



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

June 27th, 2024, 7:00 PM, IN PERSON, DANCE BARN

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Announcements

Item 3) Property Owner Comments – 15 Minutes Total

Please note that comments are limited to 3 minutes per person.

Item 4) Consent Agenda

4a. Minutes – June 13, 2024, as submitted

Item 5) Finance Report – April 2024 Financials

Item 6) Committee Reports

6a. Document Review

6b. Finance

6c. GM Search

6d. Long Range Planning

6e. Nomination & Elections

6f. Safety

Item 7) Continuing Business

7a. Review Budget Calendar

Item 8) New Business

8a. Approval Request – GM Job Description

8b. Approval Request – Library Lease

Adjournment

Sudden Valley Community Association

Sudden Valley Community Association
Balance Sheet
April 30, 2024 and December 31, 2023

| | Unaudited** Apr 30, 2024 | Unaudited** Dec 31, 2023 | Inc / (Dec) |
|--|-----------------------------|-----------------------------|-------------------|
| OPERATIONS | | | |
| Current Assets | | | |
| Operating Cash | \$ 562,942 | \$ 683,958 | \$ (121,016) |
| Building Completion Deposit Fund | 451,525 | 501,445 | (49,920) |
| Member Receivables - Operations* | - | 43,985 | (43,985) |
| Other Receivables | 17,980 | 17,562 | 418 |
| Prepaid Expenses | 14,995 | 70,215 | (55,220) |
| Operating Lease ROU Assets | 8,083 | 10,631 | (2,548) |
| Inventory | 6,189 | 5,659 | 530 |
| Total Current Assets | 1,061,714 | 1,333,455 | (271,741) |
| Current Liabilities | | | |
| Accounts Payable | (80,380) | (224,980) | 144,600 |
| Accrued Vacation Liability | (74,926) | (64,195) | (10,731) |
| Accrued Payroll | - | (64,114) | 64,114 |
| Prepaid Assessments | (353,767) | (230,966) | (122,801) |
| Building Completion Deposits | (451,525) | (501,445) | 49,920 |
| Other Refundable Deposits | (6,596) | (5,796) | (800) |
| Operating Lease Liability | (8,083) | (10,631) | 2,548 |
| Prepaid Golf Memberships | - | (112,089) | 112,089 |
| Total Current Liabilities | (975,277) | (1,214,216) | 238,939 |
| Operating Reserve Funds | | | |
| Emergency Operating Cash | 362,792 | 362,252 | 540 |
| Undesignated Reserves Cash | 329,524 | 306,265 | 23,259 |
| Total Operating Reserve Funds | 692,316 | 668,517 | 23,799 |
| Net Operating Assets | \$ 778,753 | \$ 787,756 | \$ (9,003) |
| CAPITAL | | | |
| Capital Current Assets | | | |
| CRRRF (Capital Repair & Replacement) Cash Fund | 3,555,990 | 3,627,018 | (71,028) |
| Roads Reserve Cash Fund | 2,538,882 | 2,034,275 | 504,607 |
| Board Density Reduction Cash Fund | 87,760 | 87,688 | 72 |
| Mailbox Cash Fund | 134,927 | 126,445 | 8,482 |
| CRRRF Capital Reserve Holding Cash | 220,012 | 222,019 | (2,007) |
| Mitigation Assignment of Savings Cash | 49,737 | 49,688 | 49 |
| LWWSD Assignment of Savings Cash | 14,927 | 101,840 | (86,913) |
| Member Receivables - Capital** | - | 16,112 | (16,112) |
| Total Capital Current Assets | 6,602,235 | 6,265,085 | 337,150 |
| Capital Fixed Assets | | | |
| Fixed Assets | 15,565,716 | 15,373,162 | 192,554 |
| Finance ROU Assets | 110,530 | 136,464 | (25,934) |
| Lots Held for Sale | 236,456 | 236,456 | - |
| Total Capital Assets | 15,912,702 | 15,746,082 | 166,620 |
| Long Term Liabilities | | | |
| CRRRF Loan 2022 | (1,712,468) | (1,799,425) | 86,957 |
| Finance Leases | (86,097) | (106,596) | 20,499 |
| Total Long Term Liabilities | (1,798,565) | (1,906,021) | 107,456 |
| NET ASSETS | \$ 21,495,125 | \$ 20,892,902 | \$602,223 |
| MEMBER EQUITY | | | |
| Member Equity | | | |
| Current Year Net Income: Operations | 91,026 | 465,189 | (374,163) |
| Net Income: Rec Special Assmt | - | (180,468) | 180,468 |
| Transfers Out from Operations to Capital | (105,600) | (32,799) | (72,801) |
| Current Year Net Income: Capital** | 513,535 | 1,471,336 | (957,801) |
| Transfers Into Capital from Operations | 105,600 | 32,799 | 72,801 |
| Retained Earnings** | 5,234,842 | 4,950,121 | 284,721 |
| Capital** | 15,655,722 | 14,186,724 | 1,468,998 |
| TOTAL MEMBER EQUITY | \$ 21,495,125 | \$20,892,902 | \$602,223 |

* The Association's internal policy is to write off any member receivables that are 30 days past due as bad debts for internal financial statement purposes. As per SVCA policy, Management continues to pursue collection of these receivables via all avenues allowed by Washington State laws. In addition, the Association records and bills finance charges on receivables that are thirty days past due at 1% per month. At April 30, 2024, and December 31, 2023, the balances of receivables written off were \$732,001 and \$623,674, respectively.

** Beginning with the 2020 year end audited financial statements, Accounting Standards Codification (ASC) 606 requires issued audited financial statements to reclassify unspent capital dues revenue, including related capital transfer fee collections, as a contract liability balance (unearned revenue), which is then reversed out in future years when capital dues/capital transfer fee collections are actually expended on capital related expenditures. This particular accounting standard change is only incorporated into the issued audited financial statements and is not factored into SVCA's internal monthly statements as it would obscure the reality of monthly capital dues/capital transfer fee revenues collected for internal monthly presentation purposes. See SVCA's 2020, 2021, and 2022 audited financial statements (2022 represents the most recently issued audited statements), which fully incorporate ASC 606 and comply with Generally Accepted Accounting Principals (GAAP).

Sudden Valley Community Association

**Sudden Valley Community Association
Income Statement Summary**

| UNAUDITED | Current Month - April 2024 | | | Year to Date - 4 Months Ending 4/30/2024 | | | |
|--|---------------------------------|------------------------------------|--------------------|--|------------------------------------|--------|--------------------|
| | Operations & Operating Reserves | Operations Better / (Worse) Budget | Capital Reserves** | Operations & Operating Reserves | Operations Better / (Worse) Budget | Coll % | Capital Reserves** |
| REVENUE | | | | | | | |
| Current Year Dues & Assessments Income | | | | | | | |
| Dues & Assessments Income | 222,585 | | 230,752 | 891,184 | | | 923,971 |
| Bad Debt Reserve | (1,436) | | (1,370) | (28,242) | | | (23,370) |
| Net Current Year Assessment Income | 221,149 | 9,866 | 229,382 | 862,942 | 17,808 | 96.8% | 900,601 |
| Bad Debt Recoveries - Prior Years | | | 1,520 | | | | 15,697 |
| Golf Income | 69,809 | 4,883 | - | 371,163 | 22,609 | | - |
| Marina Income | 80,177 | 14,913 | - | 113,573 | 16,712 | | - |
| Rec Center & Pools Income | 459 | 459 | - | 2,407 | (1,643) | | - |
| Legal & Collections Income | - | - | - | - | - | | - |
| Other Income | 5,820 | 355 | - | 42,376 | 22,062 | | - |
| Rental Income - Other | 1,151 | 983 | - | 2,766 | 1,504 | | - |
| Area Z Rental Income | 4,138 | (1,382) | - | 9,376 | (1,904) | | - |
| Lease Income | 5,430 | 1,284 | - | 21,719 | 5,135 | | - |
| New Home Construction Fees | 37,150 | 33,850 | 2,000 | 44,150 | 36,050 | | 2,000 |
| Capital Gain (Loss) on Sale of Assets | - | - | 1,368 | - | - | | 1,368 |
| Investment Income | 476 | 384 | 4,030 | 2,506 | 2,139 | | 15,725 |
| Total Revenue | 425,759 | 65,595 | 238,300 | 1,472,978 | 120,472 | | 935,391 |
| EXPENSES | | | | | | | |
| Salaries & Benefits | 186,779 | (4,373) | - | 692,552 | 23,190 | | - |
| Contracted & Professional Services | 38,117 | (26,448) | - | 74,857 | (33,225) | | - |
| CC&Rs/ Mandates | 46,184 | (10,147) | - | 158,672 | (10,612) | | - |
| Maintenance & Landscaping | 50,438 | (2,707) | - | 135,091 | 41,634 | | - |
| Utilities | 23,957 | (930) | - | 71,161 | (4,319) | | - |
| Administrative | 11,082 | 124 | - | 54,807 | (4,185) | | - |
| Regulatory Compliance | 7,634 | (2,225) | - | 99,626 | (41,233) | | - |
| Insurance Premiums | 14,688 | (457) | - | 58,754 | (1,827) | | - |
| Other Expenses | - | 83 | - | - | 333 | | - |
| Depreciation Expense | - | - | 96,162 | - | - | | 384,648 |
| Interest expense | - | - | 6,073 | - | - | | 21,096 |
| Total Expenses | 378,879 | (47,080) | 102,235 | 1,345,520 | (30,244) | | 405,744 |
| Net Income (Loss) | 46,880 | 18,515 | 136,065 | 127,458 | 90,228 | | 529,647 |
| Net UDR Activity for Operations | | | | | | | |
| Hazardous Tree Removal | (6,862) | | | (10,120) | | | |
| Net Income (Loss) with Board Approved UDR | 40,018 | 18,515 | 136,065 | 117,338 | 90,228 | | 529,647 |
| Other Activity | | | | | | | |
| Net Other UDR Activity* | 9,704 | | | 28,404 | | | |
| AR Accrual - Prior Year Reversal | - | | - | (43,985) | | | (16,112) |
| AR Accrual - Current Year | - | | - | - | | | - |
| Vacation Liability Accrual | 900 | | | (10,731) | | | |
| Total Other Activity | 10,604 | | - | (26,312) | | | (16,112) |
| Grand Total Activity | 50,622 | 18,515 | 136,065 | 91,026 | 90,228 | | 513,535 |

*Prior year recoveries for operations are deposited into the Undesignated Reserve Account (UDR).

**Refer to the last footnote on the Balance Sheet (prior page) for a discussion of Accounting Standards Codification (ASC) 606 and capital dues revenue collections.

Sudden Valley Community Association

Sudden Valley Community Association
Reserve Cash Balance & Activity
 4 Months Actual, 8 Months Projected

UNAUDITED

| | Capital Reserve Funds | | | | | | Operating Reserve Funds | | | |
|---|-----------------------|---------------------|------------------------------------|-------------------------|-------------------|-----------------------------------|-----------------------------|-------------------|-------------------|-------------------------------|
| | CRRRF | Roads | CRRRF Capital Reserve Holding Cash | Board Density Reduction | Mailbox | Mitigation Assignment of Savings* | Total Capital Reserve Funds | Emergency Ops | UDR | Total Operating Reserve Funds |
| Net Available Cash 12/31/2023 | 3,627,018 | 2,034,275 | 222,019 | 87,688 | 126,445 | 151,528 | \$ 6,248,973 | 362,252 | 306,265 | \$ 668,517 |
| Dues Received | 445,059 | 460,603 | | - | 8,291 | | 913,953 | - | 38,211 | 38,211 |
| Storm Water Mitigation Plan Fee | | 2,000 | | | | | 2,000 | | | - |
| Investment Income | 9,297 | 5,776 | 330 | 72 | 191 | 59 | 15,725 | 540 | 474 | 1,014 |
| Sale of Assets | 1,368 | | | - | | | 1,368 | | | - |
| Board Approved Transfers | 105,600 | | | | | | 105,600 | | | - |
| Mitigation Release | - | 86,923 | | | | (86,923) | - | | | - |
| 2024 Expenditures | (632,352) | (50,695) | (2,338) | - | - | | (685,385) | | (15,426) | (15,426) |
| Net Available Cash at 4/30/2024 | 3,555,990 | 2,538,882 | 220,012 | 87,760 | 134,927 | 64,664 | \$ 6,602,235 | 362,792 | 329,524 | \$ 692,316 |
| 8 Month Outlook | | | | | | | | | | |
| Outlook - 2024 Dues (95% collections) | 856,277 | 880,709 | | | 15,892 | | \$ 1,752,878 | | | \$ - |
| Outlook - Prior Year Collections | 13,263 | 13,642 | | | 246 | | 27,152 | | 26,182 | 26,182 |
| CRRRF Loan Payments for year 2024 | (222,026) | | | | | | (222,026) | | | - |
| Obligated Expenses/Holdings | (1,696,764) | (1,469,399) | (220,012) | | | (64,664) | (3,450,839) | | (59,948) | (59,948) |
| Net Usable Cash Balance 12/31/2024 | 2,506,740 | 1,963,834 | - | 87,760 | 151,065 | - | \$ 4,709,399 | 362,792 | 295,757 | \$ 658,550 |
| Board Recommended Carryover Balance | (600,000) | (500,000) | | | | | \$ (1,100,000) | | | \$ - |
| Net Usable Cash 12/31/2024, After Recommendation | \$ 1,906,740 | \$ 1,463,834 | \$ - | \$ 87,760 | \$ 151,065 | \$ - | \$ 3,609,399 | \$ 362,792 | \$ 295,757 | \$ 658,550 |
| Net Current Year Cash Increase (Decrease) | (1,120,278) | (70,441) | (222,019) | 72 | 24,620 | (151,528) | \$ (1,539,574) | 540 | (10,508) | \$ (9,967) |

*Note, when mitigation period has ended, unspent funds will be returned to the source account, Roads and CRRRF.

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 April 1, 2024 to April 30, 2024
 CURRENT MONTH

Whole \$

UNAUDITED

| Department | Actual Revenue | Revenue B / (W) | Actual Salary Benefits | Salary & Benefits B / (W) | Actual Other Expense * | Other Exp B / (W)* | Net Income / (Loss) * | Net B / (W)* |
|--|----------------|-----------------|------------------------|---------------------------|------------------------|--------------------|-----------------------|---------------|
| ACC / Security | 37,742 | 34,213 | - | 7,098 | 50,071 | (19,566) | (12,329) | 21,745 |
| Accounting | 1,644 | 411 | 27,995 | 174 | 6,834 | (4,326) | (33,185) | (3,741) |
| Administration | 124 | (45) | 35,543 | 588 | 12,666 | (8,141) | (48,085) | (7,598) |
| Common Costs | 2,935 | (324) | - | - | 37,459 | (12,250) | (34,524) | (12,574) |
| Facilities | 9,568 | (98) | 3,720 | 506 | 18,024 | 8,156 | (12,176) | 8,564 |
| Maintenance | - | - | 31,918 | (772) | 3,575 | 3,650 | (35,493) | 2,878 |
| Subtotal | 52,013 | 34,157 | 99,176 | 7,594 | 128,629 | (32,477) | (175,792) | 9,274 |
| Golf | 69,809 | 4,883 | 73,162 | (10,298) | 49,913 | (14,397) | (53,266) | (19,812) |
| Marina | 81,177 | 15,247 | - | - | 1,151 | 1,222 | 80,026 | 16,469 |
| Rec/ Pools/ Parks | 1,610 | 1,442 | 14,441 | (1,669) | 12,406 | 2,945 | (25,237) | 2,718 |
| Subtotal | 152,596 | 21,572 | 87,603 | (11,967) | 63,470 | (10,230) | 1,523 | (625) |
| Subtotal Operations before Ops Dues | 204,609 | 55,729 | 186,779 | (4,373) | 192,099 | (42,707) | (174,269) | 8,649 |
| Ops Dues Earned | 222,585 | | | | | | 222,585 | |
| Curr Yr Bad Debts Activity | (1,436) | | | | | | (1,436) | |
| Net Ops Dues | 221,149 | 9,866 | | | | | 221,149 | 9,866 |
| Net Operations | 425,758 | 65,595 | 186,779 | (4,373) | 192,099 | (42,707) | 46,880 | 18,515 |
| Net BOD Approved UDR Activity for Operations | | | | | | | | |
| Hazardous Tree Removal | - | | - | | 6,862 | | (6,862) | |
| Net Operations with Board Approved UDR | 425,758 | 65,595 | 186,779 | (4,373) | 198,961 | (42,707) | 40,018 | 18,515 |
| Other Operating Activity | | | | | | | | |
| UDR Activity | 10,137 | | | | 433 | | 9,704 | |
| AR Accrual - Prior Year Reversal | - | | | | - | | - | |
| AR Accrual - Current Year | - | | | | - | | - | |
| Vacation Liability Accrual | - | | | | (900) | | 900 | |
| Total Other Operating Activity | 10,137 | | | | (467) | | 10,604 | |
| Grand Total Operations Activity | 435,895 | 65,595 | 186,779 | (4,373) | 198,494 | (42,707) | 50,622 | 18,515 |

* Excludes Depreciation
 B / (W) = Better / (Worse) Than Budget

Sudden Valley Community Association

Sudden Valley Community Association
 Operations - By Department
 January 1, 2024 to April 30, 2024
 YEAR TO DATE

Whole \$

UNAUDITED

| Department | Actual Revenue | Revenue B / (W) | Actual Salary Benefits | Salary & Benefits B / (W) | Actual Other Expense * | Other Exp B / (W)* | Net Income / (Loss) * | Net B / (W)* |
|---|-----------------------|------------------------|-------------------------------|--------------------------------------|-------------------------------|---------------------------|------------------------------|---------------------|
| ACC / Security | 62,902 | 53,885 | - | 28,395 | 196,735 | (75,657) | (133,833) | 6,623 |
| Accounting | 6,878 | 1,946 | 113,808 | (1,119) | 17,501 | (7,472) | (124,431) | (6,645) |
| Administration | 494 | 29 | 143,660 | 881 | 36,442 | (5,632) | (179,608) | (4,722) |
| Common Costs | 17,557 | 4,524 | - | - | 150,555 | (18,216) | (132,998) | (13,692) |
| Facilities | 31,095 | 3,231 | 15,032 | 1,876 | 59,532 | 20,716 | (43,469) | 25,823 |
| Maintenance | - | - | 132,029 | (1,927) | 14,262 | 24,132 | (146,291) | 22,205 |
| Subtotal | 118,926 | 63,615 | 404,529 | 28,106 | 475,027 | (62,129) | (760,630) | 29,592 |
| Golf | 371,163 | 22,609 | 235,158 | (4,987) | 148,523 | (2,950) | (12,518) | 14,672 |
| Marina | 114,773 | 16,579 | - | - | 3,430 | 3,494 | 111,343 | 20,073 |
| Rec/ Pools/ Parks | 5,174 | (138) | 52,865 | 71 | 25,988 | 8,150 | (73,679) | 8,083 |
| Subtotal | 491,110 | 39,050 | 288,023 | (4,916) | 177,941 | 8,694 | 25,146 | 42,828 |
| Subtotal Operations before Ops Dues | 610,036 | 102,665 | 692,552 | 23,190 | 652,968 | (53,435) | (735,484) | 72,420 |
| Ops Dues Earned | 891,184 | | | | | | 891,184 | |
| Curr Yr Bad Debts Activity | (28,242) | | | | | | (28,242) | |
| Net Ops Dues | 862,942 | 17,808 | | | | | 862,942 | 17,808 |
| Net Operations | 1,472,978 | 120,473 | 692,552 | 23,190 | 652,968 | (53,435) | 127,458 | 90,228 |
| Net BOD Approved UDR Activity for Operations | | | | | | | | |
| Hazardous Tree Removal | - | | - | | 10,120 | | (10,120) | |
| Net Operations with Board Approved UDR | 1,472,978 | 120,473 | 692,552 | 23,190 | 663,088 | (53,435) | 117,338 | 90,228 |
| Other Operating Activity | | | | | | | | |
| UDR Activity | 33,904 | | | | 5,500 | | 28,404 | |
| AR Accrual - Prior Year Reversal | (43,985) | | | | - | | (43,985) | |
| AR Accrual - Current Year | - | | | | - | | - | |
| Vacation Liability Accrual | - | | | | 10,731 | | (10,731) | |
| Total Other Operating Activity | (10,081) | | | | 16,231 | | (26,312) | |
| Grand Total Operations Activity | 1,462,897 | 120,473 | 692,552 | 23,190 | 679,319 | (53,435) | 91,026 | 90,228 |

* Excludes Depreciation

B / (W) = Better / (Worse) Than Budget

Sudden Valley Community Association

SUDDEN VALLEY COMMUNITY ASSOCIATION - LOTS & DUES ANALYSIS 2024

| | SVCA Owned Lots | | | | | | | | | | | | | | | | | | | | | | | | LLE & CTB | Dues Exempt | Total Non Billable Lots | Total All Lots | | | | | | |
|-----|---------------------|-----|-------|----------------|-------|-------|------------------|-----|------------------|-----|------------------|-----|-------------------|-----|-----------|-----|-------------------------|-------|-------|-------------------|-----|-------|---------------------|-------|-----------|-------------|-------------------------|----------------|------------|------|--------|-------|-------|---|
| | Actual Year Prepaid | | | Actual Current | | | Actual 1 Mth Due | | Actual 2 Mth Due | | Actual 3 Mth Due | | Actual 4+ Mth Due | | Pmt Plans | | Total Prepaid & Current | | | Total Not Current | | | Total Billable Lots | | | | | | Restricted | | Avail. | | | |
| | Vac | Dev | Total | Vac | Dev | Total | Vac | Dev | Vac | Dev | Vac | Dev | Vac | Dev | Vac | Dev | Vac | Dev | Total | Vac | Dev | Total | Vac | Dev | | | | | Total | Perm | WD10 | Total | Total | |
| Jan | 20 | 96 | 116 | 301 | 2,517 | 2,818 | 24 | 62 | 5 | 13 | 1 | 11 | 16 | 40 | 1 | 14 | 321 | 2,613 | 2,934 | 47 | 140 | 187 | 368 | 2,753 | 3,121 | 774 | 0 | 3 | 777 | 737 | 6 | 1,520 | 4,641 | |
| Feb | 22 | 104 | 126 | 303 | 2,508 | 2,811 | 14 | 59 | 10 | 22 | 3 | 6 | 15 | 42 | 1 | 12 | 325 | 2,612 | 2,937 | 43 | 141 | 184 | 368 | 2,753 | 3,121 | 774 | 0 | 3 | 777 | 737 | 6 | 1,520 | 4,641 | |
| Mar | 23 | 114 | 137 | 307 | 2,510 | 2,817 | 11 | 57 | 4 | 9 | 4 | 7 | 17 | 44 | 1 | 12 | 330 | 2,624 | 2,954 | 37 | 129 | 166 | 367 | 2,753 | 3,120 | 774 | 0 | 3 | 777 | 738 | 6 | 1,521 | 4,641 | |
| Apr | 27 | 121 | 148 | 308 | 2,532 | 2,840 | 5 | 31 | 4 | 13 | 1 | 4 | 21 | 38 | 1 | 14 | 335 | 2,653 | 2,988 | 32 | 100 | 132 | 367 | 2,753 | 3,120 | 774 | 0 | 3 | 777 | 738 | 6 | 1,521 | 4,641 | |
| May | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Jun | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Jul | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aug | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sep | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Oct | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Nov | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dec | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

LLE = Lot Line Eraser
 CTB = Covenant to Bind

BUDGET CALENDAR

| | |
|-------------------|---|
| JUNE | |
| 6/27/24 | BOD Meeting- Regular |
| JULY | |
| 7/05/24 | N&E Opening of Candidate Application Period |
| 7/11/24 | BOD Meeting -AGM Agenda. measures. ballot and explanations outlined |
| 7/13/24 | Valley Fair Event |
| 7/24/24 | Presentation-Operational budget to BOD & Finance Committee with Q&A, Discussion |
| 7/25/24 | Presentation-Capital budget to BOD & Finance Committee with Q&A, Discussion |
| AUGUST | |
| 8/08/24 | BOD Meeting - Regular- Approve Envelopes and Voter Instructions; Finalize budget changes, discuss Town Hall Presentation |
| 8/09/2024 | GM/N&E send final Envelope and Voter Instructions layouts to UniLect |
| 8/09/2024 | N&E - Begin work on draft Election Booklet |
| 8/17/2024 | Town Hall Meeting - Presentation of 2025 Budget |
| 8/22/2024 | BOD Meeting - Finalize AGM Agenda, measures, ballot and explanations |
| 8/23/2024 | N&E announce dates for candidate forums |
| 8/26/2024 | Send SVCA Mailing List to UniLect |
| TBD | Attorney Review of AGM materials |
| SEPTEMBER | |
| 9/03/2024 | N&E Candidate Application Deadline/Ballot Lottery |
| 9/04/2024 | Last day for Candidates to submit candidate information for Voter Guide |
| 9/05/2024 | SVCA Sends candidate info to UniLect -- not layout, just info |
| 9/05/2024 | BOD Special Meeting - Voting to adopt the 2025 Budget |
| 9/06/2024 | SVCA sends draft Voter Guide to UniLect |
| 9/12/2024 | BOD Regular Meeting - Vote to approve proof of Election Booklet/Ballot |
| 9/13/2024 | SVCA sends final approved voter packet materials to Unilect |
| 9/23/2024 | Election Materials mailed to foreign-based SVCA members |
| 9/24/2024 | Election Materials mailed to US-based SVCA members |
| OCTOBER | |
| 10/10/2024 | BOD Meeting - Regular |
| 10/24/2024 | BOD Meeting - Regular |
| TBD | Review AGM Agenda with Parliamentarian |
| TBD | Candidate Forum(s) |
| NOVEMBER | |
| | AGM 11/2/2024 |