

**KALA POINT OWNERS' ASSOCIATION
REGULAR BOARD APPROVED MINUTES
Tuesday, October 10, 2023 @ 3:00 PM (Hybrid)**

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" to assure the right of the majority to decide and the right of the minority to be heard; to honor the rights of individual members and the rights of absentee; and to fundamentally show respect for each other.

Establishment of a Quorum

Board Members in Attendance: M. Lannon, President, J. Reeves, Vice President, D. Nordlund, Secretary; K. Skolrud, CFO. Directors: S. Stanton, K. Titus, D. Moses P. Miles absent and Keith Larson, General Manager & Felice Thompson, Executive Assistant; 6 other self-identified Zoom attendees with 18 in person attendees.

Member Comments: None

Call for Board of Directors comments on the agenda

D. Moses requested adding Publication Committee suggestions about writing summaries to the new business.

Add Dick Anderson nomination to the consent calendar for the Architectural Committee.

Approval of the Agenda – October 10, 2023

Motion to approve the October 10, 2023 Board of Directors agenda as amended by J. Reeves seconded by D. Nordlund

Motion approved by unanimous consent Res. 2023_10_01

Announcements:

Article submission deadline for November Kala Pointer: October 19, 2023

A group discussion forum on the topic of the Port Townsend Pool tax will be November 16, 2023 6:00-7:30 at the Clubhouse. All are invited to attend.

The Kala Pointer will be publishing a KPOA Elections special edition to be distributed to the Membership In mid-November.

Approval of the September 12, 2023, Board Meeting Draft Minutes

Motion to approve the September 12, 2023 Board of Directors as amended by D. Nordlund seconded by M. Lannon

Motion approved by majority consent. K. Titus abstained Res. 2023_10_02

Inquires and Correspondence:

9/12/23 – 10/10/23	September 2023	Joseph Reeves
10/10/23 – 11/14/23	October 2023	Sue Stanton

KPOA Board Correspondence September 12-October 9, 2023

Name	Date	Subject	Addressed to	Response Date	By
Patsy Mathis	09/17	Board Candidates	KPOA BOD	09/18	Mark Lannon
Marilyn Berry	09/18	Resolution Process for Audit Waiver	KPOA BOD	09/18	Mark Lannon
Robert Goldstein	09/23	Resolution on Vegetation	KPOA BOD	09/23	Joseph Reeves
Susie and Paul Headlee	10/2	Thank you to Kim, Michael & Dan N.	KPOA BOD	10/2	Joseph Reeves

Consent Calendar: Motion to approve Dick Anderson to the Architectural Committee by D. Nordlund seconded by D. Moses

Consent calendar was approved by unanimous consent. Res 2023_10_03

General Manager – Financial & Grounds Report

Administration Office

- Preparations are being made to prepare for the Annual Mailing on November 9.

Clubhouse

- Last day of operation for the Pool is Sunday October 15.
- Fall/Winter Clubhouse schedule:
 - o October 16 – March 30 – Monday – Friday (9am – 8pm)
 - o October 16 – March 30 – Saturday – Sunday (1pm-8pm)

Finance

2023 Reserve Projects

- Road Repairs – **Budget \$31,944**
 - o **Total Project Cost – \$9,629**
- Paving – Hemlock Court – **Budget \$34,322**
 - o **Total Project Cost – \$40,000**
- Paving – Pinewood Court – **Budget \$27,652**
 - o **Total Project Cost – \$28,000**
- Pool – Blankets (Outdoor) – **Budget \$5,556**
 - o **Total Project Cost – \$4,463.89**
- Equipment – Tractor, New Holland – **Budget \$63,199**
 - o **Total Project Cost – \$53,747**
- Mail Site – Mailbox Gangs Replacement – **Budget \$11,694**
 - o **Total Project Cost – \$9,265**
- Pier – Piling Inspection & treatment – **Budget \$26,650**
 - o **Total Project Cost – \$26,650**

Motion # Res. 2023_10_03

Motion for the KPOA Board of Directors

Date: 10/10/23

Individual making the motion: D. Moses Seconded by: K. Titus

Motion:

The General Manager is requesting that the Board of Directors approve \$2,129.43 from the Reserve Fund to account for the Sales Tax Rate that was omitted from the Salsbury Industries Invoicing for the purchase of the New Mailbox Gangs in 2021 and earlier this year.

Motion approved by unanimous consent Res. 2023_10_04

This was an oversight by Salsbury due to their programming software Omitting sales tax for the State of Washington. Their auditors identified this oversight that prompted this notice to me on Thursday, October 5.

Customer ID	Invoice Number	Invoice Date	Sales Tax Due
W253394	1694274	04/30/2021	\$1,357.68
W253394	1768641	01/26/2023	\$771.75
TOTAL			\$2,129.43

Grounds Report

- Sweeper is being fitted with new brushes along with minor repairs and should be ready for operation by Oct 31.
- Snowplows & Sanding equipment are being tested.
- 20 yards of additional sand has been purchased. Total amount onsite is 45 yards.
- Mowing/weed eating will be completed this month. This also includes the drain fields.

- Stormwater system on Sailview Dr. has been inspected and is operating efficiently.
- The Maintenance Staff are performing additional roadwork on Kala Point Dr.
- A drainage system will be added to the outer perimeter of the Administration parking area to alleviate the water buildup.
- Tree and brush removal will be scheduled along the Easement adjacent to Storage Lot A.
- Both Storage A & B will be treated with Casoron 4G (Preemergent weed killer)
- Buoy inspection and removal will be done in October: Diver has been scheduled for October 13, 2023, to inspect the buoy anchors and to retrieve the loose buoy and chain.

Old Business

1. Pier Project Review Proposals

Ten engineering firms were invited to submit proposals. Three companies completed RFI/RFPs. All three Marine Structural engineering firms were qualified for the project. Only Pacific Engineering meet all the requirements of the KPOA Statement of Work.

Motion for the KPOA Board of Directors

Date: October 10, 2023

Individual making the motion: K. Titus Seconded by: M. Lannon

Motion to approve Pacific Engineering Technologies to conduct a Level 1-3 MOP 130 Structural Survey of the pier to include the Beams, Pilings, and gangplank for a cost not to exceed \$18,000 from the Reserve Fund.

MOP – Measure of Performance

- An engineering performance measure that provides design requirements that are necessary to satisfy an MOE (measure of effectiveness).

ASCE – American Society of Civil Engineers

- ASCE presents in-depth technical information on a specific topic and provide detailed analysis of the limitations and applications of the described methods and technologies.

Pacific Engineering - \$10,500

Premier Waterfront Construction - \$3,600 (Includes Tax)

Total: \$14,100 – Add 20% Contingency = \$16,920

Motion to approve Pacific Engineering proposal for the KPOA pier project by K. Titus

seconded by M. Lannon

Motion approved by unanimous consent Res. 2023_10_05

2. Pedestrian Safety ad-hoc proposes the trimming of foliage along Kala Point Drive. The committee will meet 10-16-2023 10:00 am in the Fireplace room for additional suggestions and discussion.

New Business

- Board Orientation Package

The Project Study Committee created a Board Orientation packet to guide Board members with the responsibility and duties associated with a position on the Board of Directors. In December or January there will be working sessions for new and current Board members to attend. This document will be posted on the Board of Directors page along with live links to the noted Governing Documents referenced in the packet.

- APP Template

This template is designed to aid in the formatting of APP documents as to style: Numbering titles and sub-titles, font size and type, margins and so on. The Administration office with the assistance of Candace Bjur Administrative Assistant will be responsible for reformatting all APPs to apply this template format.

- 2024 Draft Budget Review

Motions for Board of Directors to adopt the 2024 Budget:

Move to establish delinquency fees per CC&Rs Article VII as:

- a uniform late charge for Lots/Homes/Condominium Units each month the assessment remains delinquent of **\$45**,
- a uniform late charge for Timeshare Units each month the assessment remains delinquent of **\$15**,
- an interest rate of **10% per annum**, and
- lien fee (including lien release) of **\$290**

The 2024 Budget consisting of the Annual Assessment Details, Operating Budget and Reserves Cash Flow Budget dated October 10, 2024 to be adopted.

Motion to adopt the Annual Assessment Details, Operating Budget and Reserves Cash Flow Budget dated October 10, 2024 by J. Reeves seconded by D. Moses

Motion approved by unanimous consent Res. 2023_10_06

Regular Assessments are as follows:

- Lots, Homes, and Condominium units **\$1,185.67** of which **\$821.57** is applied to the Operating budget and **\$364.10** to the Capital Reserve Fund.
- Timeshare units **\$266.22** of which **\$209.77** is applied to the Operating budget and **\$56.45** to the Capital Reserve Fund.

Motion to adopt the 2024 Budget Regular Assessments as written by K. Skolrud seconded by D. Moses

Motion approved by unanimous consent Res. 2023_10_07

Committee Reports on the Board of Directors page at <https://kalapoint.org/>

Publication Committee would like to remind the Board representatives when writing committee summaries to keep the information brief. Please completely identify the Committee name, the name of the author of the summary and the date of the meeting. Spell check your report prior to submission. Use bullets for topics discussed not additional paragraphs. Submissions should be no longer than a half page. Thank you for your attention to this matter.

Member Comments in Closing

Marlene Newman asked the General Manager to cut back the Fairbreeze canopy. She also mentions issue have arisen with tail gating again.

Charla Jean requested more time to let the speed bump paint have additional time to dry.

Patsy Mathys commended K. Skolrud for an excellent Finance Budget review.

Scott Rovanpera reminded the audience of the EPC Great Shake Out on October 19, 2023.

2023 Board Goals

1. New Director Orientation
 - Board Member Tool Kit sent to the Board for review
 2. Minutes and summary reports on time delivery – Reference flowchart
 3. Limit Board Meetings to 2 Hours or Less
 4. Increase Email list and Kala Pointer distributions.
- Executive Session to follow regular Board meeting for recognition award nominations.

Move to recess the Regular Board of Directors meeting at 4:40 to meet in Executive Session for recognition awards by M. Lannon seconded by K. Titus

Motion approved by unanimous consent Res. 2023_10_08

The Regular Board of Directors meeting commenced from Executive session at 5:00 pm.

Motion to accept the names for the recognition awards as discussed in Executive session by M. Lannon seconded by M. Machette

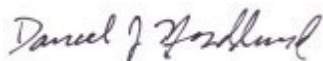
Motion approved by unanimous consent Res. 2023_10_09

Motion to recess the regular Board of Directors meeting at 5:07 by M. Lannon seconded by M. Machette

Motion approved by unanimous consent Res. 2023_10_10

Next Meeting – Tuesday November 14, 2023

Prepared by Felice Thompson
Executive Assistant



Dan Nordlund, Corporate Secretary
Kala Point Owners' Association