

SUDDEN VALLEY COMMUNITY ASSOCIATION  
NOMINATIONS & ELECTIONS COMMITTEE  
MONDAY July 25, 2022  
MEETING AGENDA  
REMOTE 6:30 PM

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes:  
June 27, 2022
5. Old Business
  - SGM ballot collection schedule
  - Discuss/Approve petition guidelines document
6. New Business
  - Approve SGM Proxy items
  - SGM Meeting Organization
7. Next Regular Meeting - August 29, 2022
8. Adjournment

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SUDDEN VALLEY COMMUNITY ASSOCIATION  
NOMINATIONS & ELECTIONS COMMITTEE  
MONDAY June 27, 2022  
MEETING MINUTES  
REMOTE 6:30 PM

1. Call to Order - 6:35 pm

2. Roll Call - All present

3. Adoption of Agenda

4. Approval of Minutes:

May 23, 2022 updated one word to reflect Minutes not agenda - Approved

5. Old Business

Board Vacancy update: We have 2 people who have applied

SGM update:

The contract with UniLect has been signed. \$16467.35 cents for the election. This will take place on August it will start at 1 pm, there will be day of ballots between 9 and 12:30, and there will be floor voting and proxies if needed at 1pm

Made a motion to include space on the ballot for the board to include an advisory ballot measure, if the board deems it needed

Detailed the process we went through vetting the signatures

6. New Business

Approve 2022 AGM candidate applications:

Reviewed the letter and the application for the AGM

Discuss new petition guidelines document:

Steve will create a document for the petition process to be added to the N&E manual.

7. Next Regular Meeting - July 25, 2022

8. Adjournment - 7:44 PM

**Sudden Valley Community Association (SVCA)**  
**Petition Verification process**

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Petitions that are submitted to SVCA 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.

If you have additional fields that you would like to include, you may include additional fields, above are the only fields that are required to verify the petition signers. 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.

**Vetting process**

Signers must be owners of SVCA property, but are not required to be members in good standing. Print a list of all owners sorted by street address. This process works best to have 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.**

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.

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

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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 they are 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 is removed from the petition.

If you have a deed that belongs to Jane Doe and John Smith, and the petition signer signed 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 5 properties and they sign for all 5 properties then that is 5 petition signatures. Additionally, if someone has 5 properties and they sign for 1 property, that is only 1 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, if it is a common nickname, then it is a valid signature.



**Sudden Valley Community Association  
Special General Meeting of August 13, 2022  
PROXY FORM**

Number:   DRAFT  

**Check only ONE of the following:**

**Directed Proxy**

I, \_\_\_\_\_, an owner or contract purchaser at  
Street Address \_\_\_\_\_, Division \_\_\_\_\_, Lot \_\_\_\_\_, condominium # \_\_\_\_\_, do  
hereby constitute and appoint: (print name of agent) \_\_\_\_\_ as my  
agent for me and in my name, place, and instead to vote as my proxy on each matter submitted to a vote of the members  
as I specifically instruct on the attached ballot of the Sudden Valley Community Association, a non-profit Washington  
Corporation, at the Special General Meeting of the members to be held at the Dance Barn on August 13, 2022, at 1:00  
p.m., or any adjournment thereof.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**General Proxy**

I assign \_\_\_\_\_ (print name of agent) the authority to vote on my behalf regarding  
Association matters, at the Special Meeting of the members to be held at the Dance Barn on August 13, 2022.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**WASHINGTON NOTARY ACKNOWLEDGEMENT  
(INDIVIDUAL)**

State of Washington  
County of \_\_\_\_\_

I certify that I know or have satisfactory evidence that \_\_\_\_\_ [Name of Person] is the person who  
appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was  
authorized to execute the instrument and acknowledged it as the Proxy of \_\_\_\_\_ [Name of Party  
on Behalf of Whom Instrument was Executed] to be the free and voluntary act of such party for the uses and purposes  
mentioned in the instrument.

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

(Seal or stamp)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

My appointment expires: \_\_\_\_\_

**WASHINGTON NOTARY ACKNOWLEDGEMENT  
(REPRESENTATIVE)**

State of Washington  
County of \_\_\_\_\_

I certify that I know or have satisfactory evidence that \_\_\_\_\_ [Name of Person] is the person who  
appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was  
authorized to execute the instrument and acknowledged it as the Proxy of \_\_\_\_\_ [Name of Party  
on Behalf of Whom Instrument was Executed] to be the free and voluntary act of such party for the uses and purposes  
mentioned in the instrument.

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

(Seal or stamp)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

My appointment expires: \_\_\_\_\_



# **SAMPLE BALLOT**

## **Special General Meeting**

### **August 13, 2022**

Vote Yes or No on the measures listed below  
by filling in the ○ next to your choice.

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**Each individually named director will be voted on separately.  
In order for an individual director to be removed, two-thirds (2/3)  
of the members voting must vote "Yes".**

#### **Measure 1**

**Shall SVCA Board Director Andrew (AJ) Tischleder be removed  
by a vote of the membership ?**

- YES
  - NO
- 

#### **Measure 2**

**Shall SVCA Board Director Sonia Wold AKA Sonia Voldt be removed  
by a vote of the membership ?**

- YES
- NO



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**Voting by Proxy at the Special General Meeting August 13, 2022**

- Instructions on how to obtain and return a proxy are located on page 4 of the Voter Booklet.
- If you cannot attend the meeting in person, you may vote by filling out an officially numbered proxy, bearing the name of your designated agent.
- If you are an owner of multiple lots a proxy must be executed and submitted individually for each lot.
- You are required to designate your preference of proxy; directed or general by checking one of the boxes on the form and completing information for that section.
- You will need to date and sign the proxy; as well as have it notarized.
- Once you have completed the form you will need to deliver the proxy form to your designated agent in time for them to date, sign and have the form notarized and returned to the committee to register.
- To be valid, the proxy must be returned 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 4:30PM August 12, 2022.
- A completed proxy may be dropped in the Ballot Box at Administration or mailed as directed above.
- The N & E Committee will register your proxy and issue a receipt to your agent to allow them to obtain a special ballot to vote at the SGM. A proxy needs to be voted at the actual meeting and will be collected with any other ballots voted from the floor of the meeting.
- The designated agent must be a SVCA member in good standing and remain so while serving as an agent. Proxy agents cannot give anything of value to a member in order to be designated the member's proxy. Proxy agents cannot receive anything of value in return for their services. A proxy agent cannot accept more than 5 proxies per AGM or SGM. (N&E Manual §5.7)