The vertical depth markers should be cleaned or replaced as needed.
12) Install Safety Float Rope
    - At or about the 5-foot water depth mark and where the slope exceeds 1:12, a floating safety rope is required. There are rope anchors in the pool walls in what appears to be the correct locations. A floating safety rope should be installed and in-place anytime the pool is open for use.
13) Furnish Emergency Equipment
    - The pool is required by code to have certain emergency supplies on-hand and readily available. The following required emergency equipment was not found at the time of inspection, and should be purchased and kept at the pool:
        i. Standard 16-unit First Aid Kit (consult WAC 246-260 Appendix C for details of kit contents)
        ii. Emergency Use Blanket
        iii. Throw Buoy with 50' Rope
14) Replace Pool Rules Signage

- The current pool rules sign does not contain all the code required rules and verbiage. A sign with the complete list of required rules should be purchased and posted at the pool. Consult WAC 246-260-131(5) for required verbiage. Prefabricated signs with required verbiage are available for purchase from several companies/distributors.

Adult Pool

1) Replace Pool Deck
   - The pool deck is badly deteriorated, chipping, and cracking. The deck is finished with a coating which is delaminating. The condition of the concrete underneath the coating is not fully known. However, cracking is indicative of further cracking and structural deterioration of the concrete and suggests continued shifting of the pool vessel and/or pool deck. The deck conditions warrant full replacement, and the existing deck should be demolished, and a new concrete deck installed.
2) Install Slats in Perimeter Fence
   - Fencing requires minimum openings to prevent climbing and other means of accessing the area when not permitted. Slats in chain link fences assist with lessening the gap between links.
3) Replace pool finish
   - The plaster finish and tile grout are worn and badly stained. The plaster is coarse and deteriorated. The full finish was not visible due to conditions of the water in the pool at the time of observation. However, the visible areas of the finish indicate the plaster and tile grout are at the end of their usable life. The ceramic tile is also very dirty and worn, however, with aggressive cleaning may still be usable, or replaced in some places. The grout and plaster should be removed, and a new quartz aggregate plaster installed to provide new finish and waterproofing.
4) Install Weirs in Skimmers
   - Skimmer weirs are hinged, floating barriers at the entrance to the skimmer which function to allow only the surface of the water to spill over the weir and into the skimmer basket. This skimming action is crucial to removing debris and contamination from the surface of the pool water. Weirs are bolted or screwed to the bottom of the skimmer opening and are part of the standard skimmer unit assembly.
5) Install/Replace Stair Edge Markers
   - Code requires the edge of all stair treads be marked with a color-contrasting finish. This is commonly a full band of tile, non-slip adhesive stripping, or painted line. The existing periodic “diamond” tiles do not adequately mark the edge of the stair tread. WTI recommends a 2-inch band of dark blue or black tile be installed at the edge of each stair tread. It is WTI’s opinion a full tile band is safer than the existing markings.
     i. Please note code compliance is ultimately the judgement of the Compliance Officer inspecting the pool, and the necessity of replacement for code compliance should be confirmed with the Compliance Officer. There is a chance the Compliance Officer may not require changes to the markings for code compliance, but the facility should be prepared for replacement should the Compliance Officer require it. As previously stated, WTI considers a full tile band a safety issue.
     ii. Installation of a full tile band on each stair tread has been included in this report’s estimated capital costs of Level One recommendations
6) Confirm Stair Riser Heights with Compliance Officer
   - Stair Riser Heights exceed 12 inches; current code requires 10 inches or less. It is possible the Compliance Officer will allow the pool stair riser heights to remain in a “grandfathered” status. Confirmation with Compliance Officer needed.
     i. Please note other significant renovations or alterations to the pool may remove the “grandfathered” status (if granted) of the stair tread heights. This includes alterations such as the previously recommended tile bands on the stair tread edges. Impacts of other alterations should also be confirmed with the Compliance Officer.
     ii. Modifications to the stair riser heights has not been included in this report’s estimated capital costs of Level One recommendations.

7) Separate Pool Chemicals
    - Pool chemicals are not properly separated. Pool chemicals should be separated, specifically isolating oxidizing compounds (chlorine), and placed in a ventilated space. Co-mingling chemicals in a small space, such as the existing mechanical room, leaves for the potential for damaging accidents, particularly in the event of accidental spills and mixing of multiple compounds.
        i. Development of separate pool chemical storage areas has not been included in this report's estimated capital costs of Level One recommendations as the range of potential solutions varies broadly. Constructing a new storage building or adapting an existing storage space among the possibilities for proper chemical storage.
8) Modify Pool Open Hours for Dawn to Dusk
    - The pool area does not have proper site lighting to accommodate code required minimum illumination. Lighting is not needed if the pool is only open during daylight hours. Posted pool hours should be limited to after dawn and before dusk in the absence of improved lighting.
9) Confirm Pool Floor Slope with Compliance Officer
    - The slope of the pool floor in some areas, particularly from 3 feet to 5 feet, appears to be approximately 1:8. Code requires a maximum slope of 1:12 for pools over 1,500 square feet, however, is silent on slope requirements for pools under 1,500 square feet. In WTI's experience, individual Compliance Officers often still require a 1:12 slope for pools less than 1,500 square feet. It is likely the Compliance Officer will allow the pool slope to remain in a "grandfathered" status. Confirmation with Compliance Officer needed.
        i. Please note other significant renovations or alterations to the pool may remove the "grandfathered" status (if granted) of the pool slope. This includes alterations such as the previously recommended tile bands on the stair tread edges. Impacts of other alterations should also be confirmed with the Compliance Officer.
        ii. Modifications to the pool slope have not been included in this report's estimated capital costs of Level One recommendations.
10) Install Vertical Depth Markers
    - There are no vertical depth markers on the inside wall of the pool. The vertical depth markers are required by code and tiled depth markers should be installed at the same time as the replacement of the pool finish.
11) Install Safety Float Rope
    - At or about the 5-foot water depth mark and where the slope exceeds 1:12, a floating safety rope is required. There are rope anchors in the pool walls in what appears to be the correct locations. A floating safety rope should be installed and in-place anytime the pool is open for use.
12) Furnish Emergency Equipment
    - The pool is required by code to have certainly emergency supplies on-hand and readily available. The following required emergency equipment was not found at the time of inspection, and should be purchased and kept at the pool:
        i. Standard 16-unit First Aid Kit (consult WAC 246-260 Appendix C for details of kit contents)
        ii. Emergency Use Blanket
        iii. 12' Reaching Pole with Double Crook Life Hook
        iv. Throw Buoy with 50' Rope
13) Replace Pool Rules Signage
    - The current pool rules sign does not contain all the code required rules and verbiage. A sign with the complete list of required rules should be purchased and posted at the pool. Consult WAC 246-260-131(5) for required verbiage. Prefabricated signs with required verbiage are available for purchase from several companies/distributors.

Recommendations – Level Two

The following repairs or replacements are encouraged, in addition to Level One recommendations to modernize the aquatic center more completely. These recommendations are needed to update the facilities to current industry standards and best practices and allow efficient and effective operation.

Clubhouse Pool

1) All Recommendations from Level One
2) Install an Automated Water Treatment System
    - The current primary disinfection system mixes trichloroisocyanuric acid tablets (Trichlor) with pool water in an erosion feeder on a bypass line in the pool system. (Image 14) The amount of water flowing through the erosion feeder is controlled by a manual value and determines the amount of chlorine concentration/residual added to the pool water. Manual adjustment of this valve does not allow the system to compensate for varying levels of contamination in the pool water.
    - Further, the pH of the water is monitored with manual test kits and dry pH adjustment chemicals are added to the pool by-hand as needed. The pH of the pool water is a frequently changing, and crucial element of the chemical balance of the pool. Manual corrections of the pH do not sufficiently adapt to these ever-changing conditions, and corrosive or scale-forming conditions may easily develop in the pool. When pool water is not continuously balanced finishes can degrade, equipment can be damaged, and sanitizing systems lose effectiveness.
    - An automatic chemical controller should be installed and used to govern the injection of water treatment chemicals. An automatic chemical controller uses chemical probes to continuously monitor the chemical levels of the pool water. The chemical readings of the controller are used to activate the appropriate chemical feed mechanism to raise or lower the desired chemical levels. The automatic chemical controller should be capable of reading levels of ORP, Chlorine PPM, and pH. Solenoid valves will control the release of chlorine from erosion feeder at the command of the chemical controller. Likewise, peristaltic pumps will inject liquid chemicals into the pool return piping when dictated by the chemical controller. The reliance on manual process, and the lack of automation of the chemical injection system, greatly reduces the accuracy and efficiency of the chemical balance system and places a time-consuming burden on staff. An automated system ensures a precise amount of appropriate chemical is introduced to the pool system in a timely response to chemical changes in the water.
3) Replace Corroded Brackets
    - The injection site of the chlorine erosion feeder is constructed with a metal plate and brackets. (Image 17) These metal components are badly corroded, likely because of contact with concentrated chlorine residual. These corroded pieces should be replaced with a PVC chemical injection fitting.
4) Reconstruct Stairs with Lower Risers
    - At the discretion of the Compliance Officer, the existing stairs may be allowed to remain with the existing riser height. However, several risers are over 12 inches in height and present a difficult step for many patrons of the pool. An easy and convenient form of entry/exit from the pool is a safety issue, and industry best practice calls for a stair entry with lower riser heights. The existing stairs should be demolished and new stairs with a 6-inch riser height constructed.
5) Shallow Deep End of Pool
    - The existing pool has a deep end with a maximum depth of 8 feet 6 inches. To reach this depth the pool floor slopes aggressively in some areas. Also, the pool does not accommodate a diving board and the existing deep end area would not comply with current codes if there was a desire for diving. The vast majority of programming activities for this pool occur in shallow water depths of 5 feet or less. Shallowing the deep end of the pool to a 5 foot maximum depth would correct the pool floor slope and create larger areas of more usable water depths. The resulting lower water volume would also lower operational costs in heating and chemical usage. Shallowing the pool would also involve replacing the main drains.

6) Install Directional Returns
    - Several of the existing returns/inlets to the pool are stubbed pipes with no fittings in the pool. (Image 12) Stubbed pipes are not able to control the direction of the water stream into the pool. Standard "eyeball" directional return fittings can point the stream of filtered water and are useful in adjusting the flow to avoid disturbance of the water surface. Directional return fittings should be installed on all return/inlet pipes.

Adult Pool

1) All Recommendations from Level One
2) Install an Automated Water Treatment System
    - The current primary disinfection system mixes trichloroisocyanuric acid tablets (Trichlor) with pool water in an erosion feeder on a bypass line in the pool system. (Image 29) The amount of water flowing through the erosion is controlled by a manual value and determines the amount of chlorine concentration/residual added to the pool water. Adjustment of this valve does not allow the system to compensate for varying levels of contamination in the pool water.
    - Further, the pH of the water is monitored with manual test kits and dry pH adjustment chemicals are added to the pool by-hand as needed. The pH of the pool water is a frequently changing, and crucial element of the chemical balance of the pool. Manual corrections of the pH do not sufficiently adapt to these ever-changing conditions, and corrosive or scale-forming conditions may easily develop in the pool. When pool water is not continuously balanced finishes can degrade, equipment can be damaged, and sanitizing systems lose effectiveness.
    - An automatic chemical controller should be installed and used to govern the injection of water treatment chemicals. An automatic chemical controller uses chemical probes to continuously monitor the chemical levels of the pool water. The chemical readings of the controller are used to activate the appropriate chemical feed mechanism to raise or lower the desired chemical levels. The automatic chemical controller should be capable of reading levels of ORP, Chlorine PPM, and pH. Solenoid valves will control the release of chlorine from erosion feeder at the command of the chemical controller. Likewise, peristaltic pumps will inject liquid chemicals into the pool return piping when dictated by the chemical controller. The reliance on manual process, and the lack of automation of the chemical injection system, greatly reduces the accuracy and efficiency of the chemical balance system and places a time-consuming burden on staff. An automated system ensures a precise amount of appropriate chemical is introduced to the pool system in a timely response to chemical changes in the water.
3) Reconstruct Stairs with Lower Risers
    - At the discretion of the Compliance Officer, the existing stairs may be allowed to remain with the existing riser height. However, several risers are over 12 inches in height and present a difficult step for many patrons of the pool. An easy and convenient form of entry/exit from the pool is a safety issue, and industry best practice calls for a stair entry with lower riser heights. The existing stairs should be demolished and new stairs with a 6-inch riser height constructed.
4) Shallow Deep End of Pool
    - The existing pool has a deep end with a maximum depth of 9 feet. To reach this depth the pool floor slopes aggressively in some areas. Also, the pool does not accommodate a diving board and the existing deep end area would not comply with current codes if there was a desire for diving. The vast majority of programming activities for this pool occur in shallow water depths of 5 feet or less. Shallowing the deep end of the pool to a 5 foot maximum depth would correct the pool floor slope and create larger areas of more usable water depths. The pool would also have a lower water volume because of shallowing the deep end, which would result in lower operational costs in heating and chemical usage. Shallowing the pool would also involve replacing the main drains.

Recommendations – Level Three

The following options focus on repairing the Clubhouse Pool and replacing the Adult Pool. Considering the existing condition of the Adult Pool, construction of a new pool or aquatic amenity to replace the Adult Pool should be considered. This option is provided for the Shelter Bay Community to consider and compare the investment necessary to update the existing pool with the probable cost to construct a new aquatic amenity. With new construction there are also advantages to consider beyond monetary savings, such as relocation of the new aquatic amenity near the Clubhouse Pool for significant efficiencies as well as the opportunity to create new programs and features. Construction at the Clubhouse Pool location would also result in significantly lower site, building, and building mechanical renovation costs than any new or renovation work at the Adult Pool location. At the Clubhouse Pool location multiple aquatic amenities could share support spaces.

Construction of a new aquatic amenity also helps to address the risk posed at the Adult Pool by the poor soil conditions at the site. At some point in the past, the Adult Pool experienced hydrostatic pressure from ground water which lifted the pool vessel. After the event, the pool vessel did not settle at its original elevation, and a new deck was constructed around the pool vessel at approximately 8 inches higher than the previous deck level. The condition and quality of the soil supporting the pool is unknown and voids and unstable soils are a concern. Settling and/or shifting of the pool is a possibility, as well as a recurrence of a groundwater event. The risk of the unknown soil stability and hydrology cannot be accurately predicted monetarily.

<u>Clubhouse Pool</u>

1) All Recommendations from Level One
2) All Recommendations from Level Two

<u>Adult Pool</u>

Option A

1) Demolish Existing Adult Pool
    - The pool would be completely removed, and the site properly excavated for new construction
2) Construct a New Pool of Similar Size
    - The new pool would be of similar size but could be an alternative layout. The new pool is anticipated to contain a stair entry with stainless steel handrails and underwater bench seating. The new pool vessel would be accompanied by a new circulation, filtration, and water treatment system.

Option B

1) Demolish Existing Adult Pool
    - The pool would be completely removed, and the site repurposed for other uses.
2) Construct a New Adult Whirlpool/Spa at the Clubhouse Location
    - The new whirlpool/spa would be a relaxing hot water immersion amenity. The whirlpool would be sized to have a user capacity of 12 to 15 people and be designated for adults only. Incorporated into the underwater bench seating will be hydrotherapy jets, providing turbulent jets of water for a massaging effect. While located near the Clubhouse Pool, the Whirlpool could be arranged in a separate, private space for tranquility.

Recommendations – Level Four

The previously discussed recommendations are necessary to maintain the aquatic components of the facility in proper working order. When a significant capital investment is considered for components of an asset, the cost to replace the complete asset is often a valuable comparative consideration. Therefore, an estimated range of probable construction cost for the replacement of the both pools and associated pool systems with a newly constructed pool vessel, pool piping and pool mechanical system is provided. The newly constructed pool vessel will be designed and engineered to modern standards of quality and compliance and be supported by today's advanced mechanical, filtration, and water treatment systems. Construction of completely new pools provides an opportunity to refine the facility's ability to accommodate users. The program offerings of new aquatic amenities can meet and exceed those available in the current facility.

Multi-Purpose Pool

1) Demolish Existing Adult Pool
    - The pool would be completely removed, and the site repurposed for other uses.
2) Demolish Existing Clubhouse Pool
    - The pool would be completely removed, and the site properly excavated for new construction
3) Construct a New Multi-Purpose Pool at Clubhouse Location
    - The new pool would be a larger pool than the current Clubhouse Pool and be designed for multi-generational appeal. Each zone of the pool will be specifically designed to accommodate multiple purposes and activities. Features such as a zero-depth entry area, bench seating social zones, interactive spray features, water basketball, water volleyball, water aerobics areas, and lap swimming lanes are all possible amenities in the new multi-purpose pool. Areas and amenities within the pool may be zoned for separation to accommodate multiple programs and user groups at the same times.

With complete pool replacement a near limitless collection of aquatic programs and features are available for incorporation into the new facility. The above represents only one possible program outcome, and complete pool replacement allows for the reconsideration of the aquatic amenities and how to best serve the needs of facility users.

Aquatic Evaluation Report - **Appendix**

Shelter Bay Community Pools
La Conner, Washington

July 14, 2020

Site Observation Images

collected on 6/5/2020

Image 01

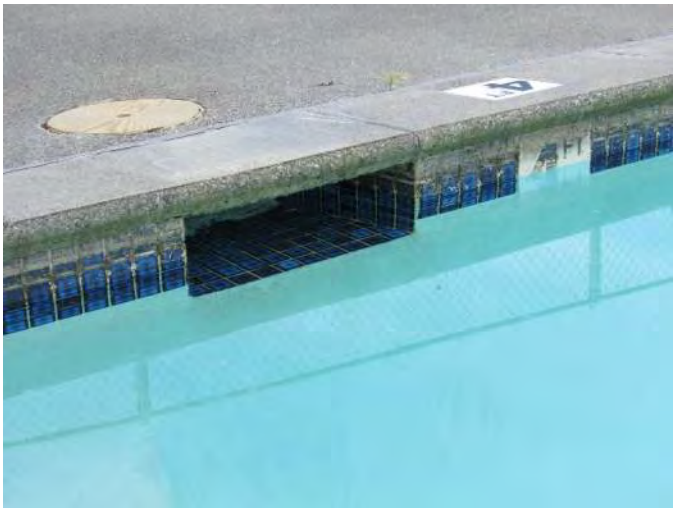


Image 04

Image 02

Image 05

Image 03

Image 06

Image 07

Image 10

Image 08

Image 11

Image 09

Image 12

Image 13


Image 16


Image 14


Image 17


Image 15


Image 18

Image 19

Image 22

Image 20

Image 23

Image 21

Image 24

Image 25

Image 28

Image 26

Image 29

Image 27

Image 30

Image 31

Image 32

Image 33

SWINOMISH INDIAN TRIBAL COMMUNITY

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
11367 Moorage Way, La Conner, Washington 98257-0817
Phone (360) 466.7280 | Fax (360) 466.1615

July 26, 2021

David Franklin, Manager
Shelter Bay Community Inc.
1000 Shoshone Drive
La Conner, WA 98257

RE: Operating Permits for Shelter Bay Community Pools

Dear David,

Thank you for providing the additional materials for review of requested Operating Permits for the Shelter Bay Community Pools. As identified in the July 14, 2020 Aquatic Evaluation Report and the June 16, 2021 Skagit County Public Health Inspection Observation Report, there are a large number of corrective actions needed to comply with the WAC as adopted by STC 10-10, the Swinomish Recreation and Special Event Safety Code. As you requested in the June 30, 2021 phone call with myself and Stephen LeCuyer, Office of Tribal Attorney Director, we have focused and prioritized our review on the Clubhouse Pool (Lower Pool).

After reviewing the submitted reports and with the priority to open the Clubhouse Pool quickly, our Department will provide a temporary operating permit for that pool for the duration of this operating season. However, there are basic safety items that must be met prior to issuance of a temporary operating permit, as identified in the above-mentioned reports.

Items that need to be addressed immediately and prior to permit issuance:

1. Fix gate so that it is self-closing and self latching
2. Install weirs inside skimmers
3. Separate pool chemicals in separate storage areas
4. Modify Pool Open Hours for Dawn to Dusk signage, or shorter timeframe as appropriate as there appears to be no outside lighting
5. Provide emergency phone unless the signed pool hours are the same as office hours
6. Furnish Emergency Equipment
    a. Replace Ring Buoy with rope length the maximum width of the pool and have this and a Shepard's crook both available at all times within the enclosure
    b. Provide a standard 16-unit first-aid kit
    c. Provide a blanket reserved for emergency use
7. Determine if there is a feasible, short-term way to make the pool fence not climbable or to otherwise preclude climbing of the fence, to limit the risk of access outside of pool hours. This requirement is in response to the previous email you sent 7/12/21 requesting that we delay

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requiring installation of the safety slats on the west side of the fence until the next pool season, in order to allow continuing video surveillance.

8. Provide signage for user rules complying with WAC-246-260-131(5)
9. Provide a plan and protocols for compliance with the Washington Department of Health COVID-19 Prevention Guidance for Water Recreation Facilities that was previously provided to you by the Tribe's Public Health Officer.

Once these above items have been addressed, please request an inspection from the Planning Department by emailing permits@swinomish.nsn.us. I anticipate that I will perform the inspection, and I would welcome orientation to the various locations in the photographs by you or another Shelter Bay staff member. Once a site inspection has been completed and compliance with all of the conditions above has been confirmed, a temporary operating permit will be issued with one of the conditions requiring a compliance plan on how the Shelter Bay Community will address and comply with all the other items that are out of compliance as identified in the Aquatic Evaluation Report and the Skagit County Public Health Inspection Observation Report before the next pool season. This compliance plan will need to be submitted no less than two months prior to the expected opening season, and preferably by the end of 2021, to ensure Planning staff have sufficient time to review materials and that Shelter Bay has sufficient time to implement the plan.

In addition to correcting the items that need immediate attention in order to receive a temporary operating permit, we encourage the Shelter Bay Community to address the other outstanding non-compliance items as promptly as is feasible this pool season.

Please feel free to contact me directly at 360-466-5318 or tsatushek@swinomish.nsn.us if you have any questions or would like to discuss the requirements identified in this correspondence.

Sincerely,

Tara Satushek, Planning Manager
Swinomish Planning and Community Development

Skagit County Public Health

Jennifer Johnson, Director
Howard Leibrand, M.D., Health Officer

June 16, 2021

David Franklin, Manager
Shelter Bay Community Inc.
1000 Shoshone Drive
La Conner, WA. 98257

Mr. Franklin;

At 1:00 pm on Wednesday, June 2, 2021 I arrived at the Shelter Bay Clubhouse facility located at 1000 Shoshone Drive. The intent of the visit was to provide an advisory inspection for the Clubhouse Pool (Lower Pool) and the Adult Pool (Upper Pool). Skagit County Public Health does routine inspections of Water Recreation Facilities (WRFs). Skagit County Public Health does not do the plan reviews for such facilities. This duty is contracted with the Washington State Department of Health.

While Skagit County Public Health does not conduct plan reviews for WRF, I have experience in the inspections, plan review and approval of WRFs from everything from new construction to remodel work as well as routine inspections. Although this experience stems from time spent at the Southern Nevada Health District in Las Vegas, Nevada, much of the code that exists in Washington State is identical to different iterations of the code used in Nevada.

Attached are my findings from June 2. I have added pictures where applicable as well as the corresponding Washington Administrative Code (WAC 246-260). Additionally, I address other potential issues with the compliance with ADA (Americans with Disabilities Act), VGB Virginia Graeme Baker Pool and Spa Safety Act as well as future WAC code that will most likely be adopted in the near future.

These findings include some minor issues that could potentially be addressed with simple solutions. However, there are others that may require the consultation and advice of a Certified Pool Building Professional. If the Shelter Bay pools are to be re-opened, it is highly recommended that a Certified Pool Building Professional be consulted in the instances notated in the attached inspection comments. Feel free to reach out to me with any questions or additional information at stevenz@co.skagit.wa.us.

We will be sending you an invoice for our staff time separately.

Regards,

Steven A Zimmerman
Environmental Health Specialist III
Food Safety and Living Environment Program Lead
Direct: 360-416-1548

Attachments: Clubhouse Pool comments; Adult Pool comments

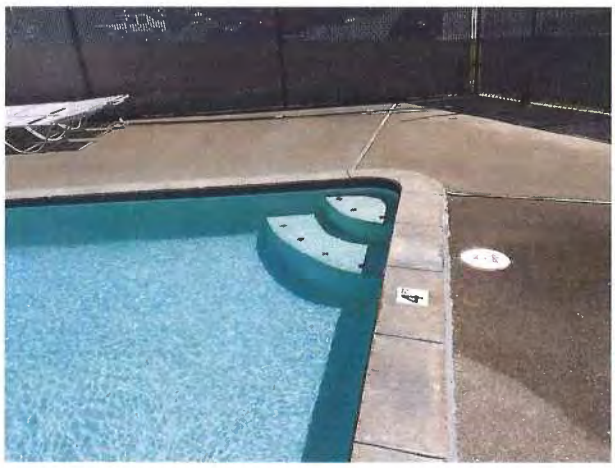
CLUBHOUSE POOL (LOWER POOL)

- Fence is missing slats between chain links which provides a climbing hazard. Slats should be replaced to ensure proper barrier for prevention of unapproved access to enclosure.
    - **WAC Chapter 246-260-031.1 (b)**

- Flowmeter is reading a low flow compared to size of pool. 48,000 gallon pool should have a 6 hour turnover rate. Putting the minimum flow rate at 134 Gallons Per Minute (GPM). The flowmeter was reading was approximately 120 gpm. However, Flowmeters are notoriously a bad indicator for actual flow. An issue that typically exist with flow meters are improper installation which appears to be the case for this pool. The use of a Pressure gauge and vacuum gauge on the pump in conjunction with the appropriate calculations and pump curve could give you a more accurate flow.
    - **WAC 246-260-041 (7)**

- Some Depth Markers are faded but not completely. It is recommended to replace the depth markers prior to opening
    - **WAC 246-260-041 (8)**

- Hand railings appear to be missing and steps are inconsistent in height which both pose a safety issue for those entering the pool. Should be evaluated by Certified Pool Building Professional.
    - **WAC 246-260-041 (11)**
- Additionally steps do not have a continuous line of contrasting color
    - It appears that this is not included in current code However, it will most likely be included in the next iteration of the code.



Skimmer furthest from the pump appears to have little to no flow through it. This can drastically affect appropriate circulation and disinfection of the pool. Additionally, all skimmers are missing Equalizer Lines to prevent air lock in the recirculation suction line. Should be evaluated by a Certified Pool Building Professional.

- **WAC 246-260-031 (8)**

- Safety Line or Marking line not provided in pool. Provide either a safety float lines or marking lines separating areas where pool bottom breaks from uniform slope.
    - **WAC 246-260-041 (9)(a)**

- Emergency Telephone is not provided. However, Office phone could be used if pool hours are the same as office hours.
    - **WAC 246-260-041 (11)**

- Ring Buoy was missing from enclosure. Ensure Ring Buoy with rope length the maximum width of the pool and Shepard's crook are available at all times within the enclosure.
    - **WAC 246-260-041 (11)(g)**

- Gate is not completely self-closing/self-latching. Gate stays open at some positions. Gate appears to be functional. However, it is recommended that the gate spring should be tightened to ensure proper closure of gate and the prevention of the entry of small children in the enclosure. If tightening of spring does not provide a self-closing/self-latching gate, mechanism/gate may need to be replaced.
    - **WAC Chapter 246-260-031 (4)(f)**

- All floating weirs inside skimmers are missing. It is recommended these all be re-installed to ensure that debris in pool does not return to pool once it enters skimmer basket.
    - **WAC 246-260-031 (8)**
    - **WAC 246-260-111 (4)**
- Debris was floating in pool. Clean.
    - **WAC 246-260-111 (4)**

- Water level was high. Maintain water level at approximately mid-skimmer level.
    - **WAC 246-260-111 (4)**

- Air gap not provided on waste line. Ensure air gap is provided to prevent the contamination of pool water with waste water that may back up.
    - **WAC 246-260-031 (16)**

- Underwater light in pool appeared to have water inside. However, Operator stated that electrical line was disconnected from light eliminating hazard. (verify electrical is removed) Underwater light is required if pool is operating hours during times of dusk/dark.
    - **Not in current code but the new WAC will most likely include proper GFCI protection on underwater lights**

- Cyanuric Acid levels are high. Recommend draining pool to decrease levels or use product to decrease chlorine.
    - **WAC 246-260-121 (3)(iv)**

- D.E. Filter is rated for a maximum flow of 144 which is very close to minimum flow of flow requirements. Recommended that system be evaluated by Certified Pool Building Professional.
    - **WAC 246-260-031 (16)**

Skagit County Public Health June 2, 2021 inspection observations.

ADULT POOL (UPPER POOL)

- Fence is missing slats between chain links which provides a climbing hazard. Slats should be replaced to ensure proper barrier for prevention of unapproved access to enclosure.
    - **WAC Chapter 246-260-031.1 (b)**

- Flowmeter is reading a low flow compared to size of pool. 36,000 gallon pool should have a 6 hour turnover rate. Putting the minimum flow rate at 100 Gallons Per Minute (GPM). The flowmeter was reading was approximately 80 gpm. However, Flowmeters are notoriously a bad indicator for actual flow. An issue that typically exist with flow meters are improper installation which appears to be the case for this pool. The use of a Pressure gauge and vacuum gauge on the pump in conjunction with the appropriate calculations and pump curve could give you a more accurate flow.
    - **WAC 246-260-041 (7)**

- Safety Line or Marking line not provided in pool. Provide either a safety float lines or marking lines separating areas where pool bottom breaks from uniform slope.
    - **WAC 246-260-041 (9)(a)**

- Emergency Telephone is not provided. Provide
    - **WAC 246-260-041 (11)**

- All skimmers are missing Equalizer Lines to prevent air lock in the recirculation suction line. Should be evaluated by a Certified Pool Building Professional.
    - **WAC 246-260-031 (8)**

- Ring Buoy and shepard's crook missing from enclosure. Ensure Ring Buoy with rope length the maximum width of the pool and Shepard's crook are available at all times within the enclosure.
    - **WAC 246-260-041 (11)(g)**

- Floating weirs inside skimmers are missing. It is recommended these all be re-installed to ensure that debris in pool does not return to pool once it enters skimmer basket.
    - **WAC 246-260-031 (8)**
    - **WAC 246-260-111 (4)**

- Significant about of debris was floating in pool: Clean.
    - **WAC 246-260-111 (4)**

- Air gap not provided on waste line. Ensure air gap is provided to prevent the contamination of pool water with waste water that may back up.
    - **WAC 246-260-031 (16)**

- Underwater light in pool appeared to have water inside. However, Operator stated that electrical line was disconnected from light eliminating hazard. **(verify electrical is removed from an electrician)** Underwater light is required if pool is operating hours during times of dusk/dark.
    - **Not in current code but the new WAC will most likely include proper GFCI protection on underwater lights**

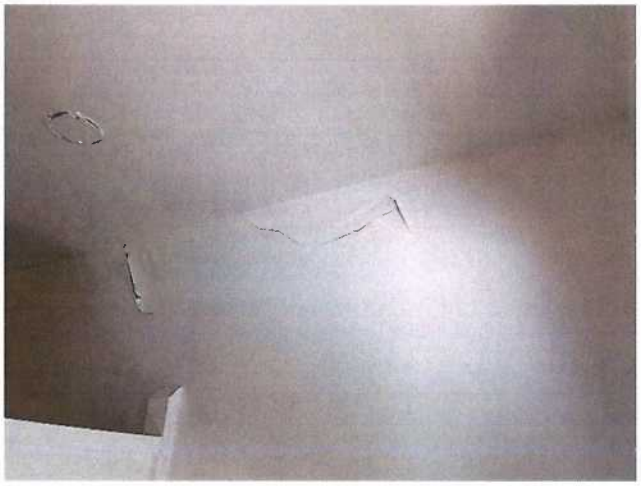
- Decking and coping is chipped and dirty: Repair/Resurface
    - **WAC 246-260-031 (8)**

- Plaster is chipped and pitted and tile Line has broken and chipped tile. Repair/Replace
    - **WAC Chapter 246-260-041 (3)(a)**

- On deck depth markers provide tripping hazard. Replace.
    - **WAC 246-260-031 (8)**

- Vac-Alert Device which was installed to meet the requirements of the Virginia Graeme Baker Pool & Spa Safety Act Appears to be incorrectly installed and may not meet VGB compliance.
    - **Should be evaluated by Certified Pool Building Professional.**

- Locker room walls appear to have water damage. Repair leaks or cause of damage. Walls should be easily cleanable.
    - **WAC Chapter 246-260-031 (20)(iii)**



- Although not a part of WAC. It appears that step/entry into pool area may not be ADA compliant

SKAGIT COUNTY PUBLIC HEALTH DEPT
ENVIRONMENTAL PUBLIC HEALTH DIVISION
700 S. 2nd Street, Room 301
Mount Vernon, WA 98273
Telephone: (360) 416-1500

Invoice	06/17/2021	48055

TO: **SHELTER BAY COMMUNITY, INC**
FRANKLIN, DAVID
1000 SHOSHONE DRIVE
LACONNER, WA 98257

PHYSICAL ADDRESS:
1000 SHOSHONE DRIVE
LACONNER, WA 98257

Type of Permit(s)	Fee(s):
Hourly Charge - Other	$475.00

Inspect and write report for the Shelter Bay pools. 5 hours at $95 per hour.

Due Date: 7/17/21 **Amount Due:** $475.00

Please remit within 30 days of the due date to avoid a delinquency penalty.

Invoice	Establishment	Amount Due
48055	SHELTER BAY COMMUNITY, INC	$475.00

PLEASE RETURN THIS PORTION OF THIS INVOICE WITH YOUR REMITTANCE AND THE COMPLETED APPLICATION

Outstanding balance: $475.00

Northwest Playground Equipment, Inc.
PO Box 2410, Issaquah, WA 98027-0109
Phone (425) 313-9161 FAX (425) 313-9194
Email: sales@nwplayground.com

QUOTE

This quote is only valid for 30 days.

To: Sheller Bay HOA - Playground
Re: Sheller Bay HOA - Playground
1000 Shoshone Drive
La Conner, WA 98257
Contact Name: Ric Henderson Phone:
Email: richenderson98@gmail.com Cell/Fax:

Quote # 052521DWN07
Date: 5/25/2021

Item #	Qty	Description	Price	Total Price
		EQUIPMENT		
		Playworld		
IHD-118-21A	1	Playworld Systems Playmaker Structure: Equipment Including Glide Slide, NUVO 360 Degree Slide, Tree Climber, Silo Climber, Converge Climber, Hopscotch Climber, (2) Small Unity Steppers, PlayCube and Transfer Station with Step	$ 23,867.00	$ 23,867.00
ZZXX0327	1	Unity SpinR - w/o Accessible Seats (In-ground)	$ 11,310.00	$ 11,310.00
		Zeager		
8956	1	97 Cubic Yards of Zeager Bros. Certified Engineered Wood Fiber Safety Surfacing (12in After Compaction) and One Layer of Fabric for 1,718 Square Feet Area. Price Includes Fabric, Freight, and Dump On Site.		$ 4,400.00
		ExoFit Outdoor Fitness		
568	1	ExoPod XO-POD-3 10 Station Outdoor Fitness System. Equipment Includes Sit Up Bench, Push-up/Dip Station, Chest Press, Lat Pull, Leg Press, and (5) Pull-up Bars, 10+ Users. Embedded Anchors Included.		$ 17,599.00
		OTHER		
KDP1003	2	Complete Pet Station Dispenser w/ Lid, Bags, Sign, and Post	$ 418.00	$ 836.00
K9PDR	1	Kay 9 Dog Park Park Ramp, Black Frame, Recycled Plastic Slats	$ 1,762.00	$ 1,762.00
K9PDT	1	Kay 9 Dog Park Dog Tunnel	$ 1,315.00	$ 1,315.00
K9P3H	1	Kay 9 Dog Park Triple Hoop Jump	$ 473.00	$ 473.00
		OTHER		
APS-Border12"	40	12' APS Playground Border with Surfacing Guide and 1 Spike	$ 28.00	$ 1,120.00
APS-1' BorderKit	1	(2) 1' Border Section, (2) 100-filler12" & (2) 100-Spike12"	$ 85.00	$ 85.00
APS-ADA Half R	1	APS Half Ramp for use with APS-Border12"	$ 420.00	$ 420.00
			Equipment Subtotal	$ 63,187.00
Playworld			Freight:	$ 8,000.00
ExoFit Outdoor Fitness			Freight:	$ 3,900.00
OTHER			Freight:	$ 936.00
OTHER			Freight:	$ 700.00
			Equipment Total (less tax)	**$ 76,723.00**
		CERTIFIED INSTALLATION		
INSTALL	1	Deluxe Installation of Listed Playworld Systems Equipment, ExoFit Fitness Equipment, and Playground Bordering. Price Includes Receiving Equipment and Offloading Onsite, Installation Through Dirt and Play Chips, Disposal of Dirt from Holes and Debris Offsite.		$ 25,500.00
			Installation Total:	**$ 25,500.00**
Bond or CC Convenience Fee:		Performance Bond (If Required):	3.0%	$ -
Location Code: 2931		Resale Certificate Required for Tax Exemption:	Tax: 8.5%	$ 8,688.96
			ORDER TOTAL:	**$ 110,911.96**

All quotes are subject to material and fuel surcharges.

Acceptance of Proposal:

(Please be sure you have read, signed, initialed and understand the Terms and Conditions on Page 2 of this Quote)
The items, prices and conditions listed herein are satisfactory and are hereby accepted.

Title _____ Customer Signature _____ Date _____

Thank you for considering Northwest Playground Equipment, Inc. for your Park, Playground, Shelter and Sports Equipment requirements.

Grass A = Nasella tenuissima (Mexican Feather Grass)
or Pennisetum Orientale (Oriental Fountain Grass)

Grass B = Hardy Fountain Grass (Pennisetum alopecuroides
'Hameln' or 'Ginger Love')

Mix C = Mix of wildflowers (California Poppy, Lupine, etc.)

D = 'Canyon Prince' Wild Rye (Leyus condensatus)
Note: a less aggressive version of Dune Grass

E = Creeping Germander (Teucrium chamaedrys)

F = Lavender Cotton (Santolina chamaecyparisus)

G = Black-eyed Susans (Rudbeckia 'Goldsturm')
or Shasta Daisies (Leucanthemum x superbum)

H = Penstemon 'Midnight' or a similar form (Beardtongue)
or Salvia (ex: 'May Night', 'Caradonna')

I = compact Russian Sage
(Perovskia 'Little Spires, 'Crazy Blue' etc.)

J = a mix of native wildflowers & low perennials:
Sedum spathulifolium 'Capo Blanco' (Stonecrop)
Erigeron glaucus (Seaside Daisy, Fleabane)
& Armeria maritima (Sea Thrift)

Tall Grasses: pick from the following, one variety per area:

Feather Reed Grass (Calamagrostis 'Karl Foerster')
Chinese Silver Grass (Miscanthus, any between 4-6' tall
such as 'Morning Light'.

Compact Pines (3)
Tanyosho,
dwarf Eastern White Pine
or Shore Pines (pruned to keep lower)

Underplanted with
native Twinflower,
Sword Fern and
Creeping Mahonia
(Mahonia repens)

Ceanothus
'Victoria'

Bench

Red Flowering
Currant (3)

Canyon Prince
Wild Rye (see D)

See F

Mix of native
wildflowers
(See C)

???

Ceanothus
'Victoria'

Grasses
see B

Penstemon
see H

Canyon Prince
Wild Rye (see D)

Smooth Sumac (4)

Underplanted with a mix of
native Sword Ferns and
dwarf Evergreen Huckleberry
(Vaccinium ovatum 'Scarlet Ovation')

Smooth Sumac or
Serviceberry(1-3)

Salal

See E

Salal

See F

Mix of native
wildflowers
(See C)

Ceanothus
'Victoria'

Evergreen
Huckleberry

English
Lavender

See J

Grasses
see A

compact
Russian Sage
(see I)

Vine Maple
or Jap.Maple

See E

See C

Kinnikinnick

See J

See J

See G

Tall Grasses

See J

Rosemary
'Arp'

Grasses
see A

English
Lavender

See J

Rugosa
Roses

Grasses
see A

Kinnikinnick

Evergreen
Huckleberry

English
Lavender

Penstemon
see H

English
Lavender

Pacific Wax Myrtles (eventually pruned)
or Burkwood Osmanthus (3)

Tall grasses
(Feather Reed or Miscanthus)

Rosemary
'Arp'

See G

compact
Russian Sage
(see I)

Oregon Grape
(Mahonia aquifolium)

Rosemary
'Arp'

Evergreen
Huckleberry

Rugosa
Roses

Redtwig
Dogwood

A mix of native Fleabane (Erigeron glaucus)
Stonecrop (Sedum spathulifolium 'Capo Blanco')
& Sea Thrift (Armeria maritima)
See J

Tall grasses
(Feather Reed or Miscanthus)

Evergreen Huckleberry
'Scarlet Ovation'

Oregon Grape
(Mahonia aquifolium)

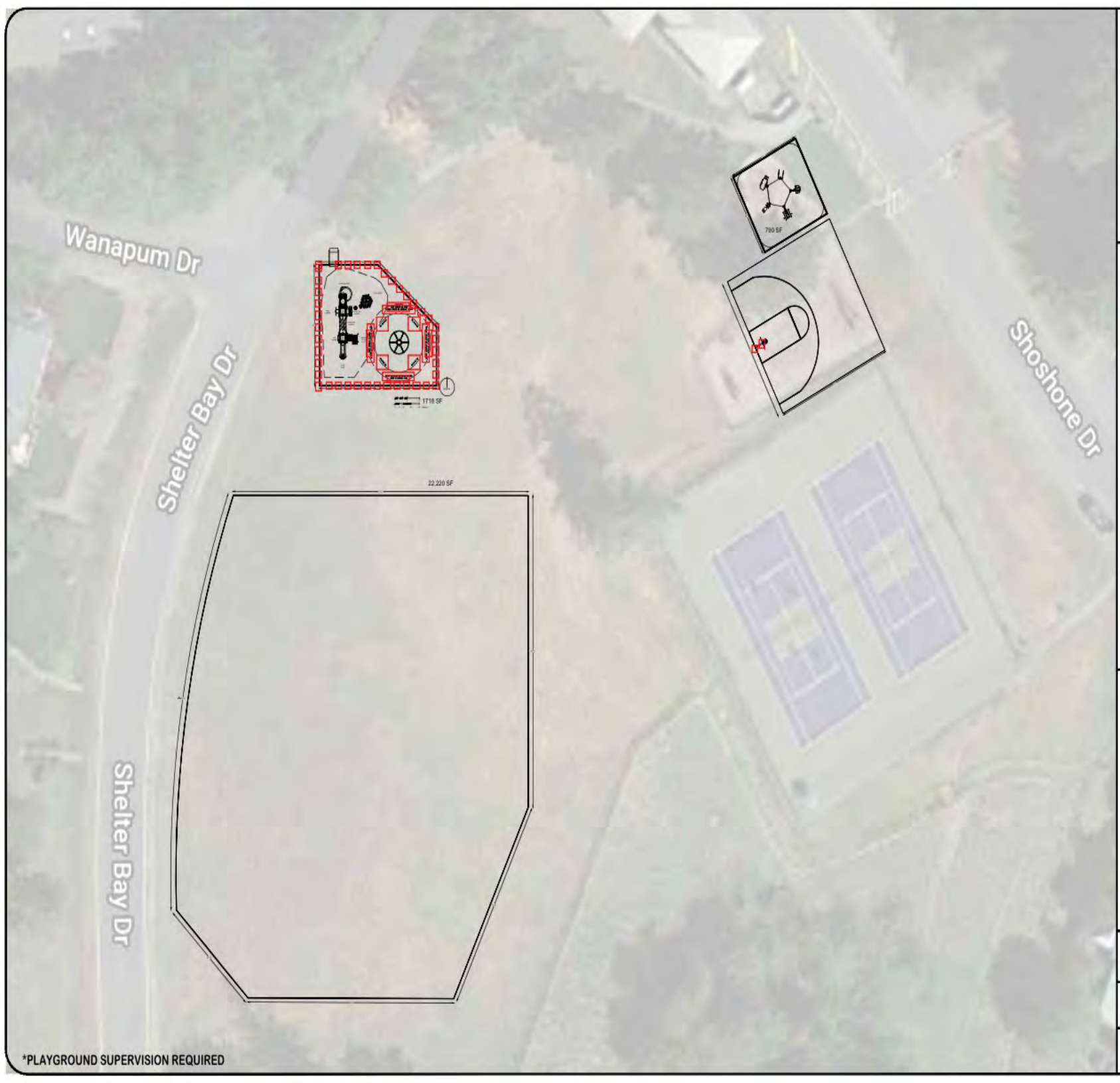
Zone 1-more water:

-compact Rhododendrons
-Heather
-Rockroses (Cistus)

Rainbow Park
Concept design for plantings
10/5/2020
Scale: 1" = 8'

0 4' 8'

Eric Andrews Landscape Design



*PLAYGROUND SUPERVISION REQUIRED

PLAYWORLD

Northwest Playground Equipment, Inc.
We Work So Others Can Play
P.O. Box 2410 Issaquah, WA 98027
Toll Free: 1.800.726.0031
www.nwplayground.com
sales@nwplayground.com

EQUIPMENT SIZE:

USE ZONE:

AREA: See Site

PERIMETER:

FALL HEIGHT: 6'

USER CAPACITY:

AGE GROUP: 2-12

ADA SCHEDULE	Total Elevated Play Activities:		
	Total Ground-Level Play Activities:		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required			
Provided			

✓ ASTM F1487-17
✓ CPSC #325

PROJECT NO: IHD_118_21A

SCALE:

DRAWN BY: BS

DATE:

Paper Size B

Shelter Bay Park

Shelter Bay Park - Design A

1762460- 1 Poulsbo, WA

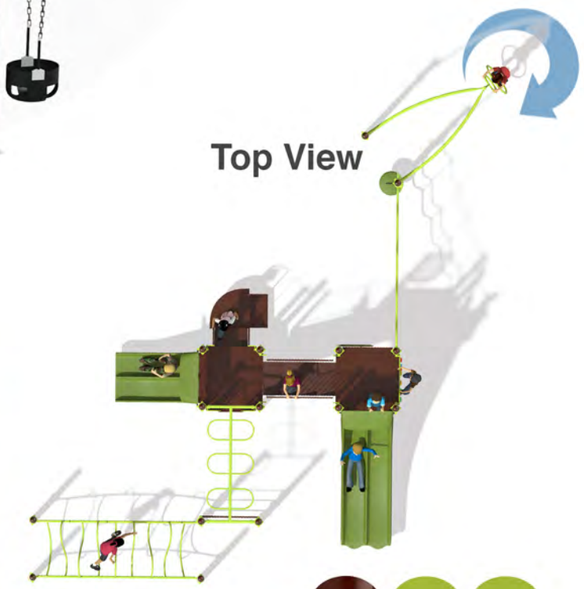
landscape structures playlsi.com + PLAY CREATION PlayCreation.com

Main View

5-12 Unit

2-5 Unit

Top View



ProShield Post Brown

ProShield Clamp Limon

ProShield Component Limon

Permalene Primary Limon

Permalene Secondary Leaf

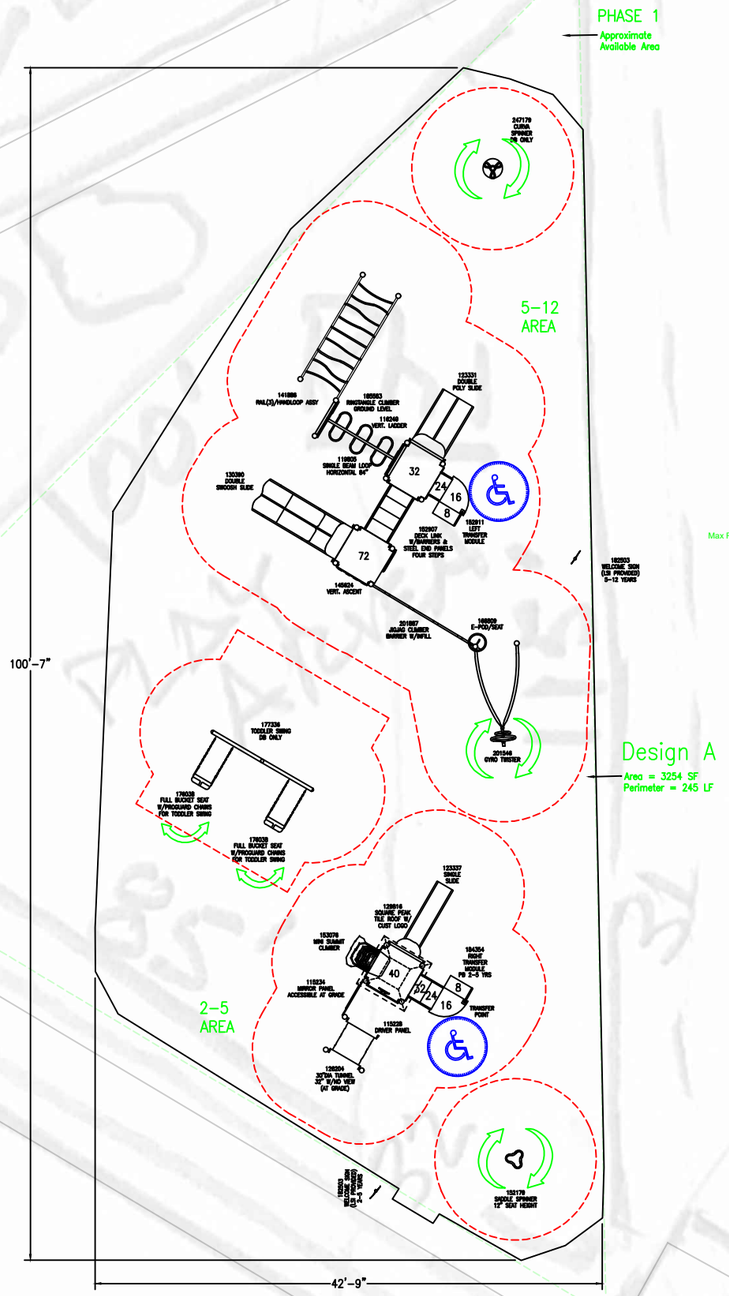
Polyethylene Primary Leaf

TenderTuff™ Brown

Shade Fabric Primary Brown

Color Palette: *AH*

PLAY CREATION



Design A
Area = 3254 SF
Perimeter = 245 LF

AGE: 2-5

TOTAL ELEVATED PLAY COMPONENTS 3			
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	N/A	REQUIRED	N/A
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	3	REQUIRED	2
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	2	REQUIRED	1
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	2	REQUIRED	1

AGE: 5-12

TOTAL ELEVATED PLAY COMPONENTS 6			
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	N/A	REQUIRED	N/A
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	6	REQUIRED	3
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	7	REQUIRED	2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED	2

Total Area = 3254 SF
Perimeter = 245 LF (Inside Edge of Border)

Booster Basics Design #6471 (2-5)
Booster Basics Design #6462 (5-12)

Booster Basics promotional discount available on orders until 11/31/2021.
Orders must be placed by that date to receive the promotional pricing.
Structure design may NOT BE modified. All color palettes/combinations available.

landscape structures

IPEMA CERTIFIED ASTM F1487

The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 2-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

IT IS THE MANUFACTURER'S OPINION AND INTENT THAT THE LAYOUT OF THESE COMPONENTS CONFORM WITH THE U.S. CONSUMER PRODUCT SAFETY COMMISSION'S (CPSC) "HANDBOOK FOR PUBLIC PLAYGROUND SAFETY".

DESIGNED BY:
AHB

601 7th STREET SOUTH - P.O. BOX 198
DELANO, MINNESOTA 55328
PH: 1-800-328-0035 FAX: 1-763-972-6091

Date	Previous Drawing #	Initials

SCALE IN FEET:
0' 5' 10' 20'

Shelter Bay Community Park

Design A
Poulsbo, WA

PlayCreation, Inc.
Landscape Structures
JohnL@PlayCreation.com

SYSTEM TYPE:
PlayBooster

DRAWING #:
1762460- 1

ISO 14001:2015 CERTIFIED
ISO 9001:2015 Certified

Itemized Quote

Date: **05/21/2021** Organization: **PlayCreation, Inc.** Drawing No: **1762460-1**
By: **John Larson** Contact: **JohnL@PlayCreation.com | 206.940.1108**
Project: **Shelter Bay Community - Design A** Location: **Poulsbo, WA**

PlayBooster® (5-12 years)						
PHASE-1 Direct Bury Mixed Material			**UNIT**		**TOTAL**	
QTY	**NO.**	**DESCRIPTION**	**WEIGHT** (lb)	**PRICE** (US $)	**WEIGHT** (lb)	**PRICE** (2021)
PlayBooster®						
Climbers Other						
1	185583A	Ring Tangle Climber Ground Level[1]			114.0	1,620.00
Climbers W/Permalene Handholds						
1	152907D	Deck Link w/Barriers Steel end panels 4 Steps			296.0	3,215.00
1	201887B	JigJag Climber w/Permalene Handhold (Right) 72"Dk[1]			133.0	1,730.00
1	145624D	Vertical Ascent 72"Dk			104.0	1,310.00
1	116249A	Vertical Ladder 32"Dk DB			40.0	740.00
Decks						
1	152911A	Curved Transfer Module Left 32"Dk DB			195.0	2,305.00
2	111228A	Square Tenderdeck	118.0	995.00	236.0	1,990.00
Motion & More Fun						
1	166809A	E-Pod Seat			11.0	295.00
1	201546A	Gyro Twister DB[1]			106.0	1,865.00
Overhead Events						
1	141886B	Access/Landing Assembly Rails Barrier Left 32"Dk			46.0	860.00
1	119805A	Single Beam Loop Horiz Ladder 84"			75.0	1,020.00
Posts						
1	111404F	108"Alum Post DB			28.0	290.00
5	111404E	116"Alum Post DB	29.0	295.00	145.0	1,475.00
2	111404O	132"Steel Post DB 42" BURY	78.0	290.00	156.0	580.00
4	111404A	148"Alum Post DB	36.0	380.00	144.0	1,520.00
3	111404H	92"Alum Post DB	23.0	275.00	69.0	825.00
Slides						
1	123331A	Double Slide 32"Dk DB			119.0	1,780.00
1	130390A	Double Swoosh Slide 72"Dk DB[1]			174.0	2,290.00
Freestanding Play						
Motion & More Fun						
1	247179A	Curva Spinner DB Only			117.0	1,810.00
Signs						
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury			24.0	0.00

Itemized Quote

Date: **05/21/2021** Organization: **PlayCreation, Inc.** Drawing No: **1762460-1**
By: **John Larson** Contact: **JohnL@PlayCreation.com | 206.940.1108**
Project: **Shelter Bay Community - Design A** Location: **Poulsbo, WA**

PlayBooster® (2-5 years)						
PHASE-1 Direct Bury Aluminum			**UNIT**		**TOTAL**	
QTY	**NO.**	**DESCRIPTION**	**WEIGHT** (lb)	**PRICE** (US $)	**WEIGHT** (lb)	**PRICE** (2021)
PlayBooster®						
Climbers W/Permalene Handholds						
1	153076A	Mini Summit Climber 40"Dk DB			88.0	1,190.00
Decks						
1	184354B	Curved Transfer Module Right 2-5yrs 40"Dk DB			284.0	3,020.00
1	111228A	Square Tenderdeck			118.0	995.00
Enclosures						
1	115228A	Driver Panel Above Deck			46.0	840.00
1	115234A	Mirror Panel Ground Level Under 56"Dk			69.0	1,305.00
Posts						
4	111403E	150"Alum Post For Roof DB	34.0	385.00	136.0	1,540.00
2	111404J	76"Alum Post DB	19.0	250.00	38.0	500.00
1	111404I	84"Alum Post DB			21.0	265.00
Roofs						
1	129816A	Square Peak Tile Roof Custom Logo Panel SHELTER BAY			105.0	1,405.00
Slides						
1	123337A	Single Slide 40"Dk DB			94.0	1,520.00
Tunnels						
1	126204A	30"Dia Crawl Tunnel 32" w/o View Ground Level			94.0	2,370.00
Freestanding Play						
Motion & More Fun						
1	152179A	Saddle Spinner DB 12"Height			40.0	990.00
Signs						
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury			24.0	0.00
Swings						
2	176038G	Full Bucket Seat ProGuard Chains for Toddler Swing	11.0	335.00	22.0	670.00
1	177336A	Toddler Swing Frame DB Only			136.0	1,065.00

Itemized Quote

Date: **05/21/2021** Organization: **PlayCreation, Inc.** Drawing No: **1762460-1**
By: **John Larson** Contact: **JohnL@PlayCreation.com | 206.940.1108**
Project: **Shelter Bay Community - Design A** Location: **Poulsbo, WA**

SUMMARY		CONCRETE (cu-ft)	FOOTINGS (count)	LABOR (man-hours)	WEIGHT (lb)	PRICE (2021)
PlayBooster® (5-12 years) PHASE-1		46.0	26	40.3	2,332.0	27,520.00
Total Safety Zone Area = 2163 sq. ft.						
PlayBooster® (2-5 years) PHASE-1		35.4	15	26.0	1,315.0	17,675.00
Total Safety Zone Area = 2163 sq. ft.						
ALL PHASES	PlayBooster®	59.0	36	58.3	3,284.0	40,660.00
	Booster Basics Discount Program ***Design #6471*** (2-5)					**-$4850**
	Booster Basics Discount Program ***Design #6462*** (5-12)					**-$7260**
	Freestanding Play	22.3	5	8.0	363.0	4,535.00
	Total	81.4	41	66.3	3,647.0	**$33,085**

Booster Basics promotional discount available on orders until 11/31/2021.

Orders must be placed by that date to receive the promotional pricing.

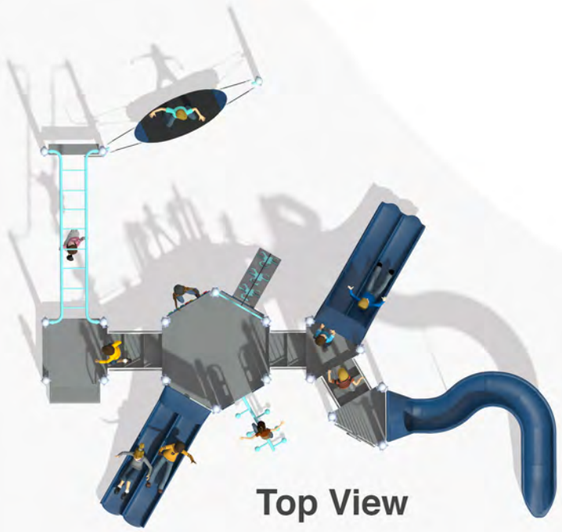
Structure design may NOT BE modified. All color palettes/combinations available.


Shelter Bay Park
Option A
Northwest Playground
nwplayground.com
PLAYWORLD
IHD_118_21A
Color Option : A

Shelter Bay Park - Design B

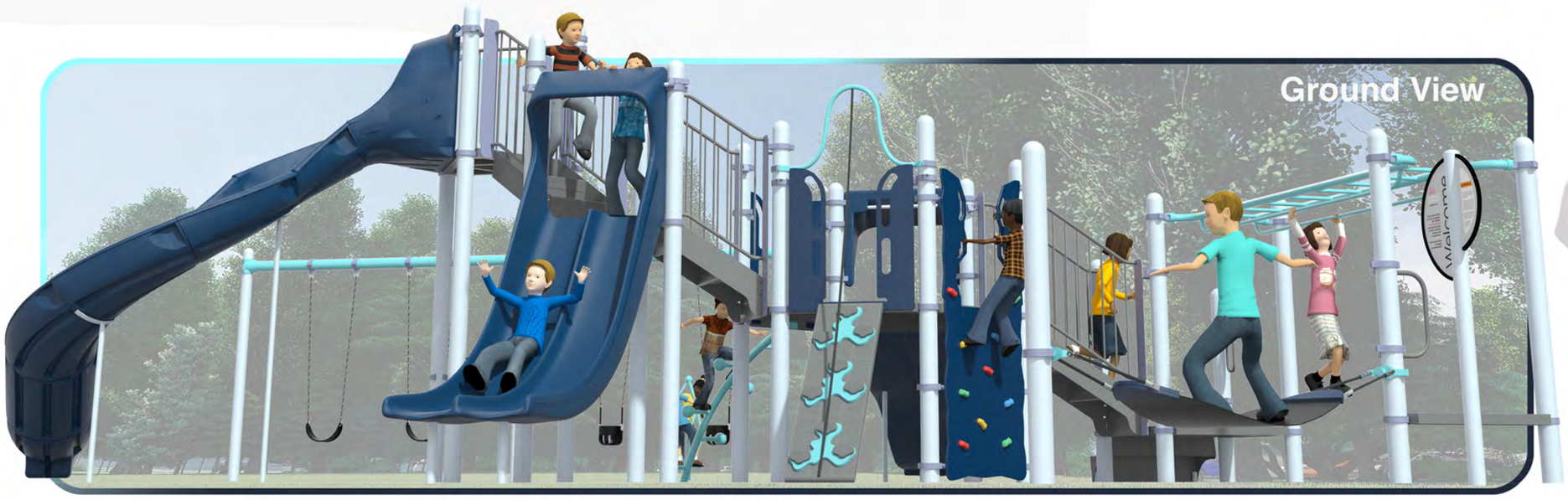
1762460- 2 Poulsbo, WA

landscape structures playlsi.com + PLAY CREATION PlayCreation.com

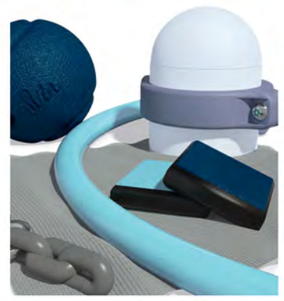


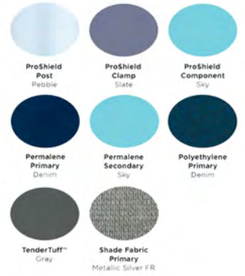
Top View

Main View



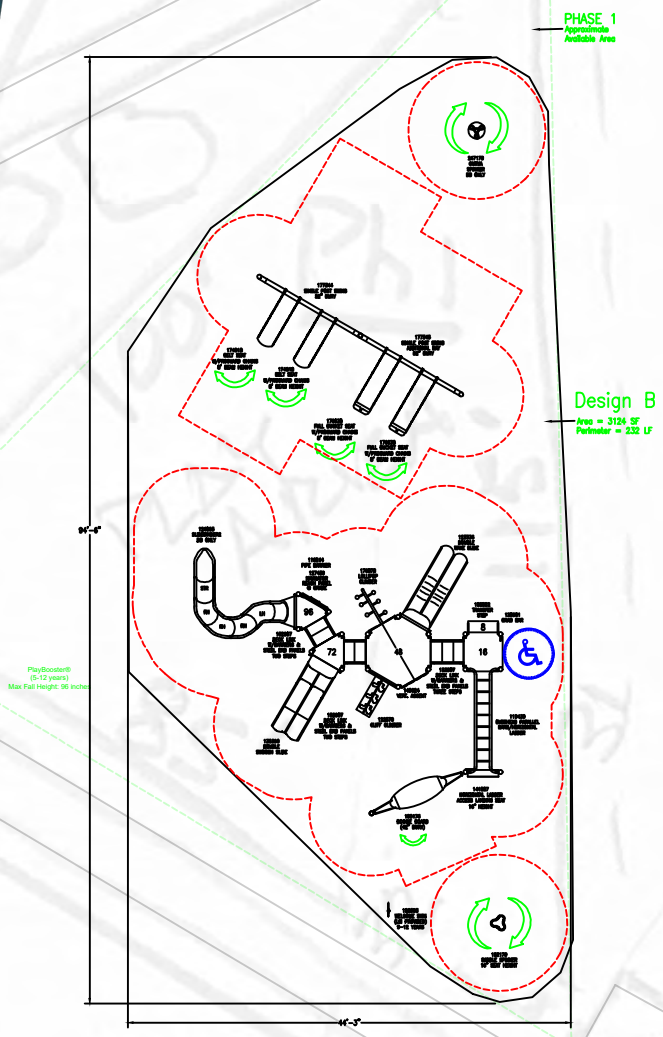
Ground View





Color Palette: *BZ*

PLAY CREATION



PHASE 2
Future
Expansion
Area

AGE: 5–12

TOTAL ELEVATED PLAY COMPONENTS	7		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	N/A	REQUIRED	N/A
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	4	REQUIRED	4
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	8	REQUIRED	2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	3	REQUIRED	2

Total Area = 3124 SF
Perimeter = 232 LF (Inside Edge of Border)

Booster Basics Design #6463

Booster Basics promotional discount available on orders until 11/31/2021.

Orders must be placed by that date to receive the promotional pricing.

Structure design may NOT BE modified. All color palettes/combinations available.

landscape structures

IPEMA CERTIFIED ASTM F1487

The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5–12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

IT IS THE MANUFACTURER'S OPINION AND INTENT THAT THE LAYOUT OF THESE COMPONENTS CONFORM WITH THE U.S. CONSUMER PRODUCT SAFETY COMMISSION'S (CPSC) "HANDBOOK FOR PUBLIC PLAYGROUND SAFETY".

DESIGNED BY:
AHB

601 7th STREET SOUTH – P.O. BOX 198
DELANO, MINNESOTA 55328
PH: 1-800-328-0035 FAX: 1-763-972-6981

Date	Previous Drawing #	Initials

SCALE IN FEET:
0' 5' 10' 20'

Shelter Bay Community Park

Design B

Poulsbo, WA

PlayCreation, Inc.
Landscape Structures
JohnL@PlayCreation.com

SYSTEM TYPE:
PlayBooster

DRAWING #:
1762460- 2

ISO 14001:2015 Certified
ISO 45001:2018 Certified

Itemized Quote

Date: **05/21/2021** Organization: **PlayCreation, Inc.** Drawing No: **1762460-2**
By: **John Larson** Contact: **JohnL@PlayCreation.com | 206.940.1108**
Project: **Shelter Bay Community - Design B** Location: **Poulsbo, WA**

PlayBooster® (5-12 years)						
PHASE-1 Direct Bury Mixed Material			**UNIT**		**TOTAL**	
QTY	**NO.**	**DESCRIPTION**	**WEIGHT** (lb)	**PRICE** (US $)	**WEIGHT** (lb)	**PRICE** (2021)
PlayBooster®						
Climbers W/Permalene Handholds						
1	122570A	Cliff Climber 48"Dk DB			137.0	1,715.00
2	152907B	Deck Link w/Barriers Steel end panels 2 Steps	182.0	1,985.00	364.0	3,970.00
1	152907C	Deck Link w/Barriers Steel end panels 3 Steps			236.0	2,590.00
1	176078A	Lollipop Climber 48"Dk DB			63.0	1,410.00
1	145624A	Vertical Ascent 48"Dk			82.0	1,170.00
Decks						
1	178710A	Hexagon Tenderdeck			285.0	2,845.00
1	111228A	Square Tenderdeck			118.0	995.00
1	185852A	Transfer Step w/2 Handloops DB			77.0	975.00
2	111231A	Triangular Tenderdeck	62.0	770.00	124.0	1,540.00
Enclosures						
1	127439A	Navigator Reach Panel Ground Level			28.0	670.00
1	116244A	Pipe Barrier Above Deck			51.0	605.00
Motion & More Fun						
1	193176A	Boogie Board DB Only			110.0	2,105.00
1	120901A	Grab Bar			5.0	190.00
Overhead Events						
1	141887B	Access/Landing Assembly Seat Barrier Left 16"Dk			36.0	595.00
1	119430A	Overhead Parallel Bars/Horiz Ladder			121.0	1,195.00
Posts						
1	111404G	100"Alum Post DB			26.0	285.00
3	111404E	116"Alum Post DB	29.0	295.00	87.0	885.00
3	111404D	124"Alum Post DB	30.0	345.00	90.0	1,035.00
1	111404P	124"Steel Post DB 42" BURY			74.0	285.00
3	111404C	132"Alum Post DB	31.0	360.00	93.0	1,080.00
1	111404A	148"Alum Post DB			36.0	380.00
2	111404K	156"Alum Post DB	37.0	430.00	74.0	860.00
3	111404Z	182"Steel Post DB 44" Bury	105.0	455.00	315.0	1,365.00
1	111404J	76"Alum Post DB			19.0	250.00
1	111404H	92"Alum Post DB			23.0	275.00
Slides						
1	130390A	Double Swoosh Slide 72"Dk DB[1]			174.0	2,290.00

Itemized Quote

Date: **05/21/2021** Organization: **PlayCreation, Inc.** Drawing No: **1762460-2**
By: **John Larson** Contact: **JohnL@PlayCreation.com | 206.940.1108**
Project: **Shelter Bay Community - Design B** Location: **Poulsbo, WA**

PlayBooster® (5-12 years)						
PHASE-1 Direct Bury Mixed Material			**UNIT**		**TOTAL**	
QTY	**NO.**	**DESCRIPTION**	**WEIGHT** (lb)	**PRICE** (US $)	**WEIGHT** (lb)	**PRICE** (2021)
1	123336A	Double Wave Slide 48"Dk DB			175.0	2,630.00
1	124863G	SlideWinder2 96"Dk DB Only 1 Straight 3 Right 1 Left			269.0	4,080.00
Freestanding Play Motion & More Fun						
1	247179A	Curva Spinner DB Only			117.0	1,810.00
1	152179A	Saddle Spinner DB 16"Height			40.0	990.00
Signs						
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury			24.0	0.00
Swings						
2	174018A	Belt Seat ProGuard Chains for 8' Beam Height	8.0	125.00	16.0	250.00
2	176038A	Full Bucket Seat ProGuard Chains for 8' Beam Height	14.0	340.00	28.0	680.00
1	177344A	Single Post Swing Frame 52" Bury 8' Beam Height Only			251.0	1,375.00
1	177345A	Single Post Swing Frame 52" Bury Additional Bay 8' Beam Height Only			148.0	975.00

Itemized Quote

Date: **05/21/2021** Organization: **PlayCreation, Inc.** Drawing No: **1762460-2**
By: **John Larson** Contact: **JohnL@PlayCreation.com | 206.940.1108**
Project: **Shelter Bay Community - Design B** Location: **Poulsbo, WA**

SUMMARY		CONCRETE (cu-ft)	FOOTINGS (count)	LABOR (man-hours)	WEIGHT (lb)	PRICE (2021)
PlayBooster® (5-12 years) PHASE-1 **Total Safety Zone Area = 2332 sq. ft.**		96.4	39	67.5	3,916.0	44,350.00
ALL PHASES	PlayBooster® Booster Basics Discount Program Design #6463 (5-12)	56.0	33	54.8	3,292.0	38,270.00 **-$10,520**
	Freestanding Play	40.3	6	12.8	624.0	6,080.00
	Total	96.4	39	67.5	3,916.0	**$33,830**

Booster Basics promotional discount available on orders until 11/31/2021.

Orders must be placed by that date to receive the promotional pricing.

Structure design may NOT BE modified. All color palettes/combinations available.

Shelter Bay Walking Path Task Force

Report and Recommendations

December 12, 2013

Shelter Bay Walking Path Task Force

Report and Recommendations

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Walking Path Task Force Members

Britt Wisniewski, Chair
Tom Beckwith
Jeanine Low
Terry McDonald
Susan Olsen
Ken Olsen
Penny Rigoni
Rich Stockwell
Jack Withrow

1. Assignment

The Shelter Bay Board of Directors assigned the Walking Path Task Force to assess the current condition of the walking trails network in Shelter Bay, and to make recommendations to the Board regarding the status, safety issues, and needs identified by the members of the community.

Shelter Bay enjoys a wide variety of trail types and locations that also serve as important social connectors between the various neighborhoods in the community. Every day, a significant number of our members use this trail system for exercise walking, dog walking, social strolling, and to simply get out and enjoy the day. Numerous groups of walkers use the trails on a daily basis as an energetic start of the day, and fitness walkers can be seen clearly improving their health with a vigorous walking regimen. The trails are very much part of the glue that binds this community.

As will be seen in the analysis of existing conditions, we have an extensive network of trails, most of which are incorporated into the roadway system. This is due to the fact that the vast majority of walkers prefer the smooth, level surface that pavement provides. There are some greenbelt trails, and a few opportunities to add more trails of this type.

A primary consideration for the Task Force was the safety of walkers, particularly on the roadway system. This focus lead the Task Force to look carefully at the trail along Shelter Bay Drive at the Golf Course, an area known to be problematic due to very restricted width and high volumes of both pedestrian and vehicular traffic. Improving the safety and quality of this important trail segment was identified as the primary objective in the near term. Additional opportunities such as greenbelt connectors, exercise stations or others may be identified in the future and should be addressed later.

It is recognized by this Task Force that major community expenditures should be related to the resolution of the Lease agreement. As a community, we should continue to make decisions and prepare for actions, so that when the Lease agreement is reached, we can act quickly to implement agreed-upon actions.

2. Process

The Task Force has designed the following process to arrive at a carefully considered, prioritized list of proposed actions, conceptual solutions and their attendant budgets for review by the Community and the Board.

Task 1: Data Base and Analysis
- Assemble a database of existing trail and path conditions throughout Shelter Bay.
- Solicit input from users regarding the trail and path conditions, safety issues, unmet needs, and opportunities to more fully meet the needs of our members and their guests.
- Analyze the data and user input to identify issues, problems and opportunities

Task 2: Alternative Concepts
- Develop alternative approaches to address both system-wide and location specific issues and problems, and to capturing opportunities with reference to: location, safety, need, and costs.
- Meet with the Greenbelt, Enhancement and Safety Committees to take comment.
- Solicit comments from maintenance crew regarding impacts

Task 3: Identify Recommended Actions and Final Report
- With input from committee members, select system-wide and location specific actions to recommend to the Board for implementation. Proposed actions shall at a minimum include discussion of rationale, drawings illustrating the concept and preliminary cost estimates.
- Publish a Final Report for community review/comment and Board Action.

Task 4: Implementation of Phase I – Demonstration/Pilot Project
- Solicit bids and select contractor for phase one project

The following Work Process Diagram illustrates this process.

3. Existing Conditions and Analysis

Existing conditions

The existing trail and pathway network was mapped during the spring of 2013. Both walking groups and individuals with good knowledge of the system were consulted and the results were included. In addition, a field survey by foot and car was used to verify and confirm this input. Further study was conducted to identify the relationship of the greenway system of community owned open space, the roadway system and private lots.

The vast majority of walking in Shelter Bay occurs on or adjacent to the roadway system. Almost without exception, members expressed a desire for smooth, level, paved surfaces on which to walk. Also very important was the concept of connectivity throughout the community. Members want to feel that they can walk to any neighborhood in Shelter Bay.

Since so much of the pathway system is on the roadways, it is absolutely essential that automobile/pedestrian conflicts be addressed and minimized. Safety is a concern on the part of both walkers and drivers. There is no desire to remove walking from the roadways, the roadways are seen by walkers to be part of their domain.

There is strong desire to maintain and expand trails in specific natural areas that offer unique views that are otherwise unavailable, and to create new trails at specific natural areas such as stream corridors, meadows, or woodlots.

Problems

1. The main “spine” pathway along Shelter Bay Drive is severely constrained along the Golf Course, resulting in dangerous conflicts between vehicles and pedestrians.
2. The main “spine” pathway along Shelter Bay drive suffers from lack of definition as to its edges, and is also used as a parking area from time to time.
3. There is no separate “spine” pathway westward of the intersection of Shelter Bay Drive and Klamath Drive.
4. The gravel used in most locations is too coarse for comfortable walking, and constrains the use of baby strollers, walkers, wheelchairs and other walking aids.
5. There are car/pedestrian conflicts due to view restrictions caused by curves and dense vegetation on all secondary roadways.
6. Vehicle speeds on secondary roads are frequently too high for safe sharing of the roadway.

Opportunities

1. Work with Enhancement, Safety, and Greenbelt committees to pool ideas and resources, and to coordinate development.
2. Identify additional trails for development in greenbelts that connect roadways.
3. Consider potential for exercise stations at selected locations.
4. Strategically located resting and viewing areas.

4. Master Plan Overview

The trails network of Shelter Bay consists primarily of paved roadway surfaces that are shared with vehicular traffic. Interviews with frequent walkers confirm that the vast majority of walkers prefer the flat, smooth paved surface of roadways for safety and comfort. Further, there are many "walking groups" whose members walk side-by-side in order to converse while walking. These walkers are comfortable sharing the road with vehicles, and generally walk opposed to traffic in order to make eye contact with drivers of on-coming vehicles. This type of walking occurs almost exclusively on "secondary" roads such as Snohomish, Shoshone, Klamath and Wanapum, not the "main" road, Shelter Bay Drive.

Along most of Shelter Bay Drive, the walking path is a gravel surface that varies in width and slope/gradient. This extends from the entry gate westwards to the intersection of Klamath Drive. Past this point, drainage swales along both sides of Shelter Bay Drive preclude the development of road-edge trails. It is from this point to Shelter Bay Place that walking along Shelter Bay Drive does not occur. The combination of vehicle speed, relative darkness due to dense tree cover, and the absence of road-edge trails is a deterrent to walking. Wanapum Drive and Coquille Way offer a preferred route and bypass of this section of Shelter Bay Drive.

The trail along the Golf Course is mentioned by everyone as being of primary concern due to its heavy use, narrow profile and its proximity to the main roadway along which speeds are higher. This is an important connector between walking loops along the waterfront and up into the wooded hills.

There are off-road trails along the bluff from Martha's Beach westward to an overlook at the "View Park" site, which then connects to the loops of Tillamuk Drive and the west portion of Shelter Bay Drive. There is another off-road connector at the east end of Klamath Drive. These more natural trails are highly prized by walkers in that they provide access to extraordinary scenic and natural environments, which is one of the main reasons for choosing to live in Shelter Bay. These off road trails must be preserved and augmented to serve more community members.

There are off-road connections possible in Tract R, between Shelter Bay Drive and Snohomish Drive, and in Tract P and F between Shoshone Drive and the Martha's Beach access drive. These would offer trail alternatives through wooded greenbelts between the paved routes. If these are to be considered for future trail development, careful thought should be given to the sense of privacy along lots, whose owners value the quiet wooded setting.

5. Proposed Actions

Priority action

A clear consensus has emerged form the Task Force's considerations that the trail along the Golf Course at Shelter Bay Drive be given priority status within the Master Plan. This important link for many other trail loops and neighborhoods has high pedestrian traffic, high traffic volumes and speeds, and suffers from inadequate space to safely accommodate walkers. It is a recognized safety hazard, and should receive immediate attention by all concerned committees. In addition, this should be coordinated with proposed fence replacement in this area in order to minimize expenditures. This section illustrates existing conditions at this location, and offers three alternative solutions.

Secondary Actions

1. Incorporate area "A" of Golf Course into Greenways or Trails system. (see map page 9)

2. Consider future paving of the existing gravel trail along Shelter Bay Drive from the entry gate to Swinomish Drive in order to meet the need for smooth, level walking surfaces on primary trails.

3. Consider future development of a trail through tract E/F to connect from Shoshone Drive to Klamath Drive.

4. Develop ways to enhance vehicle and walker sharing of secondary roadways with lowered speed limits, supplemental signage, education, outreach and simple reminders. For the most part walkers and drivers respect each others use of the road as a multi-purpose surface. A little encouragement and signage assistance would go a long way to enhancing an already good relationship. Too much regulation or formalization would probably be counter-productive.

5. Consider future development of a walkway link along Shelter Bay Drive between Klamath Drive and Coquille Way. This would entail installation of a culvert to replace the open swale that serves for storm water drainage.

6. Investigate in more detail the desire for and cost of greenbelt trails in Tract R and Tracts P and F for possible future trail development.

7. Develop sitting and viewing stations at selected locations along existing trails and paths.

Request from the Members of Shelter Bay Community

The undersigned individuals are requesting the construction of a Dog Park using the field behind the lower tennis courts. The community has a large contingency of dog owners who are restricted to exercising their pets on a leash. There is no facility within Shelter Bay which would permit dogs to run freely except at Martha's Beach which is not accessible at high tide. We believe that a dog park can be established with a chain link or similar fence around a 10,000 sq ft area behind the tennis courts which is currently is not being used for any other activities and constitutes less than 50% of the available area.

The recent resurfacing of the lower tennis courts was budgeted for $50,000, and the upper pool area has been continually operated for many years at an annual cost of $_____. Both of these facilities have been maintained for a small contingency (<20) of Shelter Bay residents and some guests. As noted below, the more than 200 dog owners in Shelter Bay need a facility that enables us to freely exercise our dogs without the restriction of leashes, and protects the other residents and properties from loose dogs which have been allowed to roam freely because of the lack of a facility such as this.

We look forward to a positive response to this request and welcome any further recommendations regarding maintenance and upkeep of such a facility.

203
(Name/Lot No.)

196
(Name/Lot No.)

202
(Name/Lot No.)

193
(Name/Lot No.)

448
(Name/Lot No.)

(Name/Lot No.)

192
(Name/Lot No.)

186
(Name/Lot No.)

Rebekah [illegible] 713
(Name/Lot No.)

John [illegible] 171
(Name/Lot No.)

552
John & Lynn McClain
(Name/Lot No.)

Rick & Lynn Parnell 551
(Name/Lot No.)

Rod & Sylvia Ramsey 187
(Name/Lot No.)

[illegible] 844
(Name/Lot No.)

WC HARVEY 140
(Name/Lot No.)

WC Zollars 148
(Name/Lot No.)

[illegible] 451
(Name/Lot No.)

Linda & Claus Dassel 144
(Name/Lot No.)

Ronald E. Butas 88
(Name/Lot No.)

Connie Cobb 105
(Name/Lot No.)

Dennis O'Neal 107
(Name/Lot No.)

Janet McDuffie 113
(Name/Lot No.)

Phillip M [illegible] 213
(Name/Lot No.)

Nedra Hablick #183
(Name/Lot No.)

Thomas & Linda Harader #872
(Name/Lot No.)

[illegible] #188
(Name/Lot No.)

David [illegible] 180
(Name/Lot No.)

Dave [illegible] 197
(Name/Lot No.)

[illegible] 198
(Name/Lot No.)

[illegible] Heath 174
(Name/Lot No.)

Terry Sigmund 149
(Name/Lot No.)

Mark [illegible]
(Name/Lot No.)

John Pach 800
(Name/Lot No.)

[illegible] 879
(Name/Lot No.)

Loraine Kapetan 444
(Name/Lot No.)

G. Wheeler 889
(Name/Lot No.)

Diana Greer 204
(Name/Lot No.)

Jerry [illegible] 501
(Name/Lot No.)

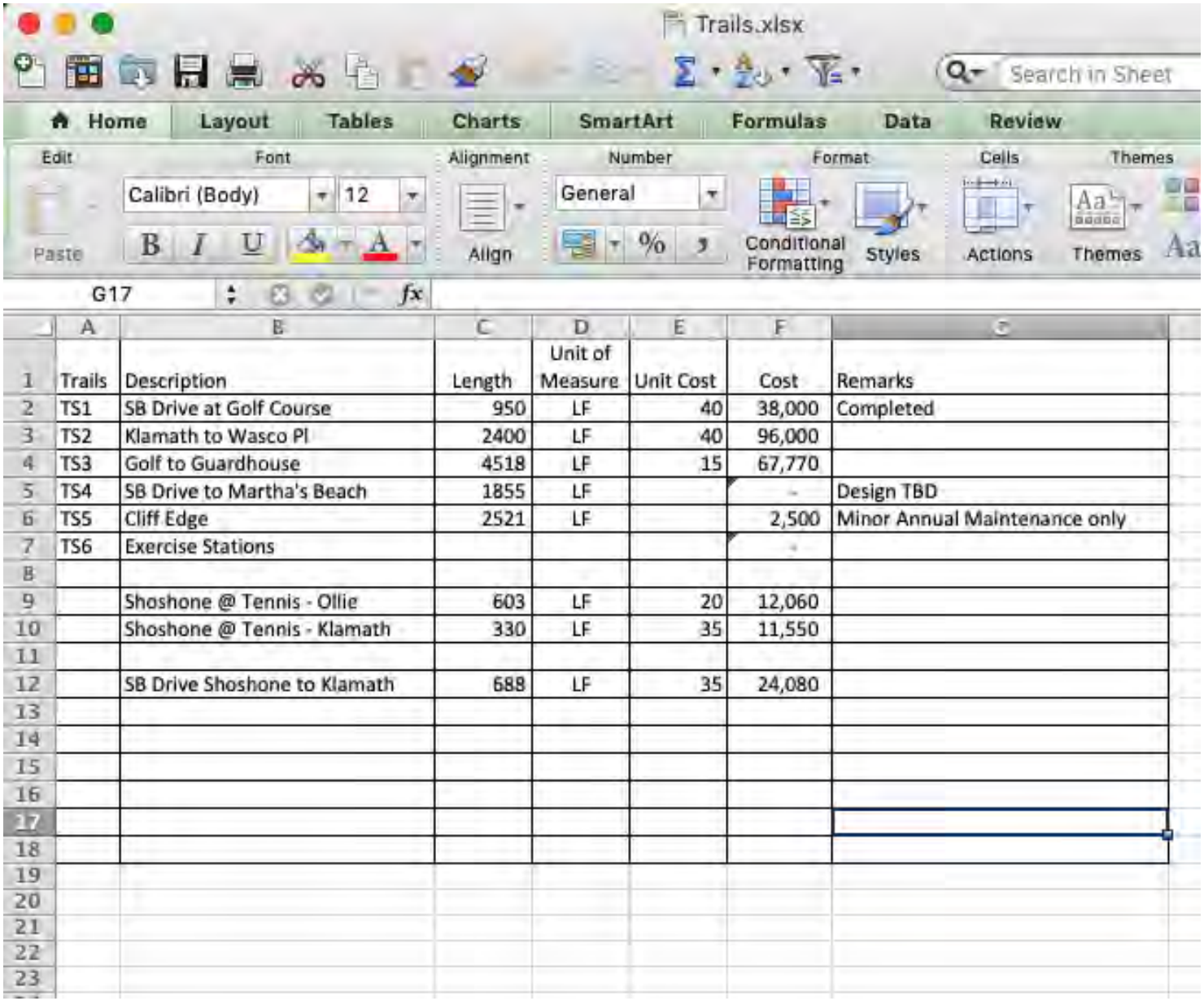
(Name/Lot No.) 109	(Name/Lot No.)
(Name/Lot No.) 665	(Name/Lot No.)
(Name/Lot No.) 110	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.) 827	(Name/Lot No.)
(Name/Lot No.) 867	(Name/Lot No.)
(Name/Lot No.) 501	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)
(Name/Lot No.)	(Name/Lot No.)

	Description	Qty	Unit Measm't	Unit Cost	Cost	Toatal Cost	Remarks
Clubhouse Office Remodel:							
	Temporary Office Bldg	6	MO	2,900	17,400		includes toilet holding tank
	Set up and Take Down	1	EA	17,000	17,000		
	Moving cost and storage	1	EA	3,500	3,500		
	Security System move	1	EA	5,000	5,000		Temporary Relocation
	Dumpsters	1	EA	750	750		
	Demo carpet	158	SY	5.00	790		
	Demo Drywall walls	2358	SF	3.50	8,253		
	Demo Ceiling	1423	SF	0.50	712		
	Demo Baseboard Heating	10	EA	50	500		
	Relocate Walls	1075	SF	5.50	5,913		
	Replace or Install insulation	2557	SF	1.50	3,836		
	Replace Drywall	1500	SF	2.25	3,375		
	Tape-Float	2100	SF	0.75	1,575		
	Paint	2100	SF	1.50	3,150		
	Replace Ceiling tile	1423	SF	5.75	8,182		
	Supply - Install Carpet	156	SY	45	7,020		
	Rework Plumbing	1	EA	8,500	8,500		
	Rework Mechanical	1	EA	25,000	25,000		
	Rework Electrical	1	EA	75,000	75,000		
	Install Generator & ATS	1	EA	18,000	18,000		
	Rework Security System	1	EA	10,000	10,000		
	Move	1	EA	4,500	4,500		
	Furniture	1	EA	2,500	2,500		
	SubTotal					230,455	
	Contractors Markup				0.2	46,091	
	SubTotal					276,546	
	Building Permit Fee					1,983	
	SubTotal					278,528	
	Sales Tax				0.085	23,675	
	SubTotal					302,203	
	TERO				0.03	9,066	
	SubTotal					**311,269**	
	Contengincy				0.15	46,690	
	Total					357,960	$213 / SF All Staff not together

Annex Office Remodel:							
	Temporary Office Bldg		MO	2750	0		Not required, move to office or home
	Set up and Take Down		EA	17000	0		above
	Moving cost and storage	1	EA	2000	2000		
	Security System move	1	EA	500	500		
	Dumpsters	1	EA	550	550		
	Demo carpet	95	SY	5.00	475		
	Remove paneling	976	SF	2	1952		remove parimeter interior paneling for insulation
	Demo Ceiling	890	SF	0.5	445		
	Demo Baseboard Heating	5	EA	50	250		
	Relocate Walls	0	SF	5.5	0		
	Replace or Install insulation	1866	SF	1.5	2799		
	Replace Windows	12	EA	350	4200		
	Drywall	976	SF	2.25	2196		
	Tape-Float	976	SF	0.75	732		
	Paint	3808	SF	1.5	5712		Interior and Exterior
	Replace Ceiling tile	890	SF	5.75	5117.5		
	Supply - Install Carpet	95	SY	45	4275		
	Rework Plumbing	1	EA	1500	1500		
	Rework Mechanical	1	EA	16000	16000		
	Rework Electrical	1	EA	15000	15000		
	Install Generator & ATS	0	EA	0	0		
	Rework Security System	1	EA	500	500		
	Move	1	EA	2000	2000		
	Furniture	1	EA	500	500		
	SubTotal					66,704	
	Contractors Markup				0.2	13,341	
	SubTotal					80,044	
	Building Permit Fee					995.00	
	SubTotal					81,039	
	Sales Tax				0.085	6,888	
	SubTotal					87,928	
	TERO				0.03	2,638	
	SubTotal					90,565	
	Contengincy				0.15	13,585	
	Total					**104,150**	$110/SF all staff not together

	Remodel Office					347,104	
	Remodel Annex					104,150	
	Total Remodel					451,254	See Detail above
	PreFab NEW Office Bldg	2200	SF	250	550,000		Budget contruction at $250 /SF
							All staff together and quality of area improved
	New use of Old Office area:						**24 hr secure access Exercise Area, Meeting Rooms, Library**
	Dumpsters	1	EA	550	550		
	Demo carpet	110	SY	5	550		
	Demo Drywall walls	100	SF	3.5	350		
	Demo Ceiling	0	SF	0.5	0		
	Demo Baseboard Heating	10	EA	50	500		
	Relocate Walls	0	SF	5.5	0		
	Replace or Install insulation	0	SF	1.5	0		
	Replace Drywall	250	SF	2.25	563		
	Tape-Float	250	SF	0.75	187.5		
	Paint	1636	SF	1.5	2454		
	Replace Ceiling tile	200	SF	5.75	1150		
	Supply - Install Carpet	110	SY	45	4950		
	Rework Plumbing	1	EA	850	850		
	Rework Mechanical	1	EA	16000	16000		Optional for Exercise, and meeting comfort
	Rework Electrical	1	EA	2500	2500		
	Install Generator & ATS	0	EA		0		
	Rework Security System	1	EA	1500	1500		
	Move	1	EA	1000	1000		
	Furniture & Equipment	1	EA	2000	2000		
	SubTotal					35,104	
	Contractors Markup				0.2	7,021	
	SubTotal					42,125	
	Building Permit Fee					995	

	SubTotal					43,120	
	Sales Tax				0.085	3,665	
	SubTotal					46,785	
	TERO				0.03	1,404	
	SubTotal					48,189	
	Contengincy				0.05	2,409	
	Total					**50,598**	$50/SF increase Amenities available.



	A	B	C	D	E	F	G
1	Trails	Description	Length	Unit of Measure	Unit Cost	Cost	Remarks
2	TS1	SB Drive at Golf Course	950	LF	40	38,000	Completed
3	TS2	Klamath to Wasco Pl	2400	LF	40	96,000	
4	TS3	Golf to Guardhouse	4518	LF	15	67,770	
5	TS4	SB Drive to Martha's Beach	1855	LF		-	Design TBD
6	TS5	Cliff Edge	2521	LF		2,500	Minor Annual Maintenance only
7	TS6	Exercise Stations				-	
8							
9		Shoshone @ Tennis - Ollie	603	LF	20	12,060	
10		Shoshone @ Tennis - Klamath	330	LF	35	11,550	
11							
12		SB Drive Shoshone to Klamath	688	LF	35	24,080	
13							
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