

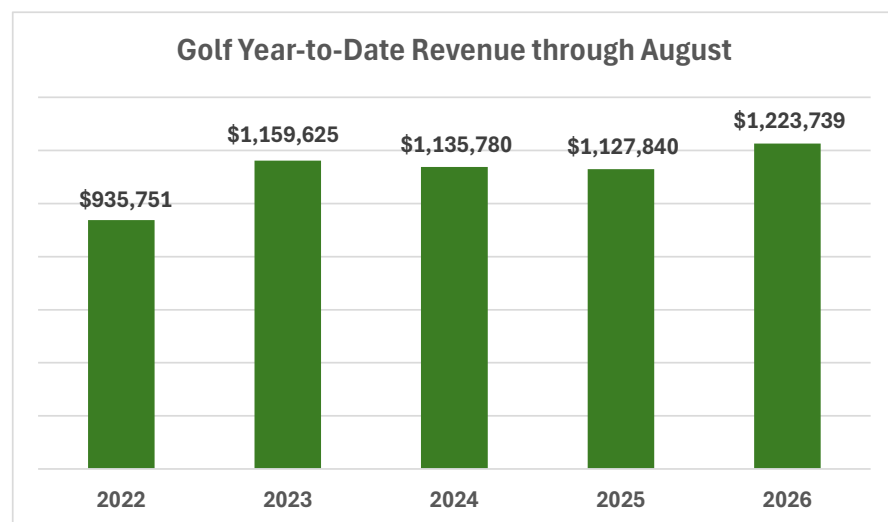
GM Report – August 2026

Recreational programs ran smoothly in August and Maintenance returned to roadside mowing and vegetation control. Administration focused on supporting the Board and committees as they prepared for presentations of the annual budget, the 2026 AGM, and the proposed Bylaw revisions. Golf had another month of strong revenue, including bookings for many smaller groups and events.

Highlights

Golf Revenue

SVCA's golf course had its best ever August last month, taking in \$232,798 in revenues. Year-to-Date, Golf is ahead of budget with \$1,223,739 in revenue through the end of August. Golf Director Kevin LeDuc cites events and outings as a key factor in this year's good performance. This category of play has increased by more than 20% over last year.



Town Meetings

SVCA held two town meetings in August: on August 15th, the proposed 2027 budget was presented to the community; and on August 22nd, the proposed revisions to SVA's bylaws were discussed. Both meetings were recorded and are available on SVCA's YouTube channel. Preparing the annual budget is an important and challenging task. This year, the work was complicated by the need to consider changes to the state law governing HOAs and the proposed revisions to the bylaws. The final budget, adopted by the Board on September 3rd, strikes a balance between rising costs for insurance and utilities, the requirement to maintain aging infrastructure, and members' concerns about increasing assessments.

Pool Season

SVCA has had a safe pool season, but revenue is down and expenses are higher. The reduction in revenue is due to much lower than usual swim lesson registrations. In past years, families from outside of SVCA registered for swim lessons and then purchased season pool passes. With fewer swim students, fewer pool passes were sold. Cost increases were driven by equipment repairs, higher chemical usage, and higher hourly rates charged by Cesco, SVCA's pool management company.

Capital Projects Update

2026 Capital Projects Status - Updated July 31, 2026

CRRRF Projects	Approved Budget	Status
<u>Facilities:</u>		
Austin Creek Bank Repair	\$ 34,585	In Progress
Turfcare Building Remodel	\$ 125,446	Complete
Clubhouse HVAC	\$ 214,114	Complete
Golf Bridge Repair - #1 & #4	\$ 59,056	Complete
Marina Tennis Court Refurbishment	\$ 385,460	In Progress
Marina Security Upgrade	\$ 19,318	Complete
Marina Signage (from 2025)	\$ 15,000	In Progress
Directional Signage (from 2025)	\$ 20,000	In Progress
Off-Leash Dog Park Improvements	\$ 70,067	In Progress
Marina Playground Design & Permitting	\$ 24,376	In Progress
Barn 6 Design & Permitting	\$ 253,924	In Progress
Clubhouse Renovations	\$ 23,697	In Progress
<u>Equipment:</u>		
Turfcare Tractor Replacement	\$ 48,048	Complete
Turfcare Equipment Replacement	\$ 232,506	Complete
Driving Range Equipment Replacement	\$ 22,378	Complete
Fitness Center Equipment Replacement	\$ 125,000	In Progress
Security Vehicles Replacement	\$ 60,000	Complete
Total Budgeted	\$ 1,732,975	

Roads Projects	Approved Budget	Status
Design/Permits for 2026 Projects	\$ 41,888	Complete
Area Z Access Bridge/Culvert #4 Replacement	\$ 1,219,468	In Progress
On Call Engineering	\$ 44,995	In Progress
Fast Response - Roads & Drainage	\$ 95,613	In Progress
Ditches, Culverts, & Swales (CVC)	\$ 135,546	In Progress
Potholes & Minor Road Repairs	\$ 39,370	In Progress
Bridge Inspections	\$ 6,976	Complete
2026 Road Repairs	\$ 428,714	Complete
Culverts 22 & 24 Design & Permitting	\$ 167,497	In Progress
Total Budgeted	\$ 2,180,067	

Capital Projects in Progress

Austin Creek Bank Repair

Design is under way, and we are waiting for feedback from Whatcom County before finalizing design and submitting permit applications.

Marina Tennis Court Refurbishment

Design is complete, and a permit application was submitted. The project was put out to bid and a contract was awarded to WRS. Because of delays in permitting, this project will be completed in 2027.

Marina and Directional Signage

Work on these two projects will not be finished until after Marina Community Park improvements are completed in 2027.

Off-Leash Dog Park Improvements

Design is complete and a permit application was submitted. Because a permit has not yet been issued, work will be completed in 2027.

Marina Playground Design & Permitting

Design began in May, and permit applications will be submitted this fall. Construction is anticipated in the Summer of 2027.

Barn 6 Design & Permitting

Design is underway. The Geotech scope and survey/utility potholing are complete. Design is expected to be completed this fall. A bid package was issued for demolition of the barn and completing site work to prepare for a new structure.

Clubhouse Renovations

Work has begun and is on track to be completed in September.

Turfcare Replacement Equipment

All equipment has now been received and this project is complete.

Fitness Center Equipment Replacement

We are working with Matrix Fitness to schedule the installation of the new equipment.

2026 Road Repairs

Work has now been completed.

Area Z Access Bridge/Culvert #4 Replacement

Permits have been approved by the county. Work on the Area Z bridge will be completed in September. The bridge replacement at culvert #4 will be delayed until the summer of 2027.

Culverts 22 & 24 - Design & Permitting

Design is expected to be finished this fall and permit applications will be submitted after that. Construction is planned for summer 2027 and 2028.

Department Reports

Administration

Activity Summary

- Finalized the proposed 2027 budgets and presented them to the Board of Directors.
- Revised the budget presentation to prepare for Town Hall meeting.
- Gave a Town Hall presentation of the results of the 2026 Community Survey.
- Posted Community Survey materials to suddenvally.com.
- Finalized the proposed revisions to SVCA's Bylaws document and supported the DRC at a Town Hall meeting to present the changes.
- Created a new website page for the 2026 Annual General Meeting (AGM) and updated content.
- Continued updating election materials in collaboration with the N&E Committee.
- Supported Recreation department hiring needs.
- Began onboarding a new Administration staff member.
- Developed content for the September issue of the Views.
- Reviewed recommended revisions to SVCA's Employee Handbook.
- Continued developing Standard Operating Procedures (SOPs) to reflect current processes.
- Continued work on identifying more affordable healthcare options for employees.

Successes

- Election preparation is on schedule.

Planned Work

- Finalize the new POS software implementation and plan the transition to the new system.
- Research ticketing system software
- Implement events calendar on website.
- Continue updating SOPs.

Maintenance

Activity Summary

- Re-painted overflow parking at AM/PM Park.
- Stayed on schedule with routine mowing of parks and green spaces.
- Repaired the A/C unit and light fixture in the pump house on Hole 17.
- Pruning and edging around the Sofield Park kayak racks.
- Light bulb replacement throughout the Community Center.
- Routed a new low voltage connectivity cable in the Community Center.
- Cleaned camera lens at the Marina.
- Pruned trees on Inlet Cir to improve visibility.
- Removed stored supplies from the front office at the Welcome Center.
- Assembled a new desk for Administration staff.
- Removed unused furnishings and made interior improvements in the Guardhouse.
- Evaluated trees surrounding school bus stop shelters.
- Removed a hornet's nest next to the road on Canyon Ct.
- Repainted Stop Bars at intersections throughout Sudden Valley.
- Repainted Directional arrows on roadways throughout Sudden Valley.
- Replaced the battery packs for the chair lifts at the pools.
- Replaced ceiling tiles in the gym.
- Chipped tree branches that fell onto Harbor View Dr.
- Chipped tree branches that fell onto Polo Park Dr.
- Cleaned stormwater catch basins in various locations.
- Cold patched asphalt potholes in various locations.
- Replaced the roof on the Gate 1 bus stop shelter.
- Filled holes in the turf at Am-Pm and Marina Parks.
- Pruned vegetation along the Area Y trail.
- Roadside mowing in Gates 2, 3, 9, & 13.
- Replaced a faulty light switch in the Welcome Center.
- Repaired the continuously flushing urinal in the Hole 14 Restroom.

Successes

- The Maintenance Worker I position has been filled.
- The seasonal custodian position has been filled.

Planned Work

- Replacing tiles around the main pool.
- Pruning trees around regulatory signs on SVCA roadways.
- Roadside mowing.
- Gravel restoration of parking areas and keyways.
- Winterizing the pools.
- Assist with summer road projects.

Golf

Activity Summary

- Completed a successful BIAWC event with 144 players.
- Completed the Bucks and Does even with 88 players.
- Completed a successful Member/Guest on August 7th -9th with 140 players.
- Hosted several smaller outside events.
- Completed a successful Aslan event with 144 players.
- Preparing for Bellingham Amateur event August 29th & 30th.
- Finalized 2027 golf rate information.
- Hosted several smaller outside events.

Successes

- July revenue was solid, although below 2025, due to some inclement weather days on the weekend
- August revenue has been strong.

Planned Work

- Continued promotion of the Bellingham Amateur at the end of August
- Meet with Shuksan GC to plan inaugural Mt. Baker Trail golf event in September
- Coordinate details with over twelve outside events in September.
- Prepare and promote Ladies and Club Fall Wind-Up events.

Turfcare

Activity Summary

- Top-dress greens light sand application.
- Golf cart repairs batteries and starter generator replacements continue.
- General golf course conditioning carries on.
- Fairways received an application of Iron fertilizer to green up.
- Weeding and watering Welcome center demonstration garden.

Successes

- Course conditioning For Sudden Valley Men's invite was well received.
- Irrigation system is working well, with no issues to date.

Planned Work

- Continue course conditioning for high profile events through end of season.
- Light sand topdressing putting greens and tee boxes.

Recreation

Activity Summary

- Established regular marina staff tasks, including inventory, weed trimming, and cleaning the shelter.
- Removed an improperly placed kayak from AM/PM with assistance from maintenance.
- Managed busy pool days due to the recent heat.
- Filled opening in Area Z.
- Filled openings in kayak racks (residents who moved).
- Trivia Night was held on 8/21 with roughly 50 in attendance.
- Holiday Market vendor applications are now live, with 9 submissions so far.
- In the process of dealing with delinquent kayaks that need to be removed from the Ice Barn.
- Conducting interviews for the remaining open Recreation staff positions.
- Wrapping up swimming lessons and water aerobics in partnership with the Y.

Successes

- Increase in picnic shelter rentals.
- Increased attendance for Trivia Night.
- Increased submissions for Holiday Market.
- Residents have been happy with the smooth running of the community center.
- Promoted and trained new lead guard.
- Filled 2 Recreation staff member positions

Planned Work

- New equipment.
- Painting baseboards in gym.
- Open Mic Night.
- Trunk or Treat
- Holiday Market



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: September 10, 2026
Subject: Approval Request – Proposed Change to AC Policies

Purpose

The purpose of this memo is to request approval of a proposed change to AC Policies intended to improve enforcement of the requirement to make continuous progress toward the completion of new construction projects.

Background

SVCA's AC Policies include clear direction on the importance of completing new construction projects with a twelve (12) month time frame, as shown in the following policy excerpt:

14.7.7 Completion of Construction/Time Limits: The construction of any single-family detached residence or addition on any platted property in Sudden Valley, the plans for which are approved by the Committee, must begin within ninety (90) days after approval, and the exterior (including exterior finish and minimum landscaping) and final inspection must be completed no later than twelve (12) months after start of construction.

a) Failure to commence construction of any single-family residence within ninety (90) days after ACC approval will require that the plan be re-approved by the ACC.

b) Consistent progress must be made throughout the construction project. The ACC shall specify to the property owner what constitutes a violation under this section and shall issue a Notice of Violation or Non-Compliance which may result in penalties and/or increased construction deposit requirements.

Failure to complete construction by the twelve (12) month deadline can result in penalties (see Section 14.8.9).

Subsection b states that consistent progress must be made throughout the construction project but does not define how progress will be monitored or measured. In the past few years, several projects have been "abandoned" by the original builder, significantly lengthening the active construction period. In some cases, the projects that failed to make continuous progress were sold to another builder who was willing to complete them. The proposed policy change seeks to motivate builders to more quickly identify a project they can no longer complete and to motivate potential buyers to consider taking on construction already in progress.

Proposal

SVCA's Restrictive Covenants give the ACC authority to review and approve proposed new construction and exterior alteration projects. The ACC does not, however, have any role in ensuring compliance with AC Policies. The responsibility for ensuring compliance rests with SVCA's GM and staff. We propose to modify the AC Policy to remove reference to the ACC in specifying what constitutes a violation. Suggested revision (deleted text is shown in ~~striketrough~~, new text is highlighted in yellow):

b) Consistent progress must be made throughout the construction project. ~~The ACC shall specify to the property owner what constitutes a violation under this section~~ The AC Inspector shall monitor the progress of each new construction project, requesting information from the owner if visible progress is not observed during any monthly inspection of the work site. If consistent progress toward completion is not being made, SVCA ~~and~~ shall issue a Notice of Violation or Non-Compliance which may result in penalties and/or increased construction deposit requirements.

~~Failure to complete construction by the twelve (12) month deadline can result in penalties~~ *If construction will not be complete by the one-year deadline, the owner must apply for an extension at least 30 days before the deadline. If an extension is not obtained, a stop work order will be issued until the extension is obtained. (see Section 14.8.9).*

I suggest adding two additional sections to the AC Policies to provide motivation for the early transfer of projects which the original owner is no longer able or willing to complete.

14.7.8 Transfer of Ownership in Active Construction Projects *In situations where the original owner is no longer able or willing to make progress toward the completion of an approved new construction project, owners are encouraged to find a qualified buyer for the project. If no progress is made toward completion for three consecutive months and no action has been taken to identify a qualified buyer, the original deposit may be forfeit. If the property is sold to a buyer who demonstrates the ability to complete the project, the building deposit will be used to cover any outstanding fees or fines assessed on the project and the balance credited toward the deposit required of the new owner.*

14.7.9 Extension of Original One-Year Construction Timeline *If a new construction project has made no progress toward completion for three consecutive months and the property is sold to an owner who demonstrates the ability to complete the project, SVCA will grant an additional twelve months to the new owner at no additional charge, except that the new owner will be responsible for making the required building deposit.*

Additional Explanation

Suggested Revision	Rationale
b) Consistent progress must be made throughout the construction project. The ACC shall specify to the property owner what constitutes a violation under this section The AC Inspector shall monitor the progress of each new construction project, requesting information from the owner if visible progress is not observed during any monthly inspection of the work site. If consistent progress toward completion is not being made, SVCA and shall issue a Notice of Violation or Non-Compliance which may result in penalties and/or increased construction deposit requirements.	As stated in SVCA Bylaws, the ACC has no role in enforcing compliance: (b) The Architectural Control Committee shall have such powers as are specifically set forth in the Restrictive Covenants. . . . Acting in accordance with the provisions of the Restrictive Covenants, these Bylaws, Rules and Regulations of the Association and the Guidelines, the Committee shall act as the hearing tribunal of the Association for architectural control matters as defined in the Restrictive Covenants and as may be assigned by the Board. The Association, through its management staff, shall enforce the provisions of this Section and may stop any construction in violation of these restrictions by issuing written cease and desist orders, or by application with the court for injunctive relief. A lot owner who violates any ruling of the Architectural Control Committee shall be subject to fine for violation of a rule, regulation or policy of the Association. Fines for violation of this Section shall be established by the Board, and assessed by the Board or the management staff of the Association, not the Committee.
Failure to complete construction by the twelve (12) month deadline can result in penalties If construction will not be complete by the one-year deadline, the owner must apply for an extension at least 30 days before the deadline. If an extension is not obtained, a stop work order will be issued until the extension is obtained. (see Section 14.8.9).	This is a re-statement of policy fully explained in AC Policies Section 14.7.7,(e): 2. Construction is expected to complete within twelve months of the permit start date. If needed, a 1st permit extension of up to six (6) months may be granted. 3. If construction will not be completed within 18 months, a 2nd permit extension of up to six (6) months may be granted. 4. If construction will not be completed within 24 months, a 3rd and final permit extension of up to twelve (12) months may be granted.
14.7.8 Transfer of Ownership in Active Construction Projects In situations where the original owner is no longer able or willing to make progress toward the completion of an approved new construction project, owners are encouraged to find a qualified buyer for the project. If no progress is made toward completion for three consecutive months and no action has been taken to identify a qualified buyer, the original deposit may be forfeit. If the property is sold to a buyer who	The fee for submitting a new construction application is \$7,000. This fee pays the costs associated with reviewing the project, conducting regular inspections, and monitoring the project while it is active. Builders must also pay a deposit of \$20,000 before beginning construction. When approved, builders have 90 days to begin work. The date that builders “break ground” is recorded as the official start date for the project. Builders are given 12 months to complete work.

<i>demonstrates the ability to complete the project, the building deposit will be used to cover any outstanding fees or fines assessed on the project and the balance credited toward the deposit required of the new owner.</i> 14.7.9 Extension of Original One-Year Construction Timeline <i>If a new construction project has made no progress toward completion for three consecutive months and the property is sold to an owner who demonstrates the ability to complete the project, SVCA will grant an additional twelve months to the new owner at no additional charge, except that the new owner will be responsible for making the required building deposit.</i>	If work cannot be completed in 12 months, a builder must apply for a 1st extension at a cost of \$5,100 (\$850/mth). The 1st extension lasts for 6 months. A 2nd extension costs \$10,200 (\$1,700/mth) and lasts for an additional 6 months. A 3rd extension costs \$20,400 (\$1,700/mth) and lasts for an additional 12 months. All extension fees are billed monthly, encouraging builders to complete their projects as quickly as possible. Encouraging builders to sell projects they cannot complete and defining how to work with SVCA to accomplish that will reduce the costs assessed to builders AND benefit neighbors by keeping projects moving toward completion.
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Request

I request that the SVCA Board of Directors approve the proposed changes to the AC Policies.

Motion

I move that the SVCA Board of Directors approve the proposed changes to the AC Policies.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, Board President



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: **Sudden Valley Community Association Board of Directors**
From: **Jo Anne Jensen, General Manager**
Date: **September 10, 2026**
Subject: **Approval of Election Materials**

Purpose

The purpose of this memo is to request that the Board review and approve materials for the 2026 election.

Materials for Review

The following documents were previously approved:

- Outer Envelope (approved August 13)
- Proposed Bylaw Revisions booklet (approved August 27)

The following documents are attached for your review:

- Ballot (front)
- Voting Instructions (reverse side of ballot)
- Voting Booklet
- Secrecy Envelope (one side)
- Return Envelope (front & back)

Motions

1. I move that the SVCA Board of Directors approve the Ballot as shown/with changes as discussed.
2. I move that the SVCA Board of Directors approve the Voting Instruction as shown/with changes as discussed.
3. I move that the SVCA Board of Directors approve the Voting Booklet as shown/with changes as discussed.
4. I move that the SVCA Board of Directors approve the Secrecy Envelope as shown/with changes as discussed.
5. I move that the SVCA Board of Directors approve the Return Envelope (front & back) as shown/with changes as discussed.



Annual General Meeting

November 7, 2026

To vote, select the candidate(s) or measure of your choice by filling in the ☐ next to your choice.

Mark your selections like this: ☒
Not like this: ☐ ☐ ☐

BUDGET

Measure 1

Shall SVCA's 2027 Annual Consolidated Budget, which provides for assessment revenue of \$6,264,924 and non-assessment revenue of \$2,165,474 (total combined assessment and non-assessment revenue of \$8,430,398) be approved or rejected?

☐ **APPROVE** ☐ **REJECT**

BYLAW AMENDMENT

Measure 2

Shall the Bylaw revisions proposed to align with 2026 WA State WUCIOA statutes be approved or rejected?

☐ **APPROVE** ☐ **REJECT**

Measure 3

Do you approve or reject the Bylaw revisions proposed to align with WA State statutes to be effective for SVCA on January 1, 2028?

☐ **APPROVE** ☐ **REJECT**

CANDIDATES

Board of Directors • Choose No More Than 5

Board Openings

The Board has five (5) open positions for the election. Three (3) directors will have three (3) year terms. One director will have a two (2) year term. The remaining director will have a one (1) year term. Based on cumulative votes for each.

- ☐ **BRAD EDWARDS**
- ☐ **JAMES PINKERTON**
- ☐ **TOM HENNING**
- ☐ **TOMI FLACK**
- ☐ **KEITH MCLEAN**
- ☐ **REBECCA SUTTER**
- ☐ **DANIEL RODRIGUEZ**
- ☐ **ROBERT LIVINGSTON**
- ☐ **JON ELLIOTT**

ACC Committee • Choose No More Than 3

The Architectural Control Committee has five (5) open positions for the election. Committee members serve a three (3) year term.

- ☐ **JO JEAN KOS**
- ☐ **MATT GRISCOM**
- ☐ **PATRIC ZWOLENSKI**

N&E Committee • Choose No More Than 1

The N&E Committee has five (5) open positions for the election. Committee members serve a two (2) year term

- ☐ **MATT BILDERBACK**



VOTING INSTRUCTIONS FOR SVCA ANNUAL GENERAL MEETING

MAKE SURE YOUR VOTE COUNTS. CAREFULLY FOLLOW BALLOT INSTRUCTIONS.

You have just received your Official Ballot Packet which includes: a Voter Booklet, proposed revisions to the SVCA Bylaws, the Official Ballot (located on the reverse side of these instructions), one (1) Secret Ballot Envelope, and (1) pre-addressed, postage prepaid Return Envelope.

Please refer to the enclosed Voter Booklet and Proposed Bylaw Revisions for detailed information on the Measure(s) and Candidates running for election, to help you make an informed decision.

For the Board of Directors race, the three (3) candidate(s) with the highest vote totals will have three (3) year terms. The candidate with the fourth highest number of votes will have a two (2) year term, and the candidate with the fifth highest number of votes will have a one (1) year term. For the Architectural Control Committee (ACC), elected candidates will have a three (3) year term. For the Nominations & Elections Committee (N&E), elected candidates will have a two (2) year term.

The Ballot Count Process will take place on Saturday November 7, 2026, at the SVCA Community Center located at 8 Barn View Court, Bellingham, WA 98229. The counting process will be recorded and streamed online for members.

Important: This year, Sudden Valley will offer the opportunity to vote online via an e-ballot that will be emailed to owners who have consented to receiving their Official Ballot electronically. Instructions to vote, the Voter Booklet, and the Proposed Bylaw Revisions will be included in the email e-ballot transmission. If you wish to vote by e-ballot but did not provide Sudden Valley with your consent and working email address, you must first contact Sudden Valley Staff at: <https://www.suddenvalley.com/consent-to-receive-electronic-notices-ballots/>.

The deadline to consent to receiving an e-ballot with SVCA is 10:00 AM on Monday, November 2, 2026. If you previously opted-in to receive an e-ballot and can't find your e-ballot, please check your spam/junk folder. E-ballots will begin sending to consenting members at 9:00 a.m. on September 30, 2026.

IF MAILING YOUR BALLOT, MAIL AS EARLY AS POSSIBLE TO ENSURE IT IS RECEIVED AT THE INSPECTOR OF ELECTIONS POST BOX WELL BEFORE THE DEADLINE OF 12:00 NOON ON FRIDAY, NOVEMBER 6, 2026.

TO VOTE

Your Official Ballot is on the reverse side of these instructions. Do not exceed the total number of candidate(s) to be elected in each section, or that portion of your ballot will become void. Only choose one (1) response for each of the three (3) measures, or that portion of your ballot will become void. Fewer candidates than the actual number of vacant positions indicated on the ballot have submitted their candidacy for the ACC and N&E Committees. SVCA Election Rules do not allow Write-In Candidates on the Official Ballot.

USING A BLUE OR BLACK INK PEN OR BLACK SHARPIE, COMPLETELY FILL IN THE BUBBLE LOCATED TO THE LEFT INDICATING YOUR CHOICE FOR EACH CANDIDATE AND MEASURE.

Mark your selections like this: ●

Not like this: ✓ ⊗ ⊘

1. Fold your Official Ballot and place inside the **Secret Ballot Envelope** provided and seal.
2. Place the Secret Ballot Envelope inside the larger prepaid **Return Envelope** addressed to SVCA Annual General Meeting & Election; UniLect/Inspector of Elections, PO Box 4569, Paso Robles, CA 93447.
3. You **MUST** sign your name on the back of the return envelope in order for your vote to count.
4. **MULTIPLE LOT OWNERS:** Each ballot for each lot must be submitted in its own return envelope.
5. **Do not remove or deface your name, division, lot, or the unique barcode** preprinted on the back of the return envelope. We **MUST** be able to identify your eligibility in order for your vote to count.

SEE PAGES 18-19 OF THE VOTER BOOKLET TO CHOOSE YOUR METHOD OF VOTING

- A. BY MAIL
- B. ONLINE
- C. DROP OFF
- D. IN PERSON

REPLACEMENT BALLOTS

If you need to replace your paper ballot or do not receive your paper ballot by October 6, 2026, call UniLect's Ballot Request Call Center, toll free, at 1-866-466-6455, as soon as possible, to request a Replacement Ballot. You will need to let operators know you are with SVCA and provide further identifying information. Operators are standing by and available 24/7 throughout the balloting period. **The deadline for U.S. homeowners to request a replacement paper ballot by mail is 2:00 PM on Wednesday, October 28, 2026. The deadline for Out-of-Country owners is October 9, 2026.**

If you signed up to receive an E-Ballot and can't find it after checking your email/junk folders, the deadline to request that another ballot be sent to you is 10:00 AM on Wednesday, October 29, 2026.

Replacement ballots **ARE NOT** available through the Administration Office. **ALL BALLOTS ARE ISSUED BY UNILECT.**

2026

SVCA Annual General Meeting & Election



Measures and Meet-the-Candidates Booklet



Dear Members,

As another year comes to a close, I would like to recognize our General Manager, Jo Anne Jensen, and our wonderful administrative staff. Thank you also to our department managers for your diligence in managing our budget. Great job, team! We said goodbye to two key team members this year: maintenance manager Mike Brock, who retired, and recreation manager Kyle Kaltenfeldt, who left for a new opportunity. They will both be missed, and we wish them the very best.

We have made significant progress on several community projects:

- Barn 6 Demolition: The plans are currently in the permitting phase, and we hope to begin demolition and replacement soon.
- Clubhouse: The old administrative space is being repurposed for general community uses, including meetings, senior activities, and clubs.
- Area Z Bridge: The replacement has been permitted and should now be complete.
- Marina Community Park: Improvements are moving forward. However, due to county approval delays, the completion dates for the tennis, pickleball, and basketball courts, as well as the off-leash dog park fencing, have been moved to 2027. These updates will make the park safer and more accessible for everyone.

We are also exploring gated access for the Marina area in response to member concerns regarding public use, parking constraints, and the use of our assessments for maintenance. (Please note that under new WUCIOA rules, we must now refer to "dues" as "assessments.") Implementing card access would allow us to charge a daily use fee for the public, which will help deter outside traffic or help recoup our maintenance expenses.

Additionally, we are working to align our bylaws with the Washington Uniform Common Interest Ownership Act (WUCIOA). Some changes took effect on January 1, 2026, and the remaining updates will apply on January 1, 2028. Because WUCIOA requirements supersede our current bylaws, aligning them is essential to avoid legal contradictions and member confusion regarding HOA operations.

Finally, thank you to everyone who participated in the recent community survey. While I always hope for higher participation in surveys and voting, I appreciate those who took the time to share their feedback. Thank you for your continued support, and I look forward to more accomplishments in the coming year.

Thank you for your time,

Keith R. McLean
President



Sudden Valley Community Association NOTICE OF ANNUAL GENERAL MEETING November 7, 2026

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 7th of November 2026 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 2025 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 2027 Annual Consolidated Budget of \$8,430,398 be approved or rejected?
 - i. Presentation of Budget by the Treasurer
 - ii. Discussion*
 - iii. Voting
 - b. Measure 2: Shall the Bylaw revisions proposed to align with 2026 WA State WUCIOA statutes be approved or rejected?
 - i. Discussion
 - ii. Voting
 - c. Measure 3: Do you approve or reject the Bylaws revisions proposed to align with WA State statutes to be effective for SVCA on January 1, 2028?
 - i. Discussion
 - ii. Voting

- IX. Committee Reports
- X. President's Report
- XI. Treasurer's Report
- XII. General Manager's Report
- XIII. Property Owner Comments
- XVII. Election Results/Announcements
- XVIII. Adjournment

**All Owners are invited to attend the Annual General Meeting.
Owners 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) An Owner shall be entitled to one (1) vote for each unit which he/she owns as prescribed in paragraph (b) below.
- (b) At duly constituted Annual or Special General Meetings, each owner in good standing may vote for candidates for the Board, 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 owners, including those who are not in good standing, may vote on the proposed budget in person or by ballot. All owners may vote in person on procedural issues raised at any meeting.

Article I Section 2(a)

- (a) An owner "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 Owner 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 2026 Sudden Valley Community Association Annual General Meeting may be viewed live on SVCA's YouTube Channel at:

<https://www.youtube.com/@SuddenValleyCommunityAssoc>

**Measure 1
Proposed SVCA 2027 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 2027 Annual Consolidated Budget, which provides for assessment revenue of \$6,264,924 and non-assessment revenue of \$2,165,474 (total combined assessment & non-assessment revenue of \$8,430,398) 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 3,117 lots: 2,792 developed lots and 325 undeveloped lots.

<u>2027 Consolidated Budget Revenue</u>	
<u>Assessment Revenue</u>	
Operations	\$ 3,319,883
Capital Repair and Replacement Reserve Fund (CRRRF)	1,508,054
Roads Reserve Fund	1,411,758
Mailbox Reserve Fund	25,229
Total 2027 Budget Assessment Revenue	\$ 6,264,924
<u>Non-Assessment Revenue</u>	
Other Operating Revenue	\$ 2,165,474
Total 2027 Consolidated Budget- Assessment Revenue & Non Assessment Revenue	\$ 8,430,398

If this measure does not pass, then the ratified 2026 budget and the assessments noted therein will control.

Recommendation: The Board of Directors adopted this budget on 09/03/2026 and recommends approval and ratification by the membership.

The total monthly assessments (operations and capital reserves) for the proposed 2027 Annual Consolidated Budget are \$177.24 for a developed unit and \$168.31 for an undeveloped unit.

2027 Proposed Annual Assessment Summary Based on 2,961 Dues Payors Which represents a 95% collections rate based on a total of 3,117 lots (2,792 Developed Lots and 325 Undeveloped Lots)				
	Developed Lots (Monthly)	Developed Lots (Annual)	Undeveloped Lots (Monthly)	Undeveloped Lots (Annual)
Operations Fund	\$ 94.36	\$ 1,132.32	\$ 85.43	\$ 1,025.16
Capital Repair & Replacement Reserve Fund	42.44	509.28	42.44	509.28
Roads Reserve Fund	39.73	476.76	39.73	476.76
Mailbox Reserve Fund	0.71	8.52	0.71	8.52
Total Proposed 2027 Dues	\$ 177.24	\$ 2,126.88	\$ 168.31	\$ 2,019.72
<i>Dollar Change from 2026 Dues</i>	<i>\$ 10.03</i>		<i>\$ 9.52</i>	
<i>Percent Change from 2026 Dues</i>	<i>6%</i>		<i>6%</i>	

	2026 Projected	2027 Budget	Percent Funded on Start Date of January 1, 2027 on a Fully Funded Basis*
<u>CRRRF:</u>			
Forecasted Beginning Balance:	\$ 3,754,490	\$ 2,493,875	17%
Dues Income	1,449,654	1,508,054	
Investment Income	9,454	6,000	
Other Income	2,500	-	
Anticipated Barn 6 Construction Loan Funds	-	3,000,000	
CRRRF Loan Payments	(333,039)	(333,039)	
Anticipated Barn 6 Construction Loan Payments	-	(101,250)	
Expenditures (Actual, Obligated, & Forecasted)	(2,389,184)	(4,642,236)	
Forecasted Ending Balance	\$ 2,493,875	\$ 1,931,405	
<u>Roads Reserve Fund:</u>			
Forecasted Beginning Balance:	\$ 2,992,291	\$ 2,539,307	32%
Dues Income	1,440,762	1,411,758	
Investment Income	7,961	6,000	
Other Income	-	-	
Expenditures (Actual, Obligated, & Forecasted)	(1,901,707)	(2,044,919)	
Forecasted Ending Balance	\$ 2,539,307	\$ 1,912,146	
<u>Mailbox Reserve Fund:</u>			
Forecasted Beginning Balance:	\$ 178,900	\$ 205,000	63%
Dues Income	25,740	25,229	
Investment Income	360	400	
Expenditures (Actual, Obligated, & Forecasted)	-	-	
Forecasted Ending Balance	\$ 205,000	\$ 230,629	

*2027 Budget Year Level III Reserve Study, Issued Date 8/28/2026

Sudden Valley Community Association
Proposed 2027 Consolidated Budget
AGM Measure 1

	2026 Budget Income & Expense Detail	2027 Budget Income & Expense Detail
<u>Income, Operations:</u>		
Dues, Operations	\$ 3,048,318	\$ 3,319,883
Golf Income	1,467,062	1,506,450
Marina Rental Income	242,857	246,232
Leases & Other Rental Income	88,678	80,292
Area Z Storage Rental Income	24,000	38,500
Views Advertising Income	40,000	40,000
New Home Construction Fee	185,000	92,500
Title and Recording Fees	35,000	35,000
Building Construction Compliance Fees & Fines	60,000	30,000
Annual Rental Property Registration Fees	-	20,400
Recreation Center Pools Income	25,300	29,300
Miscellaneous Timer Income	-	15,000
Other Income	28,800	31,800
Total Income, Operations	5,245,015	5,485,357
<u>Anticipated Expenditures, Operations:</u>		
Salaries/Wages & Benefits by Department:		
ACC / Security	(95,085)	(99,746)
Accounting	(401,668)	(420,984)
Administration	(447,726)	(524,762)
Facilities	(61,536)	(65,150)
Maintenance	(437,095)	(433,299)
Golf	(400,918)	(420,610)
Turf	(568,998)	(574,575)
Recreation and Pools	(386,943)	(323,974)
Total Salaries & Wages, by Department	(2,799,969)	(2,863,100)
Other Expenditures:		
Covenants, Conditions, & Restrictions/Mandates	(525,120)	(573,266)
Maintenance & Landscaping	(531,447)	(572,035)
Contracted & Professional Services	(288,800)	(299,800)
Utilities	(235,387)	(274,053)
Administrative Expenses	(212,176)	(226,427)
Regulatory Compliance	(389,147)	(400,700)
Insurance	(254,469)	(267,476)
Other Expenses	(8,500)	(8,500)
Total Other Expenditures	(2,445,046)	(2,622,257)
Total Expenses, Operations	(5,245,015)	(5,485,357)
Total Net Income from Operations	\$ -	\$ -

Note: Assessments are due on the first day of the billing period (1st 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 owners, 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 operations and is voted on as a whole.

Sudden Valley's operating budget for 2027 balances \$5,485,357 in revenues with \$5,485,357 in expenditures.

Factors Impacting the 2027 Budget

- Dues and Assessments for 2027 have been calculated at an anticipated 95% collections rate. The year-to-date collections rate in July 2026 was 96.9%.
- Hazardous tree removal costs of \$250,000 were again budgeted in 2027 to address the Association's rising hazardous tree mitigation concerns.
- Anticipated increase in 2027 general Association insurance renewal costs of 15%.
- Increases in compensation and benefits in anticipation of the Association's Union Collective Bargaining Agreement negotiations.
- Payroll changes: 3% increase to Salaries & Wages as compared to 2026'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 repair and maintenance 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 \$106,957 for major maintenance of ditches, culverts, and swales - per 2016 Special General Meeting (SGM).

Linking Budgeting and Strategy

Successful organizations use strategic long-term planning to identify vital and measurable goals. SVCA's mission, vision, and strategic priorities act as the guiding principles for Association decisions and actions taken by both the Board and staff.

2027 Operational Budget Background

Recent challenges are reflected in the 2027 budget. Specifically, expected increases in hazardous tree removal, 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 of 2023, there continues to be no plan to reinstate use fees for these facilities in 2027.

Funds collected because of the 2027 proposed dues increase of 6% will be largely allocated to operations, and \$2.40 of the monthly dues increase will be further allocated to the CRRRF capital fund.

The Association had a 2027 Budget Year Level III Reserve Study, issued date 8/28/2026, performed which meets the requirements of RCW 64.90.550. The 2027 Budget Year Level III Reserve Study is an annual update with no 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 2027 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 2027 Budget Year Level III Reserve Study is required by law to be included in the Budget Measure.

The starting 2027 Budget Year Level III Reserve Study fully funded balance deficits per unit are as follows for the three separate funds:

CRRRF Fund: (\$4,018.29) deficit per unit
Roads Fund: (\$1,717.54) deficit per unit
Mailbox Fund: (\$38.96) deficit per unit

The 2027 Budget Year Level III Reserve Study is available on the SVCA Resident

Resources website: <https://www.suddenvalley.com/finance-media/>

The following table represents the current (deficiency) per member, per month, in budgeted dues collections to meet the recommended annual contribution requirements outlined in the 2027 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 2027 Budget Year Level III Reserve Study is calculated to achieve a target fully funding goal of 100% in 30 years by 2056. Additionally, the recommended funding plan for the CRRRF Fund, Roads Fund, and Mailbox Fund by SmartProperty (Reserve Study Professionals) is the

2027 Budget Year Level III Reserve Study, Issued Date 8/28/2026			
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
2027	\$ (30.41)	\$ 113.29	\$ 1.72
2028	(33.81)	116.69	(0.71)
2029	(37.31)	120.19	(3.22)
2030	(40.91)	123.79	(5.80)
2031	(44.63)	127.51	(8.46)
2032	(48.45)	131.33	(11.20)
2033	(52.39)	135.27	(14.03)
2034	(56.45)	139.33	(8.59)
2035	(60.63)	143.51	(11.33)
2036	(64.93)	147.81	(14.16)
2037	(69.37)	152.25	(17.07)
2038	(73.94)	156.82	(20.07)
2039	(78.64)	161.52	(23.15)
2040	(83.49)	166.37	(24.85)
2041	(88.48)	171.36	(28.08)
2042	(93.62)	176.50	(104.86)
2043	(98.91)	181.79	(23.52)
2044	(104.37)	187.25	(26.72)
2045	(109.98)	192.86	(30.00)
2046	(115.77)	198.65	(33.39)
2047	(121.73)	204.61	(36.88)
2048	(127.87)	210.75	(40.47)
2049	(134.19)	217.07	(44.17)
2050	(140.70)	223.58	(114.20)
2051	(147.41)	230.29	(33.14)
2052	(154.32)	237.20	(36.62)
2053	(161.43)	244.31	(40.21)
2054	(168.76)	251.64	(43.90)
2055	(176.31)	259.19	(47.70)
2056	\$ (184.08)	\$ 266.96	\$ (51.62)

Note: Year 2027 factors in a \$3 million dollar loan CRRRF reserve contribution to finance the 2027 Barn 6 construction project.

Fully Funded Plan.

BYLAW AMENDMENTS

Requires approval by 2/3 of the members voting to pass.

Measure 2

Ballot: Shall the Bylaw revisions proposed to align with 2026 WA State WUCIOA statutes be approved or rejected?

Explanation: The current Bylaws include provisions that contradict current WA State law. The Document Review Committee (DRC) and SVCA's legal counsel have proposed revisions that remove these contradictions and/or describe how SVCA will conduct business under the new requirements.

The proposed changes will eliminate confusion between what is described in the Bylaws and how the Association operates. The Board of Directors and Association staff must comply with current law, but there is no penalty for having Bylaws that contradict the law.

Detailed Changes:

A separate booklet showing the proposed changes to the Bylaws is included in the voting materials issued to each Owner. A separate sheet explaining the format used to identify changes is included in the booklet.

Measure 3

Ballot: Do you approve or reject the Bylaws revisions proposed to align with WA State statutes to be effective for SVCA on January 1, 2028.

Explanation: The current Bylaws include provisions that contradict WA State laws that will become effective in 2028. The Document Review Committee (DRC) and SVCA's legal counsel have proposed revisions that remove these contradictions and/or describe how SVCA will conduct business in 2028 under the new requirements.

The Board of Directors and Association staff must comply with the laws when they become effective in 2028, but there is no penalty for having Bylaws that contradict the law. The proposed changes will eliminate confusion between what is described in the Bylaws and how the Association operates. If approved, the revisions that align with 2028 statutes will not become effective until 2028. Approving this measure does NOT mean that SVCA will opt-in early to WUCIOA.

Detailed Changes: A separate booklet showing the proposed changes to the Bylaws is included in the voting materials issued to each Owner. A separate sheet explaining the format used to identify changes is included in the booklet.

Candidate Biographies

Board of Directors Candidates



Brad Edwards

Sudden Valley is an incredible place to live, and we deserve leadership that is transparent, fiscally responsible, and listens to residents. We moved to Gate 9 four years ago, drawn by Sudden Valley's natural beauty and strong community. We plan to call Sudden Valley home for life.

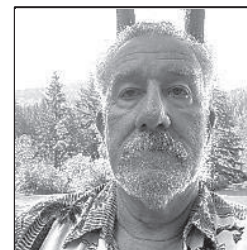
I bring more than 20 years of experience as a school social worker, where listening, collaboration, and thoughtful decision-making are essential. I will bring those same values to the Board while working to protect our natural spaces, maintain what we have, spend responsibly, and ensure residents have a voice in our future.

Nearly two years ago, my partner and I discovered Sudden Valley and fell in love with the Gate 1 neighborhood and its welcoming community. We share the values that make Sudden Valley special: appreciation for nature, a strong sense of community, and responsible stewardship of the place we call home.

I bring more than three decades of real-world business and servant leadership experience at Microsoft and elsewhere managing complex projects, diverse stakeholders, and championing data-driven decisions that deliver long-term value. On Long Range Planning Committee, I'm expanding my knowledge of reserves and financial forecasting to better support Sudden Valley's future.



James Pinkerton



Tom Henning

My name is Tom Henning; I have spent the last two years on the SV BOD where I currently serve as the Vice President. My wife and I moved to SV at the end of 2014, unfortunately I lost her unexpectedly in the summer of 2022. I am the proud father of two married daughters and three grandchildren.

I was born and raised in Orange County, CA. After graduating High School I entered the construction industry where I worked for 30 plus years, my last 12 years as a senior construction manager. I also served 3+ years as a Director of the "Starlight Children's Foundation".



Tomi Flack

28 years ago, I bought a log cabin in gate 3. I love the natural beauty, wildlife, and friendly neighbors, in this amazing community. I'm running for the Board of Directors to help build trust through transparent, fiscally responsible leadership that listens to homeowners.

I bring more than 30 years of professional expertise as a mental health counselor, specializing in counseling, mediation, collaboration, and helping clients navigate complex challenges. I will bring that experience to the Board to find practical solutions benefiting our community as a whole. We must be thoughtful stewards of our finances, infrastructure, and maintaining our amenities.



Daniel Rodriguez

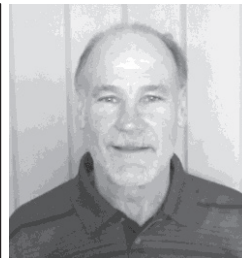
I've lived in many places across the country before discovering Sudden Valley. The setting of the valley and sense of community were everything I had imagined for my home.

Professionally, I have 20 years of experience as a designer and technical illustrator, and 10 years running my own design and construction business.

I currently serve as Chair of the ACC, where I work with residents, builders, and fellow committee members to help ensure construction projects respect our community's aesthetic goals and environmental priorities.

I hope to bring that professional and community experience, along with thoughtful, collaborative leadership, to the Board of Directors.

Keith McLean currently serves as the President of the Board of Directors in Sudden Valley. His background includes working as a Construction Manager for a developer in the Sacramento region, where he oversaw the construction of nearly one million square feet of commercial development and tenant improvements. He was also the owner of a construction consulting and permit expediting company and served as a Compliance Inspector for the El Dorado Hills Service District. Additionally, he served on the El Dorado Hills Fire Department and was certified as an EMT and in swift water rescue. He worked as a General Contractor for over 30 years and is now retired



Keith McLean

Sudden Valley deserves leadership that listens and is accountable. Like you, I moved here for its natural beauty and strong community. I'm running for the HOA Board to bring real-world business and leadership experience and help restore transparency, financial discipline, and trust. I spent 30 years at the University of Washington studying medical genetics and DNA sequencing, managing multimillion-dollar projects, hiring and mentoring hundreds of scientists, and serving on the Professional Staff Board of Directors. As a newer Sudden Valley resident, I bring a fresh perspective grounded in data-driven decisions, open communication, collaboration, and consensus. Together, we can build a stronger community.



Robert Livingston



Rebecca Sutter

"I'm new to Sudden Valley - I bought here this spring, drawn by the nature, the peace, and the sense of place. Like most of you, I want this community to stay well run.

I work full-time as a therapist at an inpatient psychiatric hospital in Sedro-Woolley, and serve on the board of Unity Care NW. Before counseling, I spent nearly forty years in technology, most recently as CTO of a national nonprofit, managing a multimillion-dollar budget and vendor contracts. Lastly, I've also served on two HOA boards in Virginia."



Jon Elliott

Jon Elliott is proud to call Sudden Valley home and is seeking a seat on the Board of Directors to help build a stronger, more accountable, and sustainable future for our community.

With more than 26 years of leadership experience at Boeing, Jon has led complex initiatives, brought diverse teams together, and made difficult decisions focused on mission and results. As a U.S. Army veteran and University of Massachusetts Amherst graduate, he brings a strong commitment to service, integrity, accountability, and responsible leadership.

Architectural Control Committee (ACC) Candidates



My name is Jo Jean Kos. I'm running for a position on the Architectural Control Committee. I've owned my home in Sudden Valley since 1988 and have lived here since 2000. I've served on the ACC for six years starting in 2011 and again in 2023 for three years.

I would like to continue to support the SV community by serving on the ACC. Helping community members with the changes they would like to make to their property.

I love Sudden Valley and hope that it continues to be the place it has been, a place for all community members to live, and enjoy the amenities available to everyone.

I'm Matt Griscom. I'm 61 years old. I grew up in Lexington, MA, but I've lived in Seattle most of my life. I have three awesome grown kids.

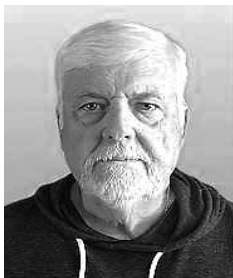
I have a BA in physics and an MS in astronomy. Most of my work has been in IT, and I wrote a book on revolutionizing software quality management. I'm close to publishing a new book on treating people with respect.

I love nature and trees and long hikes in the forest and mountains.

I moved to Sudden Valley early this year. I'm excited about contributing to the community!



Matt Griscom



Patric Zwolinski

My wife and I moved to Sudden Valley in 2022 from Tampa, FL after 13 years driving each summer to our condo in the Sunrise Community. I retired from IRS-CID as a Special Agent and also as a Colonel having served on Active Duty, the Florida National Guard and the Army Reserves. I volunteered with the 2022 election and the Sudden Valley 50th Anniversary Celebration. In February 2022 I was first appointed to fill a vacancy on the ACC and then elected for a 3-year term in 2023. My goal is to help owners achieve their property requests while respecting the natural environment and their neighbors and adhering to ACC policies.

Nominations & Elections (N&E) Committee Candidates

Born and raised in Washington, Matt Bilderback moved to Bellingham in 2001 and has lived in Sudden Valley since 2011. Matt worked for 13 years in financial services and operations before shifting his focus to accounting and finance leadership for non-profits. He is currently the Finance Director for Mount Baker Theatre. He also has extensive experience serving on boards for local non-profits. He served four years as a board director for Whatcom Center for Early Learning, one year as Treasurer and two years as President, and has been the Treasurer for Northwest Youth Services for one year.



Matt Bilderback

2027 Committee Opportunities

The ACC and N&E Committees will need additional applicants to fill 2027 vacancies. Interested candidates are encouraged to apply.

METHODS OF VOTING

Follow Voting Instructions included in the voting packet
CAREFULLY to ensure your vote is counted.

VOTING INSTRUCTIONS:

Mailed Ballots

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 blue 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: If you need to replace your mail-in ballot, or do not receive an initial ballot by October 6, 2026, call UniLect Election Services' Duplicate Ballot Request Call Center at 1-866-466-6455. Operators are available 24/7 throughout the balloting period. Out of Country owners need to request replacements no later than October 16, 2026. US owners no later than October 28, 2026.

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 6, 2026. Mailed ballots will be returned to SVCA Annual General Meeting & Election, Inspector of Elections, PO Box 1079, Moro Bay, CA 93443-1079.

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 6, 2026. The SVCA Ballot Box is located inside the Clubhouse entrance at 4 Clubhouse Circle in Sudden Valley.

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

C. ONLINE VOTING:

- The option to vote your ballot online is being offered. Instructions are included in the voting packet along with the standard items. A video and additional fact sheet is in the information online regarding the AGM. The last day to request online voting is November 2, 2026. The deadline for online voting is the same for mailed ballots, 4:30 PM on Friday, November 6, 2026.

D. VOTE IN-PERSON:

➤ You must register to vote in-person.

In-person voter registration is Saturday, November 7, 2026, 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, 1850 Lake Whatcom Blvd, 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, 1850 Lake Whatcom Blvd, Bellingham, WA 98229 no later than 4:30 PM, November 6, 2026.

OUT-OF-STATE OR COUNTRY PROPERTY OWNERS

**Protect your vote and
ensure on-time delivery**

Vote & Mail your Ballot early*

**SVCA cannot guarantee that your
local postal service will return
your ballot before the deadline.
WE recommend that Members
residing outside the US consider
voting electronically.**

**MAIL-IN BALLOTS
MUST BE RECEIVED NO LATER
THAN: 12:00 PM (Noon)
Friday, November 6, 2026**

OWNERS WITH MULTIPLE PROPERTIES

**Protect your vote and
ensure on-time delivery
Ensure ALL your Votes count!**

**Each ballot MUST be cast in its
original Official Ballot Envelope
with secrecy envelope.
Each ballot must be cast
separately.**

**DO NOT place multiple ballots
in a single envelope.**

***Out of Country Owners may need to provide postage on the return envelope.**

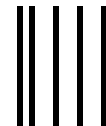
**If you have any questions, please contact the N&E Committee Chair at
BODGibbs@suddenvalley.com or
contact the Administration Office at 360-734-6430**

»» **SECRET BALLOT ENVELOPE** ««
(Do not put any marks on this envelope)

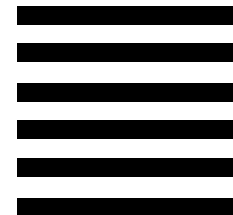
BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 849 DANVILLE, CA

POSTAGE WILL BE PAID BY ADDRESSEE

SVCA ANNUAL GENERAL MEETING & ELECTION
UNILECT / INSPECTOR OF ELECTIONS
PO BOX 4569
PASO ROBLES CA 93447-9901



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Decoded IMb : 00708901032763000000934479901 Mailpiece Size : (#10) 4-1/8x9-1/2 Letter

Do not modify the size or change the placement of either the FIM or IMb.

QBRM pieces that are non-automation compatible and/or contain the incorrect ZIP+4 code are ineligible for QBRM prices and will be charged the non-QBRM High Volume postage and fees.

IMPORTANT: If mailing your ballot, mail as early as possible to ensure it's received at Inspector of Elections PO Box well before **DEADLINE of 12:00 PM, NOVEMBER 6, 2026.**

99999 99-999

JOHN & JANE DOE
C/O J&J DOE TRUST

X

**YOU MUST SIGN HERE
FOR YOUR VOTE TO COUNT**



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: September 10, 2026
Subject: Additional Funds for the 2026 Election

Purpose

The purpose of this memo is to request Board approval of additional funds for the 2026 election.

Background

SVCA's Board of Directors approved a contract with Unilect for the provision of election services in 2026 (see attached memo). The estimated cost was \$42,412.25. The estimated cost was based on printing and mailing a 27-page booklet in two colors (black & magenta).

The Document Review Committee (DRC) prepared a document that presents the proposed bylaw revisions alongside the original text. Additionally, the revisions were separated into two categories. Clearly designating the additions, deletions, and categories required the use of full color printing. The length of the booklet is 35 pages.

Changing the booklet from two-color to full-color printing costs more. The additional pages also added weight to the packet, increasing postage.

Unilect estimates the new cost of service to be \$50,707.44 – representing an increase of \$8,295.19.

Request

I request that the Board of Directors approve an additional \$8,295.19 in funding from UDR to pay for the additional printing and postage costs associated with the final version of the Proposed Bylaw Revisions booklet.

Motion

I move that the Board of Directors approve an additional \$8,295.19 in funding from UDR to pay for the additional printing and postage costs associated with the final version of the Proposed Bylaw Revisions booklet.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, Board President



Sudden Valley Community Association

1850 Lake Whatcom Boulevard, Bellingham WA 98229
360-734-5320 www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: May 14, 2026
Subject: Approval Request – Unilect Election Contract

Purpose

The purpose of this memo is to request approval of Unilect's proposal for election services in 2026.

Background

As directed by the Board of Directors and recommended by the Nominations and Elections Committee (N&E), I worked with Unilect to negotiate a contract for election services in support of the 2026 Annual General Meeting (AGM). The services covered by the contract are similar to those provided in 2025. Specifically, the contract describes a hybrid election process where members who opt-in can vote electronically, while all others are sent a ballot by mail. Members can also choose to vote in person on the day of the AGM.

In 2026, a copy of the revised bylaws will be mailed to residents who receive a paper ballot. The additional printing and postage increases the cost considerably.

Unilect

Unilect is an experienced provider of election services that has supported many national and regional elections. You can read the details of their experience in their proposal (attached) Additionally, Unilect has worked with SVCA since 2020. They are familiar with our specific requirements and have demonstrated their ability to manage complex projects. Because SVCA's election process is complicated, working with a proven partner is important.

Funding

The 2026 Operational Budget includes \$24,000 in funding for the AGM. The estimated cost from Unilect for the 2026 election is \$42,412.25, leaving a shortfall of \$18,412.25.

Request

I request that the Board of Directors authorize the GM to sign the proposed contract with Unilect for 2026 election services and approve additional funding from UDR in the amount of \$18,412.25.

Motion

I move that the Board of Directors authorize the GM to sign the proposed contract with Unilect for 2026 election services and approve additional funding from UDR in the amount of \$18,412.25.

Approvals

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, Board President



Date: May 4, 2026

Proposal For: Sudden Valley Community Association Board of Directors
Jo Anne Jensen / G.M.,
SVCA N&E Committee

UniLect Contact: Catherine Burkhart / Director/Inspector of Election Services
Andrew Burkhart / Chief Elections Administrator

RE: The Sudden Valley Community Association
2026 Board of Directors/Annual Meeting Election-REVISED

INTRODUCTION

The UniLect Corporation is pleased to submit this proposal to Sudden Valley Community Association (SVCA) for Inspector of Election services for your upcoming election. This proposal recommends a hybrid election approach combining a By-Mail Paper Ballot Optical Scan Voting System, E-Voting Platform, and a live on-site voting option on the day of the Annual Meeting.

UniLect's services are used in Board of Director, Officer, Bylaw, Contract, Merger and Delegate Elections by the Golden Rain Foundation, Laguna Woods Village, San Lorenzo Village Homes Association, National Nurses United, California Nurses Association, International Brotherhood of Teamsters, United Nurses Association of California/Union of Health Care Professionals, the United Auto Workers, United Food & Commercial Workers, IBEW, SEIU, United Aerospace Workers, American Federation of Government Employees, International Association of Theatrical Stage Employees, Motion Picture Costumers, Bricklayers, Carpenters, American Postal Workers, National Postal Mail Handlers and many more.

The online voting system UniLect has been partnering with since 2020 has been in use since 2011 and has been used in over 295,000 elections. It is used in HOA Board of Directors Elections, Condominium Board Elections, College and University Polls and Elections, Private Organization Elections, Labor Union Contract and Bylaw Elections, Tribal Council Elections and District Caucus Elections by organizations such as Deloitte, Columbia University, International Stage and Picture Operators, SEIU, AFGE, Transportation Workers, CWA and many more. It is used in over 194 countries and in 42 languages and has provided online voting services for over 44,000,000 voters.

SCOPE OF SERVICE

UniLect understands that:

1. SVCA's Annual General Meetings are held on the first Saturday in November. SVCA's 2026 Annual Meeting and Election will be held on Saturday, November 7, 2026, at The Dance Barn located at 8 Barn View Dr. Sudden Valley, Bellingham, WA.
2. SVCA is interested in conducting its Annual Election that allows its homeowners to vote by-mail absentee ballot, online or in-person at the Annual Meeting.
3. SVCA this year will be adding two (2) write-in options for selected races.
4. SVCA will be adding a general bylaw question to the 2026 Annual Election ballot that all members will vote on. Each SVCA homeowner would receive the same bylaw ballot style. The Official Ballot will include the annual at-large candidate races, budget, and *common* bylaw

question(s). SVCA will include in its printed absentee ballot packet, an approximate twenty-seven (27) page bylaw information document.

See Revised Attachment A that describe details and costs that keeps everything the same as the 2025 SVCA Annual Election, but adds a 27 page Bylaw Info document to the Official Ballot Packet.

5. UniLect will work with the N&E Committee Chair and the Board of Directors, as represented by the General Manager. SVCA N&E Committee Chair, the General Manager, and a UniLect Representative will make all rulings on invalidated ballots. UniLect will make itself available to the N&E Committee Chair and the General Manager via tele-conference and/or Video conference as needed, to ensure all aspects of SVCA's Annual Election are understood, approved and executed. The N&E Committee Chair and the General Manager are the only individuals with whom UniLect will discuss this contract or the election process. Additionally, any changes to the activities detailed in this contract or to the scope of those activities should be made in writing and must be approved by the Board of Directors.
6. SVCA Absentee Ballots submitted by mail will be returned to UniLect's California post box. Alternatively, Absentee Ballots may be hand-delivered and dropped off at SVCA's Community Ballot Box. The N&E Committee and/or General Manager will be picking up and securing absentee ballots at the Community Ballot Box and tracking returns. UniLect will scan the envelope barcodes of all absentee ballots returned to the UniLect Post Box prior to arrival on November 7, 2026, and will scan the barcodes on all Absentee Ballot Return Envelopes received at the Community Ballot Box, on the morning of Saturday, November 7, 2026, prior to the start of in-person polling opening.
7. SVCA has approximately three thousand, one hundred (3,100) member lots entitled to vote.
8. SVCA members shall be entitled to one (1) vote for each lot which he/she owns as prescribed in Section 7(b) of SVCA's Bylaws. Owners of multiple lots will receive a separate absentee/e-ballot packet for each lot owned. Once a vote is cast, it is irrevocable and may not be changed. A decision by the SVCA Board/N&E Committee should be made in advance of the election as to which ballot (absentee or e-vote) will take priority should a member return both, as an operating rule.
9. For the absentee paper ballot portion of this election, there will be one (1) ballot style. Each member in good standing, (1 vote per lot), may vote for candidates for the Board, candidates for the Architectural Control Committee, the proposed budget and any other issues as determined by the Board. Members who are not in good standing (1 vote per lot) are only eligible to vote on the proposed budget. Procedures will be in place as in past elections to void any races on the absentee ballot for members not in good standing.
10. **For the e-voting portion of this election, there will be two (2) e-ballot styles. The first e-ballot style will include all races and questions up for election.** Each member in good standing, (1 vote per lot), may vote for candidates for the Board, candidates for the Nominations and Election Committee, candidates for the Architectural Control Committee, the proposed budget and any other issues as determined by the Board. **The second e-ballot style will only have the proposed budget question** and will be sent to those members who are *not in good standing* at the time SVCA emails UniLect the list of members who are to receive an e-ballot.
11. SVCA will inform UniLect of any member previously on the *Not in Good Standing E-Ballot List* that the member is now in good standing. UniLect will then void any previous budget-only submitted e-ballot and resend a new e-ballot with all races/questions up for election.
12. Candidate(s) to the Board and the Architectural Committee, receiving a plurality vote shall be elected.

13. RCW 64.90.525 Budgets-Assessments-Special Assessments: (1)(a) "Unless at that meeting the unit owners of units to which a majority of the votes in the association are allocated or any larger percentage specified in the declaration reject the budget, the budget and the assessments against the units included in the budget are ratified, whether or not a quorum is present". (SVCA Bylaws Section 19 (a)- Requirement of 60% participation of the members language was superseded and made void in 2018 by action of WA State Law RCW 64.90.525, per RCW 64.90.085(2).
14. Each member/lot who will receive an absentee ballot packet by mail will include: One (1) Carrier (out-bound) Envelope ; One (1) pre-addressed postage pre-paid Return Envelope with signature line (and unique member data barcode on the backside of the Return Envelope); One (1) Secret Ballot Envelope; One (1) Official Ballot; and One (1) Voter Guide to include President's Letter, Meeting Agenda, the 2027 Proposed Budget, financial documentation, any Measure Descriptions, Candidate Biographies, Voting Instructions and the 27 page special bylaw information document.
15. SVCA will email UniLect the absentee ballot mailing list no later than (date TBD).
16. SVCA will email UniLect the e-ballot voting list no later than (date TBD).
17. For the 2026 Election, the SVCA absentee ballot Carrier Envelope will either be a full color Flat Envelope to accommodate a twenty-seven (27) page special bylaw document.
18. SVCA Absentee Ballot materials will be printed and mailed from AMS Print & Mail in Blaine, WA.
19. Members will receive electronic notice of e-voting and polls opening for this election sent to them via email and text (e-voting language will also be included in the absentee ballot packet voter instructions) as well as scheduled email/text reminders for e-voting in this election. E-voting will begin on or around September 30, 2026, at the time determined by the Board and N&E Committee.
20. The Official Absentee Ballot Packet Mailing to all Canadian SVCA members will take place no later than Monday, **September 28, 2026**, allowing a total of thirty-nine (39) days between mailing drop and the by-mail absentee ballot return deadline. These absentee ballots will be couriered into Canada and dropped directly into Canada Post on **September 28, 2026**.
21. The Official Absentee Ballot Packet Mailing to all U.S. residing SVCA members will take place no later than Wednesday, **September 30, 2026**, allowing a total of thirty-seven (37) days between mailing drop and the by-mail absentee ballot return deadline.
22. Per SVCA Bylaws and Election Manual: "election materials must be mailed not less than thirty (30) days or more than fifty (50) days prior to the election".
23. UniLect will provide USPS proof of mailing postal forms showing the exact number of SVCA absentee ballot packets dropped at the USPS on September 30, 2026. A declaration of facts will be provided for the Canadian absentee ballot drop into Canada Post via the Courier Service used for the September 28, 2026, Canada Post ballot drop.
24. Absentee Ballots returned by mail to the Inspector of Elections California Post Box will be picked up daily by UniLect and UniLect will scan each return envelope barcode to create the list of all SVCA members who returned their ballot and check to ensure signatures are on each envelope. UniLect will promptly send a replacement ballot with an explanation to members who returned an unsigned envelope if time allows.
25. UniLect will maintain a Master List of all SVCA members who submitted an Absentee Ballot to UniLect's Post Box and/ or E-Ballots submitted electronically and will provide client updates upon request.

26. UniLect will provide a toll-free Ballot Request Call Center phone number that will be available to all SVCA members 24/7 throughout the election period. Once a member calls in to request a ballot, an automated email is sent immediately to UniLect's fulfillment department with the member's information so UniLect can verify against the Master Mailing List. On Election Day, UniLect provides backup of all ballot requests in SVCA's Master Election File. Replacement Absentee Ballots are sent out on the same business day or the next business day. Should there be any need for the re-sending of e-ballots they will be sent using a weekly schedule in consultation with SVCA.
27. UniLect will document detailed election activity throughout the election period. A Ballot Request Log, Un-Deliverable Log, and New Member Additions Log (accounting for any oversights on initial member list) will include all data such as names, addresses, emails, cell number, dates of ballot requests, USPS reasons for bad address ballot returns, mailings, re-mailings, e-mailings and texting that will be available for review on Election Day or to the N&E Committee Chair and General Manager upon request.
28. The deadline for absentee ballots to be received at the Inspector's California post box will be 12:00 p.m. on Friday, November 6, 2026. The deadline for absentee ballots to be received at the SVCA Community Ballot Box will be 4:30p.m. on Friday, November 6, 2026. (N&E Committee Chair will contact County Election Officials to retrieve any SVCA ballots accidentally dropped at County Ballot Box by SVCA Security Office.)
29. The deadline for all E-Votes to be received will be 4:30 p.m. on Friday, November 6, 2026.
30. On Saturday, November 7, 2026, UniLect Staff will arrive at the SVCA Dance Barn at 7:30 a.m. to set up its equipment and prepare for the SVCA Election. At 7:45 a.m. UniLect Staff will be ready to scan barcodes on remaining ballot envelopes returned to the SVCA Community Ballot Box. Once all ballot envelope barcodes have been scanned in and merged against the list of absentee ballots returned to UniLect's Post Box and the list of ballots submitted electronically, UniLect can format the Voter Sign-In List to ensure all members who submitted a ballot are pre-identified and print the Voter Sign-In List so that UniLect is ready to open live voting at 9:00 a.m.
31. SVCA Volunteers will be present on Saturday, November 7, 2026, to assist with the removal of secret ballot envelopes from outer identifying return envelopes and removal of paper ballots from secret ballot envelopes. UniLect will use its high-speed envelope opener to open envelopes. Volunteers will not be involved in any other aspect of the ballot count process.
32. As soon as in-person polls close, UniLect Staff will begin the tally of paper ballots using its optical scan ballot reader.
33. N&E Committee Members will manage the collection of paper ballots that members choose to cast at the Annual Meeting that begins at 1:00 p.m.
34. This election will be conducted in accordance with SVCA Bylaws and the SVCA Election Manual (where appropriate) and Federal Election Best Practices. Where there may be any conflicts SVCA Bylaws control.

COMPANY PROFILE

The UniLect Corporation is a nationally recognized leader of superior election management services, equipment and solutions based on the Central California Coast in Paso Robles, CA. As an impartial, third-party election services authority, our outstanding team of professional veteran election experts have been serving the needs of election administrators in both the public and private sector with proven, state-of-the-art voting technology. With over 150 years of combined election expertise and a history of accuracy and integrity second to none, our depth of experience and reputation for providing exemplary elections is unmatched in the marketplace.

Since 1989, UniLect has served well over 13.5 million registered voters, private organization members, and homeowners across the United States. UniLect's election experts have been conducting superior elections for over 40 years as representatives, senior management, corporate officers and founders for such election services and products pioneers as IBM, Business Records Corporation (BRC), and Computer Election Services (CES). UniLect's key personnel have conducted and supported elections of all sizes and complexities from small to large elections, to exceptionally large projects such as the City of Chicago and Cook County in which over 5 million registered voters were served.

UniLect is a federally certified provider of election management services and products. Federal Certification is our means of providing assurance to our customers that our election products, and processes, have met the very strictest of standards in place for ensuring the best run elections. A UniLect run election provides organizations with the satisfaction and peace of mind that they are engaging a firm that delivers the highest standards in efficiency, accuracy, security, and integrity. We use only proven and best practice absentee and on-site voting procedures and processes to ensure the most trustworthy elections possible.

Note that currently, online voting is not permissible in public elections. There are no federal or state certification standards in place for e-voting.

UNILECT ELECTION PROCESS

UniLect's Optical Scan Paper Balloting Systems use optical mark readers and computer software to tally Voters' ballots electronically. UniLect uses a robust e-voting service platform to deliver and count ballots submitted online.

As soon as available, SVCA will provide UniLect with all ballot information including races, candidate names, the order in which candidates are to appear on the ballot, proposed budget language with financial documents, the Voter Guide layout with special bylaw measures and/or assessments and all other documents (Candidate Biographies) for the 2026 SVCA Official Ballot and the Voter Guide that will be included in the Official Absentee Ballot Packet and E-Ballot Link.

UniLect will design, print, and prepare materials for the absentee ballot mailing to include the Official Absentee Ballot, Voter Instructions, Voter Guide, and all envelopes.

UniLect partners with an e-balloting service platform with an extensive history conducting online elections. UniLect will manage SVCA's e-voting process from beginning to end to include e-ballot design, e-ballot election set-up, e-vote ballot pre-testing, e-vote list management, e-vote control setting, e-vote tracking, delivery of e-ballots, spoiling of e-vote links if necessary, scheduling of e-voting reminders and managing e-votes cast and submitted in consideration with all the voting methods that will be available to SVCA members. UniLect will ensure only one (1) vote per household regardless of voting method and will apply SVCA's Election Rules the entire election process.

UniLect will design, prepare, and send via email and text SVCA's 2026 E-Ballot to all members included on the member list with scheduled reminders in place.

UniLect will obtain final authorization for all printed and e-balloting materials from the N&E Committee and General Manager prior to going to print and prior to the official e-ballot opening of the polls.

SVCA MEMBER LISTS:

On agreed-upon date, SVCA will provide UniLect with the Official Record Date for this election and **three (3) Member Lists:**

1. **Absentee Ballot List** should provide member data broken down as in past elections to include Last Name, First Name, Street Address, City, State, Zip, Lot, and Member ID.

2. E-Vote Members in Good Standing List and provide member data broken down as in past elections to include Last Name, First Name, Street Address, City, State, Zip, Lot, and Member ID, Email Address and Cell Phone Number.

3. E-Vote Members Not in Good Standing List and provide member data broken down as in past elections to include Last Name, First Name, Street Address, City, State, Zip, Lot, and Member ID, Email Address and Cell Phone Number

UniLect will design, print, prepare, mail and email/text the Official Ballots to all homeowners according to the lists provided by SVCA. Out-bound Absentee Ballot Mailings will use First-Class Discounted Pre-Sort Postage (or Lettermail Canadian First-Class postage), and the Absentee Return Envelopes will include UniLect's Business Reply Mail Permit, and the Association will only pay postage for those ballots that are returned to be counted. Canadian Absentee Ballots will include prepaid International Postage on the enclosed Return Envelope.

A complete list of all voting homeowners who participated in the election will be provided in the Master Election File on Election Day.

UniLect's Inspector of Elections California Post Office Box will be used as the official return address for all returned by-mail ballots. For any absentee ballot packets returned un-deliverable, UniLect will provide the N&E Committee/General Manager with an excel spreadsheet of all bad address returns as they come in. If a better address is provided by SVCA's office, a replacement ballot packet will be sent to that member the same day or next business day. Detailed absentee ballot logs showing all activity and resolutions will be in the Master Election File.

During the election period, should a homeowner spoil, lose, or not receive their absentee ballot, UniLect will provide a toll-free phone number (listed in the Voter Instructions included in the Ballot Packet) for homeowners to call and request a duplicate absentee ballot. A detailed *Ballot Request Log* is provided in the master election file at the close of the election. **The phone number to call for a replacement absentee ballot is 1-866-466-6455 and should be provided to SVCA Office Staff.** UniLect will track dates of all absentee ballots returned to its California Post Box and e-votes received, to manage the list of members that have submitted a ballot.

On Friday, November 6, 2026, at 12:00p.m., UniLect will make the final pickup of absentee ballots returned to UniLect's Post Box and will deliver all absentee ballots to the SVCA Annual Election on November 7, 2026, in time for the ballot count.

All absentee ballots returned with signatures will be scanned to determine name and eligibility. An initial list of all homeowners who participated in the election as of November 6, 2026 (whether electronically or by-mail) will be brought to the SVCA Annual Meeting on November 7, 2026.

ELECTION DAY

UniLect will arrive at SVCA Dance Barn early on Saturday, November 1, 2025, to set-up election equipment (high-speed industrial envelope opener, bar-code readers, Optical Scan Ballot Reader, and laptop with election tallying software), all unused balloting materials, remaining official ballots, logs, Proof of Mailing, undeliverable, absentee ballots returned by mail and prepare for the Tally.

UniLect will then add to the initial list (created on November 6, 2026) by scanning all absentee ballot envelope barcodes dropped off at the Community Ballot Box on-site at SVCA. The Voter Sign-In Book will then be printed for balloting on-site and in-person.

At 9:00 a.m. UniLect and the N&E Committee will Open the Polls and UniLect Staff will sign-in any members who present for in-person voting. UniLect Staff will conduct Voter Sign-In, and distribute an Official Paper Ballot to SVCA eligible members that have not previously submitted an absentee ballot by mail, drop-off, or electronic vote. *If a member is ineligible*, UniLect Staff will direct to the attending SVCA

Official empowered to collect payments. If a member remains not in good standing, UniLect Staff will issue a Budget Only Official Ballot.

At 10:00 a.m. UniLect will begin the process of opening the Official absentee Ballots submitted by-mail (with the assistance of SVCA volunteers) in a separate room not used for live polling. If a member submitted a ballot online as well as by absentee, the date of when the ballot was received will be checked to ensure only the first ballot submitted is counted and the later ballot is voided. All eligible return envelopes will be opened and their contents (Secret Ballot Envelope with Official Ballot), removed. The Return Envelopes will be retained for storage. Secret Ballot Envelopes will then be opened, and the Official Ballot will be removed.

UniLect will provide all observers, candidates, and officials in attendance with an explanation of each phase of the tally process and answer any questions to ensure full transparency.

In-Person Polling will close at 12:30 p.m., allowing anyone in line by 12:30 p.m. to cast their ballot. If there is a dispute that cannot be resolved, UniLect will have that member vote a Challenged Ballot that will be deposited in the Challenged Ballot Box, for the N&E Committee to make a final ruling on. Preparation for the 1:00 p.m. Annual Meeting will then begin and any additional live voting at the Annual Meeting will be overseen by representatives of the N&E Committee, while UniLect prepares to tally the official ballots. (N&E Committee will collect ballots from any member who has chosen to vote during the Annual Meeting.)

As soon as the polls close and prior to the counting of all eligible Official Ballots, pre-established Election Rules will be in place, which will guide the election and ensure that any issue that arises has an election rule to address it which is uniformly applied. Parameters that govern what is to be considered a Void Ballot will have been pre-determined by the Election Rules/N&E Committee and SVCA Bylaws.

Ballots that have been returned by members who are not in good standing will be set aside (absentee ballots or e-vote ballots) until final N&E Committee Chair rulings. Only budget votes will be counted for those members determined by N&E Committee to be not in good standing. (These ballots will be managed separately.)

UniLect will provide all observers, candidates, and officials in attendance with an explanation of each phase of the tally process and answer any questions to ensure full transparency.

Once all polling has ended, UniLect will conduct a Logic and Accuracy Test in full view of all observers to show that the Optical Scan equipment (hardware and software) is counting accurately.

As soon as the last Absentee Ballot has been processed, preliminary election results will be available to include any 'Budget Only' votes (if applicable). UniLect Optical Scan Ballot Readers count approximately ninety-five ballots per minute.

E-voting totals to include any 'Budget Only' votes will be combined with all absentee ballot vote totals.

At each critical phase of the election process, UniLect provides the N& E Committee with a *Statement* on the process which they are asked to sign.

All absentee balloting materials will be accounted for at every stage of the process, from printing to mailing to final tabulation. All e-voting documentation and election results will be printed and included in with election materials. UniLect will keep track of all Official Ballots, Logs, Replacement Ballots, Duplicate Ballots, Void, or Challenged Ballots to be reconciled at the Closing of the Polls for SVCA to keep in storage for the duration mandated by its governing documents. A complete Final Balloting Reconciliation Report is included in the election file provided at the close of the election. At any stage in the election process, observers are welcome.

UNILECT RESPONSIBILITY

UniLect has reviewed Sudden Valley Community Association's Bylaws, and N&E Election Manual and will review any further election information the Association would like us to upon receipt. All requirements and rules will be rigorously adhered to.

UniLect will require approval by Sudden Valley Community Association's N&E Committee Chair and/or General Manager of all ballot packet materials to ensure all documents are in proper legal order and in accordance with Sudden Valley Community Association obligations, prior to printing, mailing, or sending.

Any additional meetings (i.e., adjournments or follow-up meetings with the Board of Directors and/or other meetings) not covered within this proposal, will be completed by our election experts as requested and billed at our hourly rate.

SERVICES COST

The costs of our services are shown in the Revised Attachment A dated May 4, 2026.

Thank you for the opportunity to provide this proposal. We look forward to once again having the opportunity to work with Sudden Valley Community Association, its General Manager and the Nominations and Election Committee.

Best Regards,



Catherine Burkhart
Director of Election Services

RFP response relies solely on the information made available with regards to the scope of work requested. UniLect reserves the right to alter this proposal upon a more detailed examination of the work involved.

CONFIDENTIALITY NOTICE:

The information contained in this communication may contain confidential and/or privileged information. It is intended solely for use by recipients authorized to receive it. If you are not the intended recipient you must not use, copy, disclose or take any action based on this proposal/contract or any information herein.