

**2024**

**SVCA Annual General  
Meeting & Election**



**Measures  
and  
Meet-the-Candidates  
Booklet**



Dear Members,

I would like to thank everyone who contributed to the many accomplishments over this past year. I look forward to the upcoming year and to the continued revitalization of our community.

This year has seen the reemergence of the Finance Committee, as well as a newly formed ad hoc Safety Committee. The Safety Committee presented the community with an excellent Firewise presentation to inform us on how to safely live within our forested community. Another ad hoc committee is being formed presently for Board and community members to look at short term rentals and their impact on the Valley.

I would like to acknowledge the contributions of the HOA staff who are instrumental to the success of this community. They are fully involved in providing excellent service in a variety of areas. Our Maintenance Department is busy year round working throughout the Valley performing ongoing facility, roads and common grounds maintenance as needed. Turfcare is keeping our golf course looking great and along with our new Golf Director is contributing to another successful year for our course. Our Rec staff once again partnered with the YMCA to bring back swimming programs to the Valley for the many young families in our community. The admin staff have settled into their new offices providing support to the Board and community on numerous levels.

Behind the scenes there are numerous volunteers contributing countless hours of their time working to ensure a thriving and vibrant community that we all call home. A newly formed group, developed by the General Manager, has been working at beautifying the Valley by helping provide some much needed TLC to the many common areas that need a little more attention. To those of you that are volunteering on any of the committees, clubs, and events I want to thank you for helping to make our community such a wonderful place.

Several large projects are being completed in 2024. The Area Z Maintenance Building remodel is nearing completion. The Rec Corridor Tennis Courts have been completed and are ready for all the tennis and pickleball buffs in the Valley. New fencing and reconfiguration of the Secured Storage in Area Z is due to be completed this year as well. To ensure funds are being used responsibly, a structural inspection requested by the Board is slated to begin in mid-September on Barn 8 before proceeding with an extensive and expensive partial exterior remodeling of the facility. Recently the Adult Center/Library and Clubhouse have had their exteriors painted and new HVAC systems are soon to be installed. Our 2024 Roads Program is wrapping up with scheduled resurfacing and culvert projects.

Lastly our phenomenal General Manager, Jo Anne Jensen, announced her retirement earlier this year. In her short tenure here, she has strived to make Sudden Valley a community we can all be proud of. She is leaving us with a talented and competent staff to assist our new General Manager. She has been helpful and proactive in the search for her replacement and will assist in the transition. The Board of Directors and I wish her well in her future endeavors.

Keith McLean, SVCA Board President



**Sudden Valley Community Association  
NOTICE OF ANNUAL GENERAL MEETING  
November 2, 2024**

Notice is hereby given that the Annual General Meeting of the Sudden Valley Community Association hereinafter referred to as the SVCA, will be held in the Dance Barn within Sudden Valley on Saturday, the 2<sup>nd</sup> of November 2024 at 1:00 PM, the purpose of which shall be to conduct Association business.

**AGENDA**

- I. Call to Order
- II. Introduction of Parliamentarian
- III. Certificate of Quorum
- IV. Proof of Notice of Annual Meeting
- V. Approval of the 2023 AGM Minutes
- VI. Introduction of the Board of Directors Candidates
- VII. Introduction of the ACC Committee Candidates
- VIII. New Business:
  - a. Measure 1:  
Shall the SVCA's 2025 Annual Consolidated Budget of **\$7,533,142** be approved or rejected?
    - i. Presentation of Budget by the Treasurer
    - ii. Discussion\*
    - iii. Voting
  - b. Measure 2:  
Bylaw Amendment to Revise Article III, Section 4(3)(b) to remove inconsistent descriptions of a director's term of office.
    - i. Discussion
    - ii. Voting
- IX. Committee Reports
- X. President's Report
- XI. Treasurer's Report
- XII. General Manager's Report
- XIII. Property Owner Comments
- XIV. Election Results/Announcements XVIII. Adjournment

**All members are invited to attend the Annual General Meeting.  
Members must be present in-person to participate and count towards a quorum.**

*\*In order to give all members who wish to speak an opportunity to do so, individual comments may be limited by the Presiding Officer to 3 minutes in duration.*

**Article II Section 7(a) of the SVCA Bylaws:**

- (a) A member shall be entitled to one (1) vote for each lot which he/she owns as prescribed in paragraph (b) below.
- (b) At duly constituted Annual or Special General Meetings, each member in good standing may vote for candidates for the Board, candidates for the Nominations and Elections Committee and the Architectural Control Committee, and any other issues as determined by the Board. This vote shall be by ballot or in person at the meeting based on the number of lots owned.

All members, including those who are not in good standing, may vote on the proposed budget in person or by ballot. All members may vote in person on procedural issues raised at any meeting.

**Article I Section 2(a)**

- (a) A member "in good standing" is any person who is current in the payment of all annual dues and assessments and all special assessments, and any charges associated therewith for each lot owned, including any and all use fees and monetary fines or penalties established pursuant to these Bylaws. A member is "current in the payment" if such member has
  - (i) made payment in full, or
  - (ii) has entered into a written payment plan authorized by the Board of Directors (hereinafter referred to as the "Board") and is not in default thereof.

The 2024 Sudden Valley Community Association Annual General Meeting may be viewed live on SVCA's YouTube Channel at:

**<https://www.youtube.com/@suddenvalleycommunityassoc8743>**

## Measure 1 Proposed SVCA 2025 Annual Consolidated Budget

The Revised Code of Washington (RCW) 64.90.525 provides that the budget is ratified if not rejected by owners holding a majority of votes in the Association.

**Ballot:** Shall the SVCA’s 2025 Annual Consolidated Budget, which provides for assessment revenue of \$5,525,641 and non-assessment revenue of \$2,007,501 (total combined assessment & non-assessment revenue of \$7,533,142) be approved or rejected?

**Budget Explanation:** This measure presents the annual consolidated budget for Operations and Capital as follows:

*Note:* Based on a 95% collections rate on a total of 3,120 lots: 2,753 developed lots and 367 undeveloped lots.

If this measure does not pass, then the ratified 2024 budget and the assessments noted therein will control.

<u>2025 Consolidated Budget Revenue</u>	
<b>Assessment Revenue</b>	
Operations	\$ 2,713,279
Capital Repair and Replacement Reserve Fund (CRRRF)	1,373,992
Roads Reserve Fund	1,413,117
Mailbox Reserve Fund	25,253
<b>Total 2025 Budget Assessment Revenue</b>	<b><u>\$ 5,525,641</u></b>
<b>Non-Assessment Revenue</b>	
Other Operating Revenue	<b><u>\$ 2,007,501</u></b>
<b>Total 2025 Consolidated Budget- Assessment Revenue &amp; Non Assessment Revenue</b>	<b><u>\$ 7,533,142</u></b>

**Recommendation:** The Board of Directors adopted this budget on 09/05/2024 and recommends approval and ratification by the membership.

The total monthly dues (operations and capital dues) for the proposed 2025 Annual Consolidated Budget are \$156.28 for a developed lot and \$148.41 for an undeveloped lot.

<b>2025 Proposed Annual Assessment Summary</b>				
<b>Based on 2,964 Dues Payors</b>				
<b>which represents a 95% collections rate</b>				
	Developed Lots (Monthly)	Developed Lots (Annual)	Undeveloped Lots (Monthly)	Undeveloped Lots (Annual)
Operations Fund	\$ 77.21	\$ 926.52	\$ 69.34	\$ 832.08
Capital Repair & Replacement Reserve Fund	38.63	463.56	38.63	463.56
Roads Reserve Fund	39.73	476.76	39.73	476.76
Mailbox Reserve Fund	0.71	8.52	0.71	8.52
<b>Total Proposed 2025 Dues</b>	<b>\$ 156.28</b>	<b>\$ 1,875.36</b>	<b>\$ 148.41</b>	<b>\$ 1,780.92</b>
<i>Dollar Change from 12/31/2024 Dues</i>	<i>\$ 10.22</i>		<i>\$ 9.70</i>	
<i>Percent Change from 12/31/2024 Dues</i>	<i>7%</i>		<i>7%</i>	

	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Percent Funded on Start Date of January 1, 2025 on a Fully Funded Basis*</u>
<b>CRRRF:</b>			
Forecasted Beginning Balance:	\$ 3,627,018	\$ 1,977,904	24%
Dues Income	1,318,366	1,373,992	
Investment Income	13,907	6,000	
Other Income	1,368	-	
Board Approved Transfers from Operations	145,600	-	
CRRRF Loan Payments	(333,039)	(333,039)	
Expenditures (Actual, Obligated, & Forecasted)	(2,795,316)	(1,469,039)	
Forecasted Ending Balance	<b><u>\$ 1,977,904</u></b>	<b><u>\$ 1,555,818</u></b>	
<b>Roads Reserve Fund:</b>			
Forecasted Beginning Balance:	\$ 2,034,275	\$ 1,919,115	24%
Dues Income	1,361,340	1,413,117	
Investment Income	9,172	6,000	
Other Income	2,500	-	
Mitigation Funds Release	86,923	-	
Expenditures (Actual, Obligated, & Forecasted)	(1,575,095)	(1,577,414)	
Forecasted Ending Balance	<b><u>\$ 1,919,115</u></b>	<b><u>\$ 1,760,818</u></b>	
<b>Mailbox Reserve Fund:</b>			
Forecasted Beginning Balance:	\$ 126,445	\$ 151,261	58%
Dues Income	24,525	25,253	
Investment Income	291	400	
Expenditures (Actual, Obligated, & Forecasted)	-	-	
Forecasted Ending Balance	<b><u>\$ 151,261</u></b>	<b><u>\$ 176,914</u></b>	

\*2025 Budget Year Level III Reserve Study, Issued Date 8/14/2024

**Sudden Valley Community Association  
Proposed 2025 Consolidated Budget  
AGM Measure 1**

	<b>2024 Budget Income &amp; Expense Detail</b>	<b>2025 Budget Income &amp; Expense Detail</b>
<b><u>Income, Operations:</u></b>		
Dues, Operations	\$ 2,535,402	\$ 2,713,279
Golf Income	1,290,150	1,425,000
Marina Rental Income	193,720	230,301
Leases & Other Rental Income	57,752	70,000
Area Z Storage Rental Income	24,000	24,000
Views Advertising Income	38,000	40,000
New Home Construction Fee	75,000	100,000
Title and Recording Fees	40,000	40,000
Building Construction Compliance Fees & Fines	2,000	30,000
Recreation Center & Pools Income	14,850	25,300
Other Income	16,600	22,900
<b>Total Income, Operations</b>	<b>4,287,474</b>	<b>4,720,780</b>
<b><u>Anticipated Expenditures, Operations:</u></b>		
Salaries/Wages & Benefits by Department:		
ACC / Security	(91,492)	(92,255)
Accounting	(363,065)	(389,737)
Administration	(465,791)	(472,420)
Facilities	(54,153)	(59,722)
Maintenance	(412,085)	(434,551)
Golf	(346,377)	(377,587)
Turf	(502,888)	(562,182)
Recreation & Pools	(254,140)	(272,790)
Total Salaries & Wages, by Department	(2,489,991)	(2,661,244)
Other Expenditures:		
Covenants, Conditions, & Restrictions/Mandates	(456,700)	(482,120)
Maintenance & Landscaping	(440,177)	(490,560)
Contracted & Professional Services	(182,800)	(211,800)
Utilities	(202,311)	(236,137)
Administrative Expenses	(164,301)	(189,528)
Regulatory Compliance	(179,415)	(234,235)
Insurance	(170,779)	(210,156)
Other Expenses	(1,000)	(5,000)
Total Other Expenditures	(1,797,483)	(2,059,536)
<b>Total Expenses, Operations</b>	<b>(4,287,474)</b>	<b>(4,720,780)</b>
<b>Total Net Income from Operations</b>	<b>\$ -</b>	<b>\$ -</b>

**Note: Dues and Assessments are due on the first day of the billing period (1<sup>st</sup> of each month).**

## EXECUTIVE SUMMARY

### The Budgeting Process

The Sudden Valley Community Association's (SVCA) budget is prepared every year. This annual budget is adopted by the Board and voted on by the membership, to guide spending over the following calendar year. While maintaining the core concept of annual authorization, the annual budget is developed within a multiyear perspective through strategic and long-range planning, the preparation of a 10-year Capital Plan, and a 30-year Reserve Study.

Revenues and expenditures, as well as constraints on assessment increases, are considered together to determine annual budget targets. The budget covers all SVCA departments and operations, based on input and recommendations received from each department's manager. This process ensures the budget presented to the membership is a consolidated picture of the Association finances and is voted on as a whole.

Sudden Valley's operating budget for 2025 balances \$4,720,780 in revenues with \$4,720,780 in expenditures.

### Factors Impacting the 2025 Budget

- Dues and Assessments for 2025 have been calculated at an anticipated 95% collections rate. The year-to-date collections rate in July 2024 was 97.5%.
- An anticipated increase in general Association insurance costs of 10%.
- Increases in compensation and benefits in response to the Association's Union Collective Bargaining Agreement.
  - Payroll changes: 3% increase to Salaries & Wages as compared to 2024's actual rates, anticipated 10.6% increase in health care benefit costs per employee plan, and estimated 401(k) matching costs.
- Anticipated increases in general fuel, utility, and hazardous tree removal costs.
- Continued focus on financial best practices, cost savings, and efficiencies.
- Continued prioritization of adequately funding Reserves for long-term capital improvements and major maintenance and repairs.
- A Roads Budget contribution of \$107,060 for major maintenance of ditches, culverts, and swales - per 2016 Special General Meeting (SGM).

### 2025 Operational Budget Background

Recent challenges are reflected in the 2025 budget. Specifically, expected increases in payroll expense, property/casualty insurance, fuel, and utilities were accommodated. Additionally, the prioritization of the maintenance of infrastructure and facilities, a significant goal of previous budgets, has been continued.

Although the 5-year Recreation Special Assessment – which included recreation, pools, and parks – expired in May 2023, use fees for those facilities have not been reinstated.

Of note, insurance costs increased by \$30,326, or 19.8%, upon renewal in June of 2024.

Funds collected because of the proposed dues increase of 7% will be divided between the Capital and Operational budgets, marking the first time since 2020 that the dues assessments for the Capital Reserves have been increased.

The Association had a 2025 Budget Year Level III Reserve Study, issued date 8/14/2024, performed which meets the requirements of RCW 64.90.550. The 2025 Budget Year Level III Reserve Study is an annual update and does not include a visual site inspection. The Association has three separate Reserve Studies: one (1) for the Capital Repair and Replacement Reserve Fund (CRRRF); one (1) for the Roads Reserve Fund; and one (1) for the Mailbox Fund.

Reserve Studies are supplemental to the maintenance and operating budget of the Association. A Reserve Study is a budgeting and planning tool that assists with long-term capital planning by identifying the current status of the reserve fund and provides an equitable funding plan to offset ongoing deterioration. When created and implemented properly, a Reserve Study aids the Association in ensuring sufficient funds are available when anticipated major common area expenditures actually occur.

The 2025 Budget Year Level III Reserve Study was performed by SmartProperty (Reserve Study Professionals). SmartProperty used an interest rate of 2% and an inflation rate of 4%. SmartProperty is an independent firm not affiliated with the SVCA.

### The following information from the 2025 Budget Year Level III Reserve Study is required by law to be included in the Budget Measure.

Special Assessments: The Association has no special assessments for the budget year 2025.

The starting 2025 Budget Year Level III Reserve Study fully funded balance deficits per unit are as follows for the three separate funds:

CRRRF Fund: (\$2,053.08) deficit per unit  
Roads Fund: (\$1,952.39) deficit per unit  
Mailbox Fund: (\$35.36) deficit per unit

The 2025 Budget Year Level III Reserve Study is available on the SVCA Resident Resources website: <http://suddenvalley.com/residents-resources/>

The Current Funding Plan model presented within the 2025 Budget Year Level III Reserve Study for the CRRRF Fund, Roads Fund, and Mailbox Fund equals the annual budgeted dues collections for each of these funds in 2025. This funding model then factors in a 3% increase to annual reserve contributions in every year thereafter (2026 through 2054).

The following table represents the current surplus/(deficiency) per member, per month, in budgeted dues collections to meet the recommended annual contribution requirements outlined in the 2025 Budget Year Level III Reserve Study on both a Fully Funded and Baseline Funded basis for the combined monthly totals of the CRRRF Fund, Roads Fund, and Mailbox Fund over the next 30 years. The 2025 Budget Year Level III Reserve Study is calculated to achieve a target fully funding goal of 100% in 30 years by 2054.

**2025 Budget Year Level III Reserve Study, Issued Date 8/14/2024**

Calculated internally using Reserve Study.

Year	Fully Funded Method Projection	Fully Funded Method Projection	Baseline Funding Model Projection
	Current (Deficiency) Per Member per Month to Meet Annual Contribution	Monthly Contribution Per Member to Meet Annual Contribution	Current (Deficiency) Per Member per Month to Meet Annual Contribution
2025	\$ (3.54)	\$ 82.61	\$ 12.51
2026	(6.02)	85.09	10.51
2027	(8.57)	87.64	8.45
2028	(11.20)	90.27	6.33
2029	(13.91)	92.98	4.15
2030	(16.70)	95.77	3.32
2031	(19.57)	98.64	1.05
2032	(22.53)	101.60	(1.29)
2033	(25.57)	104.64	(3.70)
2034	(28.71)	107.78	9.67
2035	(31.95)	111.02	7.59
2036	(35.28)	114.35	5.44
2037	(38.71)	117.78	3.23
2038	(42.24)	121.31	0.96
2039	(45.88)	124.95	(1.38)
2040	(49.63)	128.70	(2.47)
2041	(53.49)	132.56	(4.92)
2042	(57.47)	136.54	(7.44)
2043	(61.56)	140.63	(10.03)
2044	(65.78)	144.85	(12.71)
2045	(70.13)	149.20	(15.46)
2046	(74.60)	153.67	(18.30)
2047	(79.21)	158.28	(21.22)
2048	(83.96)	163.03	(24.22)
2049	(88.85)	167.92	(27.32)
2050	(93.89)	172.96	(30.51)
2051	(99.08)	178.15	(33.80)
2052	(104.42)	183.49	(37.19)
2053	(109.93)	189.00	(40.68)
2054	\$ (115.60)	\$ 194.67	\$ (44.27)

**BYLAW AMENDMENT**

Requires approval by 2/3 of the members voting  
by mail-in ballot or in person to pass.

**Measure 2**

**Ballot:** Shall Article III, Section 4,(3)(b) Be amended to remove inconsistent descriptions of a director’s term of office.

**Explanation/Purpose:** ARTICLE III. Section 4, (3)(b)) currently allows any elected director to serve until their respective successor is elected or any appointed director to serve until the conclusion of the following Annual General Meeting and until a successor is elected. The process SVCA follows regarding Board directors is at the end of the three (3) year term in November they have completed their elected term. Any appointed directors to serve only until the following AGM. Any additional vacancies following the AGM are filled by the vacancy process of the Bylaws.

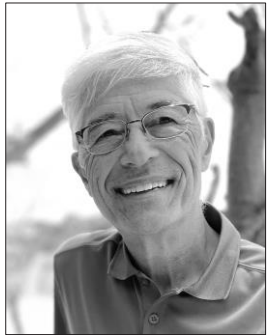
**Detailed Changes:** ~~{Text as added, or as deleted.}~~

Article III, Section 4(3) Election and Term of Office. Directors shall be elected and hold office as follows:

(a) All eligible members of the Association shall be entitled to vote in the manner set forth in these Bylaws for all directors to be elected, and the candidate(s) receiving a plurality vote shall be elected. No more than three (3) directors shall be elected each year, except when additional directors are necessary to fill vacancies otherwise existing on the Board.

(b) The term of office of each director shall be three (3) years- ~~or until their respective successors have been elected by the Association,~~ or the length of the remaining term of the additional director vacancy. However, a director who has replaced a director by appointment shall serve until the conclusion of the following Annual General Meeting. ~~and until a successor is elected.~~ In the election of two (2) or more directors, the candidates receiving the most votes shall be awarded the longest available term. Newly elected directors shall take office immediately following the Annual General Meeting.

## Candidate Biographies Board of Directors Candidates

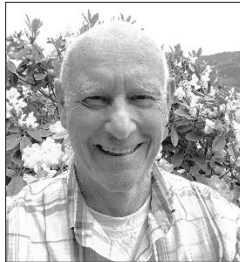


**Rick Asai**

I was born and raised in Albany, Oregon and graduated from Oregon State University (B.S. Pharmacy) and the University of Oregon School of Dentistry. Betsy and I have been married 48 years and have two children and two grandchildren. I have taught dental courses at two community colleges for dental assistants and dental hygienists. I owned and operated a general dental practice in a suburban location of Portland, Oregon. I am retired.

I held leadership positions at the county, state and national levels of dentistry as well as other church and civic boards.

My wife Anne and I have been married 43 years and have 3 adult children. We moved to Sudden Valley seven years ago. I was a painting contractor for both residential and commercial properties for 10 years. I then worked for the Sherwin-Williams Company specializing in coating specifications in the Marine Division. I retired from Sherwin-Williams after 35 years. Presently I maintain and manage three real estate properties in Washington. I have served on 5 non-profit boards. Currently, I serve on the Friends of South Whatcom Library Membership Committee. I am presently on the SVCA Board of Directors filling a vacancy position.



**Ray Meador**



**Nancy Alyanak**

When Jim and I retired to Sudden Valley in 2006, dues increases were ratified by a super majority of voting members. Now dues increases are determined by Board Directors. It's frightening to realize your financial stability lies in the hands of five Directors. At least members can vote for Directors and for Advisory Vote Measures if any are on the ballot. Last year's ballot had two Advisory Vote Measures. The current board ignored the results, increased dues and will require a future special assessment. If elected, I will honor members choice on how their money is spent.



**Taimi  
Van De Polder**

Our family purchased our first home here in Sudden Valley in the spring of 1998, when our kids were still young. Since that time, our daughter also purchased her home here, and lives nearby with her 3 children. While mostly retired, I still work part-time in the successful vehicle import/export business that my husband and I started in 1996. I have been on the SVCA Board of Directors since November of 2021, and have had the privilege of serving as the Vice-President this past year. I hope to be able to continue to serve the community using what I have learned both in business and being on the Board.

My wife and myself moved into our home in the Valley on December 24, 2014. Unfortunately, I lost my wife and best friend on my birthday in June 2022 after a very brief illness. I am the proud father of two successful daughters, the eldest is a Wildlife Biologist and the other is a nurse.

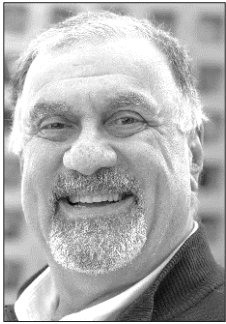
I joined the SMW Union in 1974 and remain a member in good standing. Most of my career was a Senior Construction Manager building Class 1 Cleanrooms for the Computer Chip Industry. This gave us the opportunity to live in some beautiful parts of the country.



**Tom Henning**



## Architectural Control Committee



Allen Helvajian

It has been my privilege and pleasure to be an appointed member of the Architectural Control Committee for these past five months. I have learned much about our beautiful community and tried to provide guidance and sensibility when approving or denying applications from homeowners and developers. I enjoy being part of the change process and try to live up to the mission and vision of the Sudden Valley Community Association. I ask for your support and vote during this coming committee election period.

Kind Regards,  
Allen Helvajian

My wife and I moved to Sudden Valley in the spring of 2022 from California and continue to split time, going back occasionally for both work and to see our three children there.

We fell in love with this area after visiting and staying with family in the Glen Haven area. We love the sense of community in Sudden Valley and look forward to being part of that long term. When we are not just breathing and enjoying the smell of the trees we like to hike, bike, explore the wonderful creation of the area and play a little pickleball.



Daniel Vink

## METHODS OF VOTING

Follow Voting Instructions on backside of the Official Ballot  
**CAREFULLY** to ensure your vote is counted.

### VOTING INSTRUCTIONS:

**Sign the backside of the provided Return Envelope where indicated.**

Your vote will not count unless you sign the envelope. Your unique associated barcode is pre-printed onto the back of the Return Envelope. Do not remove or deface your name, lot and division number or your unique associated barcode. We must be able to identify your eligibility for your vote to count.

**Replacement Ballots:** For US Owners, if you need to replace your mail-in ballot, or do not receive an initial ballot by October 2, 2024; or Canadian Owners by September 30, 2024, call UniLect Election Services' Duplicate Ballot Request Call Center at 1-866-466-6455. Operators are available 24/7 throughout the balloting period. Canadian or Out of Country owners need to request replacements no later than October 15, 2024. US owners no later than October 23, 2024.

### A. VOTE BY MAIL:

#### ➤ Vote & Mail your Ballot Early

Your mail-in ballot must be received by mail in UniLect's post office box no later than 12:00 PM (Noon) on Friday, November 1, 2024. Mailed ballots will be returned to SVCA Annual General Meeting & Election, Inspector of Elections, PO Box 171, Pacific Palisades, CA 90272-9817.

### B. VOTE BY SVCA BALLOT BOX:

#### ➤ SVCA Ballot Box

Drop your mail-in ballot into the SVCA Ballot Box no later than 4:30 PM on Friday, November 1, 2024. The SVCA Ballot Box is located inside the Clubhouse entrance at 4 Clubhouse Circle in Sudden Valley.

**You must sign and use your return envelope to submit your ballot.**

### C. VOTE IN-PERSON:

#### ➤ You must register to vote in-person.

In-person voter registration is Saturday, November 2, 2024, from 9 AM to 12:30 PM in the Community Center located at 8 Barn View Ct. in Sudden Valley. You will be issued a new ballot at registration on which to cast your vote.

#### ➤ Cast your new ballot.

You may mark your ballot during registration and deposit it in a ballot box at the Community Center or you can wait and bring your new ballot to the AGM and vote there.

**The Annual General Meeting starts at 1:00PM in the Dance Barn.**

#### **D. VOTE BY PROXY**

##### ➤ **Obtain proxy forms.**

Beginning October 1, 2024, a member wishing an original SVCA proxy form may address their written, signed, hard copy request to the N&E Committee, in care of the SVCA Admin Office, 4 Clubhouse Circle, Bellingham, WA 98229. Instructions to complete the form are included with the form.

##### ➤ **Return proxy forms.**

To be valid, you must return your completed proxy directly to the SVCA offices in a sealed return envelope addressed to the N&E Committee in care of the SVCA Admin Office, 4 Clubhouse Circle, Bellingham, WA 98229 no later than 4:30 PM, November 1, 2024.

<p><b><u>OUT-OF-STATE OR COUNTRY PROPERTY OWNERS</u></b></p> <p><b>Protect your vote and ensure on-time delivery</b></p> <p><b>Vote &amp; Mail your Ballot early*</b></p> <p><b>Ballots must be mailed by October 15<sup>th</sup>, but delivery by November 1<sup>st</sup> is not guaranteed</b></p> <p><b>MAIL-IN BALLOTS MUST BE <u>RECEIVED</u> NO LATER THAN: 12:00 PM (Noon) Friday, November 1, 2024</b></p>	<p><b><u>OWNERS WITH MULTIPLE PROPERTIES</u></b></p> <p><b>Protect your vote and ensure on-time delivery Ensure ALL your Votes count!</b></p> <p><b>Each ballot MUST be cast in its original Official Ballot Envelope with secrecy envelope. Each ballot must be cast separately.</b></p> <p><b>DO NOT place multiple ballots in a single envelope.</b></p>
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\*Out of Country Owners will need to provide postage on the return envelope.

**If you have any questions, please contact the N&E Committee Chair at  
BODGibbs@suddenvalley.com or  
contact the Administration Office at 360-734-6430**

If you need to replace your ballot, or do not receive an initial ballot by  
September 30, 2024 for Canadian Owners, for US owners October 2, 2024  
call UniLect Election Services'  
Duplicate Ballot Request Call Center at 1-866-466-6455.  
**Operators are available 24/7 throughout the balloting period.**