



October 31, 2023
Ballot for 2024 SEVA-CAI Board of Directors
2023 Annual Meeting

Dear Members of Southeastern Virginia Chapter CAI,

You are hereby invited to attend the 2023 Annual Meeting of the Southeastern Virginia Chapter CAI to be held immediately in advance of the Holiday Social on **Friday, December 1, 2023 at The Sheraton Virginia Beach, 3501 Atlantic Avenue, Virginia Beach VA 23451 at 2:00pm. *The social is a ticketed event and advanced reservations are required.*** You will also have an opportunity to meet the SEVA-CAI Committee Chairpersons and the 2023-2024 Board of Directors. Space is limited, so make your reservation today at www.sevacai.org.

Purpose of Annual Meeting

The purpose of the meeting is to elect four members to the Board of Directors for 2024. The governing documents of our Chapter require that the Nominating Committee nominate one person for each vacant position on the board. However, any member that wishes to be placed on the ballot that were not nominated may petition the Nominating Committee to place their name on the ballot. Petitions were to be received at the Chapter office by October 27, 2023.

There are three candidates running for two open seats on the Board of Directors. Per the Chapter bylaws, no one membership category can occupy a majority of the seats of the board. Due to the current make up of the board, only one of the two managers may be elected.

Attached is a brief resume for each of the candidates running for contested positions. As required by the documents of our Association, it is noted after each person's name whether they were nominated by the Nominating Committee or by petition.

Please complete the attached ballot by voting for one Association Manager, and one Business Partner, then sign, date and return your ballot to the Chapter office no later than Thursday, November 30, 2023. Incomplete or late ballots will not be counted. The persons receiving the most votes shall be elected.

Annual Meeting Quorum and Proxy

Fifteen percent of the total membership in attendance or by proxy shall constitute quorum for the transaction of business at any duly called meeting of the members. At all meetings of members, each member may vote in person, by proxy or by mail ballot. A majority of those present in person, by proxy or by mail ballot and voting, shall decide an issue. The intent of this is to allow members to vote on all matters properly before the membership at an Annual or Special meeting in person, by proxy or by mail ballot. At any duly called meeting of the members at which a quorum is present, the act of a majority of

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the members present in person or by proxy shall be the act of the members on any matter, except where the act of a greater number of members is required by law.

All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon termination of membership in the organization. If a quorum is not present at any duly called meeting of the members, a majority of the members present may adjourn the meeting from time to time, without further notice, until a quorum is present.

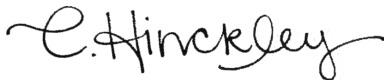
A member entitled to vote may authorize, in writing, another person to act for such member by proxy, solely for the purpose of achieving a quorum. The writing may be executed by the member or the member's authorized officer, director, employee, or agent signing the writing, or causing the person's signature to be affixed to the writing, by any reasonable means, including a facsimile signature.

Please complete the attached ballot/proxy and sign, date, and return your ballot/proxy to the Chapter office no later than Thursday, November 30th. Incomplete or late proxies/ballots will not be counted.

The Annual meeting will be held immediately before the Holiday Social. We hope you will also join us for the Social, which will have a new-and-improved format this year!

We look forward to seeing you there.

Sincerely,



Cariese Hinckley
Chapter Executive Director

2023 SEVA-CAI board of directors ballot

Please complete **either section A or section B** and return to SEVA-CAI by **November 30, 2023**.
If you complete section A, you do not also need to complete B, and vice versa. Only one section is required.

Section A - **BALLOT**

Association Managers | Please choose **ONE**

- Steve Townsend, CMCA®, AMS®
Nominated by Nominating Committee
- Sara Kight, CMCA®, AMS®, PCAM®
Nominated by Petition

Business Partners | Please choose **ONE**

- Shannon Lee
Nominated by Nominating Committee

Section B - **PROXY**

I, _____, a voting member, hereby grant to SEVA-CAI's Board of Director's Secretary, for the purpose of establishing quorum, permission to vote on my behalf at the SEVA-CAI's 2023 Annual Meeting.

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Primary Member's Contact Information

Member Name: _____ Member #: _____

Organization: _____

Signature: _____ Date: _____

Please return to: SEVA-CAI 4867 Baxter Rd. Suite 104, Virginia Beach VA 23462 or E-mail: info@sevacai.org

meet the candidates

Steve Townsend, CMCA®, AMS®

United Property Associates

Steven has been a resident of the Hampton Roads area since the age of 12 and is a graduate of First Colonial High School. He received an Associate Degree from Tidewater Community College and worked for the Virginia Beach Department of Parks and Recreation for 20 years before deciding to make a career change. He has been in the Association Management industry for 19 years and has been an active member of SEVA-CAI since 2005. He is currently on the CA Day Committee, and has been for many years, to include serving as the Chair and Co-Chair of this event. Steven is and always has been an advocate for CAI and loves being a part of such an amazing organization.

What are your goals as a Chapter member?

My goals as a Chapter member include continuing to increase manager, business partner and CAVL memberships, which in turn will help grow the chapter and bring in "new blood"; promote the chapter in positive ways and continue being a part of committees, as well as encouraging others to get involved with committees and attend any and all CAI events, trainings and socials; continuing to serve on the SEVA-CAI Board of Directors to bring diversity and perspectives as an Association Manager to an already amazing Board of managers, business partners and CAVLs!

In your view, what are the biggest challenges facing SEVA-CAI and the community association industry, and how do you believe the Chapter should address them?

I believe some of the biggest challenges facing SEVA-CAI and the community association industry is getting more managers, business partners and CAVLs to get involved because I believe there is strength in numbers, and to encourage participation in CAI classes and trainings to become educated and gain a better understanding of our industry.

What unique skills & abilities do you possess that could contribute to the growth and advancement of the Chapter?

I possess a variety of skills and abilities that could contribute to the growth and advancement of the Chapter as I have worked in the Association Management industry for approximately 19 years, to include working in an Accounts Payable position, as well as being an onsite and portfolio manager. I enjoy working with people and being part of a team that makes a difference in our industry. I've worked closely with managers and management companies for the last 10 years, so I understand the wants and needs of all parties involved. As a sitting Board Member, I'm well versed in the Chapter's challenges, and am actively involved in helping meet its goals.

Sara Kight, CMCA®, AMS®, PCAM®

Seagate Colony I

Sara has been an association manager for the past seventeen years. She obtained an Associates Degree with a minor in Social Sciences from Tidewater Community College, and a Bachelor of Arts degree majoring in History with a minor in Geography from Old Dominion University. She began working as a portfolio manager in 2006 and continue to this day as an on-site manager of Seagate Colony I. She has obtained her AMS and PCAM designations through CAI as soon as the time requirements would allow. This is Sara's third on-site position in a high rise community. She has served as chairperson for the SEVA-CAI Newsletter Committee, and attended three Virginia Leadership Retreats. She currently serves as president of her own community association, and serves on the hospitality team in her church. She was previously awarded the Rising Star Award through SEVA-CAI.

What are your goals as a Chapter member?

My goals as a Chapter member are to bring in more homeowner memberships because ignorance of community association governance breeds contempt among the homeowners, and I want to bring in Human Resource education for on-site managers.

In your view, what are the biggest challenges facing SEVA-CAI and the community association industry, and how do you believe the Chapter should address them?

One of the biggest challenges facing SEVA-CAI today is insurance and educating homeowners. Coastal condominium associations would be wise to amend their documents for the insurance provisions regarding responsibility for making a unit whole after a loss. Master policies should only be used for catastrophic losses. The nation's insurance industry has not been so dire since September 11, 2011.

What unique skills & abilities do you possess that could contribute to the growth and advancement of the Chapter?

I have had the opportunity to serve as a portfolio and on-site manager, in three different high rise buildings, since 2006 in Virginia. I bring seventeen years of management experience to the Chapter board, in addition to serving as president in my own community association.