

ARTICLE VIII.
GROUNDS COMMITTEE
Amended September 13, 2011, Amended February 12, 2013, Amended June 12, 2018
April 9, 2019, May 12, 2020, Amended October 13, 2020

A. Authority and Jurisdiction

1. The Board of Directors recognizes the Grounds Committee as one of the standing committees of the Association. Acting under CC&R Article V Section 1(g) and Bylaws Article VI Section 15, the Board has delegated to the Grounds Committee the responsibility for establishing and monitoring standards of aesthetics, safety, and maintenance for all Common Areas. In addition, the Committee is directed to monitor the appearance of individually-owned developed properties, as outlined in CC&R Article IV B Section 7, "Care and Appearance of Premises", and to monitor the safety and appearance of all unimproved individually-owned lots as outlined in CC&R Article IX, Section 2(b). The Rules and Regulations further identify areas of responsibility.
2. As of January 12, 2016, the Board of Directors temporarily suspended the Grounds Committee as a standing committee due to lack of volunteers and delegated the Committee's duties and responsibilities to the General Manager to administrate (acting as Grounds Manager) until such time as there are sufficient volunteers to reinstate the standing Committee. Further, until the Committee is reinstated, the term "Grounds Manager" shall be interchangeable with the term "Grounds Committee" for purposes of this Article.
3. On August 8, 2017, the Board approved extending suspension of the Grounds Committee based upon the lack of volunteers to re-establish a standing committee.

B. Committee Mission

1. Monitor Common Areas and amenities throughout the community to ensure that the beauty, safety, and serenity of the area are maintained for the benefit of all. This includes but is not limited to, Clubhouse and grounds, tennis courts, sport court, beach area, parking areas, RV lots, roads, paths, gate area and mail sites.
2. Monitor individually owned properties for exterior appearance and maintenance by the Committee except when under new construction during which time the Architectural Committee shall be responsible.
3. Monitor undeveloped lots to maintain a neat and non-hazardous environment.
4. Monitor erosion due to roof, driveway, and road drainage on all Common Areas. 5. Administer Rules and Regulations as authorized.

C. Organization and Reporting

The General Manager shall be responsible for the oversight and compliance of individual lot appearances and has the authority to delegate such responsibilities as needed. The Committee shall be

composed of not more than seven members and five (5) alternates, including two Directors (Board Representative and Alternate), and shall be approved by the Board. The Committee normally meets monthly. Its Chair or delegated secretary shall maintain a list of current members, advise the KPOA Office of any changes and keep written minutes of its meetings, which shall be submitted to the Board prior to its regular monthly Board meeting. The Chair ensures that the Committee develops its own objectives and plan of action. If the Grounds Committee is in suspension, the activities taken on its behalf shall be related as part of the General Manager's Report to the Board of Directors during its monthly meeting.

D. Objectives and Action Plan

The Committee shall be responsible for reviewing and updating its objectives annually and submitting them to the Board in September. (See APP VIII-1, Grounds Committee Objectives).

**APP VIII-1
GROUNDS COMMITTEE
OBJECTIVES
Amended September 13, 2011**

Objectives

1. To monitor the maintenance of vegetation and improvements on developed lots.
2. To monitor maintenance of landscaping and amenities on common property.
3. To work for compliance with Rules & Regulations.
4. To carry out such other duties as are mandated by the KPOA governing documents.
5. To work to expand membership to its authorized level.

APP VIII-2
PROCEDURES
Amended September 13, 2011
Amended June 12, 2018

1. The Grounds Committee is responsible for inspecting a specific sector of the Covered Property each month to see that:
 - Weeds and grass are cut
 - Shrubbery is pruned. *
 - Dead trees, shrubbery, and plants have been promptly removed.
 - Improvements on lots appear to be in a good state of repair and condition.
 - Unimproved lots are kept in a neat, clean and non-hazardous condition. **
2. If the above maintenance is neglected, the Committee chairperson shall write the lot owner or, if the neglect is on common property, shall write the General Manager, stating what work needs to be done. The communication should also cite the CC&R authority [ART IV B Section 7 or ART IX Section 2b] and the thirty-day period for completing the work. A form letter may be used.
3. If the work is not done within thirty days, the Committee member in charge of the sector will contact the lot owner [or General Manager] and negotiate compliance.
4. If the work is not done within ninety days, the committee will report non-compliance to the board for further action.

*A wide range of landscape styles is accepted in Kala Point, from the natural unpruned vegetation along Pinecrest to the groomed style seen on Trafalgar.

**A lot is 'unimproved' as long as it has not been cleared. It may remain in its natural state except if noxious weeds or dead trees become unsightly and hazardous to the community.

ARTICLE VIII - 3
GROUND'S COMMITTEE SIGN POLICY
FOR SALE/LEASE and POLITICAL YARD SIGNS
Sign Guidelines at Kala Point
Amended June 13, 2017
Amended June 12, 2018

I. For Sale/Lease Signs

1. Realtors and private owners may install one FOR SALE/RENT/LEASE sign on property being offered for sale, rent or lease and may make their own signs if made to the specifications outlined below. It is preferred, however, that the sign be professionally made.
 - a.) Signs shall be limited to essential wording as follows:

FOR SALE Top portion of sign
BY OWNER (or name of Real Estate firm)
Middle portion of sign
(This line may include a small logo)
MLS number, if desired
TELEPHONE NUMBER Bottom portion of sign
 - b.) Signs shall not exceed an overall area face in excess of 576 square inches. (Example 24"x 24" or 26"x 22")
 - c.) The sign shall be mounted on one or two 2"x 4" or 2"x 2" stakes and fixed firmly into the ground so that the top of the sign is no more than 42" above the ground. Steel stakes and frames, up to a maximum of 1/4", may be used in place of wood stakes. Signs will not be fastened to trees.
 - d.) The sign shall be located on the lot, parallel to the street, unless otherwise approved by the Grounds Committee.
 - e.) Sign colors shall be as follows: Background - off-white (cream and white mix) or white.
Lettering - dark blue.
2. Realtors and owners are required to obtain a written approval form from the Administration Office staff before installing a FOR SALE sign. Approval request form is printed below. Realtors need to apply only one time for their Kala Point approved signage.
3. It is the responsibility of the owner or the Realtor to maintain the sign in good condition and to re-secure it in the ground if it is knocked over. Signs not properly maintained will be removed by staff and stored at the maintenance building for up to 30 days. The For Sale sign must be removed as soon as the property closes escrow. The Association will remove un-approved signs. "Sold", "In Escrow" or "sold by" or other non-approved signs are not allowed as attachments to or in addition to For Sale signs.
4. "Open House" directional signs are allowed only during the period of a staffed open house. Signs must be off the roadway.
5. No promotional materials other than KPOA sales flyer box may be attached to the sign. An official KPOA box will be installed by KPOA staff at the request of the owner. A refundable

deposit of \$25 will be collected and refunded when KPOA staff removes the box. The request can be made on the Sign Approval form.

6. For Sale signs, within each condominium development are allowed on a case-by-case basis, if approved by the majority of the Board of each condominium association. Any signs so approved must meet all of the other requirements for “For Sale” signs at Kala Point as contained in paragraphs 1 through 5 of this sign policy.

II. Political Yard Signs

Under RCW 64.38, “The governing documents may not prohibit the outdoor display of political yard signs by an owner or resident on the owner’s or resident’s property before any primary or general election. The governing documents may include reasonable rules and regulations regarding the placement and manner of display of political yard signs.”

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

1. One political yard sign shall be allowed per political office or ballot issue that is on the upcoming election.
2. Political yard signs may be posted within sixty (60) days of the caucus, general, special or primary election on which the candidate or ballot issue is addressed and removed within seventy-two (72) hours following the caucus, general, special or primary election terminating the candidacy or ballot issue.
3. Political yard signs must meet the Architectural Standards for sign dimensions and installation. Specifically, each political yard sign shall not exceed four (4) square feet and it shall be mounted on posts driven into the ground so that the sign height is no more than 42 inches above the ground.
4. No political yard sign shall be posted on Common Property.

ARTICLE VIII – 4
GROUNDS COMMITTEE SIGN POLICY
PERMANENT DIRECTIONAL and GUIDING SIGNAGE
Sign Guidelines at Kala Point
Created January 2020, Revised October 13, 2020

1. Objective: To guide staff, committees, and the Board of Directors in the creation of informational signage that will ensure safety and values within the Kala Point community. This article is to be consistent with the Kala Point Owners Association “Revised Master Declaration of Covenants, Conditions, and Restrictions of Record” and its “Rules and Regulations”.
2. Jurisdiction: Primary interpretation and enforcement shall be granted to the Grounds Committee, except during construction, which will be regulated by the General Manager. Road and vehicular signs shall follow the ordinances found in the “Revised Code of Washington” (RCW). Address number signs shall follow the ordinances prescribed by the Jefferson County Community Development Department (CDD).
3. General Criteria: The following criteria shall be applied regarding the design, message, and placement of permanent signage within Kala Point’s Common Areas:
 - 3.1. Common Area Signage
 - 3.1.1. Color – White lettering on a Kala Point blue background with a white border.
 - 3.1.2. Font –Non-serif and spelled with upper- and lower-case letters.
 - 3.1.3. Font size – Appropriate to size of sign and legibility considerations.
 - 3.1.4. Design – Rectangular or square, large enough to be discernible if in a car or when walking past.
 - 3.1.5. Material – Signs shall be printed on 1/8” thick anodized aluminum metal.
 - 3.1.6. Fasteners – Signs shall be fastened to posts using non-ferrous materials.
 - 3.1.7. Message – The tone of the message shall be civil, polite and informational.
 - 3.1.8. In an attempt to preserve the aesthetics and attractiveness of the community, general information and warning signs shall not be redundant per location.
 - 3.1.9. Signs shall serve a specific purpose as determined by the Grounds Committee. Every attempt shall be made to avoid signage that introduces clutter and redundancy.
 - 3.2. Road & Vehicular Signage
 - 3.2.1. Road Safety (stop, slow, caution and speed limits) shall comply with the RCW specifications.
 - 3.2.2. “No Parking & Towing” signs shall comply with RCW specifications and meet the general criteria requirements of the Common Area signage.
 - 3.3. Address Number Signs

- 3.3.1 Address Number Signs shall be maintained such that the address number is unobstructed, reflective and within view of an emergency response vehicle.
- 3.3.2 Signs can be obtained at the Jefferson County CDD.
- 3.3.3 Reflective red sign with reflective white numerals that are 3-inches in height.
- 3.3.4 Sign size shall be 12-inches in length by 4-inches in height.
- 3.3.5 Signs shall be printed on 1/8" thick anodized aluminum metal.
- 3.3.6 Sign shall be mounted on a 4" x 4" post, cedar or pressure-treated fir, at a height of 30-inches above grade, within the road easement.
- 3.3.7 If a home has propane, the sign shall display a fire flame decal after the numerals. The decal can be obtained from the KPOA Administrative Office.
- 3.4 Street Signs
 - 3.4.3 Reflective blue sign with reflective white lettering that are 4-inches in height.
 - 3.4.4 Sign size shall be 8-inches in height and length determined by size of name.
 - 3.4.5 Signs shall be printed on 1/8" thick anodized aluminum metal.
 - 3.4.6 Font shall be non-serif.
 - 3.4.7 Font size shall be 4-inches in height.

4 Installation of Signs

- 4.3 Street signs shall be mounted on 4" x 4" posts, cedar or pressure-treated fir, at a height of 8-feet above grade at post, set back from the roadway by at least 5-feet.
- 4.4 Road safety signs shall be mounted on 4" x 4" posts, cedar or pressure-treated fir, at a height of 8-feet above grade and placed per RCW regulations.
- 4.5 No-Parking and Towing signs shall be mounted on 4" x 4" posts, cedar or pressure-treated fir, at a height of 6-feet above grade and placed in a conspicuous location that does not conflict with the environmental aesthetics.
- 4.6 General information signs at the gate kiosk, clubhouse, pool, sport courts, beach, and storage lots shall be placed at the direction of the General Manager.
- 4.7 There shall be no more than two signs installed per post.

5 Replacement of Existing Signs

- 5.3 As original signs are replaced, the General Manager shall install signs meeting the General Criteria.
- 5.4 The Grounds Committee shall approve all sign artwork for clarity and syntax before the sign is commissioned.

6 Variances

- 6.3 Any proposed variance of this Sign Policy must be approved by the Grounds Committee.
- 6.4 All approved variances shall be recorded and numbered sequentially per year by the General Manager. The General Manager shall be responsible for maintaining the records of all variances approved by the Grounds Committee.

APPENDIX A

Enforcement Responsibilities: KPOA Committees and the General Manager

- CITATIONS: 1) “Restated and Revised Master Declaration of Covenants, Conditions, and Restrictions of Record of Kala Point Owners’ Association” (CC&R)
 2) “Kala Point Owners’ Association Rules and Regulations” (R&R)
 3) “Administrative Policy & Procedures” (APP)

SCHEDULE: Listed below is a schedule of enforcement duties that are divided between the Grounds Committee (GC), Architectural Committee (AC), Tree Committee (TC), and the General Manager (GM).

Area of Enforcement Action	Citation	GC	AC	TC	GM
Enforcement action which requires immediate action					X
Animal husbandry shall be maintained within the Covered Property	CC&R IV.B1				X
No sign of any kind shall be exhibited on or about the Covered Property	CC&R IV.B5	X	X		
Outside parking of large vehicles, trailers, RVs within the Covered Property	CC&R IV.B6				X
Care and appearances of premises for lot, condo, and timeshare owners	CC&R IV.B7	X			
No clear cutting or removal of trees	CC&R IV.B8		X	X	
Common Area vegetation shall be maintained by KPOA, especially tree removal	CC&R IV.B15	X	X		
Outdoor burning, fireworks, firearms, and explosives within the Covered Area	CC&R IV.B19				X
Parking on driveways or approved extension, and never on the setbacks	CC&R IV.B20				X
Maintain all private walkways, bike paths, trails, pedestrian paths	CC&R IX.1a				X
Maintenance of exterior dwellings, structures, walls, fences, and roofs of Covered Property	CC&R IX.2b		X		
All portions of a lot which are unimproved with a structure shall be maintained by Owner	CC&R IX.2b	X			
Land Use and Appearance of Covered Property, including shrubs, grass, weeds, dead vegetation	R&R II.A.1	X			
Outdoor burning on Common Areas and Covered Property is prohibited	R&R II.A.5	X			X
Vegetation control	R&R II.A.6.c	X		X	
Vehicles parked in Common Areas	R&R II.B.2				X
Kayaks, canoes, and rowing shells must be screened from view of the road and neighboring lots	R&R II.B.5				X
Parking of RV in a host’s driveway for up to one week	R&R II.B.6				X
Pet behavior, barking, leash requirements, digging in Common Area (except beach)	R&R II.C	X			
Firearms, Fireworks, and Explosives prohibited in Common Area and Covered Property	R&R II.D				X
Alterations to Common Areas by owner, such as addition of trees, shrubs shall be maintained	R&R II.E				X
Boating & Beach restrictions, such as camping, ramp use, dock moorage, group parties	R&R II.F	X			
Area of Enforcement Action	Citation	GC	AC	TC	GM
Clubhouse, Spa, Sauna, and Pool Areas use restrictions	R&R II.G				X

Tennis Courts restrictions, such as reservations, appropriate footwear, pets	R&R II.H				X
Camping is restricted to an owner's lot, provided a culvert and driveway apron are installed	R&R II.I		X		
No signs of any kind shall be exhibited on the Common Area and a Covered Property	R&R II-J		X		X
Commercial solicitation is not permitted in Kala Point	R&R II-K				X
GM to oversee the Grounds Maintenance Plan for KPOA Common Area	APP II-9	X			X
Monitor standards of aesthetics and maintenance for all Common Area (Remove "safety")	APP VIII.B.1	X			
Monitor the appearance of individually owned developed properties	APP VIII.B.2	X	X		
Monitor undeveloped lots to maintain a neat and non-hazardous environment	APP VIII.B.3	X			
Monitor erosion due to roof, driveway, road drainage on all Common Area	APP VIII.B.4	X			
Monitor the maintenance of vegetation on developed lots	APP VIII-1.1	X			
Monitor maintenance of landscaping/amenities on Covered Property	APP VIII-1.2	X			
Inspection of covered property for weeds, shrubs, dead trees, lots	APP VIII-2.1				X
Neglect of maintenance on Covered Property or on Common Area	APP VIII-2.2	X			
Posting of "For Sale" or "For Lease" signs on Covered Property	APP VIII-3.I	X			
Posting of political yard signs on Covered Property	APP VIII-3.II	X			
Monitor activities for unsafe conditions or procedures (Remove from APP VI.A)	APP VI.A				X
Speeding enforcement and awareness (Remove from APP VI.A)	APP VI.A				X
Waterfront safety (Remove from APP VI.A)	APP VI.A				X
Unauthorized entrance (Remove from APP VI.A)	APP VI.A				X
Neighborhood safety (Remove from APP VI.A)	APP VI.A				X

APPENDIX B

To be on KPOA Letterhead)
KPOA Grounds Committee

Date

Reference Number: [REDACTED]

Lot Number: [REDACTED]

Dear [REDACTED]

It has come to the attention of the KPOA Grounds Committee that you may be in violation of the following Grounds Committee Administrative Policies and Procedures (APPs), KPOA CC&Rs or Rules and Regulations as posted on the KPOA website:

APP Article VIII-2(1) and CC&Rs Article IV (B) Sections 7

- Weeds and grass are to be cut
- Shrubbery is to be kept pruned
- Dead trees, shrubs and plants are to be removed
- Improvements are to be maintained in a state of good repair
- Unimproved lots are to be kept neat, clean and not contain hazardous conditions
- Firewood shall be cut and neatly stacked on the rear portion of the lot and if covered the cover shall be dark in color. Firewood may not be stored in property setbacks

APP Article VIII-3

- Sign Policy

CC&R Article IV Property Rights (B) Section 6

- Parking of large vehicles, trailers, recreational vehicles and boats

Rules and Regulations (II. Regulations)

- Garbage cans are not out of sight: Section A (1)

- Excessive dog barking: Section C (3)

If you disagree with this assessment, please call the Grounds Committee Chairperson at your earliest convenience. If agreement is not achieved with the Chair, Grounds Committee APP VIII-2 requires that if the maintenance identified above is not accomplished within 30 days of this letter, the Chairperson will contact the lot owner and negotiate compliance. If the work is not done within 90 days of this letter, the Committee will report non-compliance to the KPOA Board of Directors.

, Chair
Phone: 

Cc: General Manager, KPOA

Rev February 11, 2020