

2025 Budget Calendar

2025

January						
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

May						
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September						
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February						
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June						
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October						
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March						
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July						
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November						
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April						
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August						
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December						
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23	24	25	26	27	28	29
30	31					

x	SVCA Holiday
x	Town Hall/AGM
x	AGM Planning
x	Budget Planning
x	Board Meeting
x	N&E
x	SVCA Event

RCW 64.90.525

(1)(a) Within thirty days after adoption of any proposed budget for the common interest community, the board must provide a copy of the budget to all the unit owners and set a date for a meeting of the unit owners to consider ratification of the budget not less than fourteen nor more than fifty days after providing the budget.

Budgeting Timeline

MAY	
5/8/25	BOD Meeting - Regular
5/12/25	Wildfire Prep Event
5/12/25	Level II Reserve Specialist onsite May 12-15
5/21/25	Finance Committee Meeting – Operational Budget Input
5/22/25	BOD Meeting - Regular
JUNE	
6/12/25	BOD Meeting - Regular
6/13/25	Level II Reserve Study Draft Due
6/16/25	TBD Tentative Audit scheduled to start
6/18/25	Finance Committee Meeting – Capital Budget Input
6/26/25	BOD Meeting - Regular
JULY	
7/4/25	July 4th Holiday - Observed
7/9/25	N&E Opening of Candidate Application Period (this date may change)
7/10/25	BOD Meeting - AGM Agenda, measures, ballot and explanations outlined
7/24/25	Presentation of Operational budget to BOD & Finance Committee with Q&A, Discussion
7/26/25	Valley Fair
7/31/25	Presentation of Capital budget to BOD & Finance Committee with Q&A, Discussion
AUG	
8/8/25	GM / N&E send final Envelope and Voter Instructions layouts to Unilect
8/11/25	N&E/Staff - Begin work on draft Election Booklet
8/14/25	BOD Meeting - Regular - Approve Envelopes and Voter Instructions; Finalize budget changes
8/16/25	Town Hall Meeting - Presentation of 2026 Budget
8/28/25	BOD Meeting - Finalize AGM Agenda, measures, ballot and explanations
8/25/25	N&E Meeting
8/26/25	N&E announce dates for candidate forums
8/27/25	Send SVCA Mailing List to Unilect
TBD	Attorney Review of AGM materials
SEPT	
9/1/25	Labor Day Holiday
9/2/25	N&E Candidate Application Deadline/Ballot Lottery
9/3/25	Last day for BOD Candidates to submit photos, biographies, and vision statements
9/4/25	BOD Special Meeting - Voting to adopt the 2025 Budget
9/5/25	SVCA Sends candidate info to UniLect -- not layout, just info
9/8/25	SVCA sends draft Voter Guide to Unilect
9/11/25	BOD Regular Meeting - Vote to approve proof of Election Booklet/Ballot
9/12/25	SVCA sends final approved voter packet materials to UniLect
9/22/25	Unilect mails Election Materials to foreign-based SVCA members
9/24/25	Unilect mails Election Materials to US-based SVCA members
9/25/25	BOD Meeting - Regular
OCT	
10/9/25	BOD Meeting - Regular
TBD	Review AGM Agenda with Parliamentarian
TBD	Candidate Forum(s)
10/23/25	BOD Meeting - Regular
10/25/25	Trunk or Treat
10/30/25	N&E/GM send list of members NOT in good standing to UniLect (Accounting pulls list, GM sends)
10/31/25	Last Day for Mailed Ballots to be received/ Last day to vote using SVCA ballot box
NOV	
11/1/25	AGM
11/1/25	SVCA BOD Organizational Meeting - Follows AGM