

APP VIII - Grounds Committee

Amended: September 13, 2011; February 12, 2013; June 12, 2018; April 9, 2019; May 12, 2020;
October 13, 2020; August 10, 2021; July 12, 2022; April 11, 2023; February 11, 2025

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A. Objective

- To monitor the Common Areas and KPOA amenities to determine that they are maintained for the benefit of all.
- To monitor individually owned lots for appearance and determine that they are maintained in a neat and attractive manner, per CC&R Article IV, B.7, (except when under new construction during which time the Architectural Committee is responsible).
- To monitor undeveloped lots to preserve a non-hazardous environment.
- To determine that all signs are consistent with KPOA requirements.

B. Policy

- The Grounds Committee (GC) is composed of a minimum of two KPOA members and two Directors who serve as Board Representatives (plus an alternate Director) of the KPOA Board. All committee members are approved by the Board. As a “Committee of the Board,” the GC is required to have two Board Representatives in attendance to make decisions. The GC Board Representatives have final approval of any decision proposed at a GC meeting.
- The GC has jurisdiction over land use and appearance as found in Rules & Regulations, Section II.A.
- The GC has jurisdiction regarding pet owners’ responsibilities within Kala Point, however, Jefferson County Sheriff Department is the enforcement authority over pet behavior and control. More information regarding pets will be found in the Rules & Regulations, Section II.C.
- If the GC is in suspension, the activities taken on its behalf will be assumed by the General Manager.
- The GC oversees all signs posted in Kala Point and no signs may be fastened on trees.
- Real Estate Signs
 - Realtors and owners may install one professionally made FOR SALE/RENT/LEASE sign on the property.

- Realtors and owners will obtain a “Realtor Disclosure Form” from the Administration Office staff before installing real estate signs.
- It is the responsibility of the owner or the realtor to maintain the sign in good condition and to re-secure it in the ground if it is displaced. Signs not properly maintained will be removed by staff and stored at the maintenance building for up to 30 days. The real estate sign must be removed as soon as the property closes escrow. KPOA will remove un-approved signs (e.g., “Sold”, “In Escrow”, or “Sold By”).
- A sales flyer box may be attached to the signpost.
- Specifications:
 - The sign is limited to an overall area of no more than 576 square inches. (e.g., 24" x 24" or 26" x 22"). The maximum height of this real estate sign is 42".
 - The sign may be hung on a “flag-style” post, provided that the maximum height of the post is 72" above the ground and the post measures 4" x 4".
- "Open House" directional signs are allowed only during the period of a staffed open house.

Political Yard Signs

As used in this APP, political yard sign means a sign that carries a message intended to influence the outcome of an election, including supporting or opposing the election of a candidate, the recall of a public official, or the passage of a ballot issue.

- Requirements:
 - One sign allowed per political office or ballot issue that is on the upcoming association, primary, or general election.
 - Signs must be removed within seventy-two (72) hours following the election.
 - Signs are limited to four (4) square feet in area.
 - Signs are mounted on posts driven into the ground.
 - Sign may be posted on private property but not in the Common Area.

Commercial Signs

- Signs advertising or marketing commercial contractors, e.g., tree cutters, gutter installers, roofers, painters, carpet providers, window installers, landscaping contractors, etc., are allowed while work is in progress but need to be removed within 24 hours of completion of the work.

Common Area Signage

- The Grounds Committee approves the text for Common Area signage.
- Common Area signs will be placed at the direction of the General Manager.
- Signs must serve a specific purpose as determined by the Grounds Committee.
- Signs must preserve the aesthetics and attractiveness of the community.
- The General Manager is responsible for the fabrication and installation of Common Area signage.
- Specifications:

- Color – White lettering on a Kala Point blue field with a white border.
- Font – Non-serif and spelled with upper-case and lower-case letters.
- Font size – Appropriate to size of sign and legibility considerations.
- Design – Rectangular or square, large enough to be discernible if in a car or when walking past.
- Material – Printed on 1/8” thick anodized aluminum metal.
- Fasteners – Fastened to posts using non-ferrous materials.

Road & Street Signs

- Road safety signs (stop, slow, caution, and speed limits) must comply with RCW specifications. (RCW 47.36)
- “No Parking - Towing” signs must comply with RCW regulations (RCW 46.55) and meet the general criteria requirements of the Common Area signage.
- There may be no more than two signs installed per post.

Jefferson County Emergency Response House Number Signs

- Jefferson County Emergency Response House Number signs are to be maintained by the owner such that the address number is unobstructed, reflective, and within view of an emergency response vehicle trying to identify the property.
- Signs may only be obtained through the Jefferson County Department of Community Development (360-379-4450).
- A residential address number sign must be installed during new construction per Architecture Committee APP III.
- Signs are to be mounted on a post 30 inches above the ground, on either side of the driveway in the Common Area, and close enough to the street that it is visible to emergency vehicles approaching from either direction.
- If a home has propane, the sign must display a fire flame decal after the numerals on both side of the sign. The decals can be obtained from the KPOA Administrative Office.

Other Signs

- Small signs identifying an alarm system, dog fencing, or for some other safety reason to alert neighbors are allowed.
- “Private Property” signs are allowed where there is a safety issue (aggressive dog) or other demonstrated need. Such signs must be small (12”x12”) and fit within KPOA sign policy. “KEEP OUT” signs would not fit within this definition.

C. Procedure

- The GC generally meets on the 4th Thursday of each month (except in November).
- Its Chair or Secretary will maintain a list of current members, advise the KPOA Office of any changes, and keep written minutes of its meetings, which will be posted on the Grounds Committee landing page on the KPOA website.
- Election of a Chairperson and Secretary will be held annually at the January GC meeting.

- The GC inspects the Covered Property quarterly to determine if owners meet the conditions identified in the CC&Rs and Rules & Regulations. The Covered Property includes the Common Area, individually owned lots, and undeveloped lots.
- The Common Area includes but is not limited to the, administrative building, clubhouse and grounds, pool, tennis courts, sport courts, beach area, docks and pier, parking areas, storage lots, roads, paths, gate area, mail sites, and Little Lending Libraries.
- Member complaints or monitoring observations brought before the GC will be reviewed and a response provided.
- If compliance is not achieved, the General Manager will give notice to the lot owner through a written letter, (see Appendix A, “Sample 30-Day Letter for Compliance Action”), or, if the neglect is on Common Property, the Chair will give written notice to the General Manager, stating what work needs to be done. The communication will also cite the CC&R authority (Article IV-B Section 7, Article IV-B Section 15, Article IX) and Rules and Regulations (Chapter II).
- The GC will report any non-compliance to the Board and recommend further action, which may include a Board hearing and possible fines.

D. Appendix A

SAMPLE 30-DAY LETTER for COMPLIANCE ACTION

A 30-day letter is written to a property owner after two or more contacts via phone, email and/or personal visit by a Grounds Committee member. A 30-day letter will be written on KPOA letterhead and contain the following elements:

Date, Lot #, Address, Owner

Introduction

Example: I have been asked by the Board to write you regarding a compliance action concerning the appearance of your property.

Recitation of Previous Contacts

Example: John Doe, one of our Ground Committee members, spoke to you by phone on July 1 and again on August 19 about a downed tree on your unimproved lot #__ that posed a danger to cars passing by on Pinecrest Drive. You indicated that you were aware of the tree and planned to have it removed. It has now been well over a month since my last call.

Description of Violation with Citation

Example: While Kala Point encourages a wide variety of landscape styles, and an unimproved lot may remain in its natural state except if "...dead trees become hazardous to the community."

Rationale

Example: Red reflective address number signs are required by Jefferson County and used by emergency responders to locate homes.

Required Action

Example: Please take steps to remove as soon as possible the hazardous conditions that currently exist. Thirty days from the date of this letter should be sufficient time to accomplish this.

Request for Action

Example: I appreciate your effort to bring this matter to an end. If you have any questions, you may contact me at the number below.

Signed by General Manager or GC Chair