

Dear Realtors,

Greetings from Kala Point! The purpose of this letter is to ask for your assistance with three matters of mutual importance.

Please visit [www.kalapoint.org](http://www.kalapoint.org). The KPOA governing documents such as the Rules and Regulations, Administration Policy and Procedures (APPs), Conditions, Covenants, and Restrictions (CC&Rs), etc. are accessible to the public as well as a variety of other items such as photos of Kala Point, a newly updated Owner's Manual, FAQs and much more.

Additional information such as financial statements and board meeting minutes are available by submitting a Realtor Disclosure Form, signed by the selling homeowners, to the Kala Point Homeowners' Association office. Please read over the Realtor Disclosure Form Policy which is included with this letter for your viewing.

Recently there have been many homes purchased in Kala Point and many new owners joining our community. We are thrilled to welcome them and always look forward to them stopping by our office. Unfortunately, many owners selling property don't realize that it's their responsibility to transfer two Clubhouse keys and two gate cards to new owners. Homeowners were all previously given these items by KPOA and it's only fitting that they give them to the new owners upon sale. If homeowners possess gate opening devices (gate cards or transmitters) beyond the required two, they should also be transferred to the new owners. If the homeowners do not possess or cannot locate the four items required for transfer then we are asking realtors to include the cost of the items in the sale of the property so that new homeowners do not incur the costs of purchasing these items themselves. The costs of these items are:

Clubhouse Keys	= \$15 (x2)
Gate cards	= \$15 (x2)
	\$30 (x2) = \$60

We all want to see new owners start off on the right foot here in Kala Point so we thank you for your help in this matter.

Finally, we wanted to apprise you of the Utility Access Code and Gate Access Policies. For realtors this policy applies to the four digit codes used to gain access into Kala Point when the main gates are closed. In order to keep our facility more secure and cut down on the abuse and misuse of the four digit codes, each Realty Office will be responsible to contact the Kala Point office to obtain their own individual code to be used solely by each office for business reasons. Codes can be issued for up to one year but are not renewable. At the end of one year, codes will expire automatically and users may contact the KPOA office if they are interested in obtaining a new code for the gate. They will be asked to choose or be assigned a new 4 digit code and complete a user agreement at that time. There is no cost for this service.

**Utility Access Codes are for Realtor use only and shall NOT be shared with or given out to prospective buyers. Misuse or abuse of these regulations could result in the revocation of Utility Access Codes.**

Please read over the Utility Access Code Policy and Gate Policy which are included with this letter for your viewing.

Feel free contact the KPOA office if you have any questions and we look forward to hearing from you soon.

Sincerely,

The KPOA Office Staff  
General Manager, Keith Larson  
Administrative Assistant, Daniella Brockmeier  
Administrative Assistant, Lynn Schwarz

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[daniella@kalapoint.org](mailto:daniella@kalapoint.org)

1760 Kala Point Drive  
Port Townsend, WA 98368  
360-385-0814

Office Hours: Monday-Thursday 8:30am-2:30pm, Friday 8:30am-1:00pm



Kala Point Owners Association  
1760 Kala Point Drive  
Port Townsend WA 98368  
(360) 385-0814

Realtor Disclosure Form

I, \_\_\_\_\_, owner of the property located at  
(Print owner name)

\_\_\_\_\_ give Kala Point  
(Print property address)

Owners' Association permission to disclose the following information to \_\_\_\_\_,  
(Print Realtor's Name)

realtor at \_\_\_\_\_:  
(Print Realtor's Business Office)

- a. Association meeting minutes from the prior two (2) years;
- b. Association Board of Directors meeting minutes from the prior six (6) months;
- c. Association financial statements from the prior two (2) years and current operating budget.

This information may be emailed as a pdf file (at no charge) or can be printed and picked up at the KPOA Administration Office (charges apply).

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Date)

**APP II-19A**  
**KPOA GATE CARD, TRANSMITTER,**  
**AND UTILITY ACCESS POLICY**  
**Amended September 18, 2002**  
**Amended May 8, 2012**  
**Amended October 14, 2014**

**Purpose:**

To provide members and staff a written policy and procedure that shall be followed when distributing gate cards, transmitters, and utility access codes.

**Policy:**

To assure the highest achievable level of security at the Kala Point entrance gate, the following policy will be in effect for all members and staff.

Gate cards and remote transmitters may only be sold to or provided to current KPOA members, who may or may not be residents of Kala Point, and to residents who may be leasing rental or time share units. Members may obtain a utility access code for personal use (e.g., out of town guests visiting, hosting an event, etc.) valid for a specified amount of time, not to exceed 30 days. There is no charge for this service. Members may also obtain a utility access code for use in a business manner with vendors, home health care, home improvement companies, etc. for a specified amount of time, not to exceed one year. There will be a \$5 charge for any code processed for this purpose. Gate cards or remote transmitters may not be provided to contractors or service providers.

Contractors, service providers, commercial operations, businesses, etc. may obtain one utility access code per company/office for **business purposes only**, for a specified amount of time, not to exceed one year. There is no fee for this service.

If one of the qualified parties listed above purchases a remote opener from KPOA, they are allowed to use that opener to program other openers, either built-in to their vehicle or hand-held, but only for their personal use and/or the use of another qualified individual listed above, who is associated with their unit #. Under no circumstances are any members or non-members, other than the KPOA Office Staff, allowed to sell gate cards or remote transmitters that have been pre-programmed to open Kala Point's security gate.

Anyone knowingly violating this policy will be subject to fines of up to \$1000 and/or penalties, as defined in Article I – COMPLIANCE & APPEALS, Section H, as a "Health & Safety" violation.

**Fees:**

KPOA currently charges members \$46 for remote transmitters, \$15 for new gate cards and \$10 for

the replacement of broken cards, if they are returned to the KPOA Office at the time of replacement. Renters may be sold cards and/or transmitters if the owner of the property has signed a Transfer of Privileges document and submitted it to the KPOA Office. See above for utility access code charges.

Law enforcement, fire department, aid cars and mail carriers are provided utility access codes at no charge.

**Refunds:**

Owners or renters may return the remote transmitters or gate cards for a refund of up to 50% of the purchase price, if the device is returned in good working order and condition. (Malfunctioning transmitters have no replacement value and are not refundable.)

At the time of sale the following information shall be recorded.

Item Sold:

- New Gate Card (# \_\_\_\_\_ )
- Replacement Gate Card (# \_\_\_\_\_ )
- Remote Transmitter (# \_\_\_\_\_ )
- Utility Access Code (# \_\_\_\_\_ )

Name: \_\_\_\_\_

Lot/Unit # (if applicable) \_\_\_\_\_

Date: \_\_\_\_\_

I received a copy of this policy and understand that I'm responsible to follow these guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APP II – 19B**  
**Kala Point Owners' Association**  
**Utility Access Code Policy**  
**Amended September 18, 2002**  
**Amended May 8, 2012**  
**Amended February 2, 2013**  
**Amended October 14, 2014**

Members may obtain a utility access code for personal use (e.g., out of town guests visiting, hosting an event, etc.) valid for a specified amount of time, not to exceed 30 days. There is no charge for this service. Members may also obtain a utility access code for use in a business manner with vendors, home health care, home improvement companies, etc. for a specified amount of time, not to exceed one year. There will be a \$5 charge for any code processed for this purpose.

Contractors, service providers, commercial operations, businesses, etc. may obtain one utility access code per company/office for **business purposes only**, for a specified amount of time, not to exceed one year. There is no fee for this service.

At the time of issuance, the following information shall be recorded.

Purpose of Utility Access Code:

- Members' personal use
- Member's business use
- Commercial business use

KPOA Owner Name: \_\_\_\_\_

Lot/Unit #: \_\_\_\_\_

Use/User Name(s): \_\_\_\_\_

OR

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone # \_\_\_\_\_

Tax ID # \_\_\_\_\_

**Utility Access Code:** \_\_\_\_\_

Access Period: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

All utility access codes will expire at the end of their specified time. It is the responsibility of members and/or businesses to contact the KPOA office to register a new utility access code. There is no automatic renewal of codes. Members and/or businesses that desire to obtain a code after theirs has expired will be required to choose or be assigned a new code.

Anyone knowingly violating this policy will be subject to fines of up to \$1000 and/or penalties, as defined in Article I – COMPLIANCE & APPEALS, Section H, as a “Health & Safety” violation.

**Warning: The roads within Kala Point are private and subject to the Rules & Regulations of the Kala Point Owners Association. Your license to use these roads may be revoked if you do not comply with these Rules & Regulations.**

**Purchaser Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized By (KPOA):** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Instructions for Utility Access Code Usage**

**Use gate entry system located on the gatehouse island (left hand side) of the entrance lane.**

**Push the “KEY” icon button twice.**

**Enter 4-digit Utility Access Code (listed above).**

**The entrance gate will open.**