

Sunset Meadows Maintenance Association  
Architectural Control Board  
PO Box 12614  
Salem, OR 97309

September 15, 2022

«Salutation»  
«Mailing Address»  
«CityStateZip»

Dear «Name»:

Re: Notice of SMMA Annual Meeting

Fall has arrived, which means it's time for Pumpkin Spice everything and our Annual SMMA Meeting! 😊

As written in our By-Laws, Article II, Section 2, "The membership of the SMMA shall hold an annual meeting during the fourth quarter of each calendar year for the purpose of electing the Board and to conduct other business."

On **Tuesday, October 4<sup>th</sup> at 7:00 pm**, our annual meeting will return to **Lee Elementary School**, 5650 Venice Street SE, Salem. We must follow Salem Keizer School District's Covid guidelines and as of March 12, 2022, masks are optional.

This is your opportunity to join together with your neighbors to:

- Review the accomplishments of your 2022 Board
- Review the 2022 Budget/Expenses
- Review and approve the proposed 2023 Budget
- Nominate and vote for your 2023 Board
- Participate in the planning of goals and projects for your 2023 Board

One of the most important events at this meeting, will be the electing of our 2023 SMMA Board. All Board positions are voluntary and the period of service is for one year.

Whether you're interested in serving on the Board or just sharing your ideas, we would love to see YOU! If you're feeling that it may not be your season to serve in an official position, we still need your participation. In order for us to move forward with this meeting, we must have a quorum. Without a quorum we are forced to reschedule and will not be able to manage the Board's business.

Pursuant to the Declaration, the purpose of the SMMA is as follows:

A. To facilitate and provide for the continued maintenance, repair and upkeep of the walls, fences, landscaped areas and signs which are adjacent to Battle Creek Road and Monterey Drive, the purposes of which are to enhance the aesthetic appeal of Sunset Meadows, to buffer the residents thereof from the

traffic on Battle Creek Road and Monterey Drive, and to help identify Sunset Meadows within the community.

B. To exercise all of the powers and privileges and to perform all of the duties and obligations of SMMA as set forth in the Declaration.

Looking forward to seeing YOU on Oct 4<sup>th</sup>!

Sincerely,  
The SMMA Board

\*We're always looking for better ways to connect and communicate within our neighborhood. The most efficient way is through email. If you would, please send an email to: [SMMA.Salem@gmail.com](mailto:SMMA.Salem@gmail.com) (including your name, phone number and address). The SMMA will not share, sell nor *spam* your email.