

SUDDEN VALLEY COMMUNITY ASSOCIATION  
NOMINATIONS & ELECTIONS COMMITTEE  
Monday August 29, 2022  
MEETING MINUTES

1. Call to Order 6:32 pm
2. Roll Call  
All present :Nancy Alyanak, Chair, Steve Workman, Secretary, Michael Wadsworth
3. Adoption of Agenda  
Adopted agenda
4. Approval of Minutes:  
July 25, 2022 approved unanimously
5. Old Business  
SGM certification report BOD approval delayed to bod meeting Sept 1.  
Report was sent to BOD members on August 25. N&E committee approved the SGM Cert report.  
Petition Guidelines document--documentation for the future addendum to N&E manual. Process developed during SGM petition signature verification.  
Document is attached to these minutes. approved unanimously.
6. New Business  
Approve AGM Proxy items -- approved with added instructions.  
AGM candidate application deadline, vetting and ballot lottery Sept 6--all plan to attend.  
AGM ballot package discussion about what items are N&E responsibilities.  
UniLect new mailed ballot date request. UniLect requested Oct. 3 mailing date and a mailed ballot return date to their PO Box of Nov. 3 at 4:30 PM because of logistics difficulty. Approved 2-1.
7. Next Meeting Sept 6, 2022 drawing meeting  
Next Regular Meeting - Sept 26, 2022
8. Adjournment 7:40 pm

Petitions that are submitted to the HOA should have the following required fields: Printed Name, Signature, and Street Address. The petition should also include an optional field of Lot/Division. Below is the reasoning for each of these criteria:

Street Address - is used to determine if the person signing the petition has a property within Sudden Valley.

Printed Name - is used to cross-reference the current database of properties in Sudden Valley to see if the individual who signed is an owner. This should be the full printed name of the individual present. If the name isn't listed in full, it may be removed during the verification process.

Signature - is the person who is signing's method of stating I agree with this petition.

Lot/Division - this is used in the event that the handwriting is illegible and the street address cannot be made out.

Above are the only fields that are required to verify the petition signers. If you have additional fields that you would like to include, you may include additional fields, like a phone number or email address, to verify the signature of the individuals submitting the petition. When turning in the packet of petitions, please include the name, email address, and phone number of a representative of the petition so if there are any issues, that representative can be contacted.

### **Finding volunteers**

The process of locating volunteers should be as unbiased and impartial as possible. When a petition is submitted, you should find volunteers from the petition supporters and another from its opposition. This way, both sides are represented.

Volunteers can be solicited by the N&E committee directly, via a letter in the views (if time permits), or posted on social media or on the Sudden Valley Website for volunteers. Reminder, since the volunteers are not publicly elected officials, and elections can be polarizing events, keeping their identity private is suggested. If the volunteers decide to publicly disclose who they are, that is their prerogative.

### **Vetting process**

Since the vetting process involves the committee member looking up members and disclosing their mailing addresses or lot and division information. The vetting process should not be streamed in an effort to protect people's identities.

Print a list of all owners sorted by street address. This process works best by having three people verify the petition. If you have three people. One to read the addresses aloud and two to check the printed database. Have an elected N&E committee member handle the petitions, **do not let volunteers touch the petitions.**

## **Vetting process continued**

The N&E member will read the address aloud. The volunteer will locate that street address on the printout and read the name associated with the deed. The N&E Committee Member will acknowledge whether that name is on the petition or not.

If the name matches what is on the petition, the volunteer will add a mark on their printout indicating this address has been verified.

If the name does not match, have the N&E Chair verify the digital database to see if there is a discrepancy and if that individual should be counted. If so, the volunteer will add a mark for that address. If the signer is not valid, the N&E member will mark it as invalid on the petition along with the reason.

When the elected N&E member finishes with a petition page, they will count up the number of valid signatures and add a number to the bottom of the page.

If there is a disagreement on if a petition signature is valid, the N&E Committee will decide and move forward to the next signature. This process shouldn't be placed on a volunteer.

## **Counting the total number of signatures**

After all petitions have been reviewed. The person with the printed database will count up all of the marks they have added to the printout. Meanwhile, the elected N&E committee member will add up all of the numbers they have marked at the bottom of each page. Once both parties have come to their completed numbers, the totals will match.

If none of the numbers match, the petitions will need to be recounted by starting the process over. If the petition total matches one of the printed sheets, cross-reference the two printouts and see which printout is different and reconcile them against the petitions.

## **What is a valid petition signature?**

During the above process, the N&E member will review the signers of the petition to verify that there is a printed name, signature, and street address. If any of those fields are missing, that signer does not count towards the petition.

The name must be written in full. If the name is written as J Doe, and the owner is named John Doe, there isn't a way to verify that J Doe is, in fact, John Doe, and that signer would be removed from the petition.

If someone writes their name as J Edward Doe, and the deed states John E Doe, that is a valid entry. However, if they wrote their name as Edward Doe and the deed states, John E Doe, that signature cannot be verified that Edward is the same person, and that signature is removed from the petition.

If the name on the petition does not match our records, the petition signer does not count toward the total number of collected signatures. For example, if Jane Doe signs the petition but only one person John Doe is listed on the deed, then Jane's signature is removed from the petition.

If you have a deed that belongs to Jane Doe and John Smith and the petition signer signed by Jane Smith. This is counted as a valid signature.

If you are going through the addresses and someone has signed twice, the second one is an invalid signature.

If you are going through the addresses and the deed shows two owners of a property, and each of them sign, only one of the signatures are valid. They count as one.

If someone has five properties and they sign for all five properties, then that is five petition signatures. Additionally, if someone has five properties and they sign for one property, that is only one petition signature.

If someone is listed on the deed as Richard Nixon, and they signed Dick Nixon, verify that Dick is a common nickname for Richard. Similarly, Sally is a nickname for Sarah. If it is a common nickname, then it is a valid signature. This can be done with a quick internet search.

### **What to do about invalid petition signatures**

If you reach 10% of the total owners who have signed the petition, you don't need to move forward with the invalid signature process since the petition is valid.

If when you complete the count and the total number of signatures is short, reach out to the petition sponsor and notify them that the petition failed and why it didn't meet the criteria.