

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

Tuesday, March 12, 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; 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: J. Reeves, President, Sue Stanton Secretary, Directors: D. Kimball, P. Miles, M. Berry, D. Moses, and B. Goldstein. M. Lannon, Vice President & K. Skolrud, CFO attended on Zoom., Keith Larson, General Manager & Felice Thompson Executive Assistant; 11 other self-identified Zoom attendees with 8 in person attendees.

Member Comments: None

Call for Board of Directors comments on the agenda - None

Approval of the Agenda – March 12, 2024

Motion to approve the March 12, 2024, agenda as written by D. Kimball seconded by D. Moses

Motion approved by unanimous consent Res. 2024_04_01

Announcements:

Article submission deadline for the April Kala Pointer: March 19, 2024

Approval of the February 13, 2024, Regular Board Meeting Draft Minutes

Motion to approve February 13, 2024, Regular Board Meeting Draft Minutes as written by D. Kimball seconded by M. Berry

Motion approved by unanimous consent Res. 2024_03_02

Inquires and Correspondence:

2/13/24 – 3/12/24
3/12/24 – 4/9/24

February 2024
March 2024

Sue Stanton
Bob Goldstein

KPOA Board Correspondence February 14, 2024 – March 11, 2024

Name	Date	Subject	Addressed to	Response Date	By	Action
Normandie Anderson	2/14/24	APP Standardization Project	Board	2/14/24	S. Stanton	None Needed
LeeAnn McMillen	2/16/24	Pedestrian Safety	Board	2/16/24	S. Stanton	Fwd. Geoff Genter 2/17/24 Follow-up: S. Stanton 2/17/24
Gary Obermeyer	2/17/24	Zoom monitoring during BOD meetings	Board	2/17/24	S. Stanton	Recognition of concern
Whit Porter	2/21/24	Board Correspondence procedures to be included in Kala Pointers “Letters to the Board” feature article.	Board	2/25/24	S. Stanton	Referenced Feb. Board discussion and informed it would be on the agenda for the March board meeting.

Consent Calendar:

Ad Hoc Elections Committee and its Members: Geoff Genter, EC Chair, Jani Templin, David Gooding, Bill Conklin, Marlene Newman, Pat Miles, Board Rep., Dale Moses, Board Rep., Dan Kimball, Board Member, Keith Larson, General Manager

M. Berry objected to the consent calendar thus it was moved on the agenda as item #4 in old business.

General Manager – Financial, Grounds Report, Pier Project Report & Pedestrian Safety Updates.

Administration Office

Corporate Transparency Act

- Information was provided in a separate document.
- The KPOA Attorney will be contacted regarding the filing of the beneficial ownership information (BOI) to the U.S. Department of Treasury.

Pier Project update:

- Pacific Engineering representatives conducted their site inspection on March 1 to begin the Design Plan phase of the project. We expect to review a draft copy of the design in 6-8 weeks.
- The barrier wall has been built and placed at the entrance of the pier.
- Pacific Engineering provided an estimated demolition cost for the pier structure of \$93,000.

Clubhouse

- The Sauna has been fixed and is back in operation
- The indoor portion of the pool area will be closed for maintenance beginning March 13 -17.
- The roof venting has been installed for the boiler project.

- Start date for the boiler/water heater project is 3/12/24.

Finance

Assessment Collection – Information provided in a separate document.

2024 Reserve Projects

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

Grounds Report

- All four of the drain fields have been mowed.
- Cleanup of the property after the recent windstorm has been completed.
- Two water hydrants were replaced. One was at the beach and the other was at the Kala Heights Tennis Courts.
- Both storage lots have been treated with Casoron 4G. (Preemergent)
- Moss control will be conducted on all roofs, parking areas, and some cul-de-sacs that require treatment.
- The Lagoon Pickle ball Court was pressure washed due to unsafe surface conditions.
- A 15' piece of gutter was replaced on the Clubhouse building.
- Additional work will be conducted in Storage Lot B concerning the drainage across from the recycling bins.
- Due to water buildup, the Staff will also place crushed rock in between each recycling bin.

Pedestrian Safety Ad-Hoc Committee

Geoff Genter will provide an overview of the committee's progress.

- A separate document has been provided for review.

Keith and Geoff identified six areas on the property which would be ideal for crosswalks. Several areas were identified for line-of-sight brush clearing. Stop-bars areas were also identified. A resident trail map was advised to move pedestrian foot traffic off Kala Point Drive for safety reasons. A proposed town meeting was suggested for April to discuss with the membership the Pedestrian safety committee's safety recommendations and plans moving forward.

Phil Brodt will provide an overview for the walking path along Kala Point Dr.

Phil Brodt met with Lakeside Industries, PUD, Century Link and Astound Broadband for the purpose of developing a plan to increase the pavement area on Kala Point Dr. He proposed meeting with a design site planner to get an estimate of the costs to perform a site visit on this project. Cost and timeline to be determined in the future.

Safety/Staff Meeting Report

- February 29, 2024 – Chipper Operations
- March 5, 2024 – Rider Mowers Operations
- March 6, 2024 – Chainsaw Operations

Old Business

1. Senate Bill 5796 – Washington Uniform Common Interest Ownership Act – 64.90

Dan Kimball gave an update on the Senate Bill 5796 which passed through the House and Senate and is awaiting the Governor's approval. Dan will be reviewing this 196-page document and advising the Board of Directors of the impact this Bill will have on the association at future director's meetings.

2. Additional Standard Recommendations presented by M. Berry

1. All committee members should play a role in reviewing/writing of the committee's APP. This should be used as a learning/teaching experience.
2. The committee's designated "editor" should be using the latest version of Office/Word for ease of conversion into a .pdf document.
3. Committees should ask someone other than a committee member (or someone not involved) to read the committee's APP prior to it being published.
4. References should not be used unless absolutely necessary - references and/or their location may change. This includes specific dates and times. If a reference must be used, the committee is responsible for double-checking the reference annually to confirm its accuracy.
5. Add the APP writing standards to the Board's Orientation Package. Include the link to the APP page.
6. Denote "Inactive" for the Communications Committee APP on the APP page.

Motion to approve the APP Additional Standard Recommendations #1 through #6 as written by M. Berry seconded by J. Reeves.

Motion approved by roll call 8 for, 0 against, 1 abstain. Res. 2024_03_03

3. Member Communication Recommendation –How we respond to emails from members. by D. Moses

We follow procedures laid out in APP II-18. Within five days, our appointed monthly correspondent answers the letter or email saying that we have received it. That answer is copied to the whole Board. If the issue can be answered by a statement of fact, then that initial response will also provide the answer. If the question needs to be deliberated by the whole Board, then that initial response will say that and mention the date when the topic will be on the Board meeting agenda. The correspondent will send a final answer after that meeting. On a few communications, once the initial response is sent to all nine Board members, and the Board may be able to reach a quick general consensus, we may have some emails going between us to come up with an answer. If so, then the correspondent will send a second response with the conclusion without the need for it to come up at a Board meeting. No matter which type of query, each month the Board reviews all correspondence received and goes over what action was taken for each item.

4. Consent Calendar:

Ad Hoc Elections Committee and its Members: Geoff Genther, EC Chair, Jani Templin, David Gooding,

Bill Conklin, Marlene Newman, Pat Miles, Board Rep., Dale Moses, Board Rep., Dan Kimball, Board Member, Keith Larson, General Manager

Motion to approve the Consent Calendar as written by roll call 5 For: P. Miles, J. Reeves, M. Lannon, S. Stanton, D. Kimball, 3 Against: M. Berry, K. Skolrud, B. Goldstein 1 Abstain: D. Moses

Consent Calendar approved by roll call count Res. 2024_03_04

New Business:

1. The Architectural Committee is requesting that the Board of Directors establish a date for a Non-Compliance Hearing – 263 Kala Heights Dr. by Pat Miles

The Architectural Committee unanimously decided to request the Board of Directors to set a compliance hearing for 263 Kala Heights Dr. after multiple attempts to request the removal of a portion of the fence on the property. The homeowner installed the fence without applying a fence request to the Architectural Committee. The fence is in the wrong location and improper materials were used.

Motion to schedule the Non-Compliance Hearing for 263 Kala Heights Dr. on April 9, 2024 at 3:30 pm by J. Reeves seconded by D. Kimball

Motion approved by unanimous consent Res. 2024_03_05

Committee Reports: Committee summaries are located on the KPOA Board of Directors webpage at kalapoint.org

2024 Board Goals:

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

Member Comments in Closing

Patsy Mathys asked for a count on how many pedestrians are walking on the roads at Kala Point. Dan Kimball suggested segregating the areas of use and the time of day for the pedestrian head count. Marlene Newman agreed the how important the Board gives a timely reply to correspondence it receives.

Next Meeting – Tuesday April 9, 2024

Motion to adjourn the regular Board of Directors meeting at 4:50 by D. Kimball seconded by M. Berry

Motion approved by unanimous consent Res. 2024_03_06

Prepared by Felice Thompson
Executive Assistant

Sue Stanton

**Sue Stanton, Corporate Secretary
Kala Point Owners' Association**