

**KALA POINT OWNERS' ASSOCIATION**  
**REGULAR BOARD MEETING APPROVED MINUTES**  
**Tuesday, November 11, 2025 @ 3:00 PM (Hybrid)**

SUPPORTING DOCUMENTS FOR BOARD MEETINGS ARE ON THE KPOA WEBSITE.

Please mute your phone. This meeting is being recorded. All speakers must be recognized by the Chair and should identify themselves for the record.

We follow the general directions of Robert's "Rules of Order" to ensure the right of the majority to decide and the right of the minority to be heard and to show respect for each other.

**Establish Quorum / Call Meeting to Order**

Establish Quorum / Call Meeting to Order M. Berry, K. Skolrud, B. Goldstein, S. Grant, S. Colony & D. Kimball. E. Svoboda & J. Oliveria on Zoom. B. Roach absent. Quorum was established. 7 in person attendees and 5 on Zoom. Keith Larson, General Manager and Felice Thompson, Executive Assistant, were also in attendance.

**Call for Board of Directors Comments on the Agenda None**

**Approval of the Agenda**

The agenda stands as presented.

**Announcements and Member Comments (include ZOOM)**

- Article Submission Deadline for the Kala Pointer: November 19, 2025
- Next Month Correspondence: November 11 – December 15, 2025:  
B. Roach
- Annual Membership & Budget Ratification Meeting: Tuesday, December 9, 2025, 1:00 in Clubhouse
- Next Board Meeting: Tuesday, December 16, 2025 (Board and Transitional Meeting)
- Board Orientation: Wednesday, January 7<sup>th</sup> 10:30-12:30 (working lunch)
- Committee Minutes/Reports for Review: Located on Committee's Respective Landing Page on the KPOA Website
- Patricia Hennessey, Executive Director of the Jefferson County Food Bank Association 2025 WAVE Food Drive Results

**Member comments:**

The WAVE Food Bank successfully raised over \$52,000 for Jefferson County, with KPOA contributing more than \$20,000.

Comments were received regarding solid waste and recycling services. Awaiting details on cost and timing for implementing curbside recycling for homeowners. Jefferson County will launch an educational campaign on this initiative. Recycling bins will be removed from KPOA property in Spring 2026; however, recycling services will remain available at the Port Townsend and Quilcene solid waste

centers.

### **Approval of Consent Calendar**

- Board Meeting Draft Minutes: October 14, 2025, Regular Board Meeting
- General Manager's Report: Admin/Common Areas/Grounds Reports

Consent calendar is approved.

### **Correspondence**

October 14 – November 10, 2025: J. Oliveria (Presented by M. Berry in J. Oliveira's absence)

The commercial lighting issue has been resolved. However, there are ongoing reports of a neighbor dispute.

### **General Manager Report**

- None

### **Unfinished Business** (potential action taken)

- WUCIOA Questionnaire Discussion
  - Completed Questionnaire.
  - GM to Collect Documents in December.
  - Identified Documents, Questionnaire, and Contract/Fee will be sent to the CALG in January.
- Goals Status – Convert APPs to Standardized Format APP II, III, and XII will be presented today.

### **New Business** (potential action taken)

- Approval of APP II – Board, Committees & Appointments

Discussion: Clarification is needed regarding the sign policy, which generally falls under the Grounds Committee. The sign policy defers to the Architectural Committee when related to new construction or septic field replacement. For new speculative home signage, the Architectural Committee retains jurisdiction.

Note that J. Oliveira joined the meeting via Zoom at 3:45 but was unable to participate or vote due to problems with the Zoom connection.

Motion to approve APP II - Board, Committees & Appointments by S. Colony, seconded by S. Grant.

Motion approved by roll call: (6-0-1) Yes-6, No-0, Abstain-1, D. Kimball (Absent-1 B. Roach; unable to participate/vote 1-J. Oliveira). Res. 2025\_11\_01

- Approval of APP III – Architectural Committee

APP III was submitted for approval using the standardized format. Included *like-for-like* updates to expedite approval for replacements consistent with prior approvals (e.g., heat pumps, windows, paint). Next Steps: Comprehensive content revisions are scheduled for January.

Motion to approve APP III - Architectural Committee by B. Goldstein, Seconded by S. Colony

Motion approved by roll call: (5-0-2) Yes-5, No-0, Abstain-2 K. Skolrud & D. Kimball (Absent-1 B. Roach; unable to participate/vote 1-J. Oliveira). Res. 2025\_11\_02

- Approval of APP XII – Tree Committee

#### Discussion

Several comments remain unresolved. Policy clarification will be required regarding the definition of a common tree and vegetation policy. The current draft appears more subjective than previous versions and requires revision for clarity and consistency & will include RCW requirements.

Additionally, Exhibit A of Vegetation policy — the map designating view properties by lot number eligible for water views—was not included in APP XII. Note that it was not included in the last approved document. Consider whether wildlife preservation should be included. Remove any content unrelated to trees. Evaluate the possibility of incorporating these changes into the CC&Rs in 2026. Update the language and objectives to better reflect the community's vision.

The Tree Committee action item is to rewrite and present the APP XII with standardized formatting by the December 9<sup>th</sup> Board meeting. Refer to Section 64.90 for additional guidance.

#### **2025 Board Goals**

- Convert APPs to Standardized Format
- Develop a Succession Plan
- Maintain 2-hour Board Meetings

#### **Member Comments in Closing (include ZOOM)**

A member emphasized that habitat preservation should be incorporated into APPs and CC&Rs, highlighting the importance of this issue.

Motion to recess the regular meeting to Executive Session for award nomination by D. Kimball, seconded by S. Colony. Approved by unanimous consent. *Res. 2025\_11\_03*

Reconvened from the Executive session at 4:35.

Motion to accept the service awards in the Executive Session approved by unanimous consent. *Res. 2025\_11\_04*

Meeting Adjourned at 4:40.

Prepared by  
Felice Thompson, Executive Assistant

*Steve Colony*

Steve Colony, Corporate Secretary  
Kala Point Owners' Association