

ARTICLE II. BOARD OF DIRECTORS, OFFICERS & APPOINTMENTS

Amended December 14, 2013

Amended January 13, 2015

A. Authority and Jurisdiction

1. General Powers. The Board of Directors shall exercise all powers and duties of the Association (CC&Rs Art. V Sec. 1 & 2 and Bylaws Art. VI Sec. 16) except if specifically limited by the Project Documents or RCW 64.38.025. It may appoint committees and delegate powers and authority of the Board to such committees in the management of the business and affairs of the Association except as specifically prohibited in the Bylaws Art VI. Sec. 15. The Board may delegate its powers to committees, officers, or employees, employ a manager or other persons, contract with independent contractors or managing agents to perform all or any part of the duties and responsibilities of the Association as set forth in CC&Rs Art V. Sec. 1 (g).

2. Specific Responsibilities Mandated by the CC&Rs. The Board shall:

- a. Maintain architectural control (CC&Rs Art V. Sec. I (i));
- b. Adopt and promulgate Architectural Standards mutually with the Architectural Committee (CC&Rs VIII. Sec. 3);
- c. The Architectural Committee shall be appointed by the Board (CC&Rs Art VIII. Sec. 1);
- d. Rule on final decisions by the Architectural Committee that are appealed and give written decisions within 45 days (CC&Rs VIII. Sec. 6);
- e. Set assessments and time of payment (CC&Rs Art VI. Sec. 3.);
- f. Determine who pays for clearing, tree removal or limbing in the Common Area (CC&Rs IV. B. Sec. 15);
- g. Regulate the management, operations, control and use by members, families, guests, and tenants of Common Area (CC&Rs Art I, Sec. 16 and 32 and Art IV A, Sec.3.); (The Board delegated administration of the Rules and Regulations covering the Common Areas and Facilities, burning, use of firearms, explosives and fireworks to the General Manager and staff.);
- h. Adopt and promulgate Rules and Regulations including the establishment of a system of fines or penalties enforceable as Special Assessments (CC&Rs Art V, Sec. 1 (a) and Art I, Sec. 32.) to regulate the management, operations, control and use of and assignment of the right to use Common Areas and facilities (CC&Rs Art I, Sec. 16 and 32, Art IV A, Sec. 3, and Art V. Sec. 2), maintenance of neat, clean and non-hazardous conditions of unimproved lots (CC&Rs Art IX, Sec. 2 (b), regulation of parking of trucks, trailers, RVs and boats (CC&Rs Art IV B, Sec. 6);
- i. Enforce the Project Documents including exclusive right to enforce assessment liens and the Rules and Regulations (CC&Rs XX, Sec. 1.);
- j. Approve in advance subdivisions or time-shares or other divisions of residential lots (CC&Rs IV. D, Sec. 3).

3. Specific Responsibilities Authorized by the CC&Rs. The Board and Association may:

- a. Modify or change the definition of family (CC&Rs Art II, Sec. 3);
- b. Suspend voting rights and rights to use recreational facilities for unpaid assessments and infractions of the Rules and Regulations and Project Documents (CC&Rs Art IV A, Sec. 7);
- c. Approve the use of easements and rights-of-way (CC&Rs Art IV B, Sec. 3);
- d. Set fines and penalties for clear cutting and tree removal (CC&Rs IV B Sec. 8);
- e. Remove and replace members of committees (CC&Rs Art VIII, Sec. 1 and Bylaws Article VI Section 15);
- f. Charge fees for use of recreational facilities based on usage and wear and tear (CC&Rs Art IV A, Sec. 6).

B. Board Organization, Election of Officers, Participation and Replacement of a Board Member.

1. Organization. Immediately following each Annual Meeting, the Board shall hold a regular meeting for the purpose of organization, election of officers and the transaction of other business (to include committee assignments and monthly board correspondents). Additional notice is not required. (Bylaws Art VI Directors. Sec. 4. APP II – 1, Position Description for Directors).

2. Election of Officers. The terms and responsibilities of the offices of President, Vice President and Secretary are set forth in the Bylaws Art VI and VII. Any person may hold more than one office provided that the Secretary may not serve concurrently as the President. (Position Description for President, APP II-3; Position Description for Vice President, APP II-4, and Position Description for Secretary, APP II-5).

3. Participation of Board and Committee Members. Directors who have a vested interest in an issue shall refrain from voting on such matters. Directors who serve on a committee shall not serve as a Board member during an Appeal or Non-compliance Hearing related to their committee. The President shall vote and participate in debate during any meeting except the Annual Meeting in which case the President shall turn the chair over to the Vice President or appropriate temporary occupant if he or she wishes to participate in debate or if a motion refers only to the presiding officer.

4. Replacement of a Board Member. When a vacancy is created on the Board by resignation, death, or removal for failure to attend Board meetings, the following procedure will apply.

- a. A notice will be placed in the Kala Pointer stating that there is a Board vacancy and all those interested in being considered for the open position should notify the Kala Point office in writing within 30 days.
- b. The Board will request the Nominations and Election Committee to submit to the Board a list of individuals who have volunteered to fill unexpired Board terms and who currently would accept the position if elected by the Board.
- c. The Board will compile the slate of candidates from the results of (a) and (b) above. The Board may, at its discretion, meet with the candidates individually or as a group to answer questions, explain duties, responsibilities and time commitment

requirements. The Board will then fill the vacancy by majority vote per ART VI, Sec. 2 (e), of the Bylaws, amended July 12, 1998.

NOTE: If the Board chooses to temporarily replace a Board member who was removed from office by a vote of the membership per Article VI, Section 2 of the Bylaws, the above procedure shall be followed.

C. Appointment of a Chief Financial Officer.

The KPOA Bylaws authorize a Chief Financial Officer as one of the Association's officers in Article VII, Section 1. The CFO may not serve concurrently as the President. Section 9 of this Article covers the overall duties and responsibilities of this position. (See APP II-5 - Position Description for CHIEF FINANCIAL OFFICER, for the details of this position's responsibility, authority and duties).

D. Appointment of a General Manager.

The Board established the position of General Manager and delegated to this position responsibility for:

1. The management, operations, control and use of Common Area. (See APP II-9 Grounds Maintenance Plan for KPOA Common Areas);
2. The management and administration of Board approved services to the Members, Committees and Board; (See APP II-11, Association Calendar and APP II-12-15, Letters to New and Existing Owners);
3. The administration of the Rules and Regulations covering the Common Areas and Facilities, burning, use of firearms, explosives and fireworks. The Architectural Committee delegated administrative responsibility for the Sign Policy to the General Manager. (See APP II-6 - Position Description for the General Manager; and APP II-9 Grounds Maintenance Plan for KPOA Common Areas).

E. Mission.

The Mission of the Kala Point Owner's Association is to maintain the quality of life at Kala Point while enhancing and protecting the value, desirability, and attractiveness of the property and to continue providing the current level of operating maintenance services with a minimum increase in regular assessments by implementing an annual cost containment program. Consideration will be given to the overall impact on the community as Kala Point nears full occupancy. The Association's financial projections shall serve as the forecast for maintenance, service and capital improvements.

F. Statement of Goals.

The Board approves goals annually in conjunction with adoption of the Budget and financial projections. The Board may delegate some of its goals to Committees or appointees, which shall become the mission of that committee or appointee.

G. Procedure: Board Meetings, Minutes and Reports.

1. Regular Meetings. The Board shall usually hold its Regular Meeting on the second Tuesday of every month at the Kala Point Clubhouse. An Agenda shall be posted at mailbox sites and KPOA website at least three days prior to the meeting. Copies of written minutes shall be kept by the Secretary and made available to any Member upon request. A mailing charge may apply.

2. Special Meetings. The President, or if he or she is absent or unable or refuses to act, the Vice President or two Directors may call special meetings for any purpose. Special Meetings shall be noticed, conducted, and recorded as set forth in Bylaws Art VI Sec. 6.

3. Executive Sessions. Business relating to personnel, litigation and similar matters may be conducted in closed Executive Session, with approval of a majority of a quorum of its members as set forth in RCW 64.38.035 (2) and Bylaws Art VI Sec. 12 (b) and the Secretary shall record the session in Executive Minutes which shall be submitted to the Directors for additions, corrections or deletions in advance of the next Board meeting. Because minutes of Executive Sessions may be discussed only during Executive Sessions, they may only be approved or rejected at a regular or special meeting

4. Board Minutes. The Board of Directors shall keep minutes of all actions taken by the Board, which shall be available to all owners. Board resolutions shall be numbered to include the last two digits of the calendar year as a prefix.

5. Board Reports. The Board shall report to the Membership through the Kala Point newsletter and through other meetings or publications, as the Board deems appropriate.

H. Procedure: Appointment of Committees.

The Board may appoint Standing and Special Committees and may delegate any power and authority of the Board except those restricted by the Project Documents.

1. Standing Committees. Standing Committees may include but are not limited to Architectural, BMAC, Communications, Elections, Finance, Grounds, Internal Control, Nominations, Personnel, Publications, Safety Utilities & Preparedness, Social Plus and Tree Committees.

All standing committees will include two Board members. One Board member will be termed the Board liaison, be a voting member of the committee, be responsible to assure the committee observes all governing documents and report on committee activities to the Board at their monthly meetings. The second Board member will assist the Board liaison, participate in all discussions, act as Board liaison if the Board liaison is absent. See APP II-1A for other liaison duties.

If a committee, decision should be appealed to the Board both representatives to the committee will participate in hearing and discussion. When the Board goes into Executive Session to decide the appeal the Liaison at the time of such appeal will be recused. The second Board member will participate in the decision making process and have the right to vote. The Board liaison and representative to the BMAC Committee will be limited to an advisory role and will not vote on decisions in the development of Committee recommendations; therefore, does not apply to this process.

a. Standing Committees shall be reorganized and elect a chair annually following the Association's Annual Meeting. Standing Committees, except the Architectural Committee, shall be composed of two or more Members appointed by the Board in addition to two Directors as set forth in amended Bylaws Art VI, Sec. 15. The Architectural Committee shall be composed of three or more members in addition to two Directors (CC&Rs Art. VIII Sec. 1 and amended Bylaws Article VI, Sec. 15). The Board President is ex-officio member of all standing committees (Bylaws Art. VII Sec. 6)

b. Standing Committees shall meet at least quarterly. Committee meetings, except those relating to personnel, litigation or similar matters are open to all members and shall be recorded in written minutes as set forth in Bylaws Art VI Sec. 15. The Directors assigned to the Committees shall ensure that minutes are submitted to the Board prior to its regular monthly Board meeting.

c. Standing Committees shall annually review their Committee Objectives and submit such desired APP changes to the Board of Directors for approval. The Director assigned to the Standing Committee shall ensure that these documents are submitted to the Board for approval at its September Board Meeting.

d. Many if not all, committees shall have alternates who are to be approved by the Board. Alternates are to attend committee meetings, learn the operations of the committee, become familiar with the appropriate governing documents and in the absence of a regular member-where a quorum has not been reached-serve as a full voting member. Where there are a number of alternates and a fill-in is necessary to achieve a quorum the most senior, in tenure, alternate will be appointed to the position and tenure seniority will be followed if more than one alternate is needed.

2. Special Committees. The Board may appoint Special Committees on an ad hoc basis. The Special Committee shall be composed of at least three members who may be Directors, Members or others. The Committees shall meet and report as directed by the Board.

I. Annual Membership Meeting

The President and General Manager, with Board approval, shall organize the Annual Meeting, which shall be noticed and conducted on the second Sunday of July in each calendar year as set forth in RCW 64.38.035 and Bylaws Art V Sec. 2. Its business shall include, but is not limited to: Election of Directors; Reports from the President, Chief Financial Officer, and General Manager; and Recognition of Volunteer Service to the Association. Member meeting minutes will be accepted by The Board of Directors at their next regularly scheduled meeting and approved by the membership at the next annual membership meeting

APP II-1
POSITION DESCRIPTION FOR
DIRECTOR

Amended June 17, 2003

General Responsibility and Authority. Directors have fiduciary and management responsibility over all Association powers, duties, business and affairs except as specifically limited by the Project Documents. CC&Rs Art IV, Sec. 1 and 2 and in the Bylaws, Art VI, Sec. 16. Terms and responsibilities are set forth in the Bylaws Art VI and VII.

Duties

1. Shall manage the affairs of the Association (Bylaws Art VI, Sec. 16).
2. Shall carry out or delegate to committees (Bylaws Art VI, Sec. 15), officers (Bylaws Art VII) or employees, the obligations of the Association (Bylaws Art V, Sec.1).
3. Shall enforce the provisions of the Project Documents by appropriate means. (CC&Rs Art. V, Sec., 1A and CC&Rs Art. XX, Sec. 1.).
4. Shall prepare for and attend Board meetings. Absence from four consecutive meetings may result in loss of position. (Bylaws Art. VI, Sec. 2)
5. Shall serve as Board correspondent for at least one month a year.
6. Shall serve as Board liaison and voting member of at least one Standing Committee and shall ensure that the Board receives Committee minutes and reports including the Committee's Membership List and Current Objectives. Submission of Committee Action Plans and Year End Reports is at the Committee's discretion, unless otherwise requested by the Board. Year End Reports are to be submitted prior to the Annual Meeting. Membership Lists, Current Objectives and Action Plans are due by the October Board Meeting.
7. Shall serve on other committees and perform other duties as requested by Board.

APP II-1A
DUTIES OF BOARD LIAISONS TO KPOA COMMITTEES
Amended May 20, 2003
Amended February 12, 2013

The Board of Directors has a fiduciary responsibility to protect, enhance and preserve Association property and to enforce the Association's CC&Rs, Architectural Standards, Rules and Regulations and Policies and Procedures. As a Liaison, the Director has a greater responsibility to ensure that both Board and Committee actions meet the above responsibilities. Normally each Director is assigned as liaison to and a voting member of one or more Committees for several reasons:

1. To ensure that governing documents are properly implemented.
2. To ensure good Board/Committee communications.
3. To ensure proper coordination with other committees, administration and the Board.

Accordingly the Liaison shall ensure that:

1. Committees are fully familiar with the appropriate governing documents as they pertain to the Committee and that Committee objectives, policies and procedures are kept up to date. Annual review by each committee shall occur between August 1 and October 1 each year. Any changes are to be reported to the Board.
2. Committee decisions are made with a quorum and minutes of all meetings are submitted to the KPOA office.
3. Committee minutes accurately reflect committee decisions, concerns and achievements.
4. Committee members abstain from voting on any matter with which they may have a conflict of interest and that the minutes state the reason for the abstention.
5. Committees make no contractual commitment on behalf of the Association.
6. Committees do not expend or commit Association funds unless specifically covered in the budget or approved by the General Manager or the President.
7. Committee actions are taken with appropriate concern for the legal and/or liability implications. If in doubt, the matter should be referred to the General Manager or the President.
8. Committee communications with KPOA members are accomplished with tact and sensitivity.
9. Committee activities which overlap those of other committees are carefully coordinated, and if possible, the overlap is eliminated.
10. Committees receive all necessary support from the Board and from the General Manager.
11. Committees respond in a timely way to requests from the Board or the General Manager.
12. Committees are maintained at full membership and new members recruited as needed.
13. Committee membership changes are delivered to the KPOA Office.
14. The KPOA Board Secretary and the KPOA Office shall be notified of outgoing members of KPOA Committees. Refer to APP II-21, Committee Membership Acknowledgement.

APP II-2
POSITION DESCRIPTION FOR
PRESIDENT
Amended May 20, 2003

General Responsibility and Authority. The terms and responsibilities of the office of President are set forth in the Bylaws – Art VI, Sec. 1 and Art VII, Sec. 6. General responsibility shall include the usual executive powers of supervision and management such as may pertain to the office of President.

Duties

1. Shall serve as chair of the Board and Association.
2. Shall, with the General Manager, organize the Annual Meeting, and shall report to the Membership through the Annual Report, the *Kala Point Highlights*, and through other meetings or publications as the Board deems appropriate.
3. Shall serve as member of the Personnel Committee, may serve as a Board liaison and voting member of a Standing Committee and shall serve ex officio on all other committees.
4. Shall supervise the General Manager.
5. Shall execute with the Secretary all legal documents of the Association.
6. Shall have check signing authority and be thoroughly familiar with APP II-5a (Check Signing Procedures).
7. Shall serve as the KPOA point-of-contact on media inquiries.
8. Shall have such other powers and duties as designated by the Board.

APP II-3
POSITION DESCRIPTION FOR
VICE PRESIDENT
Amended May 20, 2003

General Responsibility and Authority. The terms and responsibilities of the office of Vice President are set forth in the Bylaws Art VI, Sec. 1 and VII, Sec. 7. General responsibility shall include assuming the duties of the office of President if a vacancy occurs in that office.

Duties

1. Shall perform the duties of President in all cases in which the president is unable to serve.
2. Shall serve as alternate to the President and assist in such matters as may be delegated by the President or by the Board of Directors.
3. Shall have check signing authority and be thoroughly familiar with APP II-5a (Check Signing Procedures).
4. Shall have such other powers and duties as designated by the Board.

APP II-4
POSITION DESCRIPTION FOR
SECRETARY
Amended May 20, 2003

General Responsibility and Authority. The terms and responsibilities of the office of Secretary are set forth in the Bylaws Art VI, Sec. 1 and VII, Sec. 8. General responsibility shall include the usual record-keeping duties of the office.

Duties

1. Shall execute, with the President, all legal documents of the Association.
2. Shall prepare or delegate the preparation of the minutes of all Board meetings and the Annual Meeting.
3. Shall have check signing authority and be thoroughly familiar with APP II-5a (Check Signing Procedures).

Shall have such other powers and duties as designated by the Board.

APP II-5
POSITION DESCRIPTION FOR
CHIEF FINANCIAL OFFICER
Amended April 14, 2009

General Responsibility and Authority. The terms and responsibilities of the office of the Chief Financial Officer are set forth in the Bylaws – Art. VI, Sec. 1 and Art. VII, Section 9. General responsibility shall include the management and administration of the Association's financial matters.

Duties:

1. Chair the Finance Committee and oversee the duties assigned to the Finance Committee, in accordance with the Finance Committee APP.
2. Manage operating and reserve funds for maximum returns within strict pre-approved investment disciplines, maintaining appropriate liquidity levels.
3. Coordinate with the General Manager with respect to financial matters.
4. Have principal check signing authority and primary responsibility for financial institution relationships and associated controls.
5. Consult with independent certified public accountants regarding financial reporting and income tax matters and ensure correct and timely filing of income and payroll taxes.
6. Approve all draft and final budgets before presentation to the board or membership. Ensure that the Finance Committee, through a resolution, approves all draft and final budgets before presentation to the board or membership.
7. Present written status reports as directed by the Board.
8. After Board approval, file liens to secure late assessments.
9. Prepare for Finance Committee approval:
 - a. a financial report to the membership for the Budget Ratification Meeting and the Annual Meeting which are subject to Board approval before mailing;
 - b. the Budget Ratification Resolution for inclusion in the Budget Ratification Meeting Ballot; and
 - c. the IRS 70-604 ruling for inclusion in the Annual Meeting Ballot.

APP II-5A
CHECK SIGNING PROCEDURES
Amended July 8, 2008
Amended January 13, 2015

Checks prepared to pay for goods or services:

1. All such payments should be supported by invoices, statements from the supplier, or by a Check Request form.
2. The Invoice Payment Label or Check Request form should be filled in as follows:
 - a. "Coding" - to the appropriate account numbers. Primarily the General Manager does coding of the check. The check signer does not need to confirm the accuracy of the coding (see g below).
 - b. "Addition Checked" - should be initialed by the General Manager or the Administrative Assistant signifying the extensions, additions and any other arithmetic calculations have been verified.
 - c. "Approved by" - should be initialed by the General Manager indicating the goods and services have been received in the quantity and quality ordered, that the dollar amounts have been properly coded to the appropriate accounts and that the amount is approved for payment.
 - d. "Signed by" - the authorized check signer(s) initials this line to indicate that he or she has satisfied themselves that the above procedure has been properly and correctly accomplished.
 - e. "Date" - the check signer should enter the date this check is signed.
 - f. "Check number" – the check signer should enter the check number.
Note: If multiple Invoice Payment Labels exist for one check, the check signer needs to complete all fields on one label then initial all other labels.
 - g. "Reviewed By" – The person designated by the CFO shall review all coding prior to the closing of the account period for accuracy, and initial the Invoice Payment Label or the entry on the Check Request form.
3. Two authorized signers must sign checks written for \$2,000 or more.

Payroll Processing:

- a. The General Manager authorizes the timecards and leave forms.
- b. The General Manager or the Administrative Assistant submits the payroll hours for each employee to PayChex Inc. for processing.
- c. The check signer confirms the payroll summary report matches the timecard hours, and initials and dates the payroll summary report.

Checks prepared for refund of architectural deposits use the following process:

- a. Requests for refunds of deposits are documented on preprinted forms titled "Request for Refund of Architectural Deposit" which requires all information and comments justifying the transaction.
- b. Signatures required by the form include the owner (if the owner requests the refund), the Architectural Committee representative, the Architectural Committee Chair, and the General Manager or the Administrative Assistant (when requesting a check be prepared).
- c. An Invoice Payment Label is attached by the General Manager or the Administrative Assistant and the Check Signing Process documented in 2 above is performed.

APP II-6
POSITION DESCRIPTION FOR GENERAL MANAGER
Amended April 1, 2009

The person in this professional, exempt position is responsible for the overall management of KPOA in the best interests of KPOA and its members. This includes responsibility for the management of KPOA and for the members' use, occupancy and enjoyment thereof, all for the purpose of enhancing and protecting the value, desirability, and attractiveness of the community, and enhancing the quality of life within the community. The General Manager shall be directly supervised by the President and is accountable to the Board of Directors. Prerequisites for the job shall include the training, skills and experience necessary to satisfactorily accomplish the following responsibilities.

A. General

1. Provide a single point of responsibility for the overall management of KPOA.
2. Maintain a service-oriented attitude within the confines of legal, financial, practical and time constraints.
3. Actively seek contact with members to get to know them, promote communications, and "keep a finger on the pulse" of the community.
4. Maintain and enhance a quality and best use of resources approach to all KPOA activities within his jurisdiction.
5. Maintain a good working understanding of KPOA governing documents (CC&Rs, Articles of Incorporation, Bylaws, and Rules and Regulations), Administrative Policies and Procedures, the RCWs, Washington State Department of Ecology, Department of Natural Resources, and other state and federal regulations as they apply to KPOA.
6. Administer all policies of KPOA not otherwise the direct responsibility of the Board itself or its committees as set forth in KPOA's governing documents and Administrative Policies and Procedures. Update or develop new KPOA policies for approval by the Board, as necessary.
7. Take all actions in accordance with approved KPOA procedures. For those procedures not otherwise the direct responsibility of the Board itself or its committees:
 1. Ensure the procedures accurately reflect and efficiently implement KPOA policies,
 2. Update or develop new KPOA procedures, and
 3. Approve the procedures.
8. Enforce KPOA Rules and Regulations and provide information to Association members and guests with respect to governing documents and policies and procedures.
9. Report any violations of the governing documents by members, their guests, or outsiders to the President and appropriate committee promptly.
10. Exercise initiative and good judgment with appropriate coordination of directors, officers, and committee chairs to take timely action for the benefit of KPOA, and advise the directors, officers or committees on any matters with which he has knowledge or experience.
11. Serve on all standing and ad hoc committees as an ex-officio, non-voting member.
12. Provide an ongoing link to the surrounding communities with regard to KPOA service needs or activities that may affect Kala Point, or its image in those communities.
13. Maintain appropriate professional contact with Communities Associations Institute, or other professional organizations and area homeowner associations to interchange ideas, develop

solutions to problems, and ensure that KPOA is kept abreast of information and trends that may be useful.

14. Pursue appropriate continuing education relative to job responsibilities, as approved by the Board or the President. Complete CAI certification.
15. Comply with the Conflict of Interest Policy (APP II-25) and the Personnel Policy (APP X).
16. Conduct such other activities as may be assigned by the President or the Board.

B. Planning

1. Long Range – Update fixed asset replacement and maintenance schedules annually or as directed.
2. General Manager Annual Goals – Prepare by 9/30 and review with the President.
3. Emergency Preparedness – Coordinate with the Safety and Preparedness Committee.

C. Operations

1. Supervise administrative functions including but not limited to accounting, KPOA records, computer operations, information management, data protection, confidentiality of sensitive information, and year-end closing administrative functions.
2. Supervise maintenance functions for the common grounds, buildings, and equipment.
3. Supervise the functions associated with all KPOA recreational facilities.
4. Monitor activities on KPOA property to anticipate where corrective or preventative action should be taken.
5. Ensure off-site backup of KPOA data.
6. Establish appropriate control of supplies.
7. Oversee bidding, contracting, and then work of sub-contractors and service suppliers. When soliciting bids, obtain three or more bids where providers are available.
8. Authorize all Operating Expenditures for goods and services within the constraints of the budget, including those expenditures delegated to employees.
9. Propose Reserves Expenditures to the Board and implement those that have been authorized.
10. Implement improvements to the property, equipment, administration, and operations.
11. Assure compliance with OSHA regulations, and conduct safety meetings for maintenance, office, and clubhouse employees as needed.

D. Communications

1. Serve as liaison with:
 - a. KPOA utility suppliers
 - b. Sub-associations boards and officers
 - c. Insurance Brokers
 - d. Accounting firm and/or tax advisors
 - e. Employee IRA Administrator
2. Serve, as directed by the President or the Board, as liaison with:
 - a. Legal Advisors
 - b. Appropriate governmental bodies
3. Keep current with proposed governmental actions and regulations affecting KPOA.
4. Attend all membership meetings. Prepare an annual meeting report for presentation to the membership.

5. Attend all Board meetings and other meetings as may be directed by the President or the Board. Prepare a written report describing important events and activities and present it to the Board at its regular meetings.
6. Attend all Board Executive sessions except those addressing personnel issues involving the General Manager.
7. Attend committee meetings as deemed appropriate. At a minimum, regularly attend the meetings of the Finance, Grounds, Tree, Safety and Preparedness, and Bluff Management Advisory Committees.
8. Use appropriate methods of communication to inform the membership of significant events. Write a monthly column for the Kala Pointer.
9. Ensure appropriate confidentiality regarding sensitive matters.

E. Personnel

1. Supervise the work of all employees in accordance with the Personnel Policy, including job descriptions, work planning, employee development, and written performance evaluations.
2. For all non-exempt employees:
 - Approve in writing all overtime and time off requests.
 - Review all timecards for accuracy.
3. Recruit and hire non-exempt personnel, for Board approved openings; report all new hires to the President, Personnel Committee, and the Board.
4. Administer the termination process of all non-exempt personnel, in accordance with the Personnel Policy (APP X). Make a detailed written report to the Personnel Committee for the termination.
5. Request assistance from Personnel Committee members as appropriate.

F. Financial

1. Prepare and present annual budgets for approval by the Finance Committee, CFO, and the Board.
2. Prepare and present the monthly financial reports to the Finance Committee. Prepare and, after Finance Committee approval, present the quarterly financial reports to the Board.
3. Annually prepare and present an insurance review to the Finance Committee and the Board; present the review in a timely manner such that changes to existing policies can be made before policy termination dates and to allow inclusion of premiums in the budget.
4. Ensure new assets are added to the insurance coverage.
5. Supervise year-end closing and reports, and tax return preparation.
6. Review biweekly payroll.
7. Supervise the bookkeeping functions.
8. In the absence of the bookkeeper, provide secondary support for check writing and bank deposits, including accounting inputs, with confirmation on bookkeeper's return.
9. Collaborate with the Internal Control Committee to protect KPOA assets.
10. Monitor the following financial functions and report status, especially anomalies, to the Finance Committee, CFO, and the Board, as appropriate:
 - a. Receivables and payables,
 - b. Depositories, including signature cards and Board motions regarding Officers,
 - c. Collection of assessments,
 - d. Expenditures versus the budget,

- e. Cash flow, particularly to ensure sufficient funds exist for covering payables,
- f. Employee benefits,
- g. Payments of payroll taxes, sales tax, and income taxes to comply with due dates, and
- h. Bookkeeping procedures to ensure compliance with approved KPOA policies and procedures.

APP II-7
POSITION DESCRIPTION FOR OPERATIONS MANAGER
Amended August 14, 2007

The person in this non-exempt position is responsible for the overall operational management in the best interests of KPOA and its members. In addition, this person performs maintenance duties as outlined in the Grounds Maintenance Plan (APP II-9), which is attached. The position reports to the President and is accountable to the Board of Directors. Prerequisites for the job shall include, but are not limited to the training, skills and experience necessary to satisfactorily accomplish the following elements of the position:

A. General responsibilities

1. Become familiar with all KPOA governing documents, RCWs, Washington State Department of Ecology and Department of Natural Resources and other state & federal regulations as they apply to KPOA.
2. Provide input to the Board on any matters under discussion with which he/she has knowledge or experience.
3. Maintain a service-oriented attitude.
4. Coordinate with Office Manager to maintain appropriate professional contact with Communities Association Institute and other professional organizations and area homeowner associations to exchange ideas, experiences and otherwise assure that KPOA is kept abreast of information and trends that may be useful to it.
5. Exercise initiative and good judgment with appropriate coordination of board members/committee chairs to take timely action for the benefit of KPOA.
6. Ensure appropriate confidentiality regarding sensitive matters.
7. Pursue appropriate continuing education relative to job responsibilities and as approved by the Board President.
8. Produce a monthly maintenance status report for the Board, including the percentage of time spent on management versus maintenance work.
9. Exercise initiative and good judgment with appropriate coordination of KPOA board members/committee chairs to take timely action for the benefit of KPOA.
10. Conduct such other activities as may be assigned by the President.
11. Keep the Board apprised of any unusual occurrences with in KPOA.
12. Comply with the Conflict of Interest Policy in APP II - 25.
13. Attend standing and Ad hoc Committees as appropriate.

B. Planning Responsibilities

1. Update maintenance schedules annually or as otherwise directed.
2. Prepare Annual Operating Goals by 9/30 for review and approval by the President.

C. Operations Responsibilities

1. Supervise all maintenance functions including the review and coding of invoices and updating KPOA maintenance records.
2. Establish appropriate control of operational supplies.
3. Coordinate and oversee the work of maintenance sub-contractors and service suppliers.

4. Purchase maintenance goods and services within approved budget and in accordance with KPOA policies and procedures coordinating with involved parties.
5. Recommend improvements to the property, equipment and operations that will be beneficial to KPOA and in coordination with appropriate committee(s) and Board.
6. Work with the Clubhouse Supervisor on scheduling of attendants and ordering clubhouse supplies.
7. Assure compliance with OSHA regulations, and conducts monthly safety meetings for maintenance, office and clubhouse employees.

D. Communications Responsibilities

1. Serve as liaison with:
 - a. Legal advisors.
 - b. KPOA utility suppliers.
 - c. Sub association boards and officers.
 - d. Appropriate governmental bodies as directed by the President.
2. Attend all regular Board meetings and other meetings as directed by the President.
1. Clarify information to Association members and guests with respect to rules, policies, procedures etc.
2. Assure appropriate confidentiality regarding sensitive matters.

E. Personnel Responsibilities

1. Supervise the work of all maintenance and clubhouse employees to KPOA's greatest benefit and in accordance with the Personnel Policy and Procedures, including work planning, employee development and performance reviews.
2. Recruit and, in conjunction with the President, interview candidates for non-exempt maintenance personnel for Board approved openings.
3. Work with the President to administer the evaluation process of all non-exempt maintenance and Clubhouse personnel in accordance with the Personnel Policy and Procedures.

F. Financial Responsibilities

1. Work with CFO to prepare the annual/budget and financial reports for submission to the Finance Committee.
2. Collaborate with the Board, Administrative Manager, and the Finance Committee to protect KPOA assets.
3. Monitor maintenance spending and inform the CFO/Board when anticipated spending is in excess of the budget.
4. Provides input on maintenance requirements to the CFO to assist with the preparation of the annual budget.
5. Maintain close liaison with the bookkeeper, CFO and Finance Committee.

APP II-8
POSITION DESCRIPTION FOR ADMINISTRATIVE ASSISTANT
Amended May 13, 2014

A. Prerequisites:

1. High School graduate or GED.
2. Three years office experience. Knowledgeable of office practices, procedures, and equipment.
3. Proficient in Microsoft Office, website content management, QuickBooks, and basic accounting skills.
4. Ability to maintain confidentiality in the work place.
5. Aptitude to maintain a service-orientated and cheerful attitude.
6. Work record that will sustain bonding the position (as required by KPOA).

B. Overall Goal. It is the goal of the Association to preserve and enhance the value of the Common Areas. It is the responsibility of every KPOA employee to work towards this goal.

C. Supervision. The General Manager shall directly supervise the Administrative Assistants.

D. Work Responsibilities. Both the fulltime employee and the part-time employee will be involved with all of the tasks itemized below and both employees will work towards the ability to fully perform all tasks. However, on a daily basis and as a routine matter, only one of the two employees will usually perform some tasks.

E. General

1. Maintain a service-orientated attitude within the confines of legal, financial, practical, and time constraints and keep the General Manager apprised of requests for support from members and committees.
2. Be familiar with the KPOA governing documents and APPs.
3. Assist the Corporate Secretary in the administration of the corporate secretarial responsibilities.
4. Attend the membership meetings, Board meetings, and record minutes.
5. Maintain and update an office procedures manual for review and approval by the General Manager and take all actions in accordance with approved KPOA procedures.
6. Provide support and information to the General Manager, Directors, Officers, and committees.
7. Provide Board and Committee members materials needed for meetings.
8. Perform office support functions including answering phones, handling messages and mail, typing, copying and filing.
9. Provide Notary Public service to the Association Officers and membership.
10. Keep the KPOA office neat and organized.
11. Maintain the Association membership database.
12. Keep an up to date roster of committee memberships.
13. Update and promulgate a KPOA directory and ads on a bi-annual basis and collect fees for them.

14. Sell and distribute such items as transmitters, gate cards, keys, and directories to members and vendors.
15. Process all storage lot and small boat rack rentals and accurately record all transactions.
16. Be the point of contact for scheduling meetings, calendars, and events and the use of meeting spaces, the Clubhouse, and Beach facilities and collect the appropriate fees.
17. Maintain and control office supplies and coordinate with the General Manager for maintenance, procurement, or replacement of any supplies and equipment.
18. Keep the General Manager apprised of assessment payments and prepare liens for unpaid assessments, when directed by the General Manager.
19. Maintain and update the KPOA Website as needed.
20. Maintain the Association files, records, and computer backup.
21. Prepare, log, distribute, and file copies of all correspondence for the General Manager, Directors, Officers, and committees.
22. Prepare correspondence as requested by the General Manager.
23. Update and track the *KalaPointer* ads monthly for new and renewing vendors.
24. Comply with the Conflict of interest policy (APP II-25) and the Personnel Policy (APP X).

F. Planning Responsibilities

1. Plan, organize, and complete work with minimum supervision.
2. Plan and carry out membership mailings. Recruit and supervise volunteers for assistance in time-consuming projects such as mailings, ballot preparations, Newsletter assembly etc.
3. Prepare and mail annual assessment notices and annual storage space and boat rental invoices.

G. Judgment and Decision Making

1. In the General Manager's absence, make decisions in accordance within pre-established guidelines.
2. Meet the Public appropriately and exhibit diplomacy while respecting KPOA Rules and Regulation/ Policies and Procedures.
3. Be prepared to implement procedures for fire, medical, power outage, and natural disasters.

H. Financial Management

1. Ensure that all Association office equipment is in good/safe operating condition and that supplies and equipment are being used in a cost-effective manner. Recommend improvements to, and replacement of office equipment.
2. Assist with the collection of assessments, rental and storage fees, and other charges and accurately record them.
3. Utilize and administer petty cash funds not to exceed \$200.
4. Prepare coding for invoices, paying the bills and writing vender checks weekly.
5. Prepare necessary paperwork for accounts receivables, and accounts payables.
6. File records of all financial transactions in a manner appropriate for auditing. (records retention)
7. Make weekly deposits or as directed by the General Manager.

I. Communications Responsibilities

1. Assure appropriate confidentiality regarding financial, personnel and other sensitive matters.
2. Provide information to Association members and guests with respect to rules, policies, procedures, and Record Access Policy (APP II-23).
3. Describe the community to new or potential members, and provide information regarding the governing documents, policies, and procedures in a positive manner.
4. Assist in recruiting volunteers for committees.
5. Prepare minutes of all Board meetings for the corporate secretary's approval and distribute Board and committee minutes.
6. Distribute changes to the governing documents or APPs.
7. Report all injuries, accidents or other incidents to the General Manager. Thoroughly document time, actions taken, people involved, witnesses etc.

J. Leadership

1. Provide input to the General Manager for other personnel performance evaluations.
2. Train personnel in administrative activities as needed

K. Quality, Accuracy, and Timeliness of Work

1. All work shall be performed in an accurate, timely, and efficient manner within scheduled work hours. The General Manager shall preapprove any expected overtime. Feedback shall be provided to the General Manager regarding workflow and volume.
2. Perform opening/closing procedures for the office.
3. When handling office chemicals and cleaning supplies, always use proper safety equipment and procedures.
4. Give advance notice of absence to the General Manager.

L. Special Projects

1. Perform other tasks and/or projects as may be assigned and approved by the General Manager.

APP II-9
GROUNDS MAINTENANCE PLAN
FOR KPOA COMMON AREAS

Amended May 11, 2010
Amended January 13, 2015
Amended October 13, 2015

I. Introduction

Every owner shares in the use of the Common Areas. It is the responsibility of the Association to maintain and manage the Common Areas and amenities. The Grounds Maintenance Plan is developed by the General Manager, reviewed, and recommended to the Board by the Grounds Committee. The maintenance goal is to preserve and enhance the value of the Common Areas. All maintenance responsibilities are delegated to the General Manager and staff unless otherwise stated below.

II. Purpose

- A. Preserve and enhance the property and its value for the benefit of the individual owners.
- B. Protect against major expenditures and unexpected repairs.
- C. Insure that high safety standards are followed per OSHA (Occupational Safety and Health Administration) regulations.

III. Types of Maintenance Activities

There are four basic types of maintenance activities or programs: Routine, Preventative, Deferred and Emergency.

A. Routine Maintenance

1. Streets, Road Rights of Way and Parking Areas

- a. Mow all street shoulders and common grass areas during the mowing season as needed.
- b. Weed-eat around culverts, signs, paper-boxes, etc. as necessary. This work will be coordinated with the mowing.
- c. Control vegetation within road rights of way throughout the year. This is to include the line of sight at intersections and road corners.
- d. Prune ornamental trees and clean up landscaping on the Brookhaven Median, Baycliff Place cul-de-sac, planting area located at the end of Terrace Dr, Tennis Court 4-5, and the gate area every winter.
- e. Mow and maintain the designated planting stations along the Windship median.
- f. Inspect all Association roads and parking areas annually.
- g. Report on road and parking area conditions annually. A schedule for repair and maintenance will then be set and implemented. Usually this report is completed in June with repairs to be completed by the end of September.
- h. Inspect monthly catch basins located on Terrace Drive, Clubhouse parking lot, and north of Tennis Court #1.
- i. Litter control is ongoing.
- j. Clear the Clubhouse parking lot of leaves and debris weekly.

- k. Clear the gate area, tennis court parking area, and the sports court of leaves and debris as needed.
- l. Clean, repair or replace street signs as needed.

2. Common Areas

- a. Inspect all Common Area trails monthly for safety and vegetation control.
- b. Perform year-round landscape maintenance at the Clubhouse, Administration building, tennis courts, and the gate area. This includes, but is not limited to, lawn mowing and watering, fertilizing lawn and shrubs, routine trimming of shrubs and trees, and dead heading the Rhododendrons, planting of perennial and annual flowers, applying topsoil, bark and building rockeries.
- c. Pick up garbage weekly at the beach area, the clubhouse, the tennis courts, mail stations, and the Administration building.
- d. Inform the community of potential problems involving insects and rodents, *e.g.*, caterpillars, bark beetles, and mountain beavers.
- e. Maintain shrubbery growth in the Common Areas.
- f. Owners making improvements in the Common Areas shall maintain those improvements. (*Rules & Regulations Section E. Alterations to Common Areas – Paragraph 1-2-3*)

3. Beach

- a. Check the sani-cans, owned by KPOA, weekly for cleanliness.
- b. Check the gazebo and the playground/picnic areas, weekly for cleanliness.
- c. Clearing of the concrete boat launch of sand will comply with the hydraulics approval permit dated October 1, 2001.
- d. Check the pier and boat launch for beach logs twice a week. Removal of these logs is dependent on the tides.

4. Buildings

- a. Inspect interior and exterior of all Association buildings. Make repairs as needed.
- b. Pool maintenance is outlined in the Clubhouse Procedure Manual that is kept at the Clubhouse.

B. Preventative Maintenance

1. Street/Road Rights of Way

- a. Repair and maintenance of KPOA roadways and parking areas will take place after the annual inspection per the road maintenance plan.
- b. All types of weed control conducted by the KPOA Maintenance Staff along the road right of ways, Mail Stations, Storage Lots, Tennis Courts, Beach Area, and Clubhouse will be clearly identified with appropriate signage. Commercial Spraying has been discontinued within the Kala Point community.
- c. deleted
- d. Sweep streets as necessary throughout the year. Blow all cul-de-sacs monthly with a backpack blower.
- e. e. Sand and/or plow streets, as necessary, during the cold weather months.
- f. f. Clear and maintain the main culverts and drainage ditches to insure proper runoff and avoid erosion. Property owners are responsible for maintenance of individual driveway culverts.

2. Common Areas

- a. In both storage lots, the graveled areas should remain vegetation free. Both storage lots will require re-striping periodically.
- b. Inspect fences located at the Clubhouse and storage lots for damage monthly, and after high winds.
- c. Maintain three emergency exits. The first route is through Storage Lot A that ties into the Woodland Hills Development. The second route is located at Terrace Drive, which ties into North Victory Lane. These two routes should be dependable year-round. The third route through the State Park is prone to blow downs and should not be considered a reliable way out of Kala Point. KPOA's responsibility is to insure that both routes are kept clear on the Kala Point side and that the community is informed of all exits. It is also KPOA's responsibility to insure that the local community emergency services, i.e., fire, ambulance, and police, have the necessary access to Kala Point.
- d. Monitor the bluff area overlooking Port Townsend Bay by the staff and the Bluff Management Advisory Committee (BMAC) for the threat of erosion. The BMAC and Architectural Committees should be sensitive to surface runoff and tree removal in this area.
- e. The inspection and maintenance of the Clubhouse drain field and septic system will be performed by the Public Utilities Department (PUD). The septic tank is checked annually and pumped every 5 years.
- f. The Public Utilities Department (PUD) will perform inspection and maintenance of the Administration building drain field and septic system. The tank is checked annually and pumped every 5 years if needed.
- g. Tract A in division 9 has active and reserve drain fields within the 3-acre parcel. These septic systems are for the Kala Heights lots 1-14 and are maintained by the PUD. Care should be taken to prevent heavy equipment and vehicles from driving across the active drain fields. The grass will be mowed as needed using equipment no heavier than 1500 lbs.
- h. The Maintenance Staff will pressure wash the five Kala Point tennis courts and the Sports Court in May or June of each year to remove any accumulated algae. Maintenance staff will remove other debris throughout the year as necessary.

3. Beach

- a. Check the pier, gangway, and floats weekly for damaged planks, loose hardware, or other unusual wear or damage.
- b. Lubricate the gangway weekly.
- c. Remove floats from the water and store them in the beach parking area from October 1 through March 31. Perform any necessary repair and maintenance during the storage time.
- d. Inspect mooring buoys and chains by a certified diver every other year for cleaning and inspection by the maintenance staff. At that time, replacement moorings will be set.
- e. Inspect the small boat storage rack quarterly or after major storms for damage.
- f. Inspect the playground, bridge, and fire pits on the beach weekly. Make repairs as needed.

4. Buildings

- a. Inspect and maintain Association buildings as needed. This includes but is not limited to the following: wash and treat cedar shakes and metal Decra roofing, repaint buildings and decks, seal concrete decks, drain pool heaters when not in use, pest control, etc.

C. Deferred Maintenance

1. Streets/Road Rights of Way

- a. Determine after the annual road inspection whether some areas of the road system need monitoring rather than repair at that particular time. Areas needing monitoring will be recorded in the Annual Road Report.

2. Common Areas

- a. Complete painting of the Clubhouse, Administration building, mailbox stations, fences, gazebo, and gatehouse within time and budget constraints.
- b. Maintain or replace tennis court fencing as needed.
- c. Resurface tennis courts approximately every 8-10 years.

3. Buildings

- a. Monitor building conditions including pool plaster, roofing, carpeting, decks, windows, and siding. This information will be useful when updating the replacement schedule and during budget preparation.

D. Emergency Maintenance

1. Streets/Road Rights of Way

- a. Notify the General Manager of fallen trees in or along the roadways as soon as possible.
- b. During snowfall or icy conditions, the Maintenance staff shall implement the snowing and sanding requirements to assure the overall safety of the KPOA community.
- c. Notify General Manager of road kill.

2. Common Areas

- a. Notify General Manager of leaning /fallen trees or unstable soil conditions along trails.

3. Beach

- a. Coordinate cleanup of pollution including oil, chemical waste or other environmental hazards with appropriate local authorities.

**APP II-10
FINANCIAL PROJECTIONS**

(Long-range financial projections are in each year's annual budget)

APP II-11
ASSOCIATION CALENDAR
Amended November 8, 2011

Month	Responsibility	Activity
August		
August 1	General Manager	Submit Draft One Budget and Financial Projections to the Finance
1st Friday of Month	CFO/General Manager	Quarterly Financial Report - Submit Friday before Regular Board
August Board Meeting	Board	Goal setting session
August Board Meeting	General Manager	Budget Input Requested from Board and Committees
August 15	General Manager	Review/update Grounds Maintenance Plan.
August 31, 2012, 2017, 2022	General Manager	Verizon Lease expires. 5yr renewal at Verizon's option
September		
September 1	General Manager	Verizon increase due
September Board Meeting	Board	Set "Date of Record for Ownership" for vote on Budget; eligibility
October		
1st Friday of Month	CFO/General Manager	Submit Budget & Financial Projections to the Board Friday before
Elections Committee Meeting	Elections Committee	Establish Observation Events for Voting Material
Elections Committee Meeting	Elections Committee/ Administration	Prepare and update Special Meeting Notice and Voting Instructions
Elections Committee Meeting	Elections Committee	Prepare/Update Proxy form and Ballot
October 16	Clubhouse	Pool Closes
October 19	Elections Committee	Submit article to the Kala Pointer regarding Budget Ratification Dates Events
Special Board Meeting 3rd week in October	CFO/General Manager	Approve Budget & Assessment
October 31	Administration/GM	Notify owners of suspended voting privileges
October 31	CFO/General Manager	Membership CFO letter/Budget received by KPOA Office
October 31	CFO/General Manager	Quarterly Employment Tax Report: Prepared and filed by PayCh
	Administration	Stock Budget Meeting supplies (paper, envelopes, etc...)
October 31	Administration	Enter Date of Record & run County Records to establish eligibility
October 31	CFO/General Manager	Quarterly Employment Tax Report; Prepared & filed by PayCh
November		
November 1	Board Secretary	Sign & approve Budget Ratification Meeting Notice
November 1	Administration	Enter Assessments Billing into database & QB
November 1	Administration	Order postage for Budget Ratification Mailing
November 1	Administration	Complete printing for Budget Ratification
November 1	Administration	Print Budget Meeting pamphlet, ballots, labels, and return labels
November 1	Corporate Secretary/ Administration	Affidavit of Mailing
1st Tuesday of the Month (Alternative)	Board	Deadline to approve Budget (CC&R'S art. VI Sec. 3) at least 30
1st Friday of Month	CFO/General Manager	Quarterly Financial Report - Submit Friday before Regular Board
November 19	Election Committee	Write article for Dec Kala Pointer re: Budget Ratification
3rd week in November	Elections Committee/ Administration	Verify and Mail Envelopes for each owner
3rd week in November	Administration	Secure ballots/proxies for record keeping at the KPOA Office
December		
1st Tuesday in December	Board/Elections/Administration	Budget Ratification Meeting
1st Wednesday of December	Elections Committee/ Administration	Post Budget Ratification Results
January		
January 1	General Manager	Social Plus Committee funds payable
January Board Meeting	Board	Prepare Board proposed Resolutions for Membership Meeting

January 15	Finance Committee/GM	Assessment Delinquency Date
January 19	Elections Committee Chair	Prepare article for Kala Pointer re: Member Resolutions
January 31	Finance Committee/GM	Books closed and delivered to Accountant
January 31	CFO/General Manager	Quarterly Employment Tax Report prepared by PayChex Inc
January 31	General Manager	Sprint Lease Renewal Notice
January 31	General Manager	Clear Wire Lease Renewal
February		
February 1	General Manager	Sprint Lease Increase each year (2%)
February 1	General Manager	Clear Wire Increase each year (5%)
1st Friday of the Month	CFO/General Manager	Quarterly Financial Report Friday before Regular Board Meeting
February 15	CFO/General Manager/Board	Unpaid assessments delinquent
February 16	CFO/General Manager	Assessments late notices with impending lien information mailed
February 21	Membership/Board	Submit Member Proposed Resolutions for Membership Meeting
February 25	Elections/Nominations	Deadline for Candidates letters from Nominations Committee
March		
March 1	General Manager	Gather labor market salary data
March 1	General Manager	Sprint Certificate of Insurance Due
March Board Meeting	General Manager/CFO	Request to approve filing liens on continued delinquencies
March 15	CFO/Finance/Board	File Income Tax report
April		
April 1	Clubhouse	Pool opens
April 1	Elections Committee (Chair)	Prepare/Update Election of Directors ballot and proxy
April 1	Elections Committee (Chair)	Confirm with KPOA Office reserved place & time of Annual Meeting
April Board Meeting	Board Liaison	Set Date of Record for May 15
April Board Meeting	Board	Prepare Board proposed Resolutions for Membership Meeting
April Elections Committee Meeting	Elections Committee	Prepare/update Membership Meeting Notice & Voting Instructions
April 15	General Manager	Verizon Certificate of Insurance Due
April 15	Nominations/Elections Committees	Deadline for filing for Board position
April 19	Elections Committee (Chair)	Prepare article for Kala Pointer re: Voting
April 30	CFO/General Manager	Quarterly Employment Tax Report; Prepared & filed by PayChex Inc
May		
May 1	Elections Committee (Chair)	Prepare/Update Membership Meeting Notice & Voting Instructions
May 1	Elections Committee (Chair)	Prepare/Update Election of Directors ballot and proxy
May 1	Elections Committee	Establish Observation Event Dates and post on the web site, mail
May 1	Board Secretary	Sign Annual Meeting Notice
May 1	Administration	RV Storage/Small Boat Rental billing first week of May and due
May 2	Board/Members	Finalize Resolution wording for Membership Meeting
May 5	Nominations Committee/Candidates	Biographies must be turned in to Nominations Committee
1st Friday of Month	CFO/General Manager	Quarterly Financial Report Friday before Regular Board Meeting
May Board Meeting	Board	Prepare Board proposed Resolutions for Membership Meeting
May Board Meeting	Board	Notify owners of suspended voting rights
May 15	Finance Committee/CFO	Annual Report for inclusion in the annual mailing
May 19	Elections Committee (Chair)	Prepare Article for Kala Pointer re: Voting
May 19	Nominations Committee	Provide Bio sheets to both Newsletter and Elections Committee
May 19	Elections Committee	Submit Article to the Kala Pointer on Election Procedures
May 24	Members	Deadline for Submissions of Positions on Resolutions
June		
June 1	Corporate Secretary/Administration	Corporate Secretary Affidavit of Mailing
June 1	General Manager	Conduct Annual Evaluations of Non-Exempt Employees

June 1	Personnel/Board Chair	Conduct Evaluation of the General Manager
June 1	Personnel/Board Chair	Review salary ranges, to be approved by June 1 & approved at J
June 1	Elections/Administration	Assemble Annual Meeting Notice Mailing Packet. Mail Annual June
June 1	Elections Committee	Establish Observation Event dates and post on the website, mail
June Board Meeting	Board	Approve salary ranges at June Board Meeting
June 19	Elections Committee (Chair)	Prepare Article for Kala Pointer re: Voting
June 21	Elections Committee/ Administration	Verify & mail voting material for each owner
June 21	Elections	Prepare setup of ballot box
June 21	Administration	Date stamp & secure ballot/proxies returned to KPOA Offices
July		
1st Thursday of July	Elections Committee	Deadline to return ballots by mail; first Thursday prior to Annual
2nd Sunday in July	Board	Annual Meeting of Members; Second Sunday of July (Vote on a
2nd Sunday in July	Elections Committee	Count ballots at established Observation Count date/place
2nd Sunday in July	Elections Committee (Chair)	Notify Board and all candidates of results of Election
2nd Monday of July	Administration	Secure all ballots/proxies for record keeping at KPOA Offices
2nd Monday of July	Elections Committee/ Administration	Post election results on website, bulletin boards and the Kala Po
July Board Meeting	Board	Elect officers, establish liaisons and board correspondents
July 31	General Manager/CFO	Quarterly Employment Tax Report; Prepared & filed by PayChe
July 31	General Manager	Obtain new Signature Cards for Board officers
July 31	General Manager	Review Property Insurance, and Medical

APP II-12
TS OWNER TRANSFER EXISTING
Amended May 5, 2003
Removed October 14, 2014

This page deleted per Res. 14-10-05 at the October 14, 2014 Regular Board Meeting

APP II-13
TS OWNER TRANSFER NEW
Amended May 5, 2003
Removed October 14, 2014

This page deleted per Res. 14-10-05 at the October 14, 2014 Regular Board Meeting

APP II-14
LOT OR CONDO OWNER TRANSFER NEW (DEVELOPER)
Amended May 5, 2003
Removed October 14, 2014

This page deleted per Res. 14-10-05 at the October 14, 2014 Regular Board Meeting

APP II-15
LOT OR CONDO TRANSFER EXISTING
Amended May 5, 2003
Removed October 14, 2014

This page deleted per Res. 14-10-05 at the October 14, 2014 Regular Board Meeting

APP II-16
Kala Point Owners' Association
Board of Directors Goals
Amended October 8, 2013

This page deleted per Res 13-10-7 at the October 8, 2013 Regular Board Meeting.

APP II-17A
CLUBHOUSE USAGE POLICY

Adopted June 16, 1992
Amended November 13, 2012
Amended February 12, 2012
Amended October 13, 2015

Purpose:

To establish a precept for reserved use of the Clubhouse and Beach area

Introduction:

The Clubhouse has two rooms that are made available to members for reservations: the Fireplace room and the Main room. **KPOA does not take reservations for the Swimming pool.** The beach area has two picnic areas: one next to the playground and the other next to the gazebo. These facilities are intended for the use and enjoyment of KPOA members and their guests. All rental or reserved use must be sponsored by a KPOA member, in good standing, or by a tenant with a current "Transfer of Privileges" form on file with the KPOA office. All reservations must be approved by KPOA staff.

The sponsor of the activity must be in attendance at all times. Any activity being sponsored cannot solicit funds, membership, or conduct business transactions. Exceptions are KPOA committee sponsored events that: (a) benefit local charities (*e.g., United Good Neighbors*), (b) benefit local government agencies (*e.g., fire district*), (c) benefit KPOA organizations (*e.g. Social Plus Committee*). The Board of Directors may approve exceptions that benefit KPOA membership in general.

Request form (see attached) shall be submitted two weeks prior to the planned activity. Open meetings shall be posted on the Association bulletin boards two weeks before the meeting. The notice will be placed by staff. Private functions require no posting.

The Kala Point Rules and Regulations shall be followed at all times by members and their guests (copy attached).

Reservations (No Refundable Deposit Fee Charged)

1. There is no refundable deposit charge for use of facilities by KPOA groups such as the KPOA sub-associations, KPOA committees, and KPOA-recognized interest groups.
2. The Clubhouse or the beach areas may be used by Kala Point members for courses, lectures, and seminars of educational, cultural or social value. However, the activity must be open to all KPOA members.

Rentals

1. KPOA members may sponsor rental of the beach or Clubhouse facilities for private functions, meetings, and informational or educational seminars.
2. All rental requests must be submitted in writing two weeks prior to the planned activity and are subject to approval by the Manager.
3. A security deposit is required for all rentals, to be refunded after inspection by the Manager.
4. Deposits must be paid in advance.
5. Rental hours include set up and clean up.

Hours are as follows:

Beach Hours of use: 8 am - 10 pm
Clubhouse Hours of use: 9 am - 8 pm (Oct 16th-Mar 31st)
9 am - 9 pm (April 1st – Oct 15th)

Maximum Occupancy: Main Room - 143 people; Fireplace Room - 49 people; Game Room - 9 people

APP II-17B
CLUBHOUSE RENTAL REQUEST
 Amended September 14, 2010
 Amended February 10, 2015
 Amended October 13, 2015

Date of request: _____

Date of event: _____ From: _____ a.m. /p.m. To: _____ a.m./p.m.
 (Circle one) (Circle one)

Member Name: _____

Address: _____

Phone #: _____ Number of people expected for the event: _____

Event Group & Activity: _____

In addition to the Clubhouse Usage Policy on the reverse side of this form, the undersigned member agrees to abide by the following guidelines as well:

Members are responsible for their families and guests. Failure to observe the Rules & Regulations of Kala Point Owners' Association or the terms of this agreement may result in forfeiture of privileges and/or fines. Member further agrees to pay the replacement or repair costs in the case of any type of damage that may occur during the scheduled event.

Decorations are permitted with the use of tape or thumbtacks; nails and screws are not permitted. Clean up of the rooms rented is required.

Only the rooms that have been rented are available for use. **The swimming facilities are not included in this rental.** Setup and cleanup are included in the hours the rooms are rented.

The rental fee is as follows:

Location		Number of Hours	Refundable Deposit	Total \$
Beach Picnic Area			\$100	
Gazebo & Picnic Area			\$100	
Main Room & Fireplace Room			\$200	

Total: _____

Kala Point Owners' Association Approval:

Rental Agreement Accepted by:

 Administrative Assistant (360) 385-0814

 Kala Point Owners' Association Member

Date approved: _____

APP II-18A
RV STORAGE LOT USAGE POLICY
Amended May 5, 2003
Amended October 14, 2014

Introduction:

The following policy is adopted to assure equitable utilization of this limited resource. The KPOA General Manager is responsible for implementation and interpretation of these guidelines.

1. While spaces are primarily intended for RVs, utility vehicles and boats, other items may be stored with approval of the manager.
2. No structures will be permitted in the storage spaces.
3. Not more than one space will be allowed per membership unit. Proof of tenant ownership of personal property shall be required. If excess space is available, the manager may temporarily assign a tenant a second space.
4. Non-resident lot and condo owners will be given equal access.
5. Timeshare tenants have space available to them in Storage Lot A, space A11. This space may be used only during their stay at Kala Point. Additional space may be available upon request.
6. If members have out of town guests visiting and need space to store their RV, trailer, etc. while at Kala Point, members may contact the KPOA office to see if space is available in a storage lot. Spaces will rent for \$5 per day if available.
7. A storage space left vacant for three (3) months will be assumed vacated unless written notice is given to the Association.
8. A storage space rental agreement is to be executed between the Association and the owner of the membership unit or renter of the membership unit. The agreement shall be for a 12 month term, renewable annually on June 1st. The space is non-assignable.
9. As the storage space is assigned for exclusive use, an annual fee is required. Fees will be set by the Board as needed to fund on-going operations.
10. Storage lot B has water and electricity. This service is provided for repairs and short term hookups (less than 24-hours).

APP II-18B
KALA POINT OWNERS' ASSOCIATION
STORAGE SPACE RENTAL AGREEMENT
Adopted November 17, 1992
Amended June 11, 2013

THIS STORAGE SPACE AGREEMENT is between Kala Point Owners' Association, a not-for-profit corporation (hereinafter referred to as the "Association") and «FirstName» «LastName» (hereinafter referred to as the "Tenant").

WITNESSETH:

WHEREAS, the Association is the owner of storage lots (hereinafter referred to as the "RV Lots"), intended primarily for RVs, utility vehicles and boats, situated upon certain real estate in the development commonly known as "Kala Point" in the County of Jefferson, State of Washington; and

WHEREAS, Tenant is the owner of a membership unit or a renter of a membership unit in said development; and

WHEREAS, the Association desires to lease to Tenant and Tenant desires to lease from the Association a Storage Space in the RV Lots for use in accordance with its intended purpose;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. USE. The Association agrees to permit Tenant to use and occupy an assigned Storage Space that measures 50' designated by the Association as **Storage Space «c7StorageLotSpace2»** as shown on the map attached as exhibit "A" and incorporated herein by reference, and hereinafter referred to as "Storage Space" for the storage by Tenant of personal property described as hereinafter referred to as "Personal Property", and for no other purpose for the term stated in this agreement. No items other than as described herein shall be stored by Tenant in the Storage Space or otherwise on the RV Lots without prior approval by the Association as evidenced by an amendment to this agreement.

2. TERM. Tenant may use and occupy the Storage Space for a 1-year term commencing on the 1st day of June 1, 2013 and ending on May 31, 2014.

3. STORAGE FEE. Tenant shall pay the Association a fee of **\$130.00** per year, payable in advance, for the use of the Storage Space.

4. IDENTIFICATION OF STORAGE. All property stored in the Storage Space is to be listed in item 1 above. Tenant shall not place, store or deposit anything in any portion of the RV Lots other than the Storage Space. The Association hereby reserves the right at all times to re-designate the location of the Storage Space where Tenant's Personal Property shall be stored upon prior written notice to Tenant. Tenant shall allow the Association free access to the Storage Space for the purpose of making any needed repairs or maintenance. Any Storage Space left vacant for three (3) months will be assumed vacated unless written notice is given to the Association in the manner specified in Paragraph 12, below.

5. COMPLIANCE WITH RULES AND REGULATIONS. Tenant, Tenant's family, their servants, employees, invitees, visitors, guests and agents shall observe and comply with such rules and regulations as may be promulgated by the Association from time to time in regard to the use of the Storage Space. Tenant shall not disturb damage or move any property belonging to the Association or any other person, which Tenant may find in the RV Lots.

6. WATER AND ELECTRICITY HOOKUPS. The Association has provided water and electricity in storage lot B for the convenience of the Tenant, the usage of which is limited to repairs and short-term hookup (less than 24-hours). Abuse of this service, as determined by the Association, may result in the termination of this Agreement by the Association, as specified in Paragraph 13, below.

7. HOLD HARMLESS. It is understood and agreed by the Association and the Tenant that the storage fee payable hereunder is solely for the use of the storage space. Tenant hereby expressly acknowledges and agrees that the Association, its officers, directors, members, agents, and employees, and their successors and assigns shall not be liable to Tenant for injury to Tenant on account of loss or damage to Tenant's personal property stored in the storage space or on the RV Lots due to or occasioned by any cause whatsoever, except for those which may have been caused by the negligence of the Association, its employees or its agents, including without limitation, fire,

APP II-19A
KPOA GATE CARD, TRANSMITTER,
AND UTILITY ACCESS POLICY
Amended September 18, 2002
Amended May 8, 2012
Amended October 14, 2014

Purpose:

To provide members and staff a written policy and procedure that shall be followed when distributing gate cards, transmitters, and utility access codes.

Policy:

To assure the highest achievable level of security at the Kala Point entrance gate, the following policy will be in effect for all members and staff.

Gate cards and remote transmitters may only be sold to or provided to current KPOA members, who may or may not be residents of Kala Point, and to residents who may be leasing rental or time share units. Members may obtain a utility access code for personal use (e.g., out of town guests visiting, hosting an event, etc.) valid for a specified amount of time, not to exceed 30 days. There is no charge for this service. Members may also obtain a utility access code for use in a business manner with vendors, home health care, home improvement companies, etc. for a specified amount of time, not to exceed one year. There will be a \$5 charge for any code processed for this purpose. Gate cards or remote transmitters may not be provided to contractors or service providers.

Contractors, service providers, commercial operations, businesses, etc. may obtain one utility access code per company/office for **business purposes only**, for a specified amount of time, not to exceed one year. There is no fee for this service.

If one of the qualified parties listed above purchases a remote opener from KPOA, they are allowed to use that opener to program other openers, either built-in to their vehicle or hand-held, but only for their personal use and/or the use of another qualified individual listed above, who is associated with their unit #. Under no circumstances are any members or non-members, other than the KPOA Office Staff, allowed to sell gate cards or remote transmitters that have been pre-programmed to open Kala Point's security gate.

Anyone knowingly violating this policy will be subject to fines of up to \$1000 and/or penalties, as defined in Article I – COMPLIANCE & APPEALS, Section H, as a “Health & Safety” violation.

Fees:

KPOA currently charges members \$46 for remote transmitters, \$15 for new gate cards and \$10 for the replacement of broken cards, if they are returned to the KPOA Office at the time of replacement. Renters may be sold cards and/or transmitters if the owner of the property has signed a Transfer of Privileges document and submitted it to the KPOA Office. See above for utility access code charges.

Law enforcement, fire department, aid cars and mail carriers are provided utility access codes at no charge.

Refunds:

Owners or renters may return the remote transmitters or gate cards for a refund of up to 50% of the purchase price, if the device is returned in good working order and condition. (Malfunctioning transmitters have no replacement value and are not refundable.)

At the time of sale the following information shall be recorded.

Item Sold:

- New Gate Card (#_____)
- Replacement Gate Card (#_____)
- Remote Transmitter (#_____)
- Utility Access Code (#_____)

Name: _____

Lot/Unit # (if applicable) _____

Date: _____

I received a copy of this policy and understand that I'm responsible to follow these guidelines.

Signature: _____

Date: _____

APP II – 19B
Kala Point Owners' Association
Utility Access Code Policy
Amended September 18, 2002
Amended May 8, 2012
Amended February 2, 2013
Amended October 14, 2014

Members may obtain a utility access code for personal use (e.g., out of town guests visiting, hosting an event, etc.) valid for a specified amount of time, not to exceed 30 days. There is no charge for this service. Members may also obtain a utility access code for use in a business manner with vendors, home health care, home improvement companies, etc. for a specified amount of time, not to exceed one year. There will be a \$5 charge for any code processed for this purpose.

Contractors, service providers, commercial operations, businesses, etc. may obtain one utility access code per company/office for **business purposes only**, for a specified amount of time, not to exceed one year. There is no fee for this service.

At the time of issuance, the following information shall be recorded.

Purpose of Utility Access Code:

- Members' personal use
- Member's business use
- Commercial business use

KPOA Owner Name: _____

Lot/Unit #: _____

Use/User Name(s): _____

OR

Company Name: _____

Company Address: _____

Company Phone # _____

Tax ID # _____

Utility Access Code: _____

Access Period: _____

Issue Date: _____

Expiration Date: _____

All utility access codes will expire at the end of their specified time. It is the responsibility of members and/or businesses to contact the KPOA office to register a new utility access code. There is no automatic renewal of codes. Members and/or businesses that desire to obtain a code after theirs has expired will be required to choose or be assigned a new code.

Anyone knowingly violating this policy will be subject to fines of up to \$1000 and/or penalties, as defined in Article I – COMPLIANCE & APPEALS, Section H, as a “Health & Safety” violation.

Warning: The roads within Kala Point are private and subject to the Rules & Regulations of the Kala Point Owners' Association. Your license to use these roads may be revoked if you do not comply with these Rules & Regulations.

Purchaser Signature: _____

Date: _____

Authorized By (KPOA): _____

Date: _____

NOTE: For members and/or businesses that possess a current utility access code before the amended date of this policy (October 14, 2014), these revisions will become applicable after their current code/contract expires.

Instructions for Utility Access Code Usage

Use gate entry system located on the gatehouse island (left hand side) of the entrance lane. Push the “KEY” icon button twice. Enter 4-digit Utility Access Code (listed above). The entrance gate will open.

APP II-20A
SMALL BOAT STORAGE POLICY
Adopted March 21, 1995
Amended August 12, 2014

Purpose:

To provide a method to manage and regulate small boats being stored on the waterfront storage racks on KPOA common property in a fair and equitable manner.

Introduction:

The following policy is adopted to insure equitable use of this facility. The General Manager is responsible for implementation and interpretation of this policy. At this time, KPOA has 280 linear feet of boat storage space along the Kala Point beach. Because of the varying sizes and shapes of boats, it is not practical to assign specific spaces on the rack.

Item:

1. An annual storage fee of \$45 shall be charged for exclusive use of rack space. The term year shall run from June 1 - May 31. Fees shall be set by the Board.
2. KPOA registered boats shall be required to display appropriate registration decals, which will include the year and the unit number and changed annually. Unregistered boats shall not be permitted to be stored on the Kala Point waterfront.
3. Because space is limited, a waiting list shall be kept.
4. All improperly stored boats shall be removed by staff and impounded. A \$30 handling fee shall be assessed prior to releasing impounded boats. Those boats left unclaimed for 60 days shall be auctioned off by KPOA to the highest bidder.
5. Registered boats stored prior to the annual renewal date will have priority on available rack space.

APP II-20B
KALA POINT OWNERS' ASSOCIATION
BOAT STORAGE SPACE RENTAL AGREEMENT
Adopted March 21, 1995
Amended June 11, 2013

KPOA 2013/2014
SMALL BOAT RENTAL
Tag: REG #«Account»

THIS BOAT STORAGE SPACE AGREEMENT is between Kala Point Owners' Association, a not-for-profit corporation (hereinafter referred to as the "Association") and «FirstName» «LastName» (hereinafter referred to as the "Tenant").

WITNESSETH: WHEREAS, the Association is the owner of boat storage racks (hereinafter referred to as the "Storage Rack"), intended primarily for storing small boats situated upon certain real estate in the development commonly known as "Kala Point" in the County of Jefferson, State of Washington; and

WHEREAS, Tenant is the owner of a membership unit or a renter of a membership unit in said development; and

WHEREAS, the Association desires to lease to Tenant and Tenant desires to lease from the Association a storage space on the designated storage rack for use in accordance with its intended purpose;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. USE. The Association agrees to permit Tenant to use and occupy a portion of the storage rack for the storage by Tenant of personal property described as a small boat hereinafter referred to as "Personal Property", and for no other purpose for the term stated in this agreement. No items other than as described herein shall be stored by Tenant in the Storage Rack without prior approval by the Association as evidenced by an amendment to this agreement.

2. TERM. Tenant may use and occupy the Storage Rack for a 1 year term commencing on day of 1st day of June 2013 and ending on last day of May 2014.

3. STORAGE FEE. Tenant shall pay the Association a fee of **\$45.00** per year, payable in advance, for the use of the Storage Rack.

4. IDENTIFICATION OF STORAGE. All property stored on the Storage Rack is to be listed in item 1 above. The Association hereby reserves the right at all times to re-designate the location of the Storage Rack where Tenant's Personal Property shall be stored upon prior written notice to Tenant. Tenant shall allow the Association free access to the Storage Rack for the purpose of making any needed repairs or maintenance.

5. COMPLIANCE WITH RULES AND REGULATIONS. Tenant, Tenant's family, their servants, employees, invitees, visitors, guests and agents shall observe and comply with such rules and regulations as may be promulgated by the Association from time to time in regard to the use of the Storage Rack. Tenant shall not disturb damage or move any property belonging to the Association or any other person, which Tenant may find on or near the storage racks.

6. HOLD HARMLESS. It is understood and agreed by the Association and the Tenant that the storage fee payable hereunder is solely for the use of the Storage Rack. Tenant hereby expressly acknowledges and agrees that the Association, its officers, directors, members, agents, and employees, and their successors and assigns shall not be liable to Tenant for injury to Tenant on account of loss or damage to Tenant's personal property stored in the storage space or on the storage racks due to or occasioned by any cause whatsoever, except for those which may have been caused by the negligence of the Association, its employees or its agents, including without limitation, fire, theft, or accident or for any injury to Tenant's invitees, licensees, servants, or guests. Tenant hereby agrees to hold the Association, its employees or its agents harmless from any and all claims of any other person, persons, or organizations arising from or by reason of tenant's use and/or occupation of the storage space.

7. FIRES OR CASUALTY. In the event the Storage Rack is rendered untenable by fire or other

casualty, the Association may terminate this Agreement as of the date of said fire or casualty by giving notice to Tenant within thirty (30) days after said date and all obligations of the parties hereunder shall be adjusted as of the date of said fire or casualty.

8. DEFAULTS AND RE-ENTRY. If Tenant shall fail to keep and perform any of the covenants and agreements herein contained, other than the payment of rent, and such failure continues for thirty (30) days after written notice from the Association, unless appropriate action has been taken by Tenant in good faith to cure such failure, the Association may terminate this Rental Agreement and re-enter the premises. However, the ability of the Association to re-enter shall not impose upon the Association the obligation to do so. If the Tenant is in default in the payment of rent, the Association shall have all of the remedies available under Chapter 150, Title 19, Revised Code of Washington. If the rent or other charges due from the Tenant remain unpaid for thirty (30) consecutive days, the Tenant shall have no access to the storage space.

9. PAYMENT OF COSTS. Tenant shall pay and discharge all reasonable costs, attorney's fees and expenses that shall be made and incurred by the Association in enforcing the covenants and provisions of this Agreement.

10. ASSIGNMENT. Tenant shall not assign this Agreement or any interest under it, or sublet the Storage Space nor allow any other person to use said Storage Space.

11. NOTICES. Any notices by the Association to Tenant shall be deemed to be given if in writing and delivered personally to Tenant, or deposited in the U.S. Mail, addressed to Tenant at the address shown below Tenant's signature at the end of this document. The time of the giving of such notice shall be deemed to be the time when the same is delivered personally to Tenant, or deposited in the mail as provided above. Any notice by Tenant to the Association shall be deemed to be truly given if in writing, signed by Tenant and deposited in the U.S. Mail, to 1760 Kala Point Drive, Port Townsend, WA 98368, or to such other address as the Association may designate by notice given in accordance with the provisions of this paragraph.

12. TERMINATION. Either party may terminate this Agreement by giving the other party thirty (30) days written notice of its intention to so terminate this Agreement. In the event of termination by Tenant before the end of the term specified herein, Tenant shall be entitled to a pro-rata refund of the storage fee.

13. SEVERABILITY. If any clause, phrase, provision or portion of this Agreement shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of this Agreement.

14. SUCCESSORS AND ASSIGNS. Subject to the prohibition on Tenant's assignment of this Agreement contained in Paragraph 10 hereof, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.

15. ENTIRE AGREEMENT. All promises, undertakings and Agreements of the parties hereto in respect to or relating to the subject matter of this Agreement are expressed and embodied herein.

IN WITNESS WHEREOF, the Association and Tenant have signed this Agreement as of the day and year first above written.

(Tenant Signature)

BY: _____
(KPOA Signature)

Name and Address:
«AddrBlock»

Boat Width: _____
Boat Description: _____

Phone No. «Phone1»

Emergency Contact: _____
Address: _____
Phone No. _____

APP II -21
VOLUNTEER RECOGNITION PROGRAMS
Adopted March 21, 1995
Amended January 8, 2013

Volunteers are the foundation of the many responsibilities and activities at Kala Point. Material reward is generally inappropriate, but public recognition should be given. The following are guidelines to suggest appropriate recognition and to whom:

Certificate of Achievement

Suggested Standards:

1. These will be awarded annually but should be limited in number to maintain their effectiveness.
2. Retiring Board members and Committee chairs should receive recognition.
3. Chairs of ad hoc committees that have achieved noteworthy results may be considered for recognition.
4. Other active members who may have contributed over a long period of time and normally on a variety of committees/projects may be considered for recognition.
5. At its May executive session, the Board will approve of the candidates by majority vote.

Recognition:

Certificates of Achievement are presented at the Annual Meeting of members and announcements will be made in the Kala Pointer.

Committee Membership Acknowledgement

1. Outgoing members of KPOA committees shall receive a letter of appreciation and acknowledgement for their volunteer service from the Board of Directors. These letters shall be sent in a timely manner and not held until the KPOA Annual Membership Meeting in July.
2. Board Liaisons/Representatives of their respective committees shall be responsible for notifying the Board Secretary and the KPOA Office of these committee changes.

KPOA Distinguished Service Award

Suggested standards:

1. It should be awarded from time to time only when there is a significant contribution to the Kala Point Community over and above the "normal contribution of active volunteers and therefore is not likely to be an "annual" award.
2. The candidate should be selected by and approved by the Board with a majority vote.
3. Active Board members are ineligible.
4. Board should consider prospects each year at its May meeting in executive session, with presentation at the Annual Meeting if any one is chosen.

Recognition

The recognition is in the form of a certificate, placing her/his name on a brass plate on the Distinguished Service Award plaque in the clubhouse, presentation at the Annual Meeting of members and publicity to area newspapers, and the Kala Pointer.

APP II-22
TREE AND VEGETATION POLICY

Adopted September 19, 2006
Amended March 13, 2012
Amended August 12, 2014
Amended March 14, 2017

Purpose

KPOA has a single Board-approved Tree and Vegetation Policy for use by all members, KPOA management, and KPOA committees.

This policy was established to carry out the original intent of the developer, as shown on the accompanying map (Exhibit A) under the CC&Rs (Article IV, Part B, Section 9, a and b, and the Rules and Regulations II Regulation, 6) in order to provide guidance for the administration of tree and vegetation decisions.

The matter of tree and vegetation control is a complex issue and ultimately relies on the good will of KPOA members and the good judgment of the volunteer members of the appropriate committees.

This policy is not intended to encompass all requirements regarding tree and vegetation control. Members should be aware that, in addition to KPOA governance, there are government requirements that apply. The agency for these policies is the Jefferson County Community Development Department.

Note:

Certain lots are affected by the Jefferson County Shoreline Master Program (SMP-Ordinance #07-1216-13) including areas within 200 feet of the shoreline involving Critical Areas and/or Shoreline Buffers.

Objectives

Proper maintenance of Kala Point as an attractive wooded community includes planting, ongoing trimming, and removal of specific trees and vegetation in order to accomplish the following objectives:

1. To preserve the diversity and health of native trees and shrubs in the wooded areas
2. To support view maintenance
3. To reduce risk of fire, storm damage or other hazardous conditions.
4. To require planting of replacement trees or other vegetation (to mitigate losses of mature, natural trees) when it is an approved condition for the removal of mature natural or native trees or other vegetation by the appropriate committee.

Jurisdiction

The Tree and Vegetation Policy shall be administered by the Board of Directors and the Architectural, Grounds, Tree, and Bluff Management Advisory Committees in accordance with their Board-approved APPs.

The Architectural Committee deals specifically with view creation, view clearance, and view enhancement that occurs during the construction of a home on a lot as approved by the Architectural Committee prior to the refund of all architectural deposits. The Architectural Committee functions under the following documents: CC&R, ARTICLE IV.B, Section 9b, 10; APP ARTICLE III Appendix A.

The Bluff Management Advisory Committee (BMAC) administers the Bluff Management Plan (BMP) and specifically reviews, screens, and prepares recommendations for the KPOA Board on proposals for tree and vegetation actions limited only to the KPOA common area of the bluff (as defined in the BMP Appendix A). The BMAC functions under the following documents: CC&R ARTICLE V Section 1(g), the Bylaws ARTICLE VI Section 15, APP ARTICLE XV Bluff Management Advisory Committee, and the BMP Version 4.

The Grounds Committee establishes and monitors standards of aesthetics, safety and maintenance for all Common Areas. The committee also monitors the appearance of individually-owned developed properties as well as the safety and appearance of all unimproved individually-owned lots. The Grounds Committee functions under the following documents: CC&R, ARTICLE IV.B. Section 7, 15; APP ARTICLE VIII.

Note:

The Grounds Committee activities were suspended by the Kala Point Board of Directors and transferred to the KPOA General Manager on January 12, 2016.

The Tree Committee deals with tree and vegetation health and safety, as well as view maintenance on private property after construction is completed; and on KPOA Common Property and rights of way. The Tree Committee functions under the following documents: CC&R ARTICLE IV.B, Section 9a; CC&R ARTICLE IV.B, Section 9b; Exhibit E, B. 2.c.; Bylaws ARTICLE VI Section 15; APP ARTICLE III-2. 11.B.; APP ARTICLE III. Appendix A. Architectural Standards Height Limitations; APP ARTICLE II-22 Exhibit A; APP ARTICLE XII.

Policy

1. **Wooded Environment**

The Tree and Vegetation Policy directs maintaining the “wooded environment” that makes Kala Point an attractive community (App XII – 2, Rules and Regulations II, 6). The Policy is available on the Kala Point website at www.kalapoint.org. For a concise overview of Tree Committee activities, please refer to **APP XII-2 Addendum: How to Access Tree Committee**.

Unless stated as an explicit exemption in this policy, all proposed actions regarding mature (See **Glossary**) living trees must be authorized by the Board of Directors, Architectural, Tree, or BMAC committees. These committees take into consideration the need for view maintenance, enhancement and/or clearance, lot development, the health of the subject tree(s), fire and safety concerns, protecting the value, desirability, and attractiveness of the Covered Property, and bluff stability in accordance with the Bluff Management Plan. However, Jefferson County has control of the bluff area within 200 feet of the shore as part of their Shoreline Management Program. Contact the General Manager for specifics.

Note:

Actions on non-mature trees do not require approval. See **Explicit Policy Exemptions**.

2. **Committee Responsibility for Views**

The Architectural and Tree Committees have different responsibilities regarding views. Architectural Committee is responsible for view establishment during construction. The Tree Committee has jurisdiction over view maintenance after construction is completed.

See **Jurisdiction**. See also **APP XII-2**.

3. **View**

The Tree Committee has a mandated responsibility (APP XII-2) to facilitate view maintenance while enhancing the safety and value of the community and retaining the wooded environment. The view includes the vista as seen from an owner’s home, which could include, but is not limited to, views of Port Townsend, water, islands, mountains, and trees.

Note:

- There is no property in Kala Point that has a deed guaranteeing a specific view. However, the developer intended for a substantial part of the community (that part outside of the wooded areas described in the CC&Rs, Exhibit E, Sec. C) to have some degree of view.
- A water or marine view does not always mean a full (180 degree) or unobstructed view free of trees.
- Maintaining a view by trimming or removing trees that are growing into a view (typically trees less than six (6) inches in diameter) is recommended rather than trimming or removing mature trees (that have been in existence for many years), even if these trees partially obscure the view.
- The Tree Committee may require an ISA Certified Arborist to address pruning options in conjunction with health and safety for any potential tree actions involving view maintenance. In certain cases, the Tree Committee may require a Registered Consulting Arborist evaluation.

4. **View Maintenance**

The Tree Committee will act to facilitate view maintenance as much as reasonably possible while maintaining the health of trees, vegetation, and wildlife, as well as being consistent with Jefferson County policy regarding maintenance of bluff critical areas.

The view established by the Architectural Committee at the time of construction for the first owner* of the property is considered the baseline view (See **Glossary: View, Baseline**). This is the view that the first owner strives to maintain. For subsequent owners, the view present at the time of purchase is considered their baseline view. Each homeowner has the responsibility to maintain his/her baseline view over time. Trees and vegetation are part of a dynamic system; they grow and change and so may affect the view. Consequently, returning to the baseline view cannot be guaranteed, even with regular maintenance, as the view will most likely change over time. Additionally, KPOA must accede to state and county land use policies: state parks, fish and wildlife, shoreline management programs, etc.

To document the baseline view, the owner should take high quality photographs of the view, without zoom or magnification, including the date and location of each photograph. These baseline view photographs should be placed in the owner lot file at the KPOA office at the time of home purchase.

Note:

Documenting the view with photographs has been a long standing recommendation as noted in APP XII-2 and KPOA FAQs.

There are three general scenarios where the Tree Committee will be involved with view maintenance: 1. View from an owner's* lot; 2. View through a neighbor's lot; and 3. View through KPOA property.

1. View from an owner's lot

On a viewer's own lot, the viewer works with the Tree Committee to maintain his/her view. The owner should establish a pruning cycle (See **Glossary**) and adhere to it. See also **APP XII-2 Addendum: Natural Tree Action Request: Requestor's Lot.**

2. View through a neighbor's lot

A. For planted trees and other planted vegetation, the neighbor has the responsibility for maintaining the view at the request of the viewer (CCR Article IV. B., 9a). Planted trees and planted vegetation will not be permitted to infringe on the views of developed properties. Committee-recommended actions to remedy such view infringement may be enforced by KPOA. Owner action on planted trees and planted vegetation does not require Tree Committee approval. See **Glossary**: Planted Tree; Vegetation. See also **APP XII-2 Addendum**: Planted Tree/View Action Request Process.

Note:

As an historical guideline, roofline height is an objective measure for limiting the height of planted trees and vegetation (APP Article III. Appendix A. Architectural Standards Height Limitations). However, no action is required for planted trees exceeding the ridge roofline if they do not interfere with other owners' baseline views.

B. For natural trees and natural vegetation, the viewer must obtain the written permission of the neighbor to allow actions such as pruning or removal. If the viewer is unable to obtain such permission, the viewer may submit the matter to the Tree Committee for a determination as to whether the natural trees or vegetation at issue unreasonably impinge on the viewer's baseline view and should be trimmed and/or removed. In making this determination, the Tree Committee will be guided by the principals enunciated above; i.e., review criteria such as impact on neighborhoods and neighbors, effect on erosion, general aesthetics in the community and that trees and vegetation are part of a dynamic system that grow and change and so may affect the view. Consequently, returning to the baseline view cannot be guaranteed, even with regular maintenance, as the view will most likely change over time. See **APP XII-2 B. Procedures**; **Glossary**: Natural Tree; See also **APP XII-2 Addendum**: Natural Tree Action Request: Neighbor's Lot.

Rationale: Natural trees are not exempt from the Tree Committee approval process. A property owner is required to go through a Tree Committee tree action request process for mature natural trees on his/her property regardless of the reason for the action. Actions on non-mature trees do not require approval. (See **Explicit Policy Exemptions**) Requests for view-related actions are included as another reason for a tree action request even though the request is initiated by a neighboring viewer.

3. View through KPOA Property

The viewer works with the Tree Committee and the General Manager to identify and resolve the view issue either through appropriate pruning or tree removal. The Tree Committee will be guided by the principals enunciated above; i.e., review criteria such as impact on neighborhoods and neighbors, effect on erosion, general aesthetics in the community and that trees and vegetation are part of a dynamic system that grow and change and so may affect the view. Consequently, returning to the baseline view cannot be guaranteed, even with regular maintenance, as the view will most likely change over time. See also **APP XII-2 Addendum: KPOA Common Property Tree Action Request**.

*Owner is defined as a member of the Kala Point Owners' Association and refers to ownership of a residence and not to an undeveloped lot.

5. Undeveloped Lots

On undeveloped lots the Tree Committee responsibility extends to tree health and safety, and so the Tree Committee may require owners from time to time to remove dead or downed trees.

6. Costs Associated with Tree Actions

All costs of approved cutting, removal, and cleanup of natural trees and vegetation that were not planted, and damages resulting therefrom, shall be borne by the requesting member. The costs of cutting, removal, and cleanup of planted trees and vegetation shall be the responsibility of the owner of such planted trees and planted vegetation (CCRs Article IV, B, 9, b).

7. Replacement Trees and Vegetation

Approval by the appropriate committee for removal of trees and vegetation may be predicated on certain reasonable conditions. One of these conditions is the replacement of the removed trees and vegetation with appropriate new plantings (APP XII-2, Policy). The Tree Committee may require the planting of a replacement tree as a condition for the approved removal of a mature natural or native tree. A replacement tree should be of the same species as the tree being replaced or another species native to the Port Townsend region. See **Glossary**.

8. Maintaining Tree Health and Safety

As a general rule, pruning, consistent with the health of a tree is preferred to windowing. Trimming of lateral branches to limit the spread of the tree is a reasonable approach. Topping is a prohibited method of reducing tree size as stated by the International Society of Arboriculture (ISA) and is enforced by the Tree Committee. Previously topped trees (when the process was allowed) may be pruned for health and safety, removed and replaced with a Replacement Tree (See **Glossary**), or have no action taken.

9. Dead or Hazardous Trees

To remove a dead or hazardous tree, contact a member of the Tree Committee.

See **Glossary:** Dead Tree; Hazardous Tree

Note:

Dead or hazardous trees on members' lots must be approved for removal by the Tree Committee.

A tree request becomes an "emergency" when there is imminent danger of falling trees/limbs to people or property, or to creating an obstruction to access. See **APP XII-2** and **Addendum:** Emergency/Dead Tree Action Request Process.

10. KPOA Common Area Trees

Except for normal annual maintenance, modification of trees on common areas requires approval of the Tree Committee, the KPOA General Manager, or the Board/BMAC for trees on the Bluff Common Area. (Rules and Regulations II, 6, B.) See **APP XII-2 Addendum:** KPOA Common Property Tree Action Request Process.

11. Liability

Due diligence by KPOA is based on a Registered Consulting Arborist report to determine hazard and/or liability of identified trees.

Explicit Policy Exemptions

Note:

The following exemptions (1., 2., 3.) do not apply to certain KPOA areas that are under Jefferson County Shoreline Master Program jurisdiction (SMP-Ordinance #07-1216-13) involving Critical Areas and/or Shoreline Buffer areas. Refer to KPOA General Manager.

1. No approval is required to perform an action on vegetation or trees planted by or for a member on private property.
2. Trees may be removed without permission if:
 - Their trunks are within ten feet from the side of the dwelling or other structure*, including eaves
 - Their trunks are smaller than six (6) inches in diameter (19 inches circumference) measured at three (3) feet above trunk base
3. Limbs may be pruned to the trunk without permission if they are:
 - Within 15 feet from the side of the dwelling or other structure, including eaves, or overhanging the dwelling within 15 feet of the roof or other structure, or
 - Within 15 feet above the driveway, or
 - Within 15 feet above the ground on mature, natural trees; or
 - Dead
4. Tree Committee approval is not necessary to remove trees that have fallen on structures or personal property.
5. Tree Committee approval is not required for non-mature trees. See **Glossary: Non-Mature Tree**.

*For the purposes of the Tree and Vegetation Policy, “structure” is defined as a dwelling, deck, greenhouse, permanent shed or gazebo that has been approved by the Architectural Committee. See **Glossary: Structure**.

Glossary

Note: this Glossary includes commonly used arborist terms*

Action: Any activity affecting trees or vegetation

Affected Properties: All properties involved with tree and/or vegetation maintenance including clearing, limbing, thinning and/or trimming

Arborist Evaluation: An ISA Certified Arborist may be helpful in evaluating tree risk and health. An ISA Certified Arborist is a tree care professional who works with the lot owner/requestor and the Tree Committee to provide accurate arboricultural reports, tree risk assessments, or tree inventory information relevant to a tree action request, and is at the requestor's expense. In certain cases, the Tree Committee may recommend the additional expertise of a Registered Consulting Arborist.

Canopy: Collective branches and foliage of a tree or of multiple trees; aggregate of tree crowns

Case Manager: A member of the Tree Committee who is assigned to administer a requested tree action

Clearing: Removal of one or more trees

Crown: Upper part of the tree, measured from the lowest live branch, including all the branches and foliage. See **Live Crown Ratio**.

Crown Cleaning: selective removal of dead, dying, diseased and broken branches from the tree crown

Crown Raising: Limbing the tree up from the bottom to allow a clear line of sight or to allow the growth of other trees or vegetation. Tree crown must be maintained at 25% or more of the total tree height (Live Crown Ratio) to promote health and safety and view maintenance. This pruning method is commonly referred to as "skirting up".

Crown Reduction: Method of reducing the height and/or spread of a tree crown by making selective pruning cuts from the outer branches while maintaining the health and safety of the tree

Crown Thinning: the selective removal of live branches, or limbs, to reduce crown density

Dead Tree: An evergreen tree will be considered dead if at least 80% of its foliage (or needles) has turned brown and/or have fallen to the ground. A deciduous tree will be considered dead if, at one month or later into the growing season, at least 80% of its foliage is brown and/or are absent.

Note:

For Tree Committee purposes, a dead tree is a standing tree which may be considered hazardous.

Exempt Tree: a tree for which no Tree Committee approval is required for action. See **Explicit Policy Exemptions**.

Habitat Tree: Dead, standing tree modified for wildlife rather than being removed

Hazardous Tree: Any tree which is evaluated to be a hazard to property or person and can become an emergency

ISA: International Society of Arboriculture. ISA provides training for tree care professionals seeking certification to assess and identify tree risk.

Limbing: The removal of one or more branches of a tree

Live Crown Ratio: The amount of living foliage expressed as a percentage of the tree's height

Mature Tree: Any tree larger than six (6) inches in diameter (19 inches in circumference) measured at three (3) feet above trunk base

Native Tree: Tree species that occur naturally in the Kala Point area and were not introduced by human activity including, but not limited to, Douglas Fir, Red Alder, Western Hemlock, Western Red Cedar, Pacific Madrone, Big Leaf Maple

Natural Tree: Any tree that is not planted by or for a member. In other words, a tree planted by nature that is native (occurring naturally) in the Kala Point area; a plant specimen pre-dating lot development or spontaneously seeded thereafter.

Note:

Natural/native trees reseed themselves in our lawns, gardens, and wooded areas. These naturally re-seeded trees are not considered "planted trees."

Non-Mature Tree: Any tree smaller than six (6) inches in diameter (19 inches in circumference) measured at three (3) feet above trunk base

Planted Tree: Any tree that is planted by or for a member

Pruning Cycle: Amount of time between approved, scheduled pruning requests. In most cases, KPOA and the Tree Committee will determine the pruning cycle based on growth rate of individual tree species; however, pruning will occur no more than once per year. No more than 25 percent of live crown is removed during a Pruning Cycle.

Pruning: Selective strategies or methods of removing or modifying branches to promote the health, safety or appearance of trees

Removal: Cutting a tree down to the ground or to a stump

Replacement Tree: Members may plant, or may be required to plant by the appropriate committee, a tree to replace a mature natural, or native, tree that has been removed. With agreement between member and committee, such trees may be formally designated as a "Replacement Tree" in which case the tree will be treated as a *mature natural* tree in all future proposed tree/vegetation actions. Replacement Trees will be identified with a metal tag.

Review Criteria: Criteria that the Tree Committee uses to support tree action decisions. International Society of Arboriculture (ISA) standards and recommendations are followed. Members use these criteria when filling out the Tree Action Request/Approval Form. Refer to APP XII-2 and APP XII-3.

Skirting Up: See **Crown Raising**

Structure: A dwelling, deck, greenhouse, permanent shed or gazebo that has been approved by the Architecture Committee

Tree Committee Process Diagrams: Brief, descriptive flow charts that guide owners through Tree Committee procedures. See **APP XII-2 Addendum**.

Tree Squad: A two-person team made up of Tree Committee members who are available on short notice and deal only with tree requests concerning hazardous, dead and/or emergency tree actions. The squad can also evaluate and consult on Exempt tree issues.

Trimming: Removing the ends of branches to limit the spread of a tree, usually involving the maintenance of planted trees and/or shrubs to a particular shape or form

Vegetation: Non-tree flora such as shrubs, ground covers, grasses, and vines

Vegetation Control Request/Approval Form: The KPOA Tree Committee form (APP XII-3) used to request tree actions. Obtain at the KPOA Administration Office or www.kalapoint.org.

View: The vista as seen from an owner's home which could include, but is not limited to, views of Port Townsend, water, islands, mountains, and trees

Note:

A view does not mean a full (180 degree) or unobstructed view free of trees.

View, Baseline: The vista from an owner's home as documented by photos at the time of completion of construction or home purchase

View Corridor: a portion of the view

View Maintenance: Tree Committee approved tree actions that over time maintain the view and are the responsibility of the home owner

Vista Pruning: selective pruning to maintain a view from a pre-determined specific location

Whorls: Twigs or branches arranged in a circle around a point on the tree trunk

Windsail: Effect caused by the force of wind on a tree's crown

Windthrow: Tree failure due to uprooting caused by wind

Windowing: May be a feasible view maintenance solution when other pruning strategies are not possible; however, it is generally not recommended by arborists for aesthetic reasons.

*International Society of Arboriculture. 2014. Glossary of Arboricultural Terms. Champaign, Illinois, 199 p.

APP II - 23
KALA POINT OWNERS' ASSOCIATION
RECORDS ACCESS POLICY
Approved November 19, 1996
Amended June 21, 2005

Purpose:

The Kala Point Owners' Association (KPOA) has created this policy that will enable members access to Association records in accordance with RCW 24.03.135 and RCW 64.38.045.

Introduction:

A request for records shall be in written form and addressed to the General Manager. For convenience of the members forms are available at the KPOA Office. The KPOA staff will schedule an appropriate time during normal office hours for inspection/copying. The term "copying" includes paper as well as electronic form. The staff will endeavor to provide access to all requested information within ten (10) working days.

Item:

1. If a membership list is requested, KPOA is required only to provide names, addresses and listed phone numbers.
2. The cost for copying pre-printed KPOA records shall be 15¢ per page (1 side). Information that is copied to disk will be subject to charges for the actual storage disk. No cost is incurred by members who request a copy of the KPOA governing documents (CC&Rs, Articles of Incorporation, Bylaws and Rules and Regulations). Board and committee members are not required to pay for copy/labor fees for the reproduction of copied documents required to carry out their official duties and responsibilities.
3. Condominium Associations may request mailing labels for their individual association at a cost of \$1.00 per page (8 1/2 x 11).
4. If assembling the requested information and/or copying requires more than 30 minutes of staff time, there will be an additional labor charge plus any copy costs. Labor costs will be calculated based on published hourly office rate billed in quarter-hour increments beyond the initial 30 minutes. These fees are subject to change without notice.

APP II -23 Exhibit A
KALA POINT OWNERS' ASSOCIATION
RECORDS ACCESS FORM
Approved November 19, 1996
Amended January 20, 2004

Name
KPOA Unit # _____

Address

1. I have requested to inspect/copy the following KPOA records:

2. The purpose for this inspection is as follows:

3. NOTICE – Washington law prohibits the sale or use of the KPOA membership list. You are further cautioned that unauthorized use or sale of KPOA records and information may subject you to civil and criminal liability. Without limitation, prohibitions on unauthorized use or sale of association records and information are set forth in RCW 24.03.135 and RCW 64.38.045, copies of which are set forth on the reverse side of this records access form.

4. DISCLAIMER – Kala Point makes no representation or warranty that the electronic records and associated media obtained by a Member are free of defects, including without limitation computer viruses. Kala Point further disclaims any and all liability for any damages whatsoever associated with a Member’s use, processing or placement of records in an electronic format on or into electronic media or a computer system, including without limitation special, incidental, consequential or indirect damages for loss of information or any other pecuniary loss.

Member Signature

Date

Washington Nonprofit Corporation Act
RCW 24.03.135 Records

Each corporation shall keep at its registered office, its principal office in this state, or at its secretary's office if in this state, the following:

- (1) Current articles and bylaws;
- (2) A record of members, including names, addresses, and classes of membership, if any;
- (3) Correct and adequate records of accounts and finances;
- (4) A record of officers' and directors' names and addresses;
- (5) Minutes of the proceedings of the members, if any, the board, and any minutes, which may be maintained by committees of the board. Records may be written, or electronic if capable of being converted to writing.

The records shall be open at any reasonable time to inspection by any member of more than three months standing or a representative of more than five percent of the membership.

Cost of inspecting or copying shall be borne by such member except for costs for copies of articles or bylaws. Any such member must have a purpose for inspection reasonably related to membership interests. Use or sale of members' lists by such member if obtained by inspection is prohibited.

The superior court of the corporation's or such member's residence may order inspection and may appoint independent inspectors. Such member shall pay inspection costs unless the court orders otherwise.

Enacted by Laws 1967, ch. 235 § 28. Amended by Laws 1986, ch. 240, § 24.

Homeowners' Associations

RCW 64.38.045. Financial and other records - Property of association - Copies - Examination - Annual financial statement - Accounts

(2) All records of the association, including the names and addresses of owners and other occupants of the lots, shall be available for examination by all owners, holders of mortgages on the lots, and their respective authorized agents on reasonable advance notice during normal working hours at the offices of the association or its managing agent. The association shall not release the unlisted telephone number of any owner. The association may impose and collect a reasonable charge for copies and any reasonable costs incurred by the association in providing access to records.

APP II- 24
Conflict of Interest Policy – Directors
Adopted January 17, 2006

The purpose of the conflict of interest policy is to insure that KPOA Board Directors are aware of the state law, (RCW 24.03.025, RCW 23B.08.320, RCW 23B.08.510, RCW 23B.08.560, RCW 64.38.025) regarding conflict of interest, possible personal liability involved and to insure that directors act in the best interest of the association.

KPOA Board Directors owe the association both a duty of loyalty and a duty of care; a violation of either could lead to personal liability. A director could incur personal liability when he/she fails to recognize and personally address a conflict of interest.

A conflict of interest exists when an outside influence affects one's ability to make an unimpeded, objective and independent decision, or when an individual's duty of care and loyalty to one entity leads to the disregard of care and loyalty to another, or the director fails to place loyalty and care for the organization above other interests. An individual can still be director if conflict exists, but should remain aware that certain conditions may exist that could cause the appearance of lack of objectivity. The director should then act accordingly.

Procedures for oversight:

- Directors are encouraged to read this policy, Exhibit A (Examples of conflict of interest) Exhibit B (How to determine if a conflict of interest exists).
- During board meetings, a director shall disclose possible or actual conflicts of interest prior to discussion and/or action on the issue in question.
- If a conflict of interest is determined either by the board or the individual director, the director shall leave the room for the duration of the discussion and/or action on the issue in question. The director is not to influence fellow directors in any way.
- The minutes are to reflect the director's interest, the abstention and the reason for it.

APP II-24a
Conflict Examples
Adopted January 17, 2006

Examples of conflict of interest include but are not limited to the following:

- Actual or direct conflict of interest exists when a director or related person (RCW23B.08.700) defines a “related person” as a spouse or parent or sibling thereof, of the director, or a child, grandchild, sibling, parent or spouse of any thereof, of the director) or a business associate of the director, is currently in some form of negotiation with the board, e.g. the director’s son-in-law is an asphalt contractor and is negotiating for a paving contract with the association. Another example of direct or actual conflict of interest is if the director’s son-in-law is currently contracted to pave roads, but the work being done is an issue of concern for the association for any reason.
- A conflict of interest may also arise if directors fail to enforce the association’s covenants and rules and regulations on a non-selective basis. For example, a director may allow his/her dog roam the neighborhood unleashed. The board may permit this violation, reasoning that little harm is done. However, the board’s failure to enforce the rules against the director can create potential liability for all directors.
- Potential conflict of interest exists every time the board establishes the association’s budget. Board directors have an obligation to propose budgets that meet the financial needs for operating the association. However, the personal interests of a director may be to pay less, rather than more in association fees. The potential conflict of interest rises to the level of an actual conflict of interest if the director chooses to disregard the actual needs of the association to minimize his/her personal expenses.

APP II-24b
Conflict Determination
Adopted January 17, 2006

How to determine if a conflict of interest exists for a director

Directors should ask themselves the following questions when making a decision on behalf of the association.

- Do I have outside interests that may influence my decision regarding an issue that may come up on the board?
- Do I have outside interests that should be disclosed to the board regarding an issue?
- Do I have any duty or loyalty to another entity that may influence my decision?
- Do I have any duty or loyalty to another entity that conflicts with duty and loyalty to the association?

In evaluating the above questions, directors should consider their own personal interests and those of a third party with whom the director may have a relationship such as a business associate or familial relationship as defined by RCW 23B.08.700.

APP II- 25
Conflict of Interest Policy – KPOA General Manager
Adopted January 17, 2006
Amended January 13, 2015

The KPOA General Manager has the responsibility not to use his or her position to enhance his or her personal financial status to the detriment of KPOA. Additionally, the General Manager shall avoid situations that involve or create the appearance of a conflict of interest. It is intended that the following precepts shall be utilized with regard to conflicts of interest.

1. When the General Manager deals with vendors, suppliers, contractors, or makes recommendations with respect to such dealings, the General Manager must divulge any circumstances that may constitute a conflict of interest, or the appearance of one. The General Manager shall advise the KPOA Board of Directors of those conflict of interest circumstances to permit complete evaluation of the situation.
2. The General Manager shall not have financial dealings with relatives on behalf of KPOA, unless, subsequent to the family relationship being disclosed, the KPOA Board of Directors grants written permission to authorize the General Manager to do so. Relatives are defined by state law as a spouse, or parent or sibling thereof, or a child, grandchild, sibling, parent, or spouse of any thereof.
3. The KPOA Board of Directors has the ultimate authority and responsibility to determine when such conflict of interest provisions apply and what steps need to be taken to correct conflict of interest situations. Such steps may include transfer of responsibility, disciplinary action, or dismissal if the conflict isn't properly disclosed.

Acceptance of Gifts

It shall be the policy of the General Manager to discourage the giving of gifts by existing or prospective vendors or suppliers with whom the General Manager acts on behalf of KPOA. The following are intended to provide guidance in this regard.

1. The General Manager will not accept gifts, including meals, from any current or potential contractor, consultant, supplier, vendor, or any of their agents that exceeds \$50 in value per calendar year.
2. The General Manager will not accept a trip from a current or potential contractor, consultant, supplier, vendor, or its agents.
3. The General Manager shall not accept cash gifts from vendors or suppliers in any amount.

Acceptance of Unearned Fees and Remuneration

During business hours, acceptance of unearned fees or other forms of remuneration for work not performed from contractors, consultants, vendors, suppliers, or any others is not permitted.

Borrowing from KPOA, Vendors, Suppliers, Etc. for Personal Use

The General Manager is prohibited from borrowing money from KPOA, vendors, etc. or others with whom contact is made in the course of management business, except those who are engaged in lending of financing in the usual course of their business. However, such loans must be offered on terms normally obtainable by others under similar circumstances without special concessions as to the interest rate, terms, security, or repayment conditions.

I have read these conditions and agree to abide by them.

Manager _____

Date _____

Witness _____

APP II-26
KPOA Employee Email and Electronic File Privacy Policy
Adopted January 17, 2006
Amended January 13, 2015

The computers and networking resources owned by KPOA are subject to inspection and monitoring by the KPOA General Manager. The KPOA General Manager does not routinely inspect or monitor the use of computers, nor do they change or delete files or email from accounts on KPOA computers. However, there can be no guarantee of security or privacy of employee email and electronic files on these computers.

Some emails will be deemed to be part of the Corporate Record of KPOA. As such, you may be asked to take actions to save such emails in a designated manner. The Corporate Record may involve some or all of your email correspondence when using a KPOA provided email account.

Employees will sometimes need to provide substitute services for each other. Under those circumstances, another employee may need to read your electronic files or email.

For these reasons, it is advisable not to send information in email that you would not want seen by others.

Please acknowledge review and receipt of this policy by signing and dating below.

Employee Name

Signature

Date

APP II - 27
Intra-Board E-mail Communication Policy
Adopted January 17, 2006

In order to facilitate the opportunity for members to “observe” all Board meetings while at the same time maintaining efficient Board process through the use of electronic communication as specifically permitted by the governing documents of the Association, the Board of Directors hereby adopts the following policy:

Effective immediately, all E-mail communication between Board members which, if conducted in any other format, would be the subject of potential member “observation” under RCW 64.38 will be made available for observation by all members. Hard copies of all such E-mails shall be filed in the corporate records. E-mails regarding items properly handled in “Executive Session” (i.e. litigation, threatened litigation and personnel matters) shall remain confidential. Members may “observe” E-mail exchanges by visiting the KPOA office during normal business hours to review hard copies of the E-mail exchange. A general announcement of the subject matter of an Executive Session will also be available in the same manner and will be announced in accordance with Board policy regarding the announcement of Executive Sessions. E-mails will be posted at least twice monthly.

It is the intent of the Board of Directors to utilize E-mail when it is appropriate to facilitate business operations, to be more time sensitive in response to members’ requests and questions, and to minimize inconvenience to the volunteer board while complying with the requirements of RCW 64.38. To this end, in addition to the foregoing the Board may utilize the unanimous approval provisions of the “Action Without Meeting” provisions set forth in Article VI, Section 9 of the KPOA Bylaws. Any item upon which unanimous approval is requested and not obtained shall be placed on the agenda of the next Board of Directors meeting for discussion and action.

APP II-28
Executive Session Policy
Adopted January 17, 2006

In an effort to increase member awareness of Board activities while at the same time preserving the appropriate degree of confidentiality associated with permitted Board Executive Sessions, the Board hereby adopts the following policy:

Effective immediately, all Executive Sessions will be announced prior to the Board retiring to such a session by a statement of the presiding officer during the open meeting or electronic meeting, identifying the item(s) to be discussed in Executive Session in as much detail as is appropriate without compromising the permitted purpose of confidential executive sessions. Typically, in the case of threatened or pending litigation, the name of the complaining party, their attorney, and the general nature of the dispute will be identified, except where to do so would compromise issues of attorney/client privilege or grant the opposing party an unfair advantage over the Association. Typically, in the case of personnel matters, if the personnel issue involves a specific employee, that employee will not be identified. If the personnel matter involves discussion of such matters as the filling of a vacant position, creation of a new position, etc., the general nature of the discussion will be identified.

APP II-29
Deleted June 8, 2010

APP II-30
Committee Membership Policy
Adopted January 9, 2007
Amended June 14, 2011

Purpose

The success of the Kala Point community is largely dependent upon the volunteer efforts of members who staff association committees. The board is authorized to establish committees (Bylaws Article VI, section 15) and approve and remove committee members; all committees and committee members serve under the direction of the board. An important role of the board of directors is to establish meaningful responsibilities and clear charters for standing and ad hoc committees and ensure that standardized policies and procedures govern committee membership.

A. Committee Membership Eligibility

1. Prospective committee members are encouraged to participate on the committee of their choice.
2. Prospective committee members should be prepared to answer questions relevant to committee eligibility requirements such as skills, previous experiences, and interests.
3. If a conflict of interest exists, the potential committee member will not be eligible for committee membership until the conflict of interest no longer exists.
4. Some committees, because of the nature of their work, may further specify eligibility and recruit for specific skills or experiences.

B. Committee Member Responsibilities

Committee members shall:

1. Uphold governing documents in a fair and impartial manner and complete assigned tasks in accordance with applicable committee APPs.
- 2a. Meet attendance requirements defined by the committee on which the member serves.
- 2b. If a committee member is absent from four (4) or more consecutive regular committee meetings, the committee may, by a majority vote taken at the next meeting, recommend to the Board that the person be removed from the committee.
3. Follow the guidelines for meeting decorum adopted by the board.
4. Disclose situations where a conflict of interest may exist; abstain from committee activities when such situations exist, in accordance with conflict of interest policies, APPII-24, APPII-24a, APPII-24b that govern board of directors or delegates.

C. Committee Membership Approval Procedure

1. A committee may choose to approve potential members prior to submitting the potential committee member's candidacy to the board; however the final decision remains with the board.
2. The board liaison for the committee will present the names of prospective candidates along with a brief statement about skills, experiences, or interests to the board for approval by vote during an open board meeting.

D. Committee Member Performance Management

1. Committee chairpersons and board liaisons, as committee leaders, are encouraged to address performance issues directly with the committee member; identify problem behaviors and if appropriate, provide suggestions on performance improvement.

2. If committee member performance issues cannot be resolved at the committee level the committee chair and board liaison shall document the complaint and identify behaviors at issue, recommendations for resolution of the problem, and actions taken by the committee related to the issue. The complaint document shall be submitted to the personnel committee of the board and to the committee member named in the complaint.
3. The personnel committee of the board and any qualified individual they may designate shall review the complaint, meet with the parties involved, and conduct further investigation as warranted by the situation.
4. After investigation the personnel committee will develop recommendations which could include, but are not limited to, continued performance improvement efforts, probation, suspension, or removal from the committee. Recommendations shall be discussed with the committee member named in the complaint and with committee chair and liaison.
5. The personnel committee shall present recommendations to the board during executive session unless an open hearing has been requested by the committee member involved.
6. If the board determines that a hearing is warranted, or if the committee member named in the complaint has requested a hearing, the following procedure shall be initiated:
 - a. The committee member will be given a minimum of 14 calendar days written notice of a hearing to be conducted during the next regularly scheduled board meeting.
 - b. If the committee member is unable to attend on the date, another hearing may be scheduled within 30 calendar days or at a date agreeable to all concerned.
 - c. The committee member named in the complaint may elect to have the hearing held in executive session or in an open meeting.
 - d. If the hearing is scheduled and the member does not attend on the agreed upon date the hearing may proceed without him/her.
 - e. The board may elect to interview the committee member, committee chair, committee liaison, and other individuals who may be involved.
 - f. Any votes made by the board regarding committee member disciplinary action will be conducted and recorded during the open meeting.
 - g. Board liaisons to the committee involved in the complaint should abstain from voting on the issue during a hearing.
 - h. Board action to remove an individual from a specific committee does not necessarily affect the member's right to observe committee meetings or pursue membership on other committees.

Just Cause Policy
Adopted January 9, 2007

Purpose

In most situations committee participation is a positive experience that provides members with an opportunity to make an important contribution to the community. Unfortunately, a situation may arise when a committee member's performance becomes a significant problem for the committee. Any disciplinary procedures that are initiated are serious matters and should be taken only as a last resort and be handled with the utmost sensitivity and tact for all concerned. Diversity of opinion, knowledge, and experience is valuable for every committee; a difference of opinion should never be cause for disciplinary action or removal from a committee.

- A. Committee members may be disciplined or removed from committees solely for *just cause*. Because the concept of *just cause* may be somewhat subjective in nature, KPOA limits *just cause* to the following:
1. Behaviors of gross negligence or willful misconduct that could impact the safety, security, or reputation of the community.
 2. Repeated disruptive behavior that interferes with the productive work of the committee.
 3. Refusal to work within the guidelines for meeting decorum adopted by the board.
 4. Refusal to uphold the governing documents of KPOA.
 5. Failure to use ordinary and reasonable care in the execution of committee responsibility.
 6. Chronic absenteeism from committee meetings (as defined by the committee attendance requirements).

APP II – 31 A
Position Description for Maintenance Technician
Adopted June 8, 2010
Amended August 13, 2013

Job Description
Maintenance Technician
Position Type: Full-Time – Regular

Prerequisites:

1. Be a high school graduate or equivalent preferred. Additional experience may be substituted for the required education on a year-to-year basis.
2. Three or more years of experience in related work.
3. Possess a general knowledge of plumbing, carpentry and electrical repair and maintenance. The person shall have a general knowledge of the proper use of associated tools and equipment.
4. Ability to use landscape maintenance tools and equipment.
5. Possess a valid Washington State driver's license.
6. Must be in good general health. It is the goal of the Association to preserve and enhance the value of the Common Areas. It is the responsibility of every KPOA employee to work towards this goal. The Maintenance Technician will assume a leadership role and shall be directly supervised by the General Manager. The duties of the Maintenance Technician shall include, but are not limited to, the following.

A. General and/or Specific Duties

1. Follow Personnel Policy (APP X – 1).
2. Know the Association operations as they relate to Common Areas, facilities, amenities, and Vegetation Policy (APP II – 22).
3. Maintain all Association Common Areas, facilities, amenities and equipment.
4. Periodically monitor the beach parking lot area for unauthorized vehicles. Put notices on the windshield of vehicle s that does not have a Kala Point decal on the windshield or a guest pass in the dash. Get a description of vehicle and license plate and put the information in the maintenance logbook.
5. Discuss and coordinate maintenance projects with the General Manager.
6. Be responsive to the membership at all times.
7. Understand and apply all safety procedures.
8. Comprehend and apply the essentials of pool/spa chemistry.

B. Planning and Organization

1. Perform and assign duties as outlined in the Grounds Maintenance Plan for KPOA Common Areas (Art II-9 of KPOA APP)
2. Perform and assign duties as outlined in the Annual Maintenance Logbook.
3. Notify General Manager of any supplies needed.

C. Judgment and Decision Making

1. In the General Manager's absence, make decisions regarding purchases, repairs, and personnel in accordance with standard operating practices and procedures, coordinating with the KPOA President.
2. Be prepared to implement procedures for emergencies such as, fire, medical, power outage, earthquake, snow and wind storm etc.

D. Financial Management

1. Ensure that staff, supplies, and equipment are being used in a cost-effective manner.
2. Coordinate all purchases of equipment, supplies, and materials with the General Manager.
3. Ensure that all Association assets are in good/safe operational condition.

E. Communications

1. Maintain equipment and vehicle service logs.
2. Maintain supply usage logs.
3. Provide input for improving maintenance operations.
4. Maintain a daily Maintenance Logbook.
5. Report promptly inventory shortages or other problems, such as repair or service needs, to the General Manager.
6. Report promptly all injuries, accidents or other incidents to the General Manager. Thoroughly document time, actions taken, people involved etc.

F. Leadership

1. Instruct other maintenance personnel on safety and procedural matters.
2. Train new maintenance personnel.

G. Quality, Accuracy, and Timeliness of Work

1. Maintain equipment and grounds in a clean, safe, and orderly condition at all times.

H. Special Projects

1. Perform other tasks and/or projects as may be assigned.

APP II – 31 B
Position Description for Clubhouse Attendant
Adopted March 11, 2008
Amended August 13, 2013
Amended October 13, 2015

Job Description

Clubhouse Attendant

Position Type: Part-Time Regular/Seasonal

Prerequisites:

1. Be a mature, personable, and responsible individual.
2. Either be certified in CPR and basic First Aid or be willing to become certified during the first 90 days of employment.

It is the goal of the Association to preserve and enhance the value of the Common Areas. To that end, it is the responsibility of every KPOA employee to work towards this goal. The General Manager shall directly supervise the Clubhouse Attendant. Scheduling and work assignments shall be prepared, and provided by the General Manager. The General Manager may delegate the facilitation of the workflow to the maintenance staff. All personnel matters are the responsibility of the General Manager. The duties of the Clubhouse Attendant include, but are not limited to, the following.

A. General and/or Specific Duties

1. Follow Personnel Policy (APP X-1)
2. Understand and apply the basics of pool/spa chemistry.
3. Understand and apply safety procedures for the Clubhouse facility.
4. Supervise Clubhouse facility while on shift.
5. Become familiar with the Association operations as they relate to the Clubhouse facility.
6. Issue decals and guest passes to KPOA members upon their request.
7. Create a friendly and welcoming environment for members and guest.
8. Maintain neat and appropriate dress while on duty.

B. Planning and Organization

1. Complete daily/weekly work assignments efficiently.
2. Notify the General Manager of any supplies needed.
3. Be aware of all planned Clubhouse events, and make advance arrangements as necessary.

C. Judgment and Decision Making

1. Meet the public appropriately and exhibit diplomacy while enforcing KPOA Rules and Regulations/Policy and Procedures.
2. Be prepared to implement emergency procedures for the facility such as, fire, medical, power outage, earthquake etc.

D. Financial Management

1. Ensure that supplies and equipment are being used in a cost-effective manner.
2. Ensure that all Association Clubhouse assets are protected.

E. Communications

1. Maintain usage records for the Clubhouse and swimming facilities.
2. Maintain supply usage logs.
3. Record all chemical tests and the conditions for the pool and spa as outlined in the Opening and Closing Procedures.
4. Maintain a daily activity journal.
5. Report all inventory shortages or other problems, such as repair or service needs to the General Manager.
6. Report all injuries, accidents or other incidents to the General Manager. Thoroughly document time, actions taken, people involved etc.
7. Provide input for improving Clubhouse operations.

F. Leadership

1. Assist in the training of new Clubhouse personnel.

G. Quality, Accuracy, and Timeliness of Work

1. Maintain swimming pool/Clubhouse facilities in a clean, safe and orderly condition at all times.
2. Operate and perform routine maintenance of pool and Jacuzzi systems as required.
3. Follow opening/closing procedures for the building and the pool.
4. Perform routine cleaning and servicing duties as scheduled.
5. When handling pool chemicals and cleaning supplies always use proper safety equipment and procedures.
6. Conduct routine landscaping duties around the Clubhouse facility as directed.

H. Special Projects

Perform other tasks and/or projects as may be assigned.

APP – 31C
Position Description for Contract Bookkeeper

General

Using QuickBooks accounting system, and Excel, responsible for recording deposits of all funds, Accounts Payable, Payroll, and Government and Financial Reporting (excluding tax return preparation).

Specific Duties

1. Verify invoices for correctness and coding. Issue checks for accounts payable in a timely manner.
2. Process employees' time sheets every other week and prepare computerized payroll and payroll tax deposits.
3. Post necessary month-end adjustments.
4. Reconcile bank statements for all operating and reserve accounts.
5. Review monthly financial statements for correctness and submission to CFO.
6. Maintain records for processing annual tax reports; prepare, pay and file quarterly payroll tax reports and annual Excise Tax report, W-2's and 1099's in a timely manner.
7. Prepare for year-end audit by providing required schedules, inventories, etc...
8. Post year-end adjustments as needed.
9. Close out fiscal year after completion of the financial statement by the outside, independent accountant.
10. Work with operations manager and office manager in preparation for annual budget.
11. Post necessary computer and reporting adjustments for reserve transfers.

APP II-32
KPOA Employee Mileage Reimbursement Policy
 Adopted October 14, 2008

KPOA owns vehicles that are used by the employees for KPOA business. In the event that a vehicle is unavailable for KPOA business, or the employee is transacting KPOA business at the beginning or end of shift and is using their personal vehicle, KPOA will reimburse for mileage according to the following guidelines.

1. All use of a personal vehicle for KPOA business must be approved by the appropriate manager in advance.
2. KPOA will reimburse at the current IRS “Medical/Moving” rate.
3. KPOA will not reimburse for mileage if personal activities are combined with the business trip.
4. If the personal vehicle is used to travel to and from KPOA and the destination, then use the mileage actually traveled.
5. If the personal vehicle is used to travel from KPOA to the destination and from the destination to home (or reversed), then calculate the mileage as follows:
 - a. Distance from KPOA to the destination, plus
 - b. Distance from the destination to home, minus
 - c. Distance from KPOA to home.
6. An online map program may be used to calculate the mileage.
7. The employee must submit the KPOA Employee Mileage Reimbursement form for reimbursement.

KPOA Employee Mileage Reimbursement Form					
				Mileage Rate: _____	
Trip Date	Destination	Reason	Mileage	Trip Total	
				Request Total: _____	
_____ Employee		_____ Date		_____ Manager	
				_____ Date	