

All TLVA Board & Committee
Members perform their duties
as volunteers

TLVA BOARD
AGENT & CONTRACTOR ROLES
2026 TERM

APPROVED BY BOARD 11/12/25

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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Signs official documents, contracts and correspondence on behalf of HOA 	
	<ul style="list-style-type: none"> • 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 	
	<ul style="list-style-type: none"> • Electronic Voting Annual Meeting - Takes lead, in preparation of Annual meeting documents and process with Secretary and Webmaster 	
	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 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	LANDSCAPE MANAGER (Paid Agent - non voting)
OFFICER OR AGENT	HANS DELLER	BOB GILBERT	ROSS AXIOTIS
TERM	10/17/24-12/31/26	10/17/24-12/31/26	Effective 8/7/2025 - monthly contract
ROLE: All Board Members are required to exercise fiduciary care & loyalty as required by WA state law for HOA Officers	<ul style="list-style-type: none"> • Voting Member of Board • Assists with implementation of policies and community projects on request 	<ul style="list-style-type: none"> • Responsible to ensure best practices and maximized value for HOA by Landscape Contractor • Directs and oversees Landscape Manager • Develops annual Landscape Budget 	<ul style="list-style-type: none"> • Oversees, inspects and directs Contractor's work to ensure contract compliance • Reports to Board Landscape Chair • Primary contact between homeowners, Contractor and LS Chair
RESPONSIBILITIES & DUTIES	<ul style="list-style-type: none"> • Works with Board for special requests and projects 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Conducts weekly on-site inspections March-November • Notifies Contractor of deficiencies, concerns or problems • Maintains communications and follows up to ensure corrections have been done
		<ul style="list-style-type: none"> • Plans and budgets for future projects, I.e. Legacy Trees and common area restoration 	<ul style="list-style-type: none"> • Provides Monthly LS updates to LS Chair & Homeowners • Sends monthly LS update to Webmaster for distribution

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POSITION	ARCHITECTURAL REVIEW (Appointed special agent - non-voting)	WELCOME COMMITTEE (appointed agents - non-voting)	WEBMASTER (appointed Agent - non voting)
OFFICER OR AGENT	CHRIS WOLLE (Homeowner)	MICHELE SMITH & LORRIE WOLLE (Homeowners)	DAVE HANSON (Homeowner)
TERM	10/16/25-12/31/26	Current	Current
ROLE	<ul style="list-style-type: none"> Assists homeowners in submitting changes for building and landscape modification to the South Bay Community Association Board Reports to TLVA Board President 	<ul style="list-style-type: none"> Greets new owners to establish communication and pass along information about Teal Lake Village within a few weeks of moving in 	<ul style="list-style-type: none"> Maintains and updates TLVA website
RESPONSIBILITIES & DUTIES	<ul style="list-style-type: none"> Familiar with all Governing Documents, including Jefferson County Departments regulations as needed Determine if formal application is needed Direct homeowners to current application versions Ensure forms are correctly completed Assist if needed with neighbor notifications Attend SBCA ARC meetings when TLVA application is reviewed Copy and retain applications in TLVA records on G-drive Report to Board re: applications, approvals, rejections, issues Liaison between TLVA Owners to Bayview Village Board for “tree trimming” requests 	<ul style="list-style-type: none"> Points out importance of new owner registering on Website, providing contact information Gathers general information from new owner, contact information, number in household, where did they move from, etc. Reports information to TLVA Board Secretary Updates Welcome Packet as directed by Secretary Plans annual Homeowner Party 	<ul style="list-style-type: none"> Sends notices to community requested by TLVA Board Members Maintains and Updates Calendar Sends Notices of current happenings in the community and surrounding area Training of Board on use of website or G-drive as requested

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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	<ul style="list-style-type: none"> 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 date to Treasurer for Board Reports 	Includes: <ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Other duties and projects as agreed to by Landscape Chair and Board