

**APPROVED MINUTES  
KALA POINT OWNERS'  
ASSOCIATION REGULAR BOARD  
MEETING**

**Tuesday, September 13, 2022 @ 3:00 PM (Zoom)**

The Kala Point community is a common-interest residential homeowner association (HOA). When purchasing or building within Kala Point, homeowners agree to follow the HOA's governing documents, which include: Conditions, Covenants and Restrictions of Record (CC&Rs); Rules and Regulations; By-Laws; and detailed Administrative Policies and Procedures (APPs). APPs are Board-enacted rules. The protective umbrella of these governing documents works in the best interest of all homeowners ensuring higher standards of neighborhood appearance and enhancing the collective value of the homes.

**SUPPORTING DOCUMENTS FOR BOARD MEETINGS ARE ON THE KPOA WEBSITE.**

All speakers must be recognized by the Chair and should identify themselves for the record. Please mute your phones unless you are speaking. This meeting is being recorded.

We follow the general directions of Robert's "Rules of Order" in order to assure the right of the majority to decide and the right of the minority to be heard; to the honor the rights of individual members and the rights of absentees; and, to fundamentally show respect for each other.

**Establishment of a Quorum**

**Board Members in Attendance: D. Kimball, President; M. Lannon, Vice President, D. Nordlund, Secretary, D. Colwell, CFO; S. Rovanpera, J. Erreca & S. Moss. Also, in attendance: Keith Larson, General Manager & Felice Thompson Administrative Assistant II; 17 other self-identified Zoom attendees**

**Approval of the Agenda** (Corporation lawyer in attendance. Address RCW revision early New Business #4).

Mike Johns KPOA Corporate appointed attorney explained the RCW 24.03A.575 revisions and their impact on HOA committees and their committee advisory responsibilities.

1. Call for KPOA member comments on the agenda
2. Call for Board member comments on the agenda

Note: Member comments on individual agenda items are taken just prior to the Board discussion of each agenda item.

Motion to approve September 13, 2022 agenda as submitted

**Motion to approve September 13, 2022 agenda by S. Rovanpera** seconded by J. Erreca

Motion approved by unanimous consent. Res. 22\_09\_01

## Announcements

1. Article submission deadline for October Kala Pointer: September 19
2. September 15, 2022 deadline for timely declared candidates for the Board with four submitted letters of Intent from: Sue Stanton, Wayne Scamuffa, Rick Smookler and Joseph Reeves.

## Approval of Minutes

Motion to approve August 9, 2022, draft minutes

**Motion to approve August 9, 2022, draft minutes by S. Rovanpera** seconded by S. Moss

Motion approved by unanimous consent. Res. 22\_09\_02

### KPOA Board Correspondence Log August 9 – Sept 13

Date	Sender	Subject	Responded	Date
8/9/2022	Lesa Sullivan	Mailbox vandalism	Donna Colwell	8/16/2022
8/9/2022	Gary Obermeyer	Board Resignation	Dan Kimball	8/15/2022
8/10/2022	Susie Headlee	Board Resignation	Dan Kimball	8/15/2022
8/10/2022	Robert Ontiveras	Trash can placement	Scott Rovanpera	8/10/2022
8/15/2022	Patsy Mathys	Budget Process	Donna Colwell / Dan Kimball	8/16/2022 8/23/2022
8/18/2022	Patsy Mathys	Board member resignation	Donna Colwell / Dan Kimball	8/19/2022 8/19/2022
8/19/2022	Frances Loubere	August Grounds Committee proposal	Donna Colwell	9/11/2022
8/21/2022	Gary Obermeyer	Board Resignation response	None	none
8/22/2022	Cari Woltz	August Board Proceedings/parking	Donna Colwell/ Dan Kimball	9/2/2022 9/10/2022
9/1/2022	Rhonda Ellis	Entry Gate access and tailgating	Donna Colwell	9/2/2022
9/5/2022	Bill Krause	Pickleball court proposal	Donna Colwell	9/6/2022
9/5/2022	Ann Kirby	Resident order mailbox / stickers on mailbox	Scott Rovanpera Referred to Keith Larson?	9/5/2022 9/6/2022
9/6/2022	Libby Nordland	911 Pool phone use	Keith Larson	9/6/2022
9/7/2022	Doug Edelstein	Kala Pointer article	Donna Colwell	9/8/2022
9/10/2022	Patty Fox	Cedarview Parking	Donna Colwell	9/10/2022
9/10/2022	Frances Loubere	August Grounds Committee proposal	Donna Colwell	9/10/2022
9/12/2022	Carol Letterman	Timing of political signs	Donna Colwell	9/13/2022
9/13/2022	Gary Obermeyer	Errors in Board meeting files		

## **Inquires and Correspondence**

8/9/22 – 9/13/22

September 2022

Donna Colwell

9/13/22 – 10/11/22

October 2022

Dan Nordlund

## **Consent Calendar-**

1. Paul Fleischman to Elections Committee
2. Jeana Holme to Elections Committee
3. Charla Jean to Elections Committee
4. Patsy Mathys to Elections Committee

**Motion to approve Paul Fleischman, Jeana Holme, Charla Jean & Patsy Mathys to the Elections Committee by S. Rovanpera** seconded by S. Moss

Motion approved by unanimous consent Res. 22\_09\_03

**General Manager/Grounds Report** presented by Keith Larson, General Manager

## Administration Office

EJFR – We have coordinated with EJFR an onsite “Post Fire” meeting at 290 Oak Shore Dr. for Tuesday, September 20 at 5pm. Fire Chief, Bret Black and members of his department will be present at this meeting. An email will be sent to the membership inviting all interested parties that would like to attend.

### **Agenda Topics:**

- Overview of EJFR and standards
- Review of the dispatch to include response times
- Review the initial actions by the firefighters
- Outcome of the fire, time extinguished
- Support of the residents
- Cause
- Close Before you Doze
- Questions or suggestions?

Port Townsend Tour Delite Bicycle Ride is scheduled for Saturday, September 17, 2022.

- ❖ Riders will enter KP between the hours of 11am – 1pm and continue up Kala Point Dr. and exit on the Fairbreeze Trail to Old Fort Townsend State Park.

KPOA members with homes along the northern section of the KPOA bluff are in the process of inspecting and making the necessary repairs to their Stormwater Drainage Systems. Their individual tight lines go down the bluff to the beach. Shold Excavating is leading the project and will provide each member a written report of the repairs that will be forwarded to the KPOA office and filed in their lot files.

Update regarding the Gate issue that occurred on Saturday, August 20.

Also, minor damages that occurred to the gate on August 9. KPOA has been compensated for those damages.

We are currently STILL soliciting for a new Maintenance Tech & Clubhouse Attendant Employee.

## Clubhouse

No Report

## Finance

**Motion to approve Peninsula Floors to install new carpeting in the Exercise Room for a cost not to exceed \$4,500 from the Reserve Fund by S. Rovanpera** seconded by D. Nordlund

Motion approved by unanimous consent. Res 22\_09\_04

April - August Financial Report

## 2022 Reserve Projects

- CH – Carpeting, Exercise Room – **Budget \$5,381**
  - Total Project Cost –
- CH – Shower Replacement x 4 – **Budget \$22,806**
  - Total Project Cost – ***\$26,796 (Over Budget \$3,990)***
- Equipment – Replacement Truck, Ford F-250 4x4
  - ❖ **Budget \$41,000 (Budget Amended to \$56,650)**
    - 2018 Ram 4x4 2500 Truck - \$44,886
    - Myers Snowplow & Attachment - \$8,868
  - ❖ **Total Project Cost – \$53,754**

## Grounds

- New gutters were replaced at the Kala Heights Mail Station.
- Trail Maintenance:
  - Windship Dr. Trail – Evaluating handrails for replacements
  - Bluff Trail – Evaluating remaining handrails for replacements
  - The upper trails were trimmed last month.
- The Dock Floats will be removed from the water on September 29.

## **Old Business**

1. Update on Wage Survey progress (From Executive Session)

The compensation report wage recommendation by Western Washington University are included in the 2023 Draft Budget.

2. APP Article X (Personnel) 2<sup>nd</sup> Read Postponed until October.
3. Art II update Committee Chair meeting (Architectural, Tree, Grounds)

Further review and discussion of the RCW 24.03A.575 statues as they relate to Architectural, Tree, Grounds Committees will be discussed at the October Board of Directors regular meeting

4. Mailbox decoration

Scott Rovanpera has addressed this issue in his submitted article in the September Kala Pointer.

### **New Business**

1. 2023 Budget overview and motion to post for member review and comment

The 2023 Draft Budget has been approved by the Finance Committee for the membership to review.

**Motion to approve the 2023 Draft Budget as submitted by the Finance Committee to send to the membership for review and comments to be received no later than September 28<sup>th</sup> 2022 deadline by D. Colwell** seconded by D. Kimball.

2. Elections Update – Board Candidates

Currently there are four Board candidates who have submitted letters of intent for the 3 upcoming, 3-year term open seats. The candidates will be decided by a vote of the membership during the upcoming November ballot process.

Three additional seats are also available and will be decided by the new Board of Directors at the December at a date to be determined.

3. **Motion to Approve Reserve Study by D. Nordlund** seconded by S. Rovanpera

Motion approved by unanimous consent. Res. 22\_09\_05

4. Discussion on new RCW 24.03A.575 – impact and way forward'

Mike Johns KPOA Corporate Attorney discussed the impact on the Standing Committees at the start of this meeting. This will be reviewed further at the October Board of Directors regular meeting.

**Committee Reports** – Posted on the KPOA Website under MEMBERS/"Board Meeting Files"

### **Board Goals**

1. Plan and execute demographic survey of KPOA-Completed
2. Implement Oversight of Website- in progress
3. 50% new website registrations within 60 days of launch-Completed
4. Increase number of volunteers for Board and Committees-in progress
5. Conduct a comprehensive review of the CC&Rs and Rules and Regulations beginning with the Rules related to on and off-street parking. This review shall include the impact of the Revised Code of Washington (RCW) -Initiated, continuing

**Member Comments in Closing**

**Next Meeting – Tuesday, October 11, 2022 – 1:00 PM – Regular Board Meeting Hybrid**

**Tuesday, October 11, 2022 – 3:00 PM – 2023 Budget Presentation - Zoom**

**Motion to recess Regular Board Meeting**

**Motion to recess Regular Board Meeting at 5:30 by D. Nordlund** seconded by S. Rovanpera

Prepared by Felice Thompson  
Administrative Assistant II

*Dan Nordlund*

Dan Nordlund, Corporate Secretary  
Kala Point Owners Association