

## **Valmont Park HOA Board Roles and Responsibilities**

### **Background:**

- The organization was turned over to the residents by the developer in May 1987.
- The board has been active and run the organization successfully for the past 35 years.
- Many neighbors have served on the board for years and it is time for new neighbors to get involved.
- There is an annual meeting in 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 annual meeting as well as the board meetings.
- Many neighbors attended the in-person annual meetings, reaching seating capacity the last time we met in February 2019. Neighbors attended 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.
- Per our bylaws, in the case of a vacancy during the year, the board would fill the vacant position in an interim manner until the annual meeting nomination and election of board members.
- Annual Meeting Proxies are sent out prior to the annual meeting ask members to return their proxy in the provided postage paid envelope, even if they are planning on attending, to insure we have a majority presence at the meeting. We have never had a problem getting a majority of the 63 homes represented.
- The board generally meets every other month, for about six board meeting 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.

### **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.

**President:**

- Subject to the direction of the Board, the President shall be the chief executive officer of the Association and shall perform such duties as may from time to time be assigned to him/her by the Board.
- The President shall be ex-officio, a member (non-voting) of all committees.
- Leads the board and establishes the meeting agenda of discussion items.
- Prepares for and leads the annual meeting.
- Responsible for all association correspondence.
- Handles legal matters for the association.
- Consults with board members on their activities.
- Addresses neighbor issues with board and replies accordingly.
- Sends out quarterly update letters/emails to the neighbors.
- Coordinates with the ACC Chairperson.

**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. Fills in for the president if required.
- Takes care of board meeting notifications.
- New neighbors – Meet and greet in person and welcome to neighborhood letter; obtain contact information for member list.
- Maintains Valmont Park Board Responsibilities document (this document).
- Maintains the map of the neighborhood with homeowners' names.
- Assist president and board members as needed.
- Focal for Valmont Google online storage.
- Zoom and Gmail account backup.

**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.

- Documents meeting minutes and actions items and send them out to board members.
- Mails annual meeting notices and assessment statements.
- Focal for USPS Mill Creek Post Office mailbox and mail pickup from mailbox.
- Backup focal for the Valmont Google online storage.

### **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.
- Develops the annual budget and presents it to the board.
- Keeps the financial books.
- Maintains the checking, savings, and CD accounts.
- Keeps bank-authorized signatures current.
- Reconciles monthly bank statements (KeyBank, BECU).
- Reports results at meetings.
- Responds to escrow companies to verify assessments were paid during the sale of one of the neighborhood homes.
- Files Federal Income tax with the IRS.
- Files WA Secretary of State report.
- Pays monthly bills.
- Collects and deposits annual assessments (February through May)
  - Creates and distributes (US mail) statements to 63 members.
  - Collects payments.
  - Deposits payments.
  - Manages payment process.
  - Follows up with members for payments.
  - Manages lien process, if required.
  - Maintains working relationship with insurance provider.

### **Landscape Chairperson:**

- Oversees all landscape activities for the common areas of the neighborhood.
- Communicates and coordinates with the landscape maintenance companies.
- Develops an annual improvement plan.
- Identifies contractors for projects.
- Obtains bids and is the improvements contract administrator.
- Liaison with the ACC Chairperson on issues that overlap between the board and the ACC.

### **Communication Focal:**

- Maintains the web page and uploading forms.
- Maintains the Facebook page.
- Works on some communication items.
- Manages board elections process.
- Maintains VPHOA member list with names, addresses, phone numbers, email addresses and distribute to board.
- Maintain Valmont Board and ACC member lists.
- Valmont Crier – create, maintain and post (at four locations).
- Annual Meeting:
  - Organizes meeting
  - Establishes date per Bylaws
  - If at fire house - make reservation and pickup/return key
  - Maintains annual meeting Invitation process document
  - Creates invitation
  - Updates member list from submitted proxies
- Pickup Mill Creek mailbox mail (helps secretary).
- Gmail admin focal
- Zoom account focal.

### **Board Member at Large (Block Watch Liaison):**

- Works on such duties as may from time to time be assigned by the president.
- Connects with Block Watch captain for updates and help needed from the board.