



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

November 10, 2022, 7:00 PM HYBRID

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Consent Agenda

2a. Approval of Minutes – October 25, 2022

2b. Approval of Minutes – October 27, 2022

2c. Approval of Minutes – November 3, 2022

Item 3) Announcements

Item 4) Property Owner Comments – 15 Minutes Total

Please note that comments are limited to 3 minutes per person.

Item 5) General Manager Report

Item 6) New Business

6a. Certification of 2022 AGM Results

6b. Presentation of 2022 Snow Plan

6c. Recommendation to revise SVCA organizational structure

6d. Request for Approval – Member Comment Guidelines

6e. Request for Approval – Update to Policy 2016-12

6f. Board Orientation

Item 7) Closed Session – Legal & Personnel

Adjournment

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

2
3 **ASSOCIATION NAME:** Sudden Valley Community Association
4 **DATE AND LOCATION:** Tuesday, October 25 [Remote Meeting]
5 **CALLED TO ORDER AT:** 7:03 PM
6 **AUDIENCE MEMBERS:** Not Recorded

7
8 **BOARD MEMBERS PRESENT:**

1. Andrew Tischleder	3. Sonia Voldt	5. Morgan Libby	7. Sam Shahan
2. Joshua Bowens	4. Nancy Alyanak	6. Sandi Mitchell	8. Taimi Van de Polder

9
10 **BOARD MEMBERS ABSENT:** Brian Cope; *excused*, Kanu Sharma; *excused*, Keith McLean, *excused*

11
12 **STAFF MEMBERS:** Jo Anne Jensen, *Operations Manager*; Jon Kaer, *Technology Administrator*

13
14 **This meeting was opened with an affirmation of SVCA’s Land Acknowledgement and Anti-**
15 **Racism Statements.**

16
17 **1. ADOPTION OF AMENDED AGENDA**

- a. Director Tischleder moved to adopt the agenda
- b.

18
19
20 **2. MOTION TO:** Adopt the Agenda

21
22 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
23 APPROVED: X NOT APPROVED: _____ Tabled: _____ DIED: _____
24 IN FAVOR: Unanimous
25 AGAINST: None ABSTAINED: None

26
27 **3. ANNOUNCEMENTS**

- a. **Director Alyanak announced the ballot box is ready for votes**

28
29
30 **4. MOTION TO:** Move into Closed Session

31
32 MOTION BY: Director Shahan SECONDED BY: Director Bowens
33 APPROVED: X NOT APPROVED: _____ Tabled: _____ DIED: _____
34 IN FAVOR: Unanimous
35 AGAINST: None ABSTAINED: None

36
37 **5. MOTION TO:** Move into Open Session at 7:18 pm

38
39 MOTION BY: Director Bowens SECONDED BY: Director Shahan
40 APPROVED: X NOT APPROVED: _____ Tabled: _____ DIED: _____
41 IN FAVOR: Unanimous
42 AGAINST: None ABSTAINED: None

45 **6. MOTIONS AS A RESULT OF CLOSED SESSION:**

46 **Move that the BOD authorize the BOD President to execute the separation agreement**
47 **between Sudden Valley and Dan Pike.**

48
49 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
50 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
51 IN FAVOR: Unanimous
52 AGAINST: None ABSTAINED: None

53
54 **Move that the BOD authorize the employment contract between Jo Anne Jensen and the**
55 **Sudden Valley Community Association.**

56
57 MOTION BY: Director Tischleder SECONDED BY: Director Shahan
58 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
59 IN FAVOR: Unanimous
60 AGAINST: None ABSTAINED: None

61
62 **President Tischleder read Dan Pike’s outgoing message and welcomed Jo Anne as our new**
63 **GM.**

64
65 MOTION TO ADJOURN BY: Director Tischleder SECONDED BY: Director Shahan
66 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
67 IN FAVOR: Unanimous
68 AGAINST: None ABSTAINED: None

69
70 **ADJOURNMENT: 7:20 PM**

71
72 **APPROVED BY:** _____
73 **ANDREW TISCHLEDER, SVCA PRESIDENT or BRIAN COPE,**
74 **SECRETARY**

75

45 **Item 5) CLOSED SESSION-PERSONNEL & LEGAL**

46
47 **MOTION TO MOVE INTO CLOSED SESSION:**

48
49 MOTION BY: Director Shahan SECONDED BY: Director Cope
50 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
51 IN FAVOR: Unanimous
52 AGAINST: None. ABSTAINED: None

53
54 **MOTION TO MOVE INTO OPEN SESSION:**

55
56 MOTION BY: Director Shahan SECONDED BY: Director Cope
57 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
58 IN FAVOR: Unanimous
59 AGAINST: None. ABSTAINED: None

60
61 **MOTION FOR BOARD TO ACT AS A RESULT OF CLOSED SESSION**

62 **5a. Move for the Board of Directors release the attorney memo regarding the Department of**
63 **Treasury ruling regarding the Transfer Fee Refund.**

64
65 MOTION BY: Director Tischleder SECONDED BY: Director Cope
66 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
67 IN FAVOR: Unanimous
68 AGAINST: None. ABSTAINED: None

69
70 **Item 6) PROJECT UPDATES**

71 **6a. Jo Anne Jensen, GM, reported project updates including installation of the golf bridge,**
72 **Clubhouse Kitchen construction being completed, remaining Clubhouse repairs**
73 **planned for the week of October 31.**

74
75 **Item 7) FINANCIAL REPORT**

76 **7a. August 2022 Financial Reports were presented by Accounting Manager, Joel Heverling.**
77

78 **Item 8) NEW BUSINESS**

79 **8a. CAPITAL REQUEST-AREA Z MAINTENANCE FACILITY**

80 **8ai. Jo Anne Jensen, GM, presented request for funding the Area Z Maintenance**
81 **Facility, and proposed remodel would bring building up to code and functionality.**
82 **\$254,657.18**

83 **8a.ii. Motion that the BOD approve the allocation of \$254,657.18 from the CRRRF fund**
84 **for the Area Maintenance Z facility remodel.**

85
86 MOTION BY: Director Tischleder SECONDED BY: Director Cope
87 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
88 IN FAVOR: Unanimous
89 AGAINST: None. ABSTAINED: None

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8b. CAPITAL REQUEST-BARN 8

8b. JoAnne Jensen, GM, presented request for funding for the remodel of Barn 8.

8bii. Director Tischleder moved that the BOD approve the allocation of \$39,792 for design and permitting for the exterior remodel of Barn 8 from the CRRRF fund.

MOTION BY: Director Tischleder SECONDED BY: Director Cope
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
IN FAVOR: Unanimous
AGAINST: None. ABSTAINED: None

MOTION TO ADJOURN:

MOTION BY: Director Tischleder SECONDED BY: Director Cope
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
IN FAVOR: Unanimous
AGAINST: None. ABSTAINED: None

APPROVED BY: _____
ANDREW TISCHLEDER, SVCA PRESIDENT or BRIAN COPE, SECRETARY

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

2
3 **ASSOCIATION NAME:** Sudden Valley Community Association
4 **DATE AND LOCATION:** Thursday, November 3, 2022 [Remote Meeting]
5 **CALLED TO ORDER AT:** 7:09 pm
6 **AUDIENCE MEMBERS:** Not Recorded

7
8 **BOARD MEMBERS PRESENT:**

1. Andrew Tischleder	4. Brian Cope	7. Nancy Alyanak
2. Joshua Bowens	5. Morgan Libby	
3. Sonia Voldt	6. Sam Shahan	

9
10 **BOARD MEMBERS ABSENT:** Kanu Sharma, Taimi Vander Polder, Keith McLean, Sandi Mitchell

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12
13 **STAFF MEMBERS:** Jon Kaer, *Technology Administrator*; Joel Heverling, *Accounting Manager*, Jo Anne Jensen, GM

14
15
16 **This meeting was opened with an affirmation of SVCA’s Land Acknowledgement and Anti-Racism Statements.**

17
18
19 **Item 1) ADOPTION OF AMENDED AGENDA**

20 **1a.** The agenda was amended to include 6e, “Regular Board Meetings scheduled for remainder of 2022 and 2023” and adopted

21
22
23 **MOTION TO:** Adopt the amended agenda and approve.

24
25 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
26 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
27 IN FAVOR: Unanimous
28 AGAINST: None. ABSTAINED: None

29
30 **Item 2) CONSENT AGENDA**

31 **2a. Approval of Minutes-February 24, 2022**

32
33 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
34 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
35 IN FAVOR: Unanimous
36 AGAINST: None. ABSTAINED: None

37
38 **Item 3) ANNOUNCEMENTS**

- 39 3a. Director Alyanak announced that we are currently on track for the lowest turn out for the AGM election and gave instructions for replacing your ballot.
- 40
- 41 3b. Director Shahan would like to thank Directors Bowens and Tischleder for their hard work.
- 42

43 **Item 4) AUDITOR’S PRESENTATION: 2021 AUDITED FINANCIAL STATEMENTS**

46 **Item 5) CONTINUING BUSINESS**
47 **5a. RFQ#21-03; 10-YEAR CAPITAL ROADS, DRAINAGE, AND PEDESTRIAN**
48 **IMPROVEMENT PROGRAM**
49

50 **MOTION: That the Board of Directors approve the selection of Impact Design’s team as the most**
51 **qualified consultant that responded to the RFQ for consultant Engineering Services for a 10-year**
52 **Capital Roads, drainage and pedestrian improvement program and direct the General Manager to**
53 **negotiate a contract for Board Approval.**

54
55 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
56 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
57 IN FAVOR: Unanimous
58 AGAINST: None. ABSTAINED: None
59

60
61 **Item 6) NEW BUSINESS**
62 **6a. Auditor’s Engagement Letter-1 year Extension**
63

64 **MOTION: That the Board of Directors authorize General Manager, Jo Anne Jensen, to execute the**
65 **one-year extension for the audit and tax return engagement letter.**
66

67 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
68 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
69 IN FAVOR: Unanimous
70 AGAINST: None. ABSTAINED: None
71

72 **6b. Credit Card Authorization Approval**
73

74 **MOTION: That the Board of Directors approve the WECU credit card borrowing resolution as**
75 **presented in the agenda packet.**
76

77 MOTION BY: Director Tischleder SECONDED BY: Director Bowen
78 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
79 IN FAVOR: Unanimous
80 AGAINST: None. ABSTAINED: None
81

82 **6c. Welcome Center Summary of Improvements**
83

84 **MOTION: That the Board of Directors approve the transfer of \$17,340 in excess loan funds from**
85 **the CRRRF reserve account back to operations.**
86

87 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
88 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
89 IN FAVOR: Unanimous
90 AGAINST: None. ABSTAINED: None
91

92 **6c. Welcome Center Summary of Improvements**
93

94 **MOTION: That the Board of Directors approve the revised golf fees schedule for 2023 as presented**
95 **in the agenda packet.**

96
97 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
98 APPROVED: X NOT APPROVED: _____ Tabled: _____ DIED: _____
99 IN FAVOR: Unanimous
100 AGAINST: None. ABSTAINED: None

101
102 **Motion: That regular board meetings will be schedule as follows: one meeting on the 2nd Thursday**
103 **of the month in November and December and two meetings, on the 2nd and 4th Thursday of each**
104 **month, continuing from January through October 2023.**

105
106 **Item 10) ADJOURNMENT**

107
108 MOTION BY: Director Tischleder SECONDED BY: Director Bowens
109 APPROVED: X NOT APPROVED: _____ Tabled: _____ DIED: _____
110 IN FAVOR: Unanimous
111 AGAINST: None. ABSTAINED: None

112
113 10a. The meeting adjourned at 8:17 PM

114
115 **APPROVED BY:** _____
116 **ANDREW TISCHLEDER, SVCA PRESIDENT or BRIAN COPE, SECRETARY**



Date: 11-09-2022
 To: A. J. Tischleder, President SVCA Board of Directors
 From: Michael Wadsworth, Chair Nominations & Elections Committee
 Subject: Certification of November 5, 2022 Annual General Meeting

This report is presented pursuant to SVCA By-law Article III, Section 3 (f) and the Nominations & Elections Committee Manual. On 11/09/2022 the 2022-2023 N&E Committee met to perform a final canvass of election materials. Two (2) UniLect election representatives and, two (2) volunteer SVCA members assisted with opening ballots. One to two (1-2) N&E members were in the counting room.

Summary:

3122 Ballots Mailed (Postage statements from printer attached)

- 3011 Domestic
- 111 Foreign
- 32 Duplicate ballots were requested and mailed out

1097 Ballots Cast (Eligible Voters) comprised of:

- 645 Ballots Mailed to UniLect
- 414 Ballots Dropped in SVCA Ballot Box
- 38 Ballots Cast in Person
- 0 Proxy Ballots

Ballots Not Counted

- 0 members not current, budget only ballots
- 76 were returned to UniLect late (see discussion under **2022 Voting Issues**)
- 4 ballots had no signature
- 3 ballots had no envelope
- 22 returned as undeliverable (6 remailed to updated addresses)
- 1 ballot was invalid as a duplicate ballot

There were initially 11 candidates for the 5 open Board positions. On September 19, 2022 candidate Sandi Hirsch Mitchel) withdrew by informing the Nominations & Elections Chair in an email, which was acknowledged by the Chair. Of the remaining 10 candidates, the elected candidates are:

Candidate	No. of Votes	Term
Stuart Michell	674	3-year
Andrew Tischleder	537	3-year
Linda Bradley	523	3-year
Nancy Alyanak	458	1-year
Asia Andrade	457	1-year

There was 1 candidate for the 6 open ACC positions; the elected candidates is:

Candidate	No. of Votes	Term
Daniel Rodriguez	722	3-year

There was 1 candidate for the 5 open N&E positions; the elected candidate is:

Candidate	No. of Votes	Term
Gail Chiarello	784	2-year

Budget (Measure #1): The result of the vote on this measure is determined by Washington State Law (RCW 64.90.525) which provides that the budget is ratified if it is not rejected by owners holding a majority of votes in the Association. Current total number of owners 3,138; rejection threshold: 1,569 votes needed to reject.

Measure #1 Budget APPROVED

Approved-738 Rejected-297

Bylaw Amendments (Measures #2 and #3): In order to pass, two-thirds of all members voting must vote in favor.

Measure #2 (NEW Section 25) PASSED

Yes-Votes 756 (70.26%) No-Votes 320 (29.74%)

Measure #3 (Petition Requirements) PASSED

Yes-Votes 758 (69.10%) No-Votes 304 (28.42%)

2022 Voting Issues:

(1) The role of a current N&E Committee member who becomes a candidate for the Board or other SVCA elected position would benefit by clarification. SVCA Bylaws state (Article III Sec. 3-f): “The Nominations and Elections Committee shall supervise the handling of mailed ballots, supervise the counting of all ballots, and shall submit a written report to the President of the Board detailing the results of the election.” This role through precedent falls on the N&E Chair who then recruits observers and volunteers and assigns other roles to the remaining N&E Committee members.

However Article III Sec. 3-g states: “No candidate for election to the Board, the Nominations & Elections Committee, or the Architectural Control Committee, nor members of their families or their households, shall assist in counting ballots.”

Further clarification through a Bylaws amendment or entry in the N&E Manual would be helpful since there appears to be widespread community belief that an N&E candidate for a SVCA elected position must recuse himself or herself from any participation in the mechanics of the election.

Some confusion developed on the floor when the immediate past N&E Chair began collecting in-person ballots by asking members to drop their ballots in a box she held out to them. Since she was also a candidate for the Board, many members expressed vocal discomfort with her action and briefly the meeting appeared out of order. This was expeditiously resolved by bringing up the second N&E

member (not a candidate for the Board) from the counting room to collect the in-person floor ballots.

(2) Handling of a candidate who withdraws after the 48-hour window would benefit by an improved process, clearly stated. Suggestions could include (1) requiring the candidate to inform the N&E Chair of his/her withdrawal in writing, with acknowledgment/acceptance from the N&E Chair also in writing; (2) if possible, requesting that the third-party elections agent amend the ballots by drawing a line through this individual's name with the notation "Withdrawn"; (3) posting notice of the individual's withdrawal on the SuddenValley.com AGM web page.

There was considerable confusion leading up to the AGM as how to handle votes for the withdrawn candidate Sandi Mitchell if she were among the top 5 vote-getters and thus potentially elected to the Board. Legal counsel may have been sought but, if so, was not shared. The current ambiguity could be resolved either in the N&E Manual or in a Bylaws amendment.

(3) Late ballots. UniLect phoned the Chair the evening of November 7th to report an additional 76 ballots had appeared in their mailbox that morning. UniLect provide postmark data for these ballots:

Postmarked 10/22/2022	1 ballot (Canadian postmark)
Postmarked 10/31/2022	19 ballots
Postmarked 11/01/2022	8 ballots
Postmarked 11/02/2022	30 ballots
Postmarked 11/03/2022	13 ballots
Postmarked 11/04;2022	<u>5 ballots</u>
Total Late Ballots	76 ballots

N&E guidance informed members that mailed ballots must be mailed by October 25th to insure they would be received by UniLect by their cut-off of November 3, 2022. With the exception of the Canadian ballot, the late-arriving ballots were mailed (at the earliest) six days past the October 25th date. These ballots have not been included in the official count. It is concerning however that so many member votes were cast but arrived too late. Going forward, N&E will consider avenues to better communicate to the members the importance of mailing their ballots timely and/or utilizing the drop-box in the Administration Building.

The committee will be discussing these issues, among others, going forward, to better insure Sudden Valley's election process can proceed without disruption or uncertainty.

Attached is the Accumulated Totals Report from UniLect, the invoice and USPS mailing receipts from the printer/mailer, showing the number of ballots mailed and the 2022 AGM Election Spreadsheet.

Respectfully Submitted,

Michael Wadsworth
2022-2023 N&E Committee Chair

MW/gc

Attachments:

- (1) AGM 2022 Certification Report Information (1 page)
- (2) AGM 2022 "Gold Star" Documents—Accumulated Totals Report (2 pages)
- (3) AGM 2022 Attachment A: UniLect Contract of Election Management Services (1 page)
- (4) AGM 2022 Proof of Mailing Roadrunner Mailing Services (3 pages)

(4) UniLect/Catherine Burkhart Email Clarification of Recount Procedure for Close Vote Count

From: Catherine Burkhart <cburkhart@unilect.com>
To: micarworth@frontier.com
Cc: Andrew Burkhart <aburkhart@unilect.com>
Sent: Saturday, November 5, 2022 at 05:01:47 PM PDT
Subject: Fwd: AGM Results 2022.pptx

Hi Michael,

Just following up on our discussion related to the vote count and the difference between the 5th place candidate winner (Asia Marie Andrade -457 votes) and the 6th place candidate who lost (Laurie Michelle Robinson -447 votes)-which was Ten (10) votes.

There was a difference of one (1) vote between “two winners”, Nancy Alyanak-(458 votes) and Asia Marie Andrade- (457 votes) but they both won, and both received a 1 year term.

Typically a recount happens between candidate(s) who won, and candidate(s) who lost. (At least we’ve only seen that -in our experience.)

After the ballot count was concluded we conducted a full ballot reconciliation (twice) to ensure our numbers added up.

1,097 ballots were counted, which was the exact number we expected to be counted. Attached is the Power Point I sent JoAnne.

There were no questionable ballots in which we needed an N&E Committee or legal ruling that could have affected the final election results.

No ballots were returned by members “not in good standing”, no new owners showed up to vote (or voted by mail) in which a previous owner had also voted and final determination needed to be made. (It’s my understanding your legal counsel said it would be whichever legal owner at the time returned their ballot first. Which is consistent with what we’ve seen in CA. But you may also want to consider if the N&E (or BOD) can also make a “record date”.

I’ve also sent you separately the Certification Report Information which shows the total number of ballots, foreign and domestic mailed, the number of Undeliverables, duplicate requests, new owner adds, and ineligible ballots (broken down by reason: no identifying info, unsigned envelopes, duplicate ballots etc) along with the number of ballots UniLect received by mail, ballots received at the Community Center and ballots voted during live polling today before or at The AGM.

Every ballot cast was accounted for.

A pre-test of the voting system (hardware & software) showed the optical scan system was counting accurately.

Let me know if you need anything else.

Thank you,

Catherine Burkhart
Inspector of Elections
UniLect Corp.

SVCA Annual General Meeting

Accumulated Totals Report

Date of Election: November 5, 2022

Total Ballots Counted: 1097

Board of Directors - Choose no more than five

Response	Frequency	Percent	Valid Percent
Stu Mitchell	674	61.44	62.47
Andrew A.J. Tischleder	537	48.95	49.77
Linda A. Bradley	523	47.68	48.47
Nancy Alyanak	458	41.75	42.45
Asia Marie Andrade	457	41.66	42.35
Laurie Michelle Robinson	447	40.75	41.43
Andy B. Glover	438	39.93	40.59
Kate Quigg	422	38.47	39.11
Morgan Libby	405	36.92	37.53
Tara Elizabeth De Veaux	329	29.99	30.49
Sandi Hirsch Mitchell	287	26.16	26.60
Total Valid	1079	98.36	100.00
No Response (Undervotes)	17	1.55	
Multiple Responses (Overvotes)	1	0.09	
Total	1097	100.00	

N&E Committee - Vote for one

Response	Frequency	Percent	Valid Percent
Gail Chiarello	784	71.47	100.00
Total Valid	784	71.47	100.00
No Response (Undervotes)	313	28.53	
Total	1097	100.00	

ACC Committee - Vote for one

Response	Frequency	Percent	Valid Percent
Daniel Rodriguez	722	65.82	100.00
Total Valid	722	65.82	100.00
No Response (Undervotes)	375	34.18	
Total	1097	100.00	



SVCA Annual General Meeting

Accumulated Totals Report

Date of Election: November 5, 2022

Total Ballots Counted: 1097

Measure 1 (Budget) - Vote for one

Response	Frequency	Percent	Valid Percent
Approve	738	67.27	71.30
Reject	297	27.07	28.70
Total Valid	1035	94.35	100.00
No Response (Undervotes)	61	5.56	
Multiple Responses (Overvotes)	1	0.09	
Total	1097	100.00	

Measure 2 (Bylaw Amendment - New Section 25) - Vote for one

Response	Frequency	Percent	Valid Percent
Yes	756	68.92	70.26
No	320	29.17	29.74
Total Valid	1076	98.09	100.00
No Response (Undervotes)	20	1.82	
Multiple Responses (Overvotes)	1	0.09	
Total	1097	100.00	

Measure 3 (Bylaw Amendment - Petition Requirements) - Vote for one

Response	Frequency	Percent	Valid Percent
Yes	758	69.10	71.58
No	301	27.44	28.42
Total Valid	1059	96.54	100.00
No Response (Undervotes)	38	3.46	
Total	1097	100.00	



PROOF OF MAILING ROADRUNNER MAILING SERVICES



Monday 10/3/2022 10:35 AM
Distribution Report:

Page 1

Diskcode	\Keycode	\
SVCA AGM Mailing List 2022.xlsx	\	3,011
SVCA AGM Mailing List 2022.xlsx	\INTERNATIONAL	111
SVCA AGM Mailing List 2022.xlsx		3,122

Total Records Processed: 3,122

Part A — First-Class Mail
Automation Prices

Postcards <i>(eligible for postcard price)</i>	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1 5-Digit	0.330					
A2 AADC	0.348					
A3 Mixed AADC	0.359					

Letters	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A4 5-Digit	0.455	2,469	1,123.3950			1,123.3950
A5 AADC	0.491	335	164.4850			164.4850
A6 Mixed AADC	0.515	207	106.6050			106.6050

Flats	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A7 5-Digit	0.795					
A8 3-Digit	1.002					
A9 ADC	1.061					
A10 Mixed ADC	1.174					

A11 **Part A Total** *(Add lines A1-A10)* 1,394.4850

Full Service Intelligent Mail Option

A12 DISPLAY ONLY	Postcards - Number of pieces that comply:	0.003
A13 DISPLAY ONLY	Letters - Number of pieces that comply:	0.003
A14 DISPLAY ONLY	Flats - Number of pieces that comply:	0.003

*May contain both Full Service Intelligent Mail and other discount.

United States Postal Service
Postage Statement — First-Class Mail and First-Class Package Service

Comments: List: unlect - sudden valley community assoc#11806
 Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

MAILER	Permit Holder's Name and Address and Email Address, if Any	Telephone (925)-520-5272 Extension	Name and Address of Mailing Agent (if other than permit holder)	Telephone (925)-520-5272 Extension	Name and Address of Mail Owner (if other than permit holder)
	Roadrunner Mailing Services 100 Ryan Industrial Ct San Ramon CA 94583-1527 laser@roadrunnerprintmail.com CAPS Cust. Ref. No. _____ CRID 4804124		Roadrunner Mailing Services 100 Ryan Industrial Ct San Ramon CA 94583-1527 laser@roadrunnerprintmail.com CRID 4804124		UNILECT ELECTION SERVICES PO BOX 3026 DANVILLE CA 94526-8026 CRID 2830653

MAILING	Post Office of Mailing Oakland CA 94615	Mailer's Mailing Date 10/03/2022	Federal Agency Cost Code	Statement Seq. No. #11806	Permit # 810	No. & Type of Containers
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps Metered	Processing Category <input checked="" type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Marketing Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail	Weight of a Single Piece 0.1005 pounds	SSF Transaction ID#	Parcels Only Hold For Pickup (HFP) No. of Pieces
	Move Update Method <input type="checkbox"/> ABLE <input checked="" type="checkbox"/> NCOALink <input type="checkbox"/> ACB <input type="checkbox"/> Alternative Method	Multiple <input type="checkbox"/> OneCode ACB <input type="checkbox"/> n/a Alternative Address Format	Combined Mailing <input type="checkbox"/> Single Class	Total Pieces 3,011 Total Weight 302.3066	Letter or Flat-size mailpieces contain: <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk	Customer Generated Electronic Labels <input type="checkbox"/> 8gCon
			This is a Political Campaign Mailing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
			This is Official Election Mail <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Parts Completed (Select all that apply)
 A B C D S NSA

POSTAGE	1	Subtotal Postage (Add parts totals)	1,394.40
	2	Price at Which Postage Affixed (Check one). Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither	pcs. x \$ = Postage Affixed
	3	Incentive/Discount Flat Dollar Amount	
	4	Fee Flat Dollar Amount	
	5	Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)	1,394.40

USPS USE	Additional Postage Payment (State reason)	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage In AIC 121 (Permit Imprint Only)	Total Adjusted First-Class Postage Permit Imprint
	Postmaster: Report Total Postage In AIC 128 (Permit Imprint Only)	Total Adjusted First-Class Package Service Postage Permit Imprint

Incentive/Discount Claimed: _____ Type of Fee: _____
 The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____
 Extension _____

NOTICE TO SENDER	Weight of a Single Piece _____ pound	Total Weight _____	Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason: _____	Round Stamp (Required) Payment Date _____	
	Total Pieces _____	Total Postage _____			
	Presort Verification Performed? (if required) <input type="checkbox"/> Yes <input type="checkbox"/> No				
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required).	Date Mailer Notified _____	Contact _____		
	USPS Employee's Signature _____	By (initials) _____	Time _____	AM PM	
	Print USPS Employee's Name _____				



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

APPROVAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Jo Anne Jensen, General Manager

Date: November 8, 2022

Subject: Approval Request – Process for Member Comments During Board Meetings

Purpose

To request approval of a process for managing member comments during board meetings

Background

It has been the practice for meetings of the SVCA Board of Directors to include a scheduled time for member comments. This is an important forum for members to speak directly to the Board regarding issues of importance to them. The agenda asks that each member limit their comments to 3 minutes in length and indicates that a total of 15 minutes is allotted to this activity. No other rules have been approved to govern the nature of comments.

Analysis

In general, members observe the time limits imposed on the comments section of the meeting agenda. Unfortunately, comments sometimes include personal remarks of a derogatory nature and other disruptive content. To ensure that meetings are not disrupted by inappropriate remarks, simple guidelines have been drafted to guide members who wish to comment.

Proposal

The proposed guidelines are attached to this memo.

Request

I request that the Board of Directors approve the proposed Guidelines for member comments.

Motion

Move that the Board of Directors approve the proposed Guidelines for Member Comments.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Guidelines for Member Comments During Board Meetings

The President of the Board of Directors has discretion in enforcing these guidelines for the orderly and civil conduct of Board of Director meetings.

1. A member comment period is provided at the discretion of the Board of Directors.
2. Member may indicate their request to make a comment in one of two ways: when attending an in-person meeting, by lining up at the side of the room behind the podium; and, when attending a virtual meeting, by selecting the “raise hand” icon in Zoom.
3. During the member comment period, each speaker is allowed three minutes, unless time is extended by the presiding officer. The member comment period may be limited to 15 minutes.
4. All remarks should be addressed to the Board as a whole.
5. Members shall refrain from comment or behavior that involves:
 - a. Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; and derogatory comments on personalities;
 - b. Advertising or promoting the sale of products, services, or private enterprise;
 - c. Promoting any contest or lottery; and
 - d. Promoting candidates for office.
6. Any member who engages in speech or action as described in Section 7, when such speech or action disrupts, disturbs, or otherwise impedes the orderly conduct of any Board meeting, may, at the discretion of the President of the Board of Directors, be asked to leave that meeting.
7. In addition to the limits specified above, the President of the Board of Directors may set other reasonable, viewpoint-neutral limits to prevent disruption of Board business.

Date: November 10, 2022

Subject: Board designation of executing instruments and the administration of primary bank accounts

WHEREAS, Article IV section 11. Agreements, Contracts, Deeds, Licenses, Checks, Etc. All agreements, contracts, deeds, leases and other instruments of the Association shall be executed by at least two (2) officers or by such other person(s), including managing agents, as may be designated by resolution of the Board.

WHEREAS, the SVCA Board can designate by resolution a managing agent, with the exception of check signing authority, to execute such instruments.

Be it also resolved that the Finance Director shall be a primary company administrator, without check signing authority, on all banking accounts.

This resolution for the designation of executing instruments and the administration of primary bank accounts supersedes Policy Number 2016-12 and all other such resolutions.

Canceled/Superseded

Date:

By: