

**All TLVA Board & Committee
Members perform their duties
as volunteers**

**TLVA BOARD
AGENT & CONTRACTOR ROLES
2026 TERM**

REVISED BY SECRETARY 7/1/26

POSITION	PRESIDENT	VICE PRESIDENT
OFFICER	BOB GILBERT	SHEILA TWOHEY
TERM	10/17/24-12/31/26	10/17/25-12/31/27
ROLE: All Board Members are required to exercise fiduciary care & loyalty as required by WA state law for HOA Officers	• Presides over board & member meetings • Maintains order following Roberts Rules of Order. • Provides leadership and direction to help the HOA function smoothly • Directs the Board to protect interests and property values of the community. • Ensures compliance with governing documents and state laws	• Supports the President and serves as backup when the President is unavailable. • Assists President with administrative duties • Assists with implementation of policies and community projects as mutually agreed upon
RESPONSIBILITIES & DUTIES	• Coordinates with Board to set regular, annual & special meetings • Reserves Conference Room at Bay Club for regular & annual meetings in advance • Coordinates meeting agendas with Secretary and Committee chairs • Assures meetings are focused on motions & decisions without open-ended debate	• Helps ensure compliance with governing documents and state laws • Takes lead in review and updates of RCW 64.90 requirements in change of CC&Rs and Bylaws, due by 1/1/28
	• Signs official documents, contracts and correspondence on behalf of HOA	
	• Serves as Landscape Chair in 2026 (<i>not a normal or required presidential duty</i>) • Oversees and directs Landscape Manager in 2026 • Oversees and directs ARC Review Agent in 2026	
	• Electronic Voting Annual Meeting - Takes lead, in preparation of Annual meeting documents and process with Secretary and Webmaster	
	• Takes Lead in “Board Buddy” teams” to visit homeowners	

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POSITION	SECRETARY	TREASURER
OFFICER	PHYLLIS WALDENBERG	ED HARRINGTON
TERM	10/17/24-12/31/26	10/16/25-12/31/27
ROLE: All Board Members are required to exercise fiduciary care & loyalty as required by WA state law for HOA Officers	- Responsible for maintaining accurate and organized records of the HOA activities. - Records minutes of Board and Member meetings, posts to website (follows Roberts Rules of Order for minute taking) - Ensures HOA Meeting Minutes are posted and accessible on website and G-drive to ensure transparency & availability to Owners & Board	- Oversees financial operations of the HOA - Prepares and oversees Annual Budget in conjunction with the Board - Coordinates with CPA to maintain accurate financial records - Helps ensure transparency and fiscal responsibility
RESPONSIBILITIES & DUTIES	- Posts meeting dates on calendar with Webmaster - Sends meeting notices/agenda to Webmaster for distribution to Board and Members according to most current By-Laws - Reminds Officers & Agents to post and maintain documents specific to their responsibilities on G-drive & website	- Works with the CPA in preparation of the monthly and annual financial statements - Presents financial updates to Board and Homeowners - Monitors expenses to stay within budget - Ensures timely payment of HOA bills
	- New Owner Process: - Maintains accurate and up to date Master Resident Roster - Gathers information from CPA, Treasurer & Welcome Committee - Chair & Liaison to Welcome Committee - Updates Welcome Packet as needed - Keeps Board informed of new neighbors	- Recommends financial policies, i.e. reserves, signatories, investment, banking resolutions and ensure fiduciary compliance - New Owner Process: - Requests and receives notices of pending sales from the CPA or title company - Assures Secretary receives notice of pending sales
	- Maintains accurate, up-to-date Board & Agent Roles & Responsibilities Chart - Assists President and Webmaster with Electronic Annual Meeting Member Packets. - Pond Liaison to Bayview HOA for future projects & costs for 2026 (not a regular officer requirement)	- Retrieves mail from PO Box as needed and distributes as appropriate (keeps one of two keys secretary keeps one) - Insures HOA Insurance Policy is paid and up to date. - Files HOA documents with WA state

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POSITION	DIRECTOR AT LARGE	BOARD LANDSCAPE CHAIR	BOARD LANDSCAPE CHAIR
OFFICER OR AGENT	HANS DELLER	BOB GILBERT	BOB GILBERT
TERM	10/17/24-12/31/26	10/17/24-12/31/26	10/17/24-12/31/26
ROLE: All Board Members are required to exercise fiduciary care & loyalty as required by WA state law for HOA Officers RESPONSIBILITIES & DUTIES	• Voting Member of Board • Assists with implementation of policies and community projects on request • Works with Board for special requests and projects	• Responsible to ensure best practices and maximized value for HOA by Landscape Contractor • Directs and oversees Landscape Manager • Develops annual Landscape Budget • Oversees, inspects and directs Contractor's work to ensure contract compliance • Reports to Board Landscape Chair • Primary contact between homeowners, Contractor and LS Chair • Plans and budgets for future projects, I.e. Legacy Trees and common area restoration • Provides Monthly LS updates to LS Chair & Homeowners • Sends monthly LS update to Webmaster for distribution	• Conducts periodic walk-throughs of property with Landscape Manager and Landscape Contractor • Provides Landscape Reports to Board • Solicits proposals for landscaping projects and annual maintenance as needed • Conducts weekly on-site inspections March-November • Notifies Contractor of deficiencies, concerns or problems • Maintains communications and follows up to ensure correction •

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POSITION	ACCOUNTANT/BOOKKEEPER/CPA (Paid Agent)	LANDSCAPE MAINTENANCE CONTRACTOR (Paid agent)
OFFICER OR AGENT	Katherine J. Klint	Northwest Landscape Services (NLS) a subsidiary of Monarch
TERM	April 2019 to current	1/1/2026-12/31/2028
ROLE	Provides Financial Management and Bookkeeping Services for the HOA Reports to HOA Treasurer	Provides Monthly Landscape & annual Irrigation Maintenance for Owner lots and all Common Areas Schedule determined by Contract
RESPONSIBILITIES & DUTIES	• Tracks Income from Owners payments or other sources • Tracks Approved Expenses as coded and approved by HOA Treasurer • Reconciles all bank statements against expenses • Provides monthly financial data to Treasurer for Board Reports	Includes: • Turf mowing and edging • Yearly aerate/seed/lime treatment • Bed work and shrub pruning • Landscape debris removal • Weed control pre/post emergent/herbicide application • Fertilizer & growth treatment
	• Sends quarterly dues invoices to homeowners • Creates and sends special assessments • Tracks all payments of quarterly dues & assessments • Reconciles bank statements again income payments • Deposits all dues payments to Sound Community Bank	• Cutback of native common Areas • Backflow testing • Compressed air blowout of irrigation system • Spring pruning - 2x week May through July • Winter pruning - October through February
	• Acquire contractor federal tax ID numbers - W9 • Track contractor payments for taxes • Provide annual 1099 to all contractors for income tax by January 31st of every year • Prepare and file IRS required 1096 for all 1099's issued • Escrow Requests • Provide requested documentation to title/escrow companies, fees charged to seller	• Other duties and projects as agreed to by Landscape Chair and Board