

APP III – ARCHITECTURAL COMMITTEE

Amended June 11, 2013; October 11, 2016; Feb. 13, 2018; Jan. 8, 2019; March 10, 2020; Sept. 8, 2020;
August 9, 2022; Approved November 11, 2025

Table of Contents

A.	Objective	2
B.	Policy	3
	Property Use	3
	Tree Removal	3
	Responsibilities of Owners and Contractors	4
	Setbacks and Easements	5
	Preparation of Home Sites and Construction or Modifications on a Home Site	6
	Clearing/Excavating on a New Home Site	7
	Architectural Committee Inspection	7
	Utility Hookups	8
	Antennas/Satellite Dishes	8
	Site Management During Construction	9
	Burning Policy	9
	Street Numbers	9
	Trailers & Motor Homes during Construction CC&Rs Art. IV B6)	9
	Paint or Stain a Home	10
	Roofing a Home	10
	Maintenance and Repair (including Like-for-Like Replacement/Repair)	11
	Major Landscape Structures Around a Home	14
	Stand-Alone Buildings/Structures	15
	Major Exterior Repairs/Additions or Remodeling of an Existing Home	17
	Install New Exterior Mechanicals and/or Lighting	18
	Deck Construction (new to the lot)	19
	Fences and Pet Enclosures	20
	Solar Energy Panels	22
	Variances	23
C.	Procedure	24

	New Home Construction.....	24
	Modification to Existing Home	27
	Administration – Committee Organization.....	28
	Committee Objectives and Action Plan	29
D.	Job Descriptions	30
	Architectural Committee Chair (appointed annually)	30
	Architectural Committee Secretary (appointed annually).....	31
	Case Manager Guidelines	31
E.	Appendices.....	32
	Appendix A – Sample Neighbor Letter.....	32
	Appendix B – Sample Final Approval Letter – after neighbor input time.....	33
	Appendix C – Sample Conditional Approval Letter – with neighbor letter	34
	Appendix D – Sample Existing Home Approval Letter	35
	Appendix E – Roofing Material Standards	36
	Appendix F – Deposit Requirements	39
	Appendix G – Building Height Limitations	40
	Appendix H – Guidelines for Exterior Structures	42
	Appendix I – Setbacks, Easements, and Site Plan	47
	Appendix J – Glossary	48

A. Objective

Kala Point is a planned, common interest community operated for the benefit of all property owners under the Covenants, Conditions, and Restrictions (CC&Rs). All property owners have agreed to comply with these CC&Rs. Under the CC&Rs (Art. VIII) the Architectural Committee is authorized:

1. To review and either approve, modify, or reject plans and specifications for all new structures, modifications and significant maintenance to existing structures, significant landscaping objects which change the physical appearance of the property, and restoration of vegetation to a natural appearance after any construction.
2. To ensure that all structures maintain and enhance Kala Point in accordance with the CC&Rs, Board of Director-approved Architectural Standards, Association Rules and Regulations and the community’s desires for homes to fit into a wooded development.

3. To establish the procedures through which a homeowner may obtain the association's approval for desired architectural improvements and modifications (...) premised upon the impact that esthetics has on the property values of the association's members.
4. To recommend penalties approved by the Architectural Committee and assessed by the Board (including fines, costs of corrective actions and legal processes).
5. To provide for appeals to the KPOA Board.
6. To ensure homeowners conform to Architectural Standards that may include such other limitations and restrictions as the Board and the Architectural Committee in its reasonable discretion may adopt, including, without limitation the regulation of the following: construction, reconstruction, exterior addition, change or alternation to or maintenance of any building, structure, dwelling, wall, fence or landscaping including without limitation, the nature, kind, shape, height, materials, exterior color an surface and location of such dwelling or structure.

B. Policy

Property Use

1. Newly constructed homes must have a minimum of 1,500 sq. ft. of living space, plus a minimum two-car attached garage. If requested and approved by the Architectural Committee, the garage may be connected to the home via covered breezeway (See CCR Article IV B. Sections 13-14.)
2. All homes in Kala Point must be designed as single-family dwellings per CC&Rs Article II 3. and Article IV D.2.; KPOA Rules & Regulations, and Jefferson County Zoning regulations.
3. Some lots at Kala Point have height restrictions in addition to those of Jefferson County. See Appendix G to determine if your lot has a height restriction, and, if it does, what the limits are. Check the Kala Terrace CC&Rs for height restrictions on Lots # 1-20 and the Lagoon Drive CCR's for height restrictions on Lots # 1-4.
4. Commercial: The two storage lots are the only commercial lots in Kala Point (CC&Rs Art. IV C2).

Tree Removal

1. Tree removal necessary for view maintenance construction can be requested along with the Application for Approval of Construction through the Architecture Committee.
2. For designated view properties, view paths/corridors are established after framing the new home. General rules for view-path removal:
 - a. Native trees on another property must have the consent of the homeowner and paid for by the requestor.

- b. Planted trees on another property above their roofline must be removed/trimmed and paid for by the tree owner. Trees governed under Jefferson County's Shoreline Mgmt. Plan or in KPOA common areas will be paid by the requestor.
3. Designated reserve drain fields are not to be cleared of trees during new construction. (See Modifications to Existing Home Sites for specifics.)
4. After a home is constructed, any tree removal not part of modification to the structure is the responsibility of the Tree Committee. See APP XII for procedures.

Responsibilities of Owners and Contractors

1. Before commencing any tree clearing, brush cutting, or construction, the owner/contractor must submit written notice to the KPOA office at least two business days in advance of the action being taken. Work may not begin until your Case Manager verbally notifies you that they will be on site to see that action is taken in accordance with the approved plan.
2. Responsibility for Compliance: By an owner submitting a request for Architectural Committee approval, an owner acknowledges that they have read the CC&Rs, Rules and Regulations, and the current version of the KPOA Architectural Standards as it applies to the project they are requesting and agree to abide by the provisions of those documents. The owner(s) further represent that the plans submitted for approval are their final plans for which adequate financing is available to complete this project within the time specified in timelines. No changes to the exterior plan for the house may be made without prior written approval of the Architectural Committee.
3. The owner is responsible for engineering design, meeting of building codes, application for required building permits, and other laws and regulations including Kala Point CC&R requirements.
4. All associated building or construction materials must be stored out of sight from the street and neighbors unless actively being used in a reasonable timeframe as determined by the Architecture Committee.
5. The Architectural Committee does not provide on-site supervision nor make recommendations about contractors or suppliers.
6. Drainage: Roof, driveway, and landscape drainage must be planned to prevent both erosion and run off to adjacent properties and be shown on the site plan (CC&Rs Art. IV B.2). On-site dry wells are preferred for roof and driveway runoff.
7. Heat Pumps: The location of heat pumps will be established with consideration for the noise impact on neighbors. Where heat pumps are visible from the street or adjoining lots, complete masking is required with wood construction matching the house

(preferred) or latticework that is stained/painted to match the house in both cases and/or shrubbery that immediately shields the heat pump (CC&Rs Art. VIII 4).

8. Insurance: The owner(s) hereby permit the Architectural Committee and its agents, and independent contractors associated with the project to enter onto their property during the project. The owner(s) must have liability insurance in force during the project.
9. Permission for contractor(s) and their employees to enter Kala Point's private roads may be withdrawn by the Board for violations of the governing documents.
10. Members and their contractors have full responsibility for any damage done to any other property or utility installations and are responsible for all costs required for repair or replacement. Trespassing on any other property is not allowed without the owner's written permission (contact the KPOA General Manager in the case of common areas).
11. Use of Kala Point Roads: The owner is responsible for ensuring that the general contractor, its employees, all sub-contractors and their employees, and the employees of all suppliers are advised of these primary concerns:
 - a. Contractors are forbidden to drive any equipment on Kala Point roads that does not have pneumatic rubber tires or rubber cleats. Equipment with metal cleats or metal tracks must be unloaded and loaded on the property where it is being used.
 - b. The speed limit is 25 mph, unless otherwise posted. KPOA roads are also community sidewalks and are frequented by young children, adults, bicyclists, runners, and domestic and wild animals.
 - c. Violations of the speed limit will not be tolerated. Fines may be levied and repeat violators will be barred from use of Kala Point Roads.
 - d. Littering is strictly forbidden including trash thrown from vehicles and materials that fall off trucks. This includes "washout" of concrete trucks on other than the owner's own property.
 - e. Daytime parking of contractor vehicles shall be on the project property. If parking is necessary on the street, it shall only be on one side of the street and shall not be left overnight. Traffic safety cones and signs shall be placed around vehicles to help prevent collisions.
 - f. Forced or improper entry into the community is not allowed. Access when the gates are closed will be arranged with the owner.

Setbacks and Easements

1. KPOA setbacks are larger than those required by Jefferson County. KPOA setbacks are established to provide greater distance between homes to provide privacy between dwellings and the streets and to allow foliage growth that will enhance the beauty and desirability of the naturally wooded environment. Construction of any part of structures,

such as the dwelling, roof overhang, driveway (except for egress at the street), or other permanent structures are not permitted to intrude into the setbacks so that they provide adequate space/access for easements. Utility easements are established within the lot setbacks for the installation or maintenance of utilities. Only items that are easily moved are permitted within the setbacks. See Appendix I. Note that KPOA setback requirements are greater than those mandated by Jefferson County. See Kala Terrace Sub-Association for varied setbacks on lot #s 1-20 and Lagoon Ct. Sub-Association for lots 1-4.

Preparation of Home Sites and Construction or Modifications on a Home Site

1. Any modification of the natural state of the lot prior to certificate of occupancy requires advance, written approval of the Architectural Committee. Authority is vested in the Architectural Committee to ensure that appropriate architectural quality and design standards of KPOA are met. Architectural Committee control of removal of trees and vegetation is directly related to site preparation for construction. Tree and vegetation trimming or removal after issuance of a Certificate of Occupancy from the County is the responsibility of the Tree Committee or Grounds Committee. Prior to that time, no native trees over six inches in diameter (at three-foot height) will be removed without written permission from the Architectural Committee, except those within the designated footprint of the house, driveway, and primary drain field (this outline includes trees within 10 feet of the house and 5 feet of the driveway). Any removal outside the designated footprint without prior written authorization from the Architectural Committee is subject to fines. (See APP I – Compliance & Appeals; CC&Rs Art. I, Sec. 33; and Art. IV B, Sec. 2 & 8). In addition, designated secondary (reserve) septic field areas will not be cleared.
2. Job Materials: All construction materials must be stored on the lot where the structure is being built. Off-loading of large beams and trusses may be done on the street, provided the material is immediately moved onto the site.
3. Toilet Facilities: At the commencement of any exterior construction for existing homes being modified or any construction for new homes, owners or their contractors are required to provide suitable toilet facilities (also known as Sani Cans) during construction per OSHA rules. These facilities must be located as far off the street as practical to minimize the view from the street.
4. Noise Control: While normal construction noise is understandable, it is restricted to the hours of 7:00 a.m. to 7:00 p.m. Any radios or other entertainment devices must be operated at low enough levels to not disturb neighboring households.
5. Drainage control must be maintained during construction to prevent flows onto streets or neighboring properties (County requirement).

6. Dogs and Pets: Owners' or workers' dogs and other pets are not permitted off home sites (or new construction sites) unless on a leash.
7. Signs: Only one commercial sign (generally the contractor's sign) may be displayed on the property and only during the course of construction and landscaping. This sign must not exceed 4 square feet (2 ft. x 2 ft. for example) and will be mounted on one or two posts not to exceed 4" x 4" diameter so that the top of the sign is no more than 42" above the ground. These criteria allow a sign that is legible but not obtrusive. No objects will be attached to trees by any means other than fabric strap.
8. Construction Vehicles: Construction vans or trailers may be kept on the owner's site during construction if in use. Storage of such vehicles on the property requires prior approval of the Architectural Committee. Consideration factors include ability to locate vehicles outside the setbacks and in an unobjectionable location from a view stand point. Vehicles cannot be parked overnight on the street.

Clearing/Excavating on a New Home Site

1. No clearing of the landscape or tree removal will be allowed prior to Owner's receipt of Architectural Approval for new home construction. No excavation of any type, except septic test holes, will be permitted prior to owner's receipt of Architectural Committee approval. Prior to the written approval of submitted construction plans, minimal lot clearance with hand tools is permitted to identify and place lot lines and to site the house.
2. Lots in Kala Point vary in size, topography, and vegetation. The AC committee works with the owner when decisions affect the wooded nature of the community. Once approved, the owner is responsible for ensuring lot clearing does not exceed the approved limits with AC involvement when appropriate. The assigned Case Manager will check the site during and after tree removal. Failure to follow the plan can result in fines or require revegetation of the affected area within their landscaping timeframe.

Architectural Committee Inspection

1. In advance of the above required submission, the site will be prepared by the Owner or contractor for inspection by the Architectural Committee by staking the proposed point of original grade (for height limits) and labeling the stake "OG" (original grade), and marking the following with flagging or nylon (non-stretch) line:
2. The outline of the house (blue tape); driveway (red tape); primary drain field (pink tape). (Taping should not include reserve drain field area).
3. Yellow tape any trees over six inches in diameter (19" in circumference) as measured three feet above the ground that are to be removed, except those within the outline of the house, driveway, and primary drain field (this outline includes trees within 10

feet of the house and 5 feet of the driveway). No native trees over six inches in diameter that are outside this designated outline may be removed without written permission from the Architectural Committee.

4. Boundary lines are to be run along all lot boundaries and these lines will be maintained during house construction.

Utility Hookups

1. Water and Electricity. Water and electrical hookups are provided by Jefferson County PUD #1. Refer to their website (JeffPUD.org) for requirements and procedures to secure hookups to installed Kala Point water and electrical systems. Temporary electrical service posts/meters must be removed and the permanent meter & base attached to the dwelling by the time a certificate of occupancy is issued.
2. Sewer and Septic Fields. Most residences have their own on-site septic systems, all of which require a septic system permit issued by the Jefferson County Health Department. Copies of the septic system permit and plot plan must be submitted to the Architectural Committee with the Request for Construction Approval. No septic system installation will be allowed without concurrent home construction.

Kala Heights, Kala Terrace, Kala Lagoon, and all other condo associations each have their own common drain field. Conversely, whereas most residences have their own on-site septic systems, all of which require a septic-system permit issued by the Jefferson County Health Department. Copies of the septic-system permit and plot plan must be submitted to the Architectural Committee with the Request for Construction Approval, both for new homes and modification of existing homes (addition or replacement of failed systems). The County DCD will be contacted for information on planning a septic system.

New types of County-approved septic designs should be considered when traditional systems are not appropriate for lot size, require inordinate tree removal, or encounter poor ground conditions. Owners are encouraged to evaluate the various methods and systems available and permitted in deciding which system to install. Types of septic systems vary in cost, equipment, maintenance, and square footage of required area and can be designed according to the particulars of the lot. Failed systems should be evaluated for repair, modification, or replacement as needed. The county will determine the minimum required system for the lot, while the owner may choose to upgrade their system as desired within county parameters.

Antennas/Satellite Dishes

1. Installation of all antennas and satellite dish devices intended for the reception and/or transmission of radiation-type electronic signals, located exterior to a house structure

must be shown on house plans as submitted to the Architectural Committee. Exterior mounting of dipole TV antennas is discouraged since cable and satellite systems are available. Dish antennas larger than one meter (~39") in diameter will not be approved unless totally screened from view and an integral part of the house structure wherever possible. Reduction of the visual impact of devices is requested to the extent allowed without unacceptable degradation of the system's signal, including painting, covering, and screening. Nothing herein will be construed or interpreted to allow the Architectural Committee to impair the installation, maintenance, use, or placement of dish devices one meter or less in size.

Site Management During Construction

1. All construction sites are to be maintained in an orderly manner. Trash containers must be maintained on site for any trash. If trash is placed in a container such as a dumpster, it must not be allowed to overflow. Other materials must be stacked in an orderly manner. All trash piles must be removed from the site not less than weekly. At the conclusion of the construction project, all trash must be removed.
2. Any wood from uncut felled trees that is not retained for firewood, must be removed from the site within 30 days of the start of clearing as per the timelines set in the Tree Removal Section. Logs retained must not constitute a safety issue.
3. Within 3 months of receiving a certificate of occupancy, a member should store firewood away from the house. Firewood should be cut and stacked in an orderly manner behind the home and away from the street, as much as possible. Cut wood retained for firewood must be stacked no more than 4 ft high and will not serve as visual barriers to views. The volume of stacked logs is limited to personal usage quantities. Stacked firewood may be covered with a dark colored (brown, dark green or black) tarp and will adhere to setback requirements in Appendix I.

Burning Policy

1. All outdoor burning is prohibited on common areas and lots.

Street Numbers

1. Upon commencement of clearing for construction, the red fire (house) numbers issued by Jefferson County must be installed on a post 30" above the ground, on the side of the driveway and close enough to the street that it is visible to emergency vehicles coming from either direction. These are street numbers, not lot numbers. If a property will have a propane fuel tank, warning stickers must be obtained from the KPOA Admin Office and mounted on both sides of the house number sign.

Trailers & Motor Homes during Construction CC&Rs Art. IV B6)

1. Resident Vehicles: Living in an RV on the property during the construction period is generally not permitted, but members may request approval from the Architectural

Committee under certain conditions. Each request will be evaluated based on such factors as location on the property (location on the street is not allowed), visibility to other residences, and ability to manage waste disposal. Non-members (such as contractors or employees) are not authorized to live on the property during construction.

Paint or Stain a Home

1. An application is required if the new home is being painted or stained or an existing home is being repainted or re-stained in a different color than was previously approved or if not documented in the property file. (See Project Application). The application must include specifications for the paint/stain to be used for home siding and home trim as well as a piece of siding and/or trim at least 12 inches long that is painted the same as specified for the home.
2. The trim of the home may contrast somewhat from the body color, but should also blend into the wooded environment. The wood trim surrounding windows and doors may be painted/stained the same color as the siding or the trim of the home. The color of the front (or main) door of the home is the owner's choice. Other exterior doors must be painted/stained the same color as the siding or trim on the home.
3. The body of a home: Paint/stain should blend with the Kala Point wooded environment. Use earth tone colors or stains of brown to beige, grays, green or taupe. Colors not permitted are those that do not blend with the landscape; for example, white, yellow, or red.
4. Garage doors may be wood with natural preservative or stain or painted to blend with the main color of the house or trim. They can be painted or be pre-painted metal of a color that matches or blends with the main color of the house or trim. There are no provisions for style of doors
5. Wood decks and railing may be painted/stained the same color as the siding or the trim of the home, painted with a clear/transparent finish or left natural. Composite materials such as Trex®, Timber Tech®, or AZEK® may be used, in any color that harmonizes with the home. The owner is responsible for obtaining and conforming to any building permit required by Jefferson County.

Roofing a Home

1. Applications are required for all new and replacement roofs. A roof should blend into the wooded environment. Materials should have texture and 3- D relief depth similar to cedar shakes. Using approved materials defined by brand and style will expedite approval. See Appendix E for pre-approved roofing materials. As new materials come on the market and are brought to the attention of the Architectural Committee they will be reviewed and if approved will be listed on the approved materials list.

2. Styles and colors of roofing materials are established to diminish any visual intrusion with the natural settings of Kala Point and our general earth and woodland color-tone palette.
3. If a home is to be roofed with a roofing material that is on the approved list, conditional approval will be quick. After approval, the owner will be required to notify the Architectural Case Manager when the roofing material will be delivered, prior to installation, where upon the Representative will verify the contractor has delivered the correct product and provide final approval to proceed with installation.
4. Requests for a variance for a roofing material not on the approved list (see Appendix E) will be considered on an individual basis and require compelling justification, and could result in delay of approval.
 - a. Architectural Committee approval of a variance may be granted if the roof is unobtrusive with respect to the natural setting as viewed from adjacent lots, roadways, and common areas.
 - b. Samples, pictures/brochures with product specifications and data, warranties, etc. and name of installer must be submitted as part of the application for Architectural Committee review.
 - c. Generally acceptable colors are earth tones (shades of dark brown, dark gray, or black). Colors must be approved by the Architectural Committee.
5. Appendix E lists roofing materials that are not appropriate or allowed.

Maintenance and Repair (including Like-for-Like Replacement/Repair)

1. CC&Rs state (Art IV B Sec 7) "As to Lots, the Lot owners, and as to Condominiums, and Time Share Condominiums, their respective Owner Associations, are responsible for maintaining the improvements located on their premises and the grounds of such premises in a neat and attractive manner, etc. Such Owners and Owner Associations are responsible for maintaining the exterior of improvements on their premises in a good state of repair and condition." Maintenance of each non-condominium property is the responsibility of the owner. The Architectural Committee, as created and empowered in the CC&Rs, does not control or monitor work done to a portion of a structure or landscaping after its initial construction that keeps the home or landscaping in good condition, or minor repairs that restore the home or landscaping to or near its original condition, but do not change the exterior appearance.
 - a. The fact that a homeowner can do maintenance and/or repair to their home without Architectural Committee monitoring does not exempt the owner from complying with Jefferson County Building Codes and Washington State Electrical Codes, which "require a building permit before constructing, enlarging, altering, repairing, moving, converting or demolishing a structure unless expressly

exempted.” Maintenance and repairs within the home or on the exterior structure are the financial responsibility and control of the owner.

- b. Maintenance that repairs or alters a structure and changes its exterior shape, size, color, material or location does require Architectural Committee review and approval.
2. What a property owner may do to a home site after its initial construction and landscaping without needing to seek Architectural Committee approval:
 - a. Routine landscaping maintenance – mowing, trimming vegetation, removal of down, dead or owner planted trees, etc. Note: Removal of standing native trees is controlled and monitored by the Tree Committee. See APP XII.
 - b. Any planting of vegetation within the property lines.
 - c. Cleaning gutters and removing moss and algae from any surface including house, roof, deck, driveway and other structures.
3. Replacement or Repair: The Like-for-Like concept addresses replacement or repair projects that a homeowner may undertake that only require notification to the Architectural Committee. The concept is based upon the assumption that the replacement/repair and its location is consistent with that which has been previously approved by the AC. Members must complete a Notification Form available from the Administration Office or online prior to commencing the project, attesting that the project meets the Like-for-Like requirement. No other approval from the AC is necessary. This allows the AC to meet the mandated records requirement, eliminating involvement between the homeowner and the AC.

If any of the following items are new to the property, an application must be submitted for approval before work may begin.

The following are examples of items that fall under the Like-for-Like Replacement/Repair concept:

- a. Heat Pump: **Replacement** of the same, smaller or similar-size heat pump in the same location as the former. Conditions: Must be shielded with foliage or wooden surround so that it is not visible from street or by neighbors. If attached to home, surround is to be painted the color of the body of the house. If located away from the house, the surround is to be painted or stained a color that harmonizes with the landscape foliage or left to weather naturally. It may not be placed in the setbacks and any required permits must be obtained.
- b. Propane Tank: **Replacement** of a tank of the same size or similar size in the same location. Conditions: Must be shielded with foliage or wooden surround

so that it is not visible from street or by neighbors. It may not be placed in the setbacks and any required permits must be obtained.

- c. Generator, permanently placed (hard wired electrical connection) type: **Replacement** of the same, smaller or similar size in the same location as the former. Conditions: Must be shielded with foliage or wooden surround so that it is not visible from street or by neighbors. It may not be placed in the setbacks and any required permits must be obtained.
- d. Windows and Skylights: **Replacement** of windows even if design or size changes. Siding, if replaced, must match existing. However, a change in window structure may require a building permit.
- e. Gutters: **Replacement** of gutters. Condition: color must blend or harmonize with the main body or the trim of the house.
- f. Doors: **Replacement**
 - 1) Front Doors. Design and color is the owner's choice. However, a change in door structure may require a building permit.
 - 2) Other exterior doors must be painted/stained the same color as the siding or trim on the home.
 - 3) Garage Doors. May be wood with natural preservative or stain or painted to blend with the main color of the house or trim. They can be painted or be pre-painted metal of a color that matches or blends with the main color of the house. There are no provisions for style of doors.
- g. Decks and Wooden Walkways: **Replacement** and re-staining in clear or same color. Conditions: Left to weather or if stained or painted, it must harmonize with the color of the exterior of the home. Replacing with composite decking or other materials is allowed if size of deck **does not** increase. May not be placed in the setbacks or over elements of the septic system. Jefferson County states that permits are commonly required for any deck more than five years old due to continually updated earthquake code requirements.
- h. Exterior Home Lights: **Replacement** of fixtures attached to home. Conditions: Lumens should not exceed 900 lumens maximum and are not intrusive to neighboring properties.
- i. Landscape Lighting: **Replacement** of fixtures in the landscape. Conditions: Lumens should be 100 or less and are not intrusive to neighboring homes. May not be placed in the setbacks with exception of driveway.
- j. **Repainting** exterior same color: If repainting/staining the same approved color no application is needed. Condition: Owner must contact KPOA office to verify existing color (manufacturer & number) is documented in the property file. Color matching by the paint supplier is encouraged. Many colors are no longer made

or lack documentation in files; if there is no documentation, then a new application must be submitted for full Architectural Committee approval.

- k. Note: Replacement of the septic field and painting/repainting the home any color not documented in the Lot File requires full AC review and approval.

Major Landscape Structures Around a Home

1. A site plan is required, drawn to scale (not smaller than 1/16" per foot) for review by the Architectural Committee. See Appendix I for example. Either a single site plan with all required elements for a new home or a secondary landscape site plan is acceptable. This plan can be hand drawn, digital (pdf) or utilize an existing project construction site plan (previously submitted with new home construction application).
2. Major changes to a landscape on an existing home site consist of:
 - a. Adding structures (see: STAND-ALONE BUILDINGS/STRUCTURES), a large hardscape area (patio or driveway), or a retaining wall taller than 36 inches.
 - b. NOTE: Maintenance in the form of replacing or adding new plants, trees, groundcovers or drip irrigation does not need approval. The owner must follow any height limitations for view lots (see Appendix G).
3. An application is required to get approval for changes to the landscape including adding exterior lighting outside an existing home except for exterior lighting using lumens of 100 or less.
4. Landscaping considerations:
 - a. The landscape plan must include location and descriptions of proposed or existing structures such as an alternative storage shed, wood storage, greenhouse, patio, arbor, rockery, planters, and site elements such as paver or gravel areas, retaining walls, exterior lights, and light fixtures (lights using home voltage are not to exceed 900 lumens or 450 lumens if located at the street end of the driveway). In addition, any fencing either low fencing or deer fencing for sensitive plantings, must be shown on the landscaping plan.
 - b. The minimum requirement to restore disturbed vegetation should be at least two (2) inch thick bark cover or dense plantings of native ground covers such as salal, Oregon grape, or similar evergreen plant.
 - c. Large areas of grass are strongly discouraged on individual lots that adjoin the bluffs to reduce unnecessary water runoff as per County guidelines.
 - d. Retaining walls for slope stabilization, bank retention, and/or aesthetics should blend in with the natural appearance of the site. Landscaping walls or terraces (<36" high) should be designed to minimize potential erosion problems caused by steep slopes and abrupt changes in grade. Placing retaining walls in setbacks requires an approved variance.

- e. Growth potential of proposed vegetation should be considered in relation to designated view corridors since many KPOA properties have height restrictions that also apply to height of planted vegetation. Planted trees must be pruned to be at or below the home height limitation if one exists. See Appendix G for lots that have home height limitations.
- f. Re-landscaping must honor all setbacks. See Appendix I. for clarification of setback requirements.
- g. Neighbor Notification Letters. If the Landscaping Plan changes the topography of the lot substantially, and/or the Architectural Committee determines the plan may impact neighbors, letters should be sent to the potentially affected neighbors permitting them to review the plan and provide feedback if they desire. Affected neighbors will be allowed ten (10) business days from the date of the letter to review the plan and respond in writing with their feedback. Neighbors are not being solicited for approval or disapproval of the plan. The final decision rests solely with the Architectural Committee. If neighbor(s) comments are factual but negative, the Architectural Case Manager will attempt to resolve any differences, or the Architectural Committee will review the plan and neighbor comments and make a final determination.
- h. Landscape Completion. Landscape work for new homes must be completed to the extent necessary to restore disturbed ground and to stabilize slopes and banks within six (6) months of the completion of the home.
- i. The landscaping deposit for new homes will be returned when all disturbed vegetation, ground and/or landscape is restored, slope stabilization and bank retention measures have been accomplished. Landscape projects will be inspected by the Architectural Committee Case Manager.
- j. With the exception of the driveway entering the street, the newspaper box, and the red fire (house) number, hardscaping (concrete walks, patios, etc.) must honor all setbacks. See Appendix I for clarification of setback requirements.

Stand-Alone Buildings/Structures

Stand-alone structures will mimic the home in terms of siding design and type of wood, paint/stain color, and the roof must be the same as that on the home or at a minimum shingles of the same color (see Appendix H for all details).

1. Commercial or ready-made stand-alone structures may be acceptable if they meet the design aesthetics/requirements for garden sheds and green houses in terms roofing, siding, color, other materials. If attached to the house, certain stand-alone structures such as pergolas, arbors, or pavilions may exceed the size limitations if all other aesthetics remain. Tree houses specifically are prohibited as they damage the trees.

2. Examples of "Stand-alone buildings/structures" include storage sheds, wood storage structures, detached greenhouses, and see-through structures such as gazebos, etc. Sheds must use the same siding and roofing material and colors as the home. Stand-alone structures are limited in size (See Appendix I). Only one stand-alone structure is permitted per property. Variances will be considered if compelling conditions exist, and home-site layout and position is acceptable. Stand-Alone Buildings and Exterior Structures are defined in Appendix H along with construction guidelines.
3. Plans, specifications, and locations for all stand-alone structures, except house number posts and newspaper boxes must be incorporated in the application for a new home or addition to an existing home.
4. Storage sheds: They must use same siding and be painted or stained same color as house, and roofing must be same type, design, and color as the house. Windows, skylights and solar power are allowed. If 120-volt electrical is used, it must be underground and have an electrical permit. Storage sheds are intended to be used only for storage. See Appendix H for guidelines for storage sheds and greenhouses. Foundation must be concrete pad or piers.
5. Additional exterior structures that are "see-through" such as gazebos and pavilions (usually wood, roofed, four-posted shade structures with no walls) will be considered on a case-by-case basis depending upon size, location, visibility from the street, visual intrusion on neighboring properties, and appropriateness with the KPOA general landscaping scheme. Any additional structure should be built on site, but kits may be approved on a case-by-case basis. The required application must include a schematic site diagram, size and material specifications and pictures of similar structures (see Appendix H). To maintain the wooded KPOA landscaping theme, the rules limit the number of structures permitted on a property to one. Therefore, if the property already has an existing structure, it is possible that a "see-through" structure may be disapproved. NO additional structures may be used for habitation under Jefferson County building code.
6. Heights of stand-alone structures are measured from the natural grade where they are to be located, however on lots where the home has a height limitation, the home height limit cannot be exceeded by any other structure on the lot.
7. All stand-alone buildings should be positioned so that they are shielded from street view, and subject to setback measurements. See Appendix I for clarification of KPOA setback requirements.
8. Vegetation screening must be used if buildings are visible from the street or neighboring property.

Major Exterior Repairs/Additions or Remodeling of an Existing Home

1. Common examples are, but not limited to, additions of home area (increasing sq. footage), new exterior stairs not previously on the home, and addition of a deck not previously on the home (see Section I). Any major repairs/additions or remodeling requires an application. Minor repair of exterior stairs, decks, and patios if using the same materials and same footprint can be done without an application. See Maintenance and Repair for repairs/maintenance that can be done without an application. If the repair changes the appearance of the structure in any way, it is deemed a major repair and requires AC approval.
2. Installation of replacement drain fields or installation of secondary septic systems must have AC approval and be accompanied with appropriate site plans that show removal of trees as described in Appendix I and a County-issued permit. No part of the original or secondary septic field may breach the side, rear, or frontage setbacks unless there are mitigating circumstances. If significant vegetation is removed for the new septic field, the owner should plant replacement trees to help replace lost forest canopy (this is a Tree Committee goal). The Architectural Committee encourages use of County-approved septic design options that use smaller footprints or that reduce needed vegetation removal.
3. No clearing of vegetation or tree removal will be allowed prior to owner's receipt of both Architecture Committee and Tree Committee approvals. No excavation of any type will be permitted prior to owner's receipt of Architectural Committee approval.
4. A site plan is required, drawn to scale (not smaller than 1/16" per foot) for review by the Architectural Committee. This plan can be hand drawn, electronic (pdf), or utilize an existing project construction site plan (previously submitted with new home construction application). The site plan must show property lines, setback lines, the home, any significant landscaping objects, vegetation or non-vegetation, any exterior structures, existing or proposed, any fencing, existing or proposed, and septic drain field. See Appendix I for example.
 - a. Plans for the desired addition or major replacement must be included.
 - b. A copy of an approved Building Permit must be attached or available electronically.
5. The outline of any addition to the existing home must be marked with blue tape for review by the Architectural Committee prior to approval.
6. Due to prevailing tree root rot in the area, it is recommended that the owner contact an arborist prior to construction for a hazard evaluation. The KPOA Office has a list of local arborists.

7. Siting of a new structure may not be approved if there is an adverse impact on the views of others or if in the judgment of the Architectural Committee the site(s) and terrain are not compatible with the proposed plans.
8. Common Property: No structure will be placed on common property other than the driveway, the red fire number (house) post, and newspaper box. Any decorative improvements, including but not limited to shrubs, bushes and rock walls which are placed on common property, are considered a permissive rather than a hostile use of such property and if requested, will be removed at the owner's expense upon fourteen (14) days written notice from KPOA to the owner. Note that the utilities are placed in an easement within the common areas in the front and sides of some lots.
9. Owners are reminded of the importance of fire code compliance especially where electrical or flammable materials are involved.
10. Deck canopies or other stand-alone structures (see Appendix I) will be considered on a case-by-case basis. An application is required.
11. Setbacks: No structure or object may encroach on KPOA Setbacks, except for the extension of the driveway to the street, newspaper box and the red fire number (house) sign. See Appendix I for KPOA setback requirements.

Install New Exterior Mechanicals and/or Lighting

1. Examples of exterior mechanicals: heat pumps, ductless heat pumps, heat exchangers, propane tanks, fixed auxiliary power generators, satellite antennas, hot tubs, etc.
2. An application is required for installation of all exterior mechanicals not previously approved and for all new lighting located on the structure.
3. No clearing of landscape or tree removal will be allowed prior to owner's receipt of Architectural Approval for installation of an exterior mechanical to a home. No excavation of any type will be permitted prior to owner's receipt of Architectural Committee approval.
4. A site plan is required, drawn to scale (not smaller than 1/16" per foot) for review by the Architectural Committee. This plan can utilize an existing project construction site plan (previously submitted with new home construction application). The site plan must show property lines, setback lines, the home, any significant landscaping objects, vegetation or non-vegetation, any exterior structures, existing or proposed, any fencing, existing or proposed, and septic drain field. See Appendix I for an example.
5. Installation of exterior mechanicals, including hot tubs and exercise pools, may require a Jefferson County building permit and a Washington State Electrical permit. If so, attach the permits to the application. Electrical permits are issued by the WA State Dept. of Labor and Industries and will be attached when the installation is performed. If an existing exterior mechanical device is to be replaced with a device of the same

specification in the same location as previously approved, then see Maintenance and Repair for Like-for-Like replacement allowances with no approval needed.

6. All exterior mechanicals, with the exception of satellite antennas, must be fully screened from view from the street and neighboring properties by framed lattice or solid screening less than 48" tall, or shrubbery. Non-vegetation materials should be painted/stained to match the body of the home exterior. Owners are reminded of the importance of fire code compliance.
7. Application for lighting on the exterior or outside the house is required if lighting uses 120 (household) voltage. Plans and specifications must be included in submissions for a new home. Exterior lighting must be of a size, light intensity and direction that will not be an annoyance to other homes or street traffic. Any exterior lighting including post lights will be shown on the plans submitted for approval along with the lumens of any fixtures. Note: lumens are the new standard for illumination, whereas wattage is a power usage rating. Most bulbs show both ratings, we now use lumens.
 - a. Plans and specifications for lighting on the exterior of the house must be submitted for approval. Exterior house mounted lighting should not exceed 900 lumens (roughly 60 W) each.
 - b. Street or post-mounted lighting should not exceed 450 lumens (roughly 30 W) each.
 - c. Pathway down lighting should not exceed 100 lumens (roughly 7 W) each.
 - d. Monument lighting on homes is not allowed. Any up lighting into trees or yard art should not exceed 100 lumens.
 - e. No application or inclusion on site plans is required for garden or lawn-path lighting or driveway border down lighting; however, such lighting should emit 100 lumens or less and be less than three (3) feet tall.
8. Setbacks: No exterior mechanical equipment may encroach on setbacks on the property. See Appendix I for KPOA setback requirements.

Deck Construction (new to the lot)

1. An application is required for construction of a new deck on the lot. Jefferson County requires a permit for replacement of decks older than five years.
2. The owner is responsible for obtaining and conforming to any building permit required by Jefferson County.
3. Deck materials must be wood, wood composite or polymer. (e.g. Trex®, Timber Tech®, or AZEK®). If wood, the deck must be painted/stained to harmonize with the color of the exterior of the home, finished with clear coating or left natural. Factory finished composite or polymer deck materials may be in any color that harmonizes with the house.

4. Railings/balusters may be wood, polymer or metal painted/stained as above, framed glass panels; stainless steel cable; six-gauge welded wire sections in factory applied powder-coated finish in black or bronze or composite material as above.
5. Decks must not extend into the setback or encroach on the septic system or field. See Appendix I. for setback requirements.

Fences and Pet Enclosures

1. In some situations, owners may want to restrict the movement of children or pets, grow a garden or protect vegetation from wildlife. Therefore, the Architectural Committee endeavors to work with owners to accomplish such goals by approving fenced areas only when and where appropriate. To restrict dogs, it is highly recommended that electronic fences be used; they are invisible and highly effective at restraining pets, even large dogs.
2. Every fence approval request application will be evaluated on a case-by-case basis and take into consideration visibility from the street and unreasonable restriction or blocking of the view from any adjoining lot. During new construction, fencing or enclosures will be approved after the house is framed and footprint/views are established. Neighbors, who may be impacted by the proposed fence, will be notified and have an opportunity to provide input into the Architectural Committee's decision.
 - a. In general, fencing should only be used for restricting the movement of children or pets or to protect vegetation from wildlife. Privacy concerns should be addressed with landscaping, trees, and plantings where appropriate (refer to the KPOA Vegetation Policy related to view corridor restrictions).
 - b. Standards by which the Architectural Committee evaluates a fence request are by definition somewhat arbitrary since a fence that may be appropriate for one area of the association may not be for another; nor do previously approved fences create a precedent for future fence requests. Factors taken into consideration will include height of the proposed fence (4 ft. high or less); visibility from the road and unreasonable restriction or blocking the view from any adjoining lot; compatibility with structures on the property and any existing adjacent fences.
 - c. In an attempt to minimize the impact to the open nature of our development, approval of any fence and the area in which it will be located will depend upon visibility of the fence, existing natural vegetation, and size and topography of the lot. Fences should be located so that removal of existing natural vegetation is minimized. The finished face of any fence must be placed toward the street or neighbors. In some situations, the Architectural Committee may approve a fence

request, but stipulate landscaping to further screen or visually soften the appearance of the fence.

- d. Fencing will not be allowed in common area easements or within Kala Point specified setbacks (as defined in Appendix I). However, fencing is allowed along the rear property line, if the lot abuts the Woodland Hills or other developments. A 50-ft wide “green” buffer or easement was included in the development of Woodland Hills lots.
 - e. Where feasible, fences should be located to the rear of the home. Wherever located, fences should be adequately screened from view from the street and adjoining properties by using trees, shrubs, and plantings. Landscaping of a specific height may be stipulated to mitigate the appearance of fences approved by the Architectural Committee.
 - f. Chain link and hog wire fencing are prohibited. Stockade, solid (good neighbor) and lattice-topped fencing are prohibited.
3. Fencing 4ft. and less:
- a. Wood: If fences are to be built, they should be see-through such as pickets, posts, split-rail and treated wood, cedar or redwood. Such fences must not exceed four (4) feet in height. Fence posts should be nominal 4” x 4” diameter or smaller. Cedar or redwood fences may be left unfinished to weather naturally or they may be painted or stained in a color to complement the home. Other wood varieties must be painted or stained in a color to complement the home.
 - b. Wire: When wire fencing is specified, vinyl-coated wire-mesh fencing (grid size approximately 2" x 4") 48" or less in height must be used. Galvanized, uncoated or painted wire fencing will not be approved as it is subject to rusting. Vinyl-coated fencing must be dark green or black to reduce visibility. In such a fence, the posts can be either standard metal fence posts, available at local hardware stores, painted black or dark green not exceeding 48" above ground, or treated wood posts; nominal 4" x 4" diameter or smaller and not exceeding 48" above ground may be used. If desired for extra stability a wooden “top board” or steel cable may be used for extra stability. Note: The deer fencing material described in step 4 below can be used in low fences also, and the lower portion of the material can be buried inside the fence line to prevent digging by pets to escape under the fence.
 - c. The Architectural Committee will generally conduct a site visit during the review process to view the property and location for the proposed fence.
4. Fencing over 4ft.:
- a. High strength UV-resistant plastic mesh, referred to as “invisible deer fencing” is recommended. Deer fencing is a high-strength weather-resistant polypropylene

mesh (grid is 1" to 2" wide) and is black in color. This type of fence can be as much as seven (7) feet above ground level. For this type of fence, standard steel fence posts painted black or dark green should be used to reduce visibility. In this type of fence, a steel cable can be used along the top to increase strength.

- b. High fencing for plant protection should be used as little as possible, screening of single plants or small clustered plant groups. High fencing for a small garden plot must be carefully located to minimize visibility from the street or neighbors, and should be further screened by tall vegetation.
 - c. The Architectural Committee will generally conduct a site visit during the review process to view the property and location for the proposed fence.
5. Application for fencing:
- a. Applications are required for all new fencing and fencing replacement. Fencing for a newly constructed home should be included on the application and plans for the new home. Fencing for an existing home site should be submitted on the application form for modifications to existing homes.
 - b. A site plan is required, drawn to scale (not smaller than 1/16 inch per foot) for review by the Architectural Committee. This plan can be hand drawn, digital (pdf) or utilize an existing project construction site plan (previously submitted with new home construction application). The site plan must show property lines, setback lines, the home, any significant landscaping objects, areas of vegetation or non-vegetation, any existing or proposed exterior structures, fencing and septic drain field. See Appendix I for site plans.

Solar Energy Panels

Only rooftop installations will be permitted and must minimize the impact on the overall appearance of Kala Point. The following items and conditions must be met to obtain approval:

- 1. A request for approval must be submitted to the Architectural Committee, with plans for the installation showing all dimensions and relationships to the home.
- 2. A copy of the appropriate Jefferson County Mechanical Permit, Structural Permits for roof support of the solar panels and an Electrical Permit from the State of Washington; if the solar panels will power the house and or energize the county electrical grid, PUD approval will also be required.
- 3. No part of the installation may be visible above the ridgeline where installed and no part of the installation will exceed the horizontal limits of the roof. Requests to install solar panels on the ground will not be approved. Where feasible, the installation should not be on the roof facing the street.
- 4. All panels must be parallel to the slope of the roof, non-movable, and installed so that the top edge of any panel is parallel to the roof ridge.

5. All frames, piping, support brackets, and wiring must blend in with the color of the roofing material and/or the siding of the home.
6. To protect the overall wooded appearance of Kala Point, tree removal or canopy reduction will be restricted and only be approved on a case-by-case basis. The Architectural Committee will notify the Tree Committee if any tree action is included as part of the solar installation request. The Tree Committee will address the requested tree actions at their next meeting.

Variances

Variances are exceptions to the Board-approved APPs (i.e., requirements, permissions or restrictions). They are considered exceptions to the “rule.” They are to be granted judiciously based upon extraordinary circumstances only and must be accompanied by a compelling written justification. Extraordinary circumstances are considered undue physical hardships, overcoming practical topography difficulties or obstructions, saving vegetation or trees, or other criteria as may be established by the Architectural Committee. To maintain the integrity of these APPs and to ensure that decisions are neither arbitrary nor capricious, the following applies for approving variances to the APPs:

1. Justifications or Conditions for Granting Variances
 - a. The AC may grant a variance to its stated policies and procedures for extraordinary circumstances only. They are not to be granted routinely nor be based upon an approved variance to a different property. Variances will be considered based upon the following conditions or situations:
 - 1) To preserve mature trees or vegetation.
 - 2) To accommodate topography conditions such as stabilizing hills or to correct drainage problems.
 - 3) To accommodate physical mobility hardships such as installation and placement of wheelchair ramps or installation and placement of mechanical chairs or placement of permanent generators in the setbacks.
 - b. Variances will not be granted based on financial or cost considerations.
 - c. A variance is approved based upon a unique set of circumstances, for specific reasons, and for a specific location, and therefore, a variance in one location does not form a precedent for another location.
2. Limitations: Variances to this document’s policies and procedures are to be granted judiciously and not routinely. Variances are to reasonably accommodate an individual owner’s unique requirements or set of circumstances based upon the conditions under Paragraph 1 above and may not be used to routinely circumvent a stated APP policy or procedure. As the conditions for granting a variance are unique to a particular set of

circumstances, a variance on one property does not form a precedent to approve the variance.

3. Requests: Property owners must provide a written request for a variance specifically outlining the details of the request, accompanied by a compelling justification.
4. Committee Decision: Variances are unique to a specific situation or set of circumstances and requests are considered for approval only after careful deliberation based upon the justification or conditions in Paragraph 1. The Committee may take into consideration neighbor input, but the decision rests with the Committee.
5. Documentation: The AC will provide an approval or disapproval letter for the variance. All information will be documented in the “Documentation of Approval/Disapproval Form for Variances to the APPs”, which will accompany the letter, a copy of which will be attached to the approval/disapproval letter and filed in the property owner’s lot file.

C. Procedure

New Home Construction

1. This process begins with a project application. If you are considering clearing, grading and construction, contact the KPOA office to schedule a pre-application interview, if desired, with the Architectural Committee who will work with you throughout the application process. An assisting member of the Architectural Committee will be assigned; he or she may become the Case Manager for the project once it is approved.
2. Forms to request Architectural Committee Approval are available at the KPOA Administrative Office or online on the kalapoint.org website (under Forms and Documents; Committee Forms). Ask for or download the Request for Architecture Committee Approval New Home form. Fill out the form, entering the requested information and attach two (2) complete sets of scaled drawings (minimum 1/16 inch = 1 foot for site plans; 1/4 inch = 1 foot for building drawings). Other auxiliary plans, such as structural, foundation, plumbing and electrical details (all which deal with the interior of the house) are not required for approval but may be requested if needed.
 - a. If the owner wishes an architect or a general contractor to act as their agent for processing and carrying out their project, the form contains areas to indicate this. The “agent form” must be signed by the owner.
 - b. Submit the completed form to the KPOA Admin Office at least three (3) business days prior to the next scheduled Architectural Committee meeting. Owners are encouraged to visit the Architectural Committee meeting when their application is considered to answer any questions from Architectural Committee members and to prevent any surprises after the County permit is issued.

- c. Plan sets for a new home must include any structure and utilities. Include a copy of the Jefferson County Building Permit with the application, and well as copies of all sewage disposal plans and permits.
 - d. Site plans (see Appendix H for example) will include the house and lot to scale, showing rough topographic lines and lot dimensions and indicating the point of original grade as defined in this document, driveways shown to scale, trees over six inches in diameter (19" in circumference) outside of the house footprint as measured three feet up from the base, driveway, any heat pumps located to minimize disturbance to neighbors, the location of the septic tank, the primary and reserve drain fields, any drainage culverts, any proposed structures such as fences, fence-like structures, outdoor fuel tanks (including propane), non-portable generators or any other type of external structure, and drainage plans for roof and driveway runoff. (Omission of any of the above items will result in non-approval for that item (CC&Rs Art. IV B). Impervious surfaces on the property should be minimized to reduce water runoff as per County guidelines.
 - e. Driveways. A minimum 12-inch HDPE or corrugated metal drain culvert will be placed in the roadside drainage ditch at the point where the driveway enters the lot unless omission is approved by the Architectural Committee. All driveway entrance aprons will be covered with a hard surface material (such as concrete or asphalt) for the full driveway width and will extend from the edge of the road to three feet beyond the center of the 12-inch culvert. Culvert ends will be protected to prevent crushing. The member is responsible for maintaining the exposed ends of the culvert. If no culvert is required by KPOA, the hard surface apron will be a minimum of 6-feet deep extending from the edge of the road toward the house. Driveway aprons should be finished to match the elevation of the street where the apron meets the street. If the apron is higher than the street, posts with reflectors are required at each corner of the apron at the edge of the street. This helps reduce the possibility of damage to snow removal equipment when roads are plowed. Driveways will be constructed with a suitable base surfaced with high-grade crushed rock, concrete, or asphalt pavement. Brick or ornamental stone masonry may be substituted for surfacing at the owner's election. Samples of the intended materials must be approved in advance by the Architectural Committee. Any ornamental structures, including light pillars, will also require advanced approval from the Architectural Committee (see section F on exterior lighting). Driveway access to Kala Point Drive is allowed only if no other street abuts the property.
3. Variances from AC standards may be requested with justification in order to permit saving desirable trees, adapting to topography, use of new (not previously approved) building

materials or other unique circumstances. The Architectural Committee will provide a written decision on any such request before construction begins. Any written denial will also include the reason for denial.

4. After the Architectural Committee has reviewed your application, you will receive a letter indicating whether your application is approved, if more information is required, or if not approved. If your project is not approved, you may appeal first to the Architectural Committee; then if unsuccessful, you may appeal to the KPOA Board. See APP-I for details on preparing and submitting an appeal.
5. Siting of new construction on lots might not be approved if there is an adverse impact on the views of others or if in the judgment of the Architectural Committee the site(s) and terrain are not compatible with the proposed plans. For example, if there is an adverse impact on existing drainage, such plans may not be approved (CC&Rs Art. IV B.2).
6. Neighbor Notification Letters: The Architectural Committee, prior to finally approving any project or granting any variance that may affect neighboring properties, will notify, in writing, owners of all neighboring properties, who will be given ten (10) business days from the date of notification to respond in writing. The final decision, however, lies solely with the Architectural Committee. The owner initiating the project and any other owners who submitted comments will be advised, in writing, of the decision.
7. Timelines for Construction:
 - a. Approved construction of any structure must be initiated within three (3) months of receiving approval from the Architectural Committee or re-submittal of the request for approval is required.
 - b. In order to minimize disruption to the neighborhood approved construction of any structure must be completed within twelve (12) months of the start date shown in the approved application.
 - c. If the submitted application does not show a specific start date for the start of construction, the twelve (12) months clock will start on the date the project is approved. Approved major landscaping must be completed within six (6) months of issuance of a Certificate of Occupancy or Architectural Committee approval, whichever is later.
 - d. Completion of construction is defined as accomplishment of the actions required to receive the Jefferson County Certificate of Occupancy and all Architectural Committee exterior requirements are met. Landscaping completion is defined as approval of a plan with some vegetation restoration and a minimum cover of 2 inches of bark or compost on bare surfaces (see Landscape section).
 - e. The Architectural Committee will consider requests for extensions for construction and landscaping completion. Each request will be considered on its own merits. Extenuating circumstances (those outside the control of the owner) are a valid

basis for requesting an extension. Reasonable extensions will normally be granted when good faith effort to complete is continuing.

8. Deposits: See Appendix F.

Modification to Existing Home

Project Application. If you are considering additional building, exterior remodeling, or planning major landscaping on an existing home property, you may contact the KPOA office to schedule a pre-application interview where an Architectural Committee member will help you with the application process. The assisting member of the Architectural Committee may or may not be the Case Manager for the project once it is approved.

1. Forms to request Architectural Committee Approval are available at the KPOA Administrative Office or online on the kalapoint.org website (under Forms and Documents; Committee Forms). Ask for, or download, the Request for Architectural Committee Approval—Modifications to an Existing Home. Fill out the form, entering the appropriate information pertinent to the type of project you are applying for and attach the documentation required. Include any deposit required (See Appendix F for amount) for major addition. Submit the completed form to the KPOA Admin Office at least 3 business days prior to the next meeting. All members are invited to attend any meeting; applicants are encouraged to attend when informed their application will be discussed.
2. After the Architectural Committee has reviewed your application, you will receive a letter indicating whether your application is approved, if more information is required, or if it is not approved. Any written denial will also include the reason. If your project is not approved, you may appeal: first to the Architectural Committee; then if unsuccessful, you may appeal to the KPOA Board. See APP I for details on preparing and submitting an appeal.
3. Neighbor Letters: Prior to final approval of any project or granting any variance that may affect neighboring properties, the Architectural Committee will notify, in writing, owners of all neighboring properties, who will be given ten (10) business days from notification to respond. The final decision, however, lies solely with the Architectural Committee. The owner initiating the project and any other owners who submitted comments will be advised, in writing, of the decision.
4. Setbacks: See Appendix I. Note that KPOA setback requirements are greater than those mandated by Jefferson County. See Kala Terrace Sub-Association for varied setbacks on lot # 1-20 and Lagoon Ct. Sub-Association for lots 1-4.
5. Timelines for Construction:
 - a. Approved construction of any structure or exterior home modification must be initiated within three (3) months of receiving approval from the Architectural Committee; if not, re-submittal of the request for approval is required.

Unavoidable delays (weather, supply chain, pandemics, etc.) will be a reason to request an extension of time to begin work.

- b. In order to minimize disruption to the neighborhood, approved construction of any structure or exterior home modification must be completed within six (6) months of the start date shown in the approved application. Extensive modifications (such as rebuilding) may be a basis to request an extension of time for construction.
 - c. Approved major landscaping must be completed within six (6) months of Architectural Committee approval.
 - d. If the submitted application does not show a specific start date for the start of construction, the six (6) month clock will start on the date the project is approved.
 - e. The Architectural Committee will consider requests for construction and landscaping completion extensions. Each request will be considered on its own merits. Extenuating circumstances (those outside the control of the owner) are a valid basis for requesting an extension. Reasonable extensions will normally be granted when good faith effort to complete is continuing.
6. Deposits: Only for major additions. See Appendix F.
7. Site Plans: If site plans are required, they must contain property lines (legal survey monuments must be visible at the site), setback lines, the home's footprint, any significant landscaping objects, vegetation or non- vegetation, any exterior structures or fencing (existing or proposed), and septic drain field. Site plans must be drawn to scale (minimum 1/16" = 1') to permit review by the Architectural Committee. Electronic versions (pdf) are acceptable. See example in Appendix I.

Administration – Committee Organization

1. The Committee is reorganized and elect its chair annually following the Association's Annual Meeting in December. A permanent or rotating secretary is also be elected. The Committee is composed of a minimum of 3 but no more than 10 members plus two directors (one voting as the Board Rep.) in accordance with current Board procedures. All are be approved by and serve at the pleasure of the Board. Members are selected by the Chair and Committee members from:
 - a. Those expressing interest to the then current chair.
 - b. Recommendations of Committee members or directors.
 - c. Others believed to meet qualifications below:
 - 1) A 3- to 4-year term is anticipated as it takes about a year to become fully effective.
 - 2) Experienced members should be balanced with new members.

- 3) Must generally be available for one regular meeting a month.
- 4) Must be able to monitor the progress of assigned projects, answer member questions, write letters and prepare appropriate file documentation. Must be proficient at computer tasks such as word processing, email, and use of file servers (document storage).
- 5) Must be able to physically walk undeveloped lots.
- 6) Must be able to make sound judgments that reflect overall community standards, established rules and regulations.
- 7) Must be very familiar with the CC&Rs, Rules and Regulations and Architectural Standards (APP-III).
- 8) Must be able to effectively communicate with members involved in an emotionally stressful project and one which may be in conflict with the rules.
- 9) Must be a team player, willing to make decisions based on the rules or community feelings rather than any personal bias, but then support the committee's decision.
- 10) It is helpful to have lived in controlled communities, to have built a previous or their present home and to have lived in different parts of the country.
- 11) The Committee will meet monthly with as many additional meetings as may be necessary to reasonably serve the community. Additional business can be conducted by phone and/or email to facilitate completion and to reasonably accommodate owner requests. The Chair or the Secretary will maintain a list of the current members and keep regular written minutes of the meetings, which are submitted to the Board, the General Manager and to the office file. The Chair and Committee members should ensure that candidates are being developed to fill the position of Chair.

Committee Objectives and Action Plan

The Committee in accomplishing its mission will:

1. Minimize the paperwork and bureaucracy while insuring adequate documentation for member and Committee actions.
2. Respond to all members requests as soon as reasonably practicable providing written responses within five (5) business days of the meeting in which the matter was addressed.
3. Monitor projects for compliance, working out noncompliance issues with members where possible and otherwise reporting to the Board under the Noncompliance Policy.
4. Seek opportunities to communicate the Standards to Members, contractors, architects and real estate agencies.

5. Maintain coordination with the Tree and Grounds Committees and the General Manager on any interrelated issues.
6. At least annually the committee should:
 - a. Review its APP to ensure the Committee's practices and decisions are consistent with the current APPs and the authorities of the CCR's.
 - b. Suggest changes for Board approval that reduce ambiguities in interpretation by clarifying wording and streamline or simplify processes where necessary.
 - c. Add new and emerging products that are consistent with the APP standards and adopt new technologies as warranted.
7. Report to the Board any noncompliance issues that cannot be resolved at the Committee level or that have resulted in irreparable situations.

D. Job Descriptions

Architectural Committee Chair (appointed annually)

1. Conduct monthly and all special meetings of the Committee.
2. Ensure that minutes of such meetings are prepared and disseminated to the Board, Office, General Manager and the office file.
3. Maintain a file of changes to the Architectural Standards and to the APP, submitting such changes with Committee approval to the Board at least annually.
4. Prepare meeting agendas.
5. Assign Committee members to projects.
6. Ensure that owners submitting projects are advised of Committee actions in writing within five business days of the Committee meeting.
7. Report noncompliance issues, unusual activity and request approval of revised standards and new members with the Board.
8. Maintain a list of members who are candidates for the Committee.
9. Together with Committee members, potential new members should be interviewed and proposed to the Board for approval. Care should be taken to keep the Committee balanced in terms of experience, gender and age.
10. Together with Committee members, potential Chairs should be selected and developed.
11. Ensure that all opportunities are utilized to publicize the requirements of the Architectural Standards via the Kala Pointer newsletter.
12. Ensure that all requests for Committee action are handled in a timely way, properly documented in the files and followed for compliance where necessary.
13. Maintain appropriate liaison with the General Manager and the Chairs of Tree and Grounds Committees.
14. Meet with or assign a committee member (i.e., Case Manager) to meet with members planning to build or modify existing structures to ensure understanding of the requirements.
15. Periodically review the administrative process, including all forms and form letters for improvement opportunities.

Architectural Committee Secretary (appointed annually)

1. Take minutes at all regular and special meetings of the Committee.
2. Circulate a draft version of the minutes to the Chair and other members as appropriate to ensure accuracy.
3. Maintain a file of past minutes for the Kala Point website.
4. Ensure that the landing page of the Architectural Committee is up to date; if not, work with the Chair to correct any issues.

Case Manager Guidelines

1. Approval letters should contain specific descriptions to describe the project approved. This will help document the actions in the property file for future reference. If neighbor letters are required, notify the homeowner of that fact and provide conditional approval until neighbor letter time has expired. Make sure the homeowner is informed that commencement of work must await neighbor resolution.
2. Offer your phone number and e-mail as a contact so that they may contact you. Be sure to include a statement that if you are unavailable, they should contact the office for the name of an alternative member of the committee to help them.
3. Write neighbor letters. All projects which can be seen by neighbors require notification to all affected neighbors (those in close proximity). The neighbors are allowed ten business days from notification to submit their comments in writing. You should indicate in the approval letter that the project cannot commence until after the comment period and you will notify the owner when work may begin. If any neighbor input is received which is negative, make your best effort to resolve any differences. If any differences cannot be resolved, bring the problem situation to the next Committee meeting for resolution by the whole AC. Once any neighbor objections are resolved or if the 10-day period expires, prepare a letter notifying the homeowner, and any neighbors who commented, of the decision. Provide final approval to the homeowner to proceed with the project.
4. Provide assistance to the homeowner by periodically visiting the building site v during the process of the project and to ensure that the project is progressing as approved. Check on the status of the project before every Committee meeting.
5. Confirm owner's notification of completion of each project with a site visit to verify completion of all required aspects of the project and all required cleanup has been accomplished.
6. Initiate a request for refund of any deposit using the appropriate form as soon as you have confirmed that the project is completed. Some projects may not require a deposit, but you should confirm the project is completed at any rate and have such stated in the monthly committee minutes.

E. Appendices

Appendix A – Sample Neighbor Letter

Date:

Name:

Address:

Re: Lot #

Dear ,

Amended June 11, 2013 Amended Feb.13, 2018 Amended Dec. 11,2018

The Architectural Committee has received a request for approval to _____
clearly describe the project under consideration) on lot # located at (street address). This
project may affect your property or view. Therefore, we are notifying you. If you wish to
review the plans that are available at the KPOA office during working hours and
comment, you are invited to do so. Any comment must be received in writing by the
Architectural Committee within ten (10) working days of the date of this letter.

Sincerely,

CHAIR, ARCHITECTURAL COMMITTEE

cc: Lot # File

Case Manager

Appendix B – Sample Final Approval Letter – after neighbor input time

Date:

Name:

Address:

Re: Lot #

Dear ,

I am pleased to inform you that the Architectural Committee has given final approval to the plans you submitted to (clearly describe the project submitted) on Lot # . [omit next sentence if neighbor letter was not needed] The waiting period for neighbor comments has expired.

The project for which you have received approval requires a refundable deposit of \$ _____. The deposit must be submitted to the KPOA Admin Office within 10 business days of the date of this letter. After your deposit has been submitted, you are authorized to begin the proposed work on your home site. You and your contractor are asked to thoroughly familiarize yourselves with the KPOA architectural standards, rules and guidelines. Any change to the plans that have been approved, which affect the exterior of the home regardless of how minor they may appear, must be reviewed and approved by the AC.

(Name, phone number, email address) has volunteered to be the Committee's representative for this project and your point of contact for any questions you or your contractor may have. Your representative will not be on site on a daily basis but will periodically visit the site to check on the project's progress. Please contact your representative to let him (her) know the date you intend to receive major supplies, and/or begin work on this project and when the project is substantially complete.

If your representative is unavailable, please contact the Admin Office to get the name of another committee member that may answer your questions.

Sincerely,

Name of Chair,
Chair Architectural Committee

cc: Lot # File
Case Manager

Appendix C – Sample Conditional Approval Letter – with neighbor letter

Date:

Name:

Address:

Re: Lot #

Dear ,

I am pleased to inform you that the AC has conditionally approved the plans you submitted to submitted) on Lot # . Your proposed project displays a potential effect to your neighbors. Therefore, the Architectural Committee has sent letters to your neighbors informing them of your project and providing them the opportunity to review your plans, and submit any comments they may wish to, within ten (10) business days. If any comments are received, the Architectural Committee will consider them and then make a final decision. You, and any neighbor who has made comments, will be informed of the Committee's decision. Once the 10-day period has expired and reviewed if needed, you will be authorized to begin the proposed work on your home site after you have submitted a refundable deposit of \$_____. The deposit must be submitted within ten (10) business days after you receive the final approval letter. You and your contractor are asked to thoroughly familiarize yourselves with the KPOA architectural standards, rules and guidelines. Any change to the plans that have been approved, which affect the exterior of the home regardless of how minor they may appear, must be reviewed and approved by the Architectural Committee.

(Name, phone number, email address) has volunteered to be the Committee's representative for this project and your point of contact for any questions you or your contractor may have. Your representative will not be on site on a daily basis but will periodically visit the site to check on the project's progress. Please contact your representative to let him (her) know the date you intend to receive major supplies, and/or begin work on this project

If your Case Manager is unavailable, please contact the Admin Office to get the name of another committee member that may answer your questions.

Sincerely,

Name of Chair,
Chair Architectural Committee

cc: Lot # File
Cased Manager

Appendix D – Sample Existing Home Approval Letter

Date:

Name:

Address:

Re: Lot #

Dear ,

The Architectural Committee has received a request for approval to ____ (clearly describe the project under consideration) on lot # _____ located at (street address). This project was approved by the committee at its meeting on (insert date). A refundable deposit of \$XX [insert amount] is required [or if received] has been received.

Your Case Manager is [insert name] and can be reached at [insert phone number] Contact him/her with any questions and inform him/her when the project is completed so your refund can be processed. Any changes to what was approved must be reviewed by the committee before proceeding.

Thank you for complying with the Architectural standards by submitting an application when there is any change to the exterior of your home. This is a benefit to our community in keeping in effect standards that we all agreed upon.

Sincerely,

Chair, Architectural Committee

cc: Lot # File AC File
Case Manager

Appendix E – Roofing Material Standards

Feb. 13, 2018; Amended Jan. 8, 2019; August 9, 2022, May 9, 2023

The following list of roofing materials is approved by the KPOA Board of Directors and may be installed on homes within the Kala Point Homeowners' Association development after (confirmation) approval processing by the Architectural Committee.

1. **Cedar Shakes (original KP roofing material, ca. 1978)** Approximately one-half inch or thicker. Original choice for condos and early homes in Kala Point (ca. <1985). Estimated 25-yr life. Shingles, which are thinner and sawn, are not allowed as roofing. They are more appropriate as vertical siding.
2. **Asphalt Composition Shingles (added, mid 1980's?)** This is the most popular choice for roofing in Kala Point. Most readily available of the various types of roofing materials. Many acceptable choices, wide variety of colors.
 - a. Premium-grade, "triple laminate" heavy weight (typically 450 #/square or more).
 - b. Acceptable colors: Black, dark grey, dark tan, dark brown. Reddish tones not accepted.
 - c. Approved manufacturer and model: *Second-tier shingles* added to allow a wider variety of choices; these weigh a minimum of 350 #/sq, or roughly 75% of first-tier products. One square (sq) of roofing will cover 100 sq. ft.

Manufacturer	Model	Colors	*Weight lbs/sq	Notes
Certainteed	Presidential Shake TL	All except Aged Bark	480	
Certainteed	<i>Presidential</i>	<i>All except Aged Bark</i>	355	
GAF	Grand Canyon	All except Sedona Sunset	450	
GAF	<i>Grand Sequoia</i>	<i>All except Adobe Sunset</i>	>400	
Owens Corning	Woodmoor	All except Timber	465	Limited supply (2022)
Owens Corning	<i>Woodcrest</i>	<i>All except Timber</i>	350	
PABCO	Paramount Advantage Signature Cut	All colors (4)	495	Limited supply (2022)
PABCO	<i>Paramount Signature Cut</i>	<i>All colors (6)</i>	355	

*Roof product weights from various sources. Most manufactures don't disclose this, which is a direct indicator of thickness and durability.

*Washington Cedar Supply (<https://www.washingtoncedar.com>) is a good source of info on roofing options, supply, etc. [253-203-2122](tel:253-203-2122) Tacoma

*Stoneway Roofing Supply (RSR; <https://stonewayroofing.com>) stocks top 3 brands above and is a good source of info on roofing options, supply, etc. 206 233-7752c

Decra Roofing Systems, (www.decra.com). This is the type of roofing used for the Bluff and Kala Heights Condos and the Clubhouse. Advertised 50-yr life. Stone-coated steel (emulates a wooden shake/slate roof). Two approved styles:

1. Shingle XD (colors: Classic Cobblestone, natural Slate, Midnight Eclipse, Old Hickory, Woodland Green, Antique Chestnut CC)
2. Shake XD (colors: Classic Cobblestone, Pinnacle Grey, Midnight Eclipse, Old Hickory, Woodland Green, Antique Chestnut CC)

Boral Roofing is now Westlake Royal Roofing Solutions. (<https://westlakeroyalroofing.com>):- This cement tile roofing has been a popular choice in Kala Point, although rarely used in the past 15+ years. Requires care when cleaning, or breakage may occur; may require more substantial roof trusses to support these tiles (750-800#/sq). Many acceptable choices, wide variety of colors, many vendors in region.

1. A cement product molded in a variety of styles
2. Approved Styles (most except barrel shaped):
 - a. Flat Shake (colors: Saxony 900 Shake, Saxony 900 Split Old English Thatch, Madera 900)
 - b. Flat Slate (color: Saxony 900 Slate, Saxony 900 Country Slate, Saxony 900 Hartford Slate)

Slate Select, Inc., (www.slateselect.com). Only used on a few residences. Requires care when cleaning, or breakage may occur; may require more substantial roof trusses to support these tiles (750-800#/sq).

1. Proprietary cement matrix/reinforcing non-alkaline glass fibers.
2. Approved Colors: all antique colors, gray charcoal, and taupe in standard colors.

Synthetic Roofing. There are a number of lighter-weight synthetic materials being used to create “wooden shake-like” shingles. Permitted colors are medium to dark browns, greys, black.

DaVinci Select Composite Tile (Polymer) Has been allowed for use on an addition, closely matches existing roof. Sample at KPOA. Molded product with interior ribs:

Shake: Single width, 194-333 #/sq, several colors

Slate: Bellaforte, Single width & Multi widths. 158-367 #/sq, several colors

- **CeDUR-Shake.** Solid product, exact replica of a wooden shake, 170 #/sq
- **Brava—Cedar shake.** Molded product replicates wooden shake. 312 #/sq

Brava—Old World Slate. Molded product replicates slate. 355 #/sq

- **Enviroshake—Shake.** Molded product replicates wooden shake. 260 #/sq
- **Enviroshake—Slate.** Molded product replicates slate. 275 #/sq

Note: The following roofing materials are not appropriate nor allowed for Kala Point:

1. California Mission style (barrel) tile
2. Standing-seam metal
3. Wooden shingle (thin, sawn) or composition hardwood
4. Rolled or hot-mopped asphalt roofs (common in desert areas)

Appendix F – Deposit Requirements

Feb. 13, 2018; Amended Jan. 8, 2019; August 9, 2022; June 7, 2023

Deposits will be required for major construction projects as specified within the Architectural Committee Approval Letter; deposits are due within 10 business days of receipt of the Approval Letter. Deposits must be received by the KPOA Admin Office before any construction or landscaping/ excavation work is started. Deposits will be refunded after the project has been completed, including all Architectural Committee exterior requirements and checked by the General Manager.

1. Construction, Exterior remodel, Addition or Replacement of a Home: \$500
2. Landscaping a home after construction, addition, or replacement: \$500

With the exception of: a) construction of a new dwelling or an addition to the principal dwelling or b) newly approved landscaping associated with new construction, the AC may require a lesser deposit for smaller projects, such as adding a deck, pergola, shed or re-landscaping after septic field replacement or may choose to waive the refundable deposit.

Appendix G – Building Height Limitations

Feb. 13, 2018; Amended Jan. 8, 2019; August 9, 2022

Building heights will be measured from a reference pin placed by the owner/contractor and approved by the Architectural Committee. The pin must be in the edge of the road pavement, center of lot, and provide reference for to highest point of the roof, excluding normal chimney(s). Where height is restricted, members of the Architectural Committee verify the location of footer forms before concrete is poured. NSD: no specific designation other than Jefferson County zoning height limits; KPOA and the Architectural Committee may set lower limits when deemed necessary (see exceptions for some areas of Kala Point).

Lots	Conditions	Lots	Conditions
1-69	NSD	242-248	2 story with adequate setback
70-71	2 story, conditional on siting	249-258	1 story (lot 255 merged)
72	NSD	259-260	NSD
73	1 story, build to front of lot	261-263	2 story
74	1 story	264-267	1 story
75	NSD	268-276	Lots not platted
76-78	2 story, conditional on siting	277-434	NSD (lots 294, 296, 331, 348, 377, 381, 394, & 408 merged)
79-80	NSD	435-438	Lots not platted
81-82	1 story lot	439-442	NSD (lot 441 merged)
83-124	NSD	443-444	Multiple story
125-131	Multiple story	445-464	NSD (lot 456 merged)
132	NSD	5001-5002	10' above edge of Kala Heights Dr., center of lot
133	1 story, build to north end of lot	5003-5004	15' above edge of Kala Heights Dr., center of lot

Lots	Conditions	Lots	Conditions
134-136	1 story	5005	12' above edge of Kala Heights Dr., center of lot
137	1 story, build to north end of lot	5006	11' above edge of Kala Heights Dr., center of lot
138-140	1 story	5007	9' above edge of Kala Heights Dr., center of lot
141-149	NSD	5008	4' above edge of Kala Heights Dr., center of lot
150	Lot not platted	5009	15' above edge of Kala Heights Dr., center of lot
151-175	NSD (lots 154 & 170 merged)	5010-5011	22.5' above edge of Kala Heights Dr., center of lot
176-187	10-15' above edge of road at center of lot	5012	25.4' above edge of Kala Heights Dr., center of lot
188-205	NSD	5013	23.0' above edge of Kala Heights Dr., center of lot
206-231	Lots not platted	5014	25.4' above edge of Kala Heights Dr., center of lot
232-241	NSD		
Kala Lagoon		Heights are determined by their own Architectural Committee based on house profile, siting, drainage, view impacts, and topography	
Kala Terrace		Reference height exhibit restrictions in the Kala Terrace CC&Rs for Lot #s 1 – 20	

Appendix H – Guidelines for Exterior Structures

Feb. 13, 2018; Amended Jan. 8, 2019; August 9, 2022

WOOD STORAGE SHED, GARDEN/UTILITY SHED, GREENHOUSE

1. Only one detached wood storage shed, one alternate storage shed or one greenhouse structure will be permitted per lot. The maximum outside dimensions for all these exterior structures is 100 square feet with a maximum length of 12 ft. (See attached sketch of a storage shed.) Height limits on stand- alone structures are 9' high (measured from the floor slab to the peak) measured from the natural grade where they are to be located. If the property has a height limitation for view purposes, no exterior structure can exceed the height of the home.
2. The structure must be on a site location approved by the Architectural Committee, and may not be in an easement or within Kala Point specified setbacks, and they must be shielded from street and neighbor view with additional plantings.
3. All materials used for the structures, wood storage or alternate storage shed, must match the dwelling in texture, color, and materials. Any exterior structure located within one foot of the house is considered to be attached to the house for the purpose of approving texture, color and materials.
4. We do not allow preformed plastic sheds. Approved wood or storage structures must have a peaked roof with an approved roofing material similar to that of the home.

Storage sheds are intended for storage. The structure should be vented for moisture control. Windows/skylights and solar power are allowed. If 120-volt electrical is used, it must be placed underground and a permit obtained from Washington's Department of Labor and Industries (L&I) office in Port Angeles. Jefferson County does not require a building permit if the structure is less than 200 sf. in size and not for human occupancy. If lighting is used within a structure (i.e., greenhouse), this should be shielded from neighbor's view at night time.



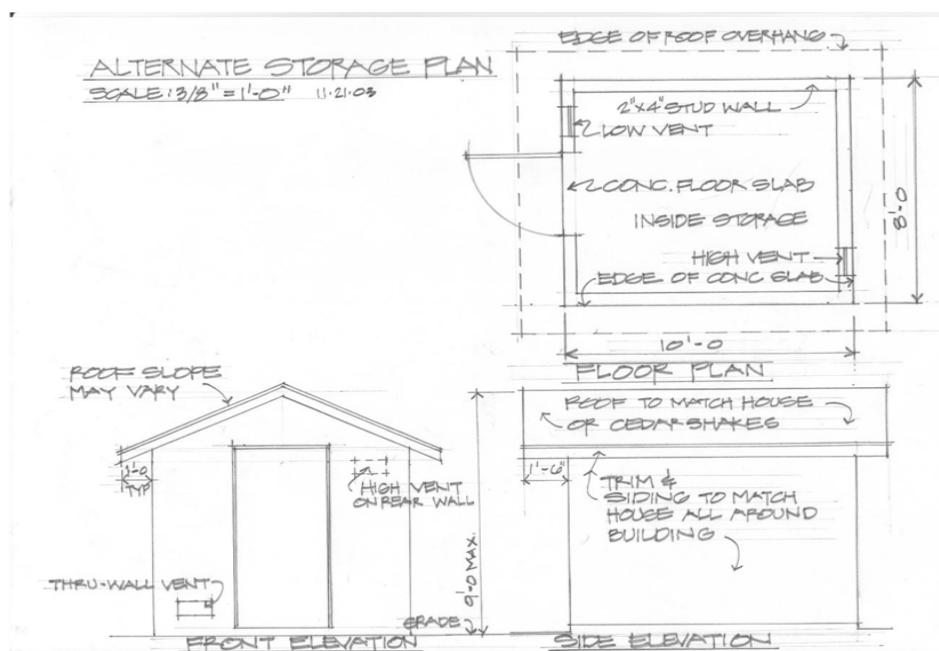
ADDITIONAL STRUCTURES

Types of Additional Structures that may be considered. The APPs allow for sheds and greenhouses and have established standards for those additional structures. The “standards” for these additional structures closely follow those of the existing standards for sheds and greenhouses (see description and illustration at end of this section). However, these new

additional structures are “see-through” in that they don’t have solid walls like sheds and greenhouse. Also, the materials are restricted to only wood as with the sheds.

Also, the harmony of the community’s landscaping minimizes additional structures on the property, therefore, the APPs say that only one additional structure may be permitted. If you have a shed or unattached greenhouse on your property, that is considered your one additional structure. The following structures may be requested (see specifications).

All exterior structures will be approved on a case-by-case basis with certain specific conditions (see below), some of which are that non-glass portions of exterior walls must have the same siding material and color as the house walls and that all utilities must be underground. These structures should blend into the landscape (i.e., no Ivory Towers) and resemble the house as much as possible.



Example of building plans for 8' x 10' x 9' high shed. Footprint may not exceed 100 sq. ft.

Pergola or Arbor – Description: Pergolas are larger structures than arbors. Arbors typically are small wooden structures to define the entrance to a garden but both are considered a decorative addition to the house or landscape and not considered a “shelter” structure as the top of the pergola/arbor is open but may have slatted wood support pieces, open sides and no floor; is anchored to the house or into the ground.



Pergolas are usually attached to side of the house or around garage door, but when free standing are principally used to grow vines. Any pergola or arbor located within one foot of the house is considered to be attached to the house for the purpose of approving texture, color and materials.

Attached to house:

1. Materials – should be all wood. Metal, vinyl or materials are prohibited.
2. Size – no restriction as long as it doesn't impede neighbor view or breach the setbacks.
3. Color – is to be the same as the body of the house. Although white is considered an acceptable trim color, the pergola should be the same color as the body of the house to help it blend in. Exception: if attached to white trim as in around the garage or patio doors, then it may be painted white.

Free Standing in Landscape:

1. Material – should be all wood. Metal, vinyl or plastic materials are prohibited.
2. Size - limited to 10' wide x 10' long and 10' high at the highest point of the structure. This size standard is fairly consistent with the approved standards for other additional structures such as the wood shed, which is 8' wide by 10' long x 9' high at top of peaked roof and greenhouses.
3. Location: May not impede view of the neighbors or breach the setbacks.
4. Color - natural wood or painted/stained a dark woodland color such as dark brown or bronze or black or dark grey.

Gazebo – Description: Considered a free-standing “shelter” structure with a solid roof, wood floor, open sides that may have a ‘half’ wall of slats to about 36” tall, but top part of sides are either open or screened. If screened, there is an access door. Shapes are traditionally octagonal, but may be square or rectangular. They may be free-standing or integrated with new or existing deck.

Attached to House – Integrated into deck design:

1. Materials – should be all wood. Metal, vinyl or plastic materials are prohibited; metal roof is prohibited.
2. Size – variable based on deck design.
3. Location – variable but may not be constructed/placed as to block or impede neighbor view or breach the setbacks.
4. Color – If integrated into the deck, must be same color as deck or railings but not white or light color.
5. Lighting – lighting may be considered but must be low voltage with only reflected light; avoid obvious light source such as naked bulbs or rope lights.

Free Standing in the Landscape:

1. Materials – should be all wood. Metal, vinyl or plastic materials are prohibited; metal roof prohibited.
2. Design – optional but may not exceed 10' wide x 10' long x 10' high. This standard is fairly consistent with the approved standards for other additional structures such as the wood shed, which is 8' wide by 10' long x 9' high at top of peaked roof and greenhouses.
3. Location – Variable but may not be constructed as to be visible from the street or block or impede neighbor view or breach the setbacks.
4. Color – to help it blend into the landscape, it must be left a natural dark wood color or must be painted/stained a woodland color such as dark brown, bronze, black or dark grey.
5. Lighting – lighting may be considered but must be low voltage with only reflected light; avoid obvious light source such as naked bulbs or rope lights.



Pavilion – Description: Considered a free-standing “shelter” structure as it has a solid peaked or flat roof to shield from the elements and has no floor. Pavilions have open sides with no railings or screens. There may be a gravel, paver, or concrete floor if structure is placed in the yard or may be anchored to ground/deck/patio at its corner posts.

Attached to the house – or placed within one foot of the house on ground, deck or patio:

1. Materials – should be all wood. Metal, vinyl or plastic materials are prohibited
2. Roofing -- approved roofing material similar to that of the home. Metal roofing is prohibited.
3. Size – no restriction as long as it doesn't impede neighbor view or breach the setbacks.
4. Location – Attached to house is considered if it is to be placed within 1 foot of the house on the ground, deck, or patio but may not be not in the setbacks.
5. Color – is to be the same as the body of the house, or trim, when appropriate.



Free Standing in the Landscape:

1. Materials – should be all wood. Metal, vinyl or plastic materials are prohibited.
2. Roofing -- approved roofing material similar to that of the home. Metal roofing is prohibited.
3. Size – optional but may not exceed 10' wide x 10' long x 10'. This standard is fairly consistent with the approved standards for other additional structures such as the wood shed, which is 8' wide by 10' long x 9' high at top of peaked roof and greenhouses.
4. Location – May not be visible from the street, may not impede neighbor view, and may not breach the setbacks.
5. Color – to help it blend into the landscape, it must be left a natural dark wood color or must be painted/stained a woodland color such as dark brown, bronze, black or dark grey.
6. Lighting – lighting may be considered but must be low voltage with only reflected light; avoid obvious light source such as naked bulbs or rope lights.

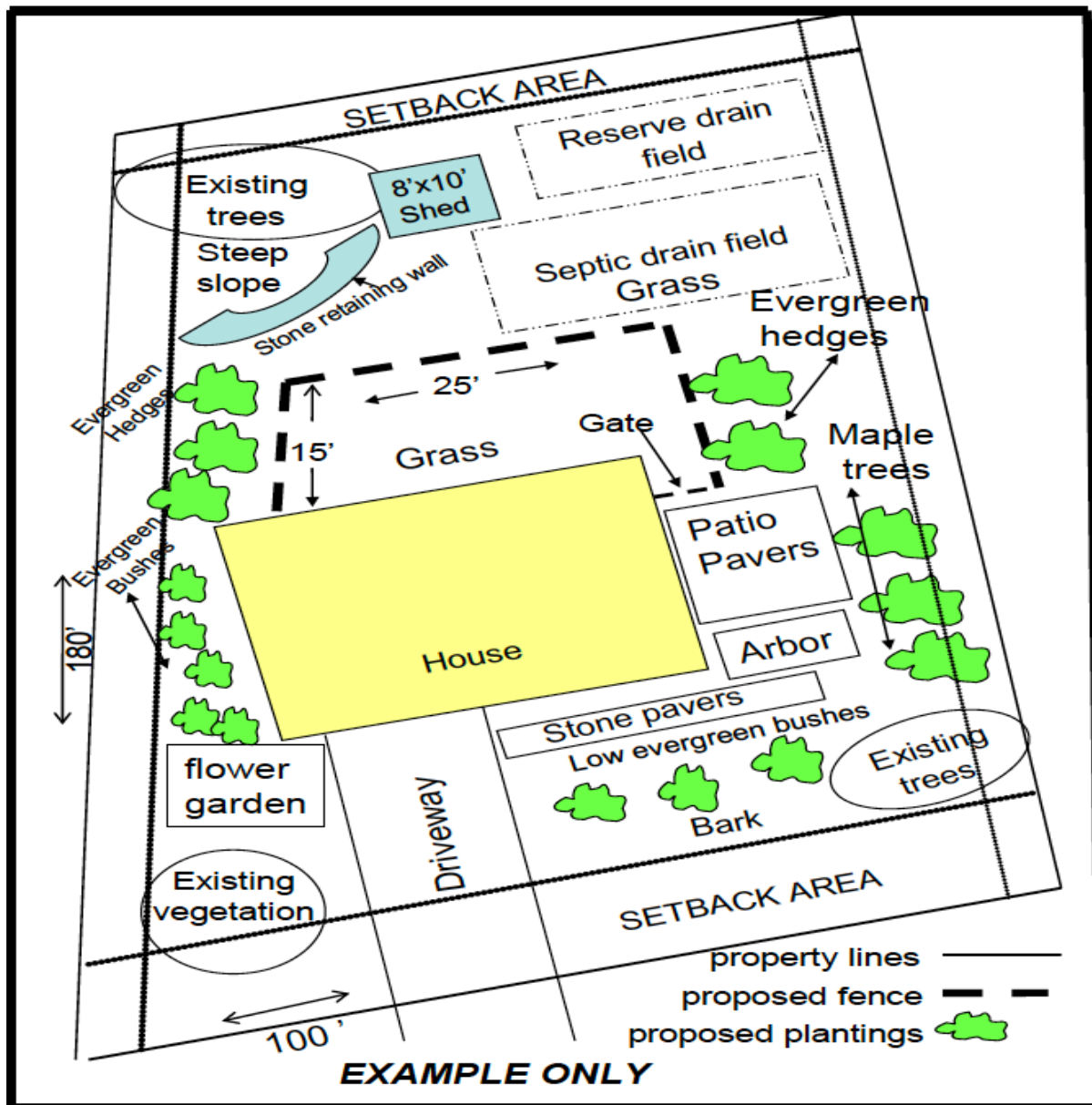
Appendix I – Setbacks, Easements, and Site Plan

Feb. 13, 2018; Amended Jan. 8, 2019; August 9, 2022

KPOA setbacks are greater than those required by Jefferson County. They are established to provide privacy between homes and to encourage foliage growth that enhances the look and desirability of KP as a wooded, natural environment. Utility easements are within the setbacks. No permanent structures or parts of structures may intrude into the setback. Only portable, easily moved items may be placed in the setback, such as birdbaths, small planters, movable yard art and the like, all of which must not be visually intrusive from the street or to the neighboring properties. The owner is financially responsible for removing items placed within road right of way or setbacks, including rock retaining walls should it become necessary to access utilities.

1. **Setbacks:** Areas (as measured from property lines: 25' from streets, 10' from side or rear) reserved into which no structure may intrude. These include driveways, driveway extensions, roof overhangs, fences, sheds, heat pumps, propane tanks, parking pads, septic systems, cement pathways, wood piles and the like. Kala Terrace CC&Rs allow less generous setbacks owing to the small size of these lots.
2. **Easements and Road Right of Way:** Included within the setbacks and road right of way are easements (5' from any street, 7' for side, 10' for rear) expressly reserved for the creation, construction and maintenance of utilities such as water, electricity, cable, telephone, sewers, storm drains, water wells and the like, whether publicly or privately owned or maintained.
3. **Driveway Exceptions:** (1) Only driveway access to the street, news box and/or emergency house number post are permitted within road right of way. (2) Partially shared driveways may intrude into their own side setback, but only with agreement of the respective homeowners and recorded with the county as an easement. Written agreement and county documents will be filed in the KPOA lot files.
4. **Property Markers:** Legal survey monuments must be located and marked for Architectural Committee review prior to approval of a construction project. If unable to locate these markers, the homeowner must employ the services of a licensed surveyor to install permanent monuments.
5. **Lot Line Identification:** For any structure to be constructed or placed upon the property, the lot lines must be identified with colored tape or string: BLUE for property lines; RED for setbacks. These must stay up for the duration of the project, including landscaping.

Sample drawing. Note: Add lot number, owner and specifics for each case.



Appendix J – Glossary

Additions: Construction that modifies or increases the exterior appearance or footprint of any structure on the home site.

Application: see Request for Architectural Committee Approval.

Architectural Standards: The Board and the Architectural Committee may, from time to time, adopt and promulgate Architectural Standards to be administered through the Architectural Committee (see CCR Art. VIII Sec. 3). This includes submission for approval the erection of any

structure, any change in the exterior of a structure, in accordance with specifications approved by the Architectural Committee time limitations for completion. Architectural Standards are operating rules which may impose additional architectural restrictions beyond those contained in the Association's CCRs, when there is empowering language in the CC&Rs to that effect (see Art. VIII). Architectural Standards regulate exterior design elements such as paint colors, exterior finishes and landscaping materials (not vegetation). They often establish the procedures through which a homeowner may obtain the association's approval for desired architectural improvements and modifications. An association's authority to establish and enforce architectural standards is premised upon the impact that esthetics has on the property values of the association's members.

Commercial Property: Zoned/intended for Business or organizational occupancy.

Common Area: Areas of property owned by and controlled by KPOA – includes some areas reserved and not available for private ownership, streets, trails, and ditches along all streets. Individual property lines are inside common areas along all streets.

Completion: Finishing an Architectural project, including all cleanup/removal of equipment and supplies, removal of all signs, which then results in refund of any deposits.

Concrete Piers: A solid concrete structure used to support a wood structure on its top. The pier should extend to below the frost line. Pre-built piers are available, and special pre-built forms can be purchased in which to pour the concrete.

Conditional Approval: Approval that is dependent upon the applicant's satisfaction of one or more conditions imposed in the decision or notice granting the approval (i.e., approving building plans conditional on the applicant receiving building permits).

Deck Canopies: Awnings either fixed length or expanding/retracting over portions of a deck.

Deposits: A sum of money, required to be submitted to KPOA before beginning any construction or landscaping work on an approved KPOA architectural project. KPOA Architectural deposits will be returned when the project and all cleanup/removal is completed.

Exterior: Area on or beyond the major outside walls of a home. Also known as outside the footprint of the home.

Exterior Lighting: Any lighting fixtures and necessary cabling located on the outside walls of a home, or outside the footprint of the home.

Exterior Mechanicals: Mechanical and/or electrical devices located outside the footprint of the home which support the home. Some examples are heat pumps, ductless heat pumps, heat

exchangers, propane tanks, fixed auxiliary power generators, exterior lighting located on a structure etc.

Fences and Enclosures: Any obstructive barrier located outside the exterior walls of a home.

Flagging: Tape used for marking house outlines, driveway, drain field, and trees that are to be removed during construction.

Hard Surface Extensions: An approved addition that is an integral part of a new/existing driveway.

Hardscape: Addition or modification of non-vegetation objects on the home site, concrete, rock, metal, plastic, etc., and major grading of the natural surface of the lot.

Home: A single family dwelling that must be permanently attached to a permanent foundation, be built on-site, either with basic structural materials or industry-approved modular components. Pre-constructed structures are not permitted.

Landscaping: Any modification to the lot outside the footprint of the home. Hardscaping additions or modifications, mature tree removal within the footprint of any proposed structural modifications on the home site, and restoration of and vegetation disturbed during construction of any structure on the home site. Mature tree removal, modification or care not associated with construction activities are managed by the Tree Committee (see APP XII).

Like-for-Like Replacement/Repair: This concept addresses replacement or repair projects that a homeowner may undertake that do not require approval from the Architectural Committee. The concept is based upon the assumption that the replacement or repair type and location has been approved previously and the replacement or repair is consistent with that which has been replaced or repaired.

Major Maintenance: Repairs to or alterations of a structure that changes its exterior in shape, size, color, material, or location. Architectural Committee approval is needed for major maintenance.

Minor Maintenance: Work done to a portion of a structure or landscaping after initial construction that keeps the home or landscaping in good condition, or minor repairs that restore the home or landscaping to or near its original condition, but do not change the exterior appearance. No approval is needed for minor maintenance.

Modifications: Any change to structures or the lot of a home site. If the exterior appearance of any part of the home site is changed, it is a modification.

Neighbor Notification Letter: Letters sent to neighbors near the location of an owner proposed architectural project, whenever the Architectural Committee feels that the neighbor(s) might be affected.

Non-compliance Policy: Set by the Board of Directors. See APP I Compliance and Appeals.

Owner: The person(s) officially registered as the legal owner of the property

Permanent: Firmly fixed to a home, the ground or mounted on a poured concrete pad.

Permits: Government issued documents to authorize construction or modification on a property. Generally, permits referred to in this APP are issued by Jefferson County agencies and WA State.

Remodel: Exterior major modifications to any structure on a home site, usually affecting multiple portions of the structure.

Request for Architectural Committee Approval: Application Form.

Setbacks: The distances by which all structures, fences, and hardscapes must be separated from the property lines. Driveways where they access the street, newspaper boxes, and fire protection address numbers can be located within setbacks at Kala Point.

Siding: New materials only, made of wood, cement fiberboard (e.g. HardiPlank) or used brick. Rock or synthetic stone accents are acceptable. No aluminum or vinyl siding is permitted. For decks, wood or synthetic materials, such as Trex®, Timber Tech®, or AZEK® may be used.

Single Family: This includes immediate family, legal dependents, foster children or domestic partners.

Site Plan: A plan drawn to scale showing a lot and displaying all structures, hardscapes, and significant landscape features.

Stand-alone Buildings: Any structural load-bearing object constructed outside the footprint of the home. These include storage sheds, greenhouses or gazebos.

Story: Houses commonly have only one or two floors. The height of each story is based on the ceiling height of the rooms plus the thickness of the floors between each level. Generally, this is around 10 feet total. Stories within a building need not all be the same height. Total height of any structure is limited by Jefferson County and may be further restricted by Kala Point CC&Rs.

Structure: Structure means and refers to anything erected, constructed, placed or installed having a height of 36 inches or more above the established ground level (CC&R Art. I p.4).

Temporary: Not firmly attached to a home, the ground or mounted on a poured concrete pad.

Timeline: Allowable time length between various steps in the proposal, review, approval, execution, and completion of an architectural project.

Variance: An approval granted by the Board or Architectural Committee to an owner to deviate from a published rule/limitation in the CCRs or Architectural Standards (APP III). A variance is granted only to a single owner based on strong justification of special circumstances by the owner. Variances are not based on financial reasons. No other owner can apply that variance to another property unless similar strong justification is presented in a request for approval.