

KALA POINT OWNERS' ASSOCIATION
REGULAR BOARD MEETING
APPROVED MINUTES
Tuesday, June 11, 2024 @ 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; Bylaws; 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, D. Kimball Vice President, K. Skolrud, CFO, Sue Stanton Secretary. Directors: D. Moses, M. Berry, B. Goldstein, and P. Miles. Keith Larson, General Manager, Felice Thompson Executive Assistant; 4 other self-identified Zoom attendees with 14 in person attendees.

Member Comments: None

Call for Board of Directors comments on the agenda: Move the pedestrian safety topic to old business and add AED presentation by Paul Fleischman to new business.

Approval of the Agenda – June 11, 2024

Motion to approve the June 11, 2024, Regular Board Meeting Agenda as amended by M. Lannon seconded by D. Moses

Motion approved by unanimous consent Res. 2024_06_01

Announcements: Fill Vacant Board Seat: Will be addressed in Executive session after the regular Board meeting.

- Intent for position received by Mike Connor on May 20, 2024
- Intent for position received by John Oliveira on May 30, 2024

Article submission deadline for the July Kala Pointer: June 19, 2024

Approval of the May 14, 2024, Regular Board Meeting Draft Minutes

Motion to approve the May 14, 2024, Regular Board Meeting Draft Minutes by M. Berry
seconded by S. Stanton

Motion approved by majority vote: 5 for 3 abstain Res. 2024_06_02

Inquires and Correspondence:

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|-------------------|-----------|---------------|
| 5/14/24 – 6/11/24 | May 2024 | Marilyn Berry |
| 6/11/24 – 7/9/24 | June 2024 | Bob Goldstein |

KPOA Board Correspondence

| Name | Date | Subject | Addressed to | Response Date | By | Action |
|------------------------|-------------|-----------------------------------|---------------------|----------------------|-----------|---|
| Mel S. | 5/14/24 | Walking Path | KPOA Board | 5/14/24 | M. Berry | Thanked for comments; stated information is still being collected; and PSC tasked with creating survey to gauge member interest. |
| D. Dybeck | 5/14/24 | Proposed crosswalks | KPOA Board | 5/14/24 | M. Berry | Thanked for comments; stated adding crosswalks is suspended until more information is collected; and PSC tasked with creating survey to gauge member interest. |
| J. Vail; D. Gooding | 5/14/24 | Proposed crosswalks and stop bars | KPOA Board | 5/14/24 | M. Berry | Thanked for comments; stated adding crosswalks is suspended until more information is collected; explained stop bars & that many currently exist; & PSC tasked with creating survey to gauge member interest. |
| G. Kraft | 5/14/24 | Records Request | General Manager | 5/15/24 | GM | Emailed Records Request Policy and Records Access Form. |

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|---|--------------------------------|--|------------------------|--------------------------------|-----------|---|
| K. Donnelly | 5/16/24 | Event Reminder | Social Plus Committee | 5/16/24 | M. Berry | Will remind members. |
| G. Obermeyer; M. Newman | 5/19/24 5/21/24 | APP I – Compliance Review/Changes | M. Berry KPOA Board | 5/19/24 5/21/24 | M. Berry | Thanked for comments; all comments will be considered. |
| J. Johnston | 5/28/24 | Lagoon Plant Trimming | KPOA Board | 5/29/24 6/1/24 | M. Berry | Thanks for comments; defer to GM; GM not aware of importance of the plantings; must keep boardwalk free of vegetation. |
| L. Engelbeck | 5/21/24 | Publications Committee APP for review | KPOA Board | 5/21/24 | M. Berry | Thanked for sending. |
| Name | Date | Subject | Addressed to | Response Date | By | Action |
| T. Imanishi; S. Donnelly; F. Loubere | 5/31/24 6/1/24 6/2/24 | Lagoon Plant Trimming | KPOA Board | 6/1/24 6/3/24 | M. Berry | Thanks for comments and volunteering; discuss at next Board meeting. |
| K. & Y. Strait; P. McDowell; S. Bastain K. & Y. Strait | 6/1/24 6/3/24 6/2/24 | Crosswalks and Off-Street Walking Path | KPOA Board | 6/1/24 6/3/24 | M. Berry | Thanked for comments; stated adding crosswalks is suspended until more information is collected; off-street walking path is collecting more information; & PSC tasked with creating survey to gauge member interest. Thanks for response. |
| M. Woodcock; B. Reiner; D.&M. Schulte | 6/1/24 6/2/24 6/9/24 | Proposed Off-Street Walking Path | KPOA Board | 6/1/24 6/2/24 6/9/24 | M. Berry | Thanked for comments; stated information is still being collected; & PSC tasked with creating survey to gauge member interest. |

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| B. Miles | 6/1/24 6/2/24 | 2 Pedestrian Safety Initiatives | KPOA Board | 6/1/24 | M. Berry | Thanked for comments; stated information is still being collected; and PSC tasked with creating survey to gauge member interest. Thanks for response. |
| L. Anderson; B. Lelarge; R. Moore | 6/1/24 6/6/24 | Proposed crosswalks | KPOA Board | 6/1/24 6/2/24 6/6/24 | M. Berry | Thanked for comments; stated adding crosswalks is suspended until more information is collected; and PSC tasked with creating survey to gauge member interest. |
| M. McGaughey; D. Miller; J. Kaplan | 6/1/24 6/2/24 | Pedestrian Safety | KPOA Board | 6/1/24 6/2/24 6/2/24 | M. Berry | Thanked for comments. |
| K. Larson | 6/3/24 | Lagoon Plant Trimming | KPOA Board Kala Natives | 6/3/24 | M. Berry | Thanks for comments. |
| Name | Date | Subject | Addressed to | Response Date | By | Action |
| P. Miles | 6/5/24 | M. Machette Resignation | KPOA Board | 6/3/24 | M. Berry | Thanks to M. Machette for AC service. |
| J. Templin-Weller; W. Werner; S. Grant; L. Werner | 6/5/24 6/6/24 6/7/24 6/7/24 | APP I – Compliance Review/Changes | KPOA Board | 6/5/24 6/6/24 6/7/24 6/7/27 | M. Berry | Thanked for comments; all comments will be considered. |
| D. Glantz | 6/6/24 | 2 Pedestrian Safety Initiatives | KPOA Board | 6/6/24 | M. Berry | Thanked for comments; stated information is still being collected; and PSC tasked with creating survey to gauge member interest. |
| B. Goldstein | 6/10/24 | Pier Permits | KPOA Board | 6/10/24 | M. Berry | Thanked for research; to be discussed at Tuesday’s Board meeting. |

Consent Calendar: None

General Manager: Financial & Grounds Report

Administration Office

- Candace Bjur resigned from her position with KPOA on May 22.
- New employees were hired June 10, 2024: Aimee & Levi Simmons

Pier Project update:

- The Design Plans for the Pier Project have been placed on the website for viewing.

Clubhouse

Landscaping continues at this location.

Finance

Motion to approve the repairs to the Clubhouse Main Room Doors.

Motion to approve Apex Locksmith to repair the Vertical Rod Exit devices for both doors for an expense not to exceed \$5,600 from the Reserve Fund by D. Moses Seconded by: D. Kimball

Voting Tally: For: **8** Against: 0 Abstain: 0 Res. 2024_06_03

2024 reserve Budget: \$7,431

Companies Contacted for Proposals

1. Terry's Lock & Safe Inc.
2. PA Olympic Lock & Key
3. PA Locksmith
4. Apex Locksmith

2024 Reserve Projects

- Road Repairs – **Budget \$41,769**
 - o Total Project Cost –
- Pool – Propane Boiler Heater – **Budget \$35,875**
 - o **Total Project Cost – \$34,783**
- CH – Doors, Main Entrance – **Budget \$7,431**
 - o Total Project Cost –
- CH – Propane Water Heater – **Budget \$10,849**
 - o **Total Project Cost – \$7,705**
- CH – Security Surveillance System – **Budget \$11,826**
 - o Total Project Cost –
- Admin Garage Doors – Roll Up, Sectional – **Budget \$6,284**
 - o **Total Project Cost – \$5,640.47**
- Admin Bldg. – Exterior Painting – **Budget \$10,763**
 - o **Total Project Cost – \$10, 692**

Grounds Report

- Staff continues to focus on mowing & weed eating at this time.
Street Sweeping & Blowing will be conducted as time allows.

- The Dock Floats were removed from the beach area to Storage Lot B.

Upcoming Projects

- Painting the Storage Lot lines and numbers
- Painting the Speed Humps, Entrance Area, Stop Bars at the Baycliff Intersection.
- Weed Control in both Storage Lot A-B, Tennis Courts and Clubhouse Facility
- Bark will be placed at the Gate Entrance Landscaping and Clubhouse Facility.
- “No Firework Signs” will be placed at the beach area and entrance to KPOA on June 28.

Pedestrian Safety Ad-Hoc Committee

- No report currently.

Safety/Staff Meeting Report

- A Safety Meeting was held on June 6 to review all required safety apparatuses for operating equipment. We also reviewed OSHA Regulated First Aid Kits, Eyewash Stations, Safety Glasses/Face shields, earbuds/muffs & N95 Respirator masks.

Old Business:

Pedestrian Safety Update

- **Project #1** – Safety Pedestrian Committee
- **Project #2** – Phil Brodt –The creation of a Walking Path along Kala Point Dr.

The Project Study committee was tasked with the pedestrian safety issues with KPOA. A survey to the membership will be forthcoming to ascertain whether the community supports the idea of changing the aesthetics of the community with a walking path and/or crosswalks. D. Nordland is concerned that the walking path will be changing the amenities of the community and whether or not the membership is in agreement with not only the aesthetics changes but also the costs associated with the change. G. Gether wanted to ensure the survey results reflect the entire membership’s views on the subject. P. Brodt wants to solicit a resolution to be on the ballot for the annual December membership vote.

American Tower Verizon Lease Amendments Update. KPOA is waiting for the lease amendment contracts to be reviewed.

CFO – Kevin Skolrud

Pier Project Report update: Approve the next phase of the Pier Project.

Phase 1B: Permitting between \$6,000 and \$10,000

1. Complete the applications and submit the documents for the HPA and the Shoreline Exemption.
2. Communicate with the pertinent governmental agencies during the review process.
3. Revise the drawings based on governmental agency comments, as required.
4. Prepare separate drawings for building department permit submittal, as necessary.
5. Submit the drawings and structural calculations to the building department to assist the Client in obtaining a building permit.
6. Perform additional analysis and revise the drawings based on the building department comments, as required.
7. Respond to the building department’s comments, as required.

Motion to approve Pacific Engineering’s Phase 1B plan to begin the pier permitting process not to exceed the cost of \$13,750 by K. Skolrud seconded by D. Kimball

B. Goldstein researched the permitting process at the Jefferson County level and presented his cost findings. After some discussion it was put to a vote.

Motion to approve the Phase 1B plan to begin pier permitting process not to exceed the cost of \$1370.

Voting Tally: For: 7 Against: 0 Abstain: 1 Res. 2024_06_04

New Business:

Paul Fleischman reviewed with the Board the average response time for emergency assistance from EJFR as 9 minutes 33 seconds. Cardiac arrest victims' survival rate depends on a response time of 8 minutes or less. He proposed KPOA consider adding two AED machines located in the upper and lower ends of Kala Point in public accessible areas to help facilitate greater response times and survival rates for better patient outcomes. This topic will be on the agenda for the July Board of Directors meeting for further discussion.

- APP XI - Social Plus Committee: Second Read

Motion to approve APP XI Social Plus as written by M. Lannon seconded by M. Berry

Motion approved by vote count: For: 7 Against: 1 Absent: 0 Res. 2024_06_05

- XIV - Project Study Committee: Second Read

Motion to approve APP XIV Project Study as written by M. Lannon seconded by M. Berry

Motion approved by unanimous consent Res. 2024_06_06

- APP XIII - Publications Committee: First Read

Second read at the July Board of Directors Meeting

Committee Reports: Committee summaries are located on the KPOA Website for review.

- Grounds Committee: Board Representative Replacement: Mike Connor
- BMAC – Board Alternate Replacement: Mike Connor

2024 Board Goals:

1. Maintain two-hour Board Meetings
2. Standardizing formatting APPs
3. Review Election process
4. Increase the Membership & Kala Pointer distribution by 10%

Member Comments in Closing:

P. Mathys suggests a television set up in the main room facing the audience. She requested the Pier project's costs summaries be posted to the KPOA website.

Motion to recess the Regular Board of Directors meeting and begin an Executive session at 4:40 by M. Lannon seconded by D. Kimball

Motion approved by unanimous consent Res. 2024_06_07

Executive Session – Personnel

The Executive session concluded at 5:40 and Regular Board of Directors meeting resumed at 5:40.

Motion to approve the personnel wages to be accepted as presented by D. Moses

seconded by M. Lannon.

Motion approved by unanimous consent Res. 2024_06_08

Motion to vote in open session for the candidate for the vacant Board of Directors' position by D. Moses seconded by M. Lannon.

A show of hands for each candidate; J. Oliveira or M. Connor was a draw. 4 and 4.

Motion to vote for the candidate to occupy the open Board seat by paper ballot by M. Berry

seconded by B. Goldstein.

Motion approved by unanimous consent Res. 2024_06_09

Motion to approve M. Connor as a Director approved by vote count: For M. Connor: 7

J. Oliveira: 1 Abstain: 0 Res. 2024_06_10

Motion to recess the June 11, 2024, Regular Board of Directors meeting at 5:45 by M. Lannon

seconded by P. Miles

Motion approved by unanimous consent Res. 2024_06_11

Next Meeting – Tuesday July 9, 2024

Prepared by

Felice Thompson

Executive Assistant

Sue Stanton

Corporate Secretary

Kala Point Owners' Association