



July 2024

Dear Applicant,

Thank you for picking up an application for an open position on the SVCA Board, the Architectural Control Committee, or the Nominations & Elections Committee.

The application period is open from July 8, 2024, and closes at the end of business day, 4:30pm, September 3, 2024. Packets are available either online through the SVCA website at [www.suddenvalley.com](http://www.suddenvalley.com) on the home page, or in person in the Welcome Center located at 1850 Lake Whatcom Blvd.

Completed application documents must be returned to the Welcome Center in a sealed envelope addressed to the N&E Chair by the closing date listed above. The time and date the submission is received will be stamped on the sealed envelope. Verify the accuracy of your application prior to submission, no corrections or grammatical errors will be edited. No changes may be initiated by the candidates. The N&E Chair may contact applicants if the application appears incomplete.

Candidates for a position on the SVCA Board, the Architectural Control Committee or the Nominations & Elections Committee are required to be members in good standing from the time of application, through their term of office, if elected. Each candidate must be listed on the deed to the property.

**PLEASE NOTE: In addition to the application materials, all candidates are encouraged to provide a maximum 100-word biography and photo. Additionally Board candidates may write a maximum 500-word essay stating their vision for Sudden Valley. These can be submitted electronically to [BODGibbs@suddenvalley.com](mailto:BODGibbs@suddenvalley.com) between September 3 and September 5, 2024.**

All biographies and Board essays will be printed in the October Views. The biographies and photos are also included as part of the official SVCA Notice of Meeting voting packet sent to each member.

There will be two (2) Candidate Forums. The forums are moderated by the Nominations and Elections Committee. The specific formats, dates and locations of these forums will be provided later.

Once the applications are processed and confirmed after Labor Day, all vetted candidates will receive a notice from N&E containing further instructions. If, for any reason, you need assistance with this, additional information will be provided in the letter.

Thank you for volunteering, and if you have any questions, please contact N&E Chair, at [BODGibbs@suddenvalley.com](mailto:BODGibbs@suddenvalley.com)

Thank you,

Rob Gibbs  
N&E Committee Chair



**2024 AGM CANDIDATE APPLICATION  
PERSONAL INFORMATION STATEMENT**

The purpose of this form is to provide information upon which the Sudden Valley Community Association (SVCA) membership can make choices for the election of candidates. It also furnishes information as a source for news and public information releases when appropriate. The completed form of the candidate is to be placed in a sealed envelope with the attached Disclosure of Interest Statement and returned to the Nominations and Elections Committee Chair in care of the SVCA Administration office. Each candidate applying must be listed on the property deed and must be a member in good standing as of the date of application and must remain so.

Applications will be accepted for the period beginning July 8, 2024, and closing September 3, 2024, 4:30pm.

I am applying to be considered as a candidate for \_\_\_\_\_ position. **Select only (1) one. A separate application is required for each position candidacy.**

**Personal Information Statements**

Date: \_\_\_\_\_

Name: (Last, First, Middle) \_\_\_\_\_

Sudden Valley Street Address: \_\_\_\_\_

Mailing Address:  
(if different than above) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home/Work/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Sudden Valley Property Owned:**

Division/Lot	Residence	Vacant Lot	Date Purchased
1. _____			
2. _____			
3. _____			

**Affiliations and Organizations**

\_\_\_\_\_  
\_\_\_\_\_

**Experience, Education and Training**

Please write a brief statement of the experience, training, special skills, or personal qualities you would bring to the position.

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**Goals & Plans for SVCA**

Please write a brief statement of what you would like to accomplish in the position.

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Other comments:

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My signature below certifies that I have read and understand all requirements to serve as a member of the SVCA Board of Directors, N&E Committee, or Architectural Control Committee; as set forth in the SVCA Bylaws, and that I meet all these requirements. I am a member in SVCA in good standing and will remain so throughout any term served. I hereby consent to serve on the desired board or committee (SVCA Board of Directors, N&E Committee, or Architectural Control Committee) if elected or appointed to the position.

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Signature

Date

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Print Name

## DISCLOSURE OF INTEREST

The purpose of this statement is to ensure that nominees (elected or appointed) for the SVCA Board and/or Committees give evidence of their intent to comply with the SVCA Bylaws. Please do not leave any questions unanswered. If your answer is "none," please state so. If you need additional space to answer any question, please attach a separate page. Completed forms are to be placed in a sealed envelope along with the candidate information statement and submitted to the Chairperson of the N&E Committee and delivered to the Administration office. The SVCA Bylaws make it clear, to be eligible for election, a candidate must be a member in good standing at time of application and remain so through any term of service. Please submit to the N&E such information as the Committee may request concerning the business and financial interest of the candidate, together with an agreement to disclose potential conflicts of interest.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

### **Financial Interest**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **Principal Business(es) or Occupation**

Occupation/Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Other Positions: \_\_\_\_\_

Are you on any public or private Boards, Commissions or Committees? If so, which ones?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Household Member's Financial Interests**

State the name and address of any business in which members of your household hold a large financial interest which may be involved in providing service or work required by SVCA.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Members of your Household**

Name: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**Property Owned**

Give a description of property (ies) held individually or collectively, interest in any land holding company in Sudden Valley and Whatcom County.

\_\_\_\_\_  
\_\_\_\_\_

**Sudden Valley Activities**

List all the Sudden Valley committee positions and club memberships you have held and all officer positions you have held.

\_\_\_\_\_  
\_\_\_\_\_

**Signed Agreement**

**PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY BEFORE SIGNING**

I acknowledge that while serving as a member of the Board of Directors, N&E or Architectural Control Committees, its subsidiaries and/or committees appointed by the Board, I shall have a duty to put the interest of the Association or its subsidiaries before my own personal interest.

I agree to disclose potential conflicts of interest in any action under consideration by the Association and shall recuse myself from discussion of the action at issue and abstain from discussing or voting on any motion in which I have a direct or substantial interest not common to other members of the Association. (Article III, A, Sec 3(b) of SVCA Bylaws)

I agree to submit an amended statement within thirty (30) days in the event of a change in the above Personal Information or Disclosure of Interest statements during my term of office.

I agree to provide documentation of the above provided business and property information to the Nominations and Elections Committee if they so require.

I understand that upon being elected or appointed to a committee I may be asked to sign a Code of Conduct, which all members serving on the Board or any committees may sign.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_