BOARD OF DIRECTORS BUSINESS MEETING MINUTES
Annual General Meeting
November 1, 2025

ASSOCIATION NAME: Sudden Valley Community Association
DATE AND LOCATION: SATURDAY, NOVEMBER 1, 2025 Dance Barn
CALLED TO ORDER AT: 1:16 p.m.
AUDIENCE MEMBERS: A quorum of sixty-two members were present.

BOARD MEMBERS PRESENT:

1. Keith McLean - President	**4. Laurie Robinson**
2. Rick Asai - Treasurer	**5. Tom Henning**
3. Linda Bradley - Secretary	**6. Rob Gibbs - N&E Chair**

STAFF MEMBERS: Michael Bennett, General Manager
Spencer Huston, IT

PARLIAMENTARIAN: John Berg

I. CALL TO ORDER

The meeting was called to order by President McLean at 1:16 p.m. who stated he would be serving as the presiding officer to allow the members to do the work of the annual general meeting.

II. INTRODUCTION OF THE PARLIAMENTARIAN

President McLean introduced the Parliamentarian, John Berg. Berg previously acted as the Parliamentarian for SVCA in 2021, 2022, and 2023.

Meeting Procedures

Robert's Rules of Order 12th Edition shall govern this meeting.

The Parliamentarian explained the rules for speaking during the meeting. The President reread the rules for speaking for clarity.

The President announced the proposed rules and asked if any objections. Hearing none, they were adopted.

He thanked the Staff for their efforts this year and recognized the current board and the outgoing board for all their hard work.

III. CERTIFICATE OF QUORUM

As of 1:15 PM there were sixty-two members present in the Dance Barn. A quorum is present.

IV. PROOF OF NOTICE OF ANNUAL GENERAL MEETING

Secretary, Linda Bradley

The notice of the annual meeting addressed to all members at the address on record with the Association Administration Office, ninety-one ballot packets were dropped into the Canada Post mailing system on Monday, September 22nd, 2025. Three thousand-twenty domestic ballots and five international non-Canadian ballot packets were dropped into the U.S. postal system on Wednesday, September 24th, 2025, satisfying the Bylaws requirement that notice be mailed at least 30 days before the meeting. The Secretary is in receipt of the postal service reports of the mailing.

V. APPROVAL OF 2024 AGM MINUTES.

The minutes for the 2024 annual meeting were reviewed by the board and were made available on the Sudden Valley website under the AGM Button for this event for the membership's review. Are there any corrections to the minutes?

Hearing none, the minutes are approved as presented.

As per the advice of our Parliamentarian, based on Roberts Rules, 48.12, we propose to authorize the Board to approve the minutes of the 2025 meeting. Are there any objections?

Hearing none, this proposal is adopted.

VI. Introduction of the Board of Directors Candidates. N&E Chair

N&E Chair commented on the election process. For the fifth straight year, SVCA's balloting is being handled by a third-party election vendor, UniLect Election Services. UniLect is responsible for printing, mailing, emailing, registering, and counting ballots.

Volunteer observers were present during the counting, and a video of the process is available on SVCA's YouTube channel. N&E Chair thanks the community for supporting the third-party process.

N&E Chair explains new electronic voting method.

It was announced that there were three open positions for the Board of Directors, all of which will serve (3) year terms. The list of names appearing on the ballot in order are:

- Linda Bradley
- Jean Maixner
- Joseph Adams
- Sean Chaffee

VII. Introduction of the Nominations and Elections Committee Candidates

The N&E Committee has five (5) open positions for the election; each committee member will have a two (2) year term. No candidates applied for the Committee. Currently, there are two committee members who have been previously elected. Their elected terms have expired, but they may stay on the committee until a new candidate applies and is elected at the 2026 Annual General Meeting.

This committee will be soliciting interested candidates to serve on the 2026 committee. N&E Chair asks those interested in volunteering to fill out an application on the Sudden Valley website.

VIII. Introduction of the Architectural Control Committee Candidates

The Architectural Control Committee has five (5) open positions for the election, each committee member will have a three (3) year term. Only one (1) candidate applied.

- Terry Niblack

This committee will be soliciting interested candidates to serve on the 2026 committee. N&E Chair asks those interested in volunteering to fill out an application on the Sudden Valley website.

IX. NEW BUSINESS

a. **Measure 1**

Shall the Sudden Valley Community Association's 2026 annual consolidated budget, which provides for assessment revenue of $5,907,161 and non-assessment revenue of $2,196,697 for a total combined assessment and non-assessment revenue of $8,103,858 be approved or rejected?

The Treasurer presented the 2026 budget.

Discussion: No members addressed the Board on the 2026 budget.

b. **Measure 2:** Shall Article VI, Section 7, be amended to provide for fines for owners who fail to comply with SVCA Bylaws and required governmental regulations pertaining to the leasing or rental of their property in Sudden Valley?

No discussion

This concluded the presentation of the Candidates and ballot measures members instructed to vote their ballots.

N&E members collected any floor ballots voted.

X. COMMITTEE REPORTS

The committee reports will be posted to the Sudden Valley website for viewing after the AGM.

XI. President’s Report

President Keith McLean made a report.

XII. Treasurer’s Report

Director Asai, Treasurer, made a report.

XIII. General Manager Report

General Manager Michael Bennett made a report.

XIV. Property Owners' Comments

Property owners made comments.

XV. Election Results

The Chair declares Sean Chaffee, Jean Maixner, and Joseph Adams as elected to the Board of directors for three-year terms.

a. Board of Directors

- Sean Chaffee 749 3-year term
- Jean Maixner 729 3-year term
- Joseph Adams 613 3-year term
- Linda Bradley 477

For the ACC, Terry Niblack has been elected to a three-year term on the Architectural Control Committee.

b. ACC Committee

- Terry Niblack 845 3-year term

c. Measure 1: Approve the proposed budget.

- Approve 474
- Reject 601

APPROVED

There being less than a majority of total owners rejecting the budget, the budget is approved.

e. Measure 2: Bylaw Amendment

- Approve 773
- Reject 293

APPROVED

There being at least two-thirds approval of the members voting by mail-in ballot, online ballot, or in-person, the Bylaw amendment has been adopted.

XVI. Announcements

Announced that the Board Organizational Meeting would be held Tuesday, November 4th at 6:00 p.m. in Multipurpose Room A.

XVII. Adjourned 2:27 p.m.

Note: AGM Minutes Approved: As per the advice of our Parliamentarian, based on Roberts Rules, 48.12, we propose to authorize the Board to approve the minutes of the 2025 meeting. Are there any objections?
Hearing none, this proposal is adopted.