

# OWNERS' HANDBOOK

Towne Point Owners Association

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## WELCOME TO THE NEIGHBORHOOD

Welcome to Towne Point! By reason of your purchase of your home in our neighborhood, you are now a Member of the Towne Point Owners Association, referred to in this document as the 'Association.' The Handbook you are reading is an introduction to the Towne Point community and provides some guidance to how it operates. Be advised that the Association is a Planned Unit Development under regulation by the State of Washington and the City of Port Townsend. This means you are subject to some different responsibilities and rules than that of homeowners elsewhere in the city. These requirements are intended to help us to live in harmony with each other, not to harass or restrict your rights. You also have some advantages about which you should know. We want you to feel a part of our community and to feel that you are welcome to contribute your ideas and feelings about how we run our organization for our mutual benefit.

We hope you enjoy your home and become active as a member of Towne Point. We are powered by volunteer members, and by our professional Office Manager. The following information is meant to help you understand how we are organized, what is expected of you as a member, and what benefits and amenities we enjoy as residents. This document covers some of the frequently asked questions about our organization. A review of the Covenants Conditions and Restrictions (CC&R's), the By-laws, and the 'Rules & Regulations' document is advisable to fully understand your rights and your responsibilities. These documents are posted on the Towne Point website.

## THE FOUNDING DOCUMENTS

Your Association is incorporated as a nonprofit corporation under the laws of the State of Washington. The corporation and its members are governed by the 'Articles of Incorporation,' the 'CC&Rs,' the 'Bylaws,' and the 'Rules & Regulations' as adopted by the Board of Trustees of the Association, hereafter called the "Board." In addition to its corporate documents, the Board and its Members are governed by the Washington Homeowners Association statute, RCW Ch. 64.38. Further, the Association is bound by the Covenants Conditions and Restrictions that apply to Towne Point as a Planned Unit Development created by agreement with the City of Port Townsend. The documents

quoted above permit our Association to levy dues; to meet costs of maintenance; to operate the common areas; and to make and oversee improvements, assessments, and penalties against member's properties. The Association has lien rights in the event of nonpayment, and it is permitted to recover the unpaid dues or penalties and related recovery costs by foreclosure and other remedies provided by law.

## COVENANTS AND BY-LAWS – THEIR PURPOSE

The By-laws require the Association to keep a record of members in the Association business office. When you purchased your home, you were provided with a deed and related papers at closing concerning your property. Included in that set of papers were the Covenants, Conditions and Restrictions for Towne Point as a restriction of your deed. Together with the By-Laws, they spell out in detail what the Association is responsible for and how you are involved. They cover such things as the election of officers, frequency of meetings, procedures to set rules, budgets, amending documents, and the permanent standing committees required. These are legal documents and describe the obligations and procedures the Association must follow to administer its activities and budget. Take some time to study these documents. They control and spell out what we are required to do and how decisions are to be made. However, it is the 'Rules & Regulations' document that defines specific practices and requirements, and which may be updated or edited at the Association's direction.

## THE 'RULES & REGULATIONS' DOCUMENT

The 'Rules & Regulations' document contains the rules which govern owners' and residents' behavior, home appearance and maintenance, and other topics. It is the legal document allowed by the founding documents to govern the day-to-day life of Towne Point. In particular, the 'Rules & Regulations' are designed to protect the value of our homes through enforcing specific appearance and behavioral standards which may have been only generally stated in other founding documents. The 'Rules & Regulations' allow the Board to make and update the rules, and to levy fines and penalties for violations. Owning a home in Towne Point, unlike in an unregulated property, comes with obligations to the community at large.

## COMMUNICATION WITHIN TOWNE POINT

The Board uses email as its primary method of communication with owners and renters. It is therefore necessary that the Office Manager has your e-mail address in order for you to be most thoroughly updated on Towne Point events. The Association does not share the email list with anyone. We do not maintain any social media accounts.

We also post notices and updates on the website, but this method is not as timely as e-mail. Additionally, there are at least five mailings a year when updates may be included. Four are quarterly mailings for billing statements (for non-email users), and one is for the September Board of Directors election which goes to all owners, but not to renters.

And finally, we publish a quarterly newsletter, which is posted to the web site, but can also be picked up at the office.

The quarterly general meetings and the Board's monthly Zoom meetings may also be attended to learn of current issues and upcoming events.

## ASSOCIATION MEETINGS

BOARD MEETINGS are held monthly at 6:00 p.m. the last Wednesday of each month on the Zoom software meeting program. On occasion they are canceled or moved if previously announced. A link to the Zoom meeting can be found on the TPOA website. Any member may attend.

GENERAL MEETINGS for the Board and Members are currently held quarterly in March, June, September, and December. Any Association member is welcome at any meeting. A time will always be allotted for any Member to speak on relevant Towne Point issues.

BOARD of DIRECTORS A yearly election in September is held to replace part of the Board. The Board consists of five members elected by the membership. Once elected to the Board, then a President, one Vice president, and a Secretary are nominated by the Board, and the Board selects its officers. A Manager/Treasurer is hired by the Board to keep books and records, pay bills, manage files, and open the office in the Clubhouse on a regular basis.

## STANDING COMMITTEES

1. Architectural Committee. It is responsible for reviewing and approving applications for new home design and construction. It is also responsible for approving all additions. Please see the section in this document titled "NEW CONSTRUCTION AND ADDITIONS" for a complete explanation of modifications.

2. Grounds Committee. It supervises and arranges for work parties and contracts with landscape firms to perform lawn care and landscape maintenance of common areas. It identifies hazardous and dead trees on Towne Point property and arranges for their removal. If you know of a problem tree, notify the chairperson, or if you have hazardous trees on your property that you wish to remove, you may find it more convenient and economical to coordinate this with the scheduled tree removal work done for the Association.

3. Right-of-Way and Facilities Committees are divided into two committees. Right-of-Way Committee monitors the condition of roads, rights of way, streetlights, and the Facilities Committee oversees the storage lot, playground. And clubhouse. Note that the streets and their maintenance are our responsibility, not that of the City of Port Townsend.

4. Nominations Committee. It seeks qualified Association members willing to stand for Board membership, and/or volunteer for committee positions.

5. Other committees may be added as needed by the Board. Current Board members and standing committee chairpersons are noted in the newsletter and names are posted on the bulletin board in the Clubhouse.

## RENTERS

Owners have the right to rent their property to third parties. Both Owners and Renters have comprehensive obligations under the 'Rule & Regulations' of the Association. Both parties should become familiar with that document to avoid conflict.

## DUES AND WHAT THEY PAY FOR

The annual budget of the Association is approximately \$100,000 per year (2024-2025). This includes operational costs for maintaining the Clubhouse; all Towne Point roads and other improvements; and office-based administrative costs. Some monies are by law held in reserve to pay for capital improvements, including street repairs, street signs, drainage, etc. Dues are billed on the first day of each quarter, (January 1, April 1, July 1, and October 1). Owners have 90 days to pay this bill without penalty. Interest is charged for any unpaid balance after the 90-day period, and failure to pay on a timely manner is explicitly defined in the 'Late Fee Policy' on the web site.

## ASSOCIATION FACILITIES AND RULES FOR USE

The Clubhouse is available to any owner with the purchase of a key unless the Clubhouse has a prior rental agreement for its space. The clubhouse lock is replaced periodically for security reasons, hence key holders may be asked to purchase another one. The pool table, lending library, picnic area, and the tennis/pickle ball court are available to members on a first-come first-served basis. Specific rules for their use are listed below or at the facility.

## ASSOCIATION SOCIAL ACTIVITIES

Coffee Hour is Tuesday mornings from 10:00 A.M. to 11:00 A.M. at the Clubhouse. Use of the pool table and free library is open any time the Clubhouse is not in use.

Each August an all-Towne Point barbeque with social activities for kids is held at the Clubhouse. There is also an Easter Egg Hunt for kids during the Easter season. Towne Point publishes a quarterly newsletter which is online and often has updates on other social activities.

## STORAGE AREA

Any owner or renter may store a vehicle, boat, RV, trailer, et cetera in the Storage Area. Currently there is no fee to use the Storage Area, but there is a key deposit which is \$30, refundable on return of the key. The Agreement and Rules and Regulations are located under the Documents page of the TPOA website under the STORAGE YARD heading, and they may also be obtained from the Office during office hours. All vehicles so stored must have and keep current and valid any license required by law to be on the

vehicle. While there is a locked gate at the Storage Yard, security per se is not provided by the Association. A courtesy light is installed to illuminate some of the area, but it is not a "security light."

## CLUBHOUSE PRIVATE RENTAL

Conditions for rental of the Clubhouse and a list of reservations may be found in the Office. Currently members are entitled to one day (8 hours) at a reduced rate of \$50.00 for personal use. Only a Member may make a rental reservation, but it may be made for an outside event if the Member is actually involved in the outside group. A thorough cleaning up after the event is part of the rental agreement.

## NEW CONSTRUCTION AND ADDITIONS

All new construction, remodeling, or adding permanent structures such as fences, patios, porches, walls, concrete emplacements, off-street vehicle parking places, or storage sheds must have approval from the Association. This is handled by submitting an application to the Architectural Committee which is available on request at the office in the Clubhouse. Any major new construction or remodeling involving utility services, or structural changes will require a building permit from the City of Port Townsend and most likely the State Department of Labor and Industry, a.k.a. "L&I." The latter has legal authority over any construction or remodeling of manufactured houses that changes or affects the structural integrity of the original building rectangle, interferes with fire access, or includes utility service changes, plus additional requirements. The City of Port Townsend will provide forms and instructions if major construction is planned. Conversion of garages to a living space do require a City permit. Since both the City and Association rules require setbacks from your property lines, you will need to identify your lines and corners for your lot prior to submitting your plans. If you cannot identify these, you will need to locate them by hiring a certified professional surveyor. You should also ask your neighbor if those corners are known, which may obviate this requirement. Contact the Architectural Committee when you have any questions regarding your property lines.

## COMMON AREA

The Association retains ownership of the land on which the roads and their borders, Clubhouse, tennis courts, the entry boulevard, the storage area, and the play field sit. In addition, there is a network of green spaces throughout the Towne Point boundaries which is also owned by the Association. They are generally at least ten feet wide and are behind or between lots. While it is not your responsibility to mow or weed these strips, we encourage owners to keep their section maintained and cleared to reduce costs of hiring the work done. If you are not sure whether you have a common area adjacent to your lot, contact the Grounds Committee. Owners are not allowed to encroach in any way on the green spaces.

## LOT OWNER RESPONSIBILITIES

You are reminded that Article II (Property Rights) Section 7 (Care and Appearance of Premises) of the Towne Point Owners Declarations of Covenants, Conditions, and Restriction of record has maintenance requirements that are imposed on all owners. The 'Rules & Regulations' document spells these out in detail and defines appropriate penalties for such violations.

#### WHY SHOULD I GET INVOLVED?

The best reason for being involved and active in the Association is your self interest in maintaining the value of the investment in your home, and also your freedom to use and enjoy your property without undue interference. We all want to be able to enjoy our property, but we also expect our neighbors to do their part to make this community a safe, attractive, and enjoyable place to live. How we make our expectations known to our neighbors is by the Association following our founding documents, Association meetings, and with the 'Rules & Regulations' which govern specific behaviors and requirements.

#### NEIGHBORHOOD COURTESY

It is our belief that by using common courtesy and honest negotiations we can solve most problems. However, if violations continue and negotiations fail, the Board may find it necessary to enact a penalty phase of rule enforcement. As mentioned, this phase is authoritatively defined in the 'Rules & Regulations' document. We would prefer not to have to resort to this step and we urge all residents to use common sense and courtesy in all our neighborhood activities and minor conflicts. Towne Point is a pleasant place to live; we all must endeavor to keep it that way.