Valmont Park HOA Board Roles and Responsibilities

Updated October 11, 2026 (MH)

Background:

- Valmont Park Homeowners Association was turned over to the residents by the developer in May 1987.
- For the past 39 years, the board has been active and has successfully run the HOA, with help from neighbors who have served on committees.
- Many neighbors have served on the board for years, some for decades, and it is time for new neighbors to get involved.
- There is an annual meeting in the first half of February every year. For many years we met in the fire station just south of our neighborhood. Due to Covid, we started using Zoom for the annual meeting, as well as for board meetings.
- Many neighbors attended the in-person annual meetings, reaching seating capacity the last time we met in person - February, 2019. Neighbors attended the annual meeting out of interest and to meet fellow neighbors prior to the start of the meeting.
- We've held Zoom meetings since and have seen record attendance year after year.
- Annual Meeting Proxies are sent out prior to the annual meeting, asking members to return their proxy in the provided postage-paid envelope, even if they are planning on attending. This is to ensure that we have a majority present at the meeting. We have never had a problem getting a majority of the 63 homes represented.

Roles and Responsibilities:

- The board runs the organization's business.
- The board is elected by the members at the annual meeting.
- The board elects the officers at the first meeting they hold after the annual meeting.
- The board generally meets every other month, for about six board meetings per year, in addition to other Special Attention meetings which are topic specific and held as required. Meetings are held in the evening and run between 1-2 hours. In the past, we used to meet at one of the board member's homes, but since Covid, we've been using Zoom to meet.
- Per Bylaws, in the case of a board vacancy, the board may recruit and fill an interim member position until the annual meeting nomination and election vote.
- Our current CCRs (exp. Jan. 1, 2028) call for seven board members, and five architectural control committee members.

President:

- "Subject to the direction of the Board, the President shall be the chief executive officer of the Association, and shall perform such other duties as from time to time may be assigned to him/her by the Board. The President shall be ex-officio, a member (non-voting) of all committees."
- Lead the board and establish the meeting agenda of discussion items.
- Prepare for and lead the annual meeting.
- Responsible for correspondence for the association
- Consult with board members on their activities.
- Liaison with ACC Chairperson
- Address with the board neighbor issues, and reply accordingly.
- Send out quarterly update letters/emails to neighbors.
- Zoom account focal

Vice President:

- "The Vice President shall have such power and perform such duties as may be assigned by the Board or the President. In case of the absence or disability of the President, the duties of that office shall be performed by the Vice President."
- Fill in for the president if required.
- Take care of board meeting notifications.
- New neighbors – Meet and greet in person and do welcome-to-neighborhood letter. Obtain contact information for member list.
- Maintain Valmont Park Board Roles & Responsibilities document (this document).
- Focal for Valmont Google Drive online storage

Secretary:

- "Shall keep the minutes of all proceedings of the Board and all committees and the minutes of the Members' Meetings in books provided for that purpose."
- "Shall have custody of such books and papers as the Board may direct."
- "Shall, in general, perform all the duties incident to the office of Secretary, subject to the control of the Board and the President, and shall also perform such other duties as may be assigned by the President or by the Board."
- Document meeting minutes and action items and send them out to board members.
- Mail annual meeting notices and assessment statements.
- Focal for USPS Mill Creek Post Office mailbox and mail pickup from mailbox

Treasurer:

- "Shall have custody of all receipts, disbursements, funds, and securities of the Association and shall perform all duties incident to the office of Treasurer, subject to the control of the Board and the President."
- "Shall perform such duties as may from time to time be assigned by the Board or the President. If required by the Board, shall give a bond for the faithful discharge of their duties in such sum as the Board may require. All disbursements for the Association require two (2) Board member signatures."
- Develop the budget and present it at board meetings, and at annual meeting.
- Keep the Valmont financial books.
- Maintain the Homeowners Association checking, savings, and CD accounts.
- Keep bank-authorized signatures current.
- Reconcile monthly bank statements (BECU).
- Report financial status at meetings.
- Coordinate with escrow companies.
- File Federal Income tax with the IRS — if required.
- Files WA Secretary of State report — if required.
- Pay monthly bills.
- Maintain working relationship with insurance provider.
- Annual Assessments (February through May)
    - Create and distribute statements (US mail) to 63 members.
    - Collect payments.
    - Deposit payments.
    - Manage payment process.
    - Follow up with members for payments.
    - Valmont Crier reminders about annual dues
    - Manage lien process, if required.

Landscape Chairperson:

- Communicate with the landscape maintenance companies.
- Develop an annual improvement plan.
- Identify contractors for projects.
- Obtain bids, and be the improvements contract administrator.
- Correspond with homeowners on landscape issues and information on Common Area maintenance and improvements.

Communication Focal:

- Maintain the web page.
- Upload to Google Drive all forms and documents/records that are required for seven years.
- Maintain Facebook page.
- Work on communication items.
- Manage board elections process.
- Maintain VPHOA homeowners list with names, addresses, phone numbers, email addresses.
- Distribute to board the VPHOA homeowners list.
- Maintain Valmont Board and ACC Committee member lists. Publish on webpage.
- Valmont Crier postings at three kiosk locations in neighborhood
- Annual Meeting
    - Establish date, per Bylaws
        - If in-person meeting is to be at firehouse, 3525 108th St. SE, make a reservation and pickup/return key.
        - Schedule Zoom for annual meeting. Distribute sign-in Zoom link as requested.
        - Maintain Annual Meeting Invitation process document.
        - Create invitation for annual meeting.
        - Update member list from submitted proxies.
- Pickup mail from Mill Creek mailbox (help secretary)

Block Watch Liaison:

- Connect with Block Watch captain for updates, and keep neighborhood map and contact info.