



## Appendix A

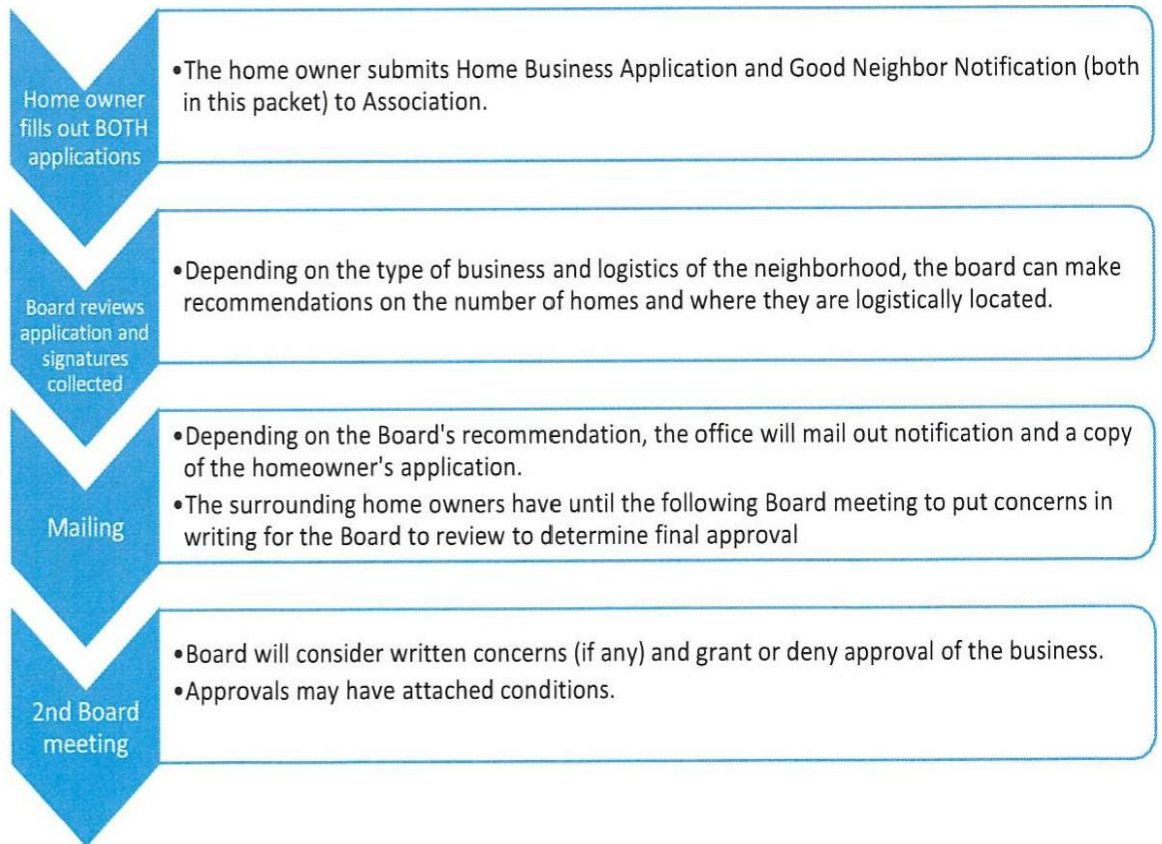
### Home Business Application

This HOME BUSINESS APPLICATION consists of FIVE (5) parts:

- I. APPLICATION PROCESS AND GUIDELINES
- II. RESOLUTION FOR POLICY ON NEIGHBORHOOD BUSINESSES IN KLAHANIE
- III. HOMEBUSINESS APPLICATION
- IV. ADDITIONAL INFORMATION
- V. GOOD NEIGHBOR NOTIFICATION APPLICATION

Possession of a current business license does not authorize business operation unless approved by the association. Applicant questions may be directed to the Klahanie association office at (425)392-4663

#### I. APPLICATION PROCESS AND GUIDELINES PROCESS FLOWCHART





## APPLICATION GUIDELINES

1. Prior to submission of a home business application, all applicants must obtain a business license from the appropriate government entity. A copy of the license must accompany the KHOA home business application. However, renting a home does not require a business license to accompany the application.
2. Home businesses located within a Condominium and/or Owner's Association must obtain Condominium/Owner Association Board approval prior to submitting a home business application to the KHOA. A copy of the approval must accompany the application.
3. The Home Business Application is located on the Klahanie Association website: [www.klahanie.com](http://www.klahanie.com).
4. Applicant submits a completed business application to the Association. Please answer all questions completely and accurately; if a question does not apply, so indicate (leave no spaces blank). Please attach any additional information which may assist in reviewing your application. All applications will receive an initial review by Association staff to ensure that the required documentation has been submitted. Incomplete applications will not be processed.
5. Association Staff reviews.
6. KHOA BOD renders a decision on the business application at their next meeting.
7. KHOA staff notifies the applicant of the BOD's decision.
8. All businesses within Klahanie must comply with the business requirements of the appropriate government entity.
9. Any unit owner may be subject to penalties, (as defined in the URRs), if the business operation is in violation of the KHOA Governing documents and at the discretion of the KHOA BOD.
10. All business application approvals are non-transferable.
11. All signage for businesses, posting of flyers or other solicitation is not permitted in Klahanie.



## II. RESOLUTION FOR POLICY ON NEIGHBORHOOD BUSINESSES IN KLAHANIE

February 2015

WHEREAS, the Board of Directors of the Klahanie Association has determined a need to establish a policy detailing the specifics of a home business

WHEREAS, the Klahanie Board of Directors are empowered to govern the affairs of the association pursuant to Section 4.7 (Duties of Directors) of the Klahanie Bylaws, Section 6.5 (Commercial Uses) of the CC&R's and Section 9.1 (Right to Enforce), and Section 4.10 (Home Businesses) of the Rules & Regulations,

WHEREAS, it is the intent that this policy shall be applicable to all owners and tenants and will remain in effect until otherwise rescinded, modified, or amended by a majority of Board of Directors,

NOW, THEREFORE, BE IT RESOLVED THAT the Board approves the following policy for all homeowners and tenants within Klahanie who wish to apply for an at home business:

- A. The current "Good Neighbor Notification" Application which is found in the Klahanie Board adopted Rules and Regulations must be completed by the applicant. While gathering signatures for "Good Neighbor Notification" homeowner should make reasonable effort to get adjacent signatures and disclose as much about business to neighbors and answer applicable questions they may have.
- B. Along with the "Good Neighbor Notification" application, a detailed specification of the business must be included as part of the "Home Business Application."
- C. Home businesses are allowed at Klahanie provided the home business is allowed by law and if such home business will not, in the reasonable judgment of the Board, cause traffic congestion, parking problems, excessive noise, or other disruption of the Klahanie community and not otherwise violate and of the terms and conditions of the Klahanie Declaration and the Klahanie Association Rules and Regulations. The Board reserves the rights to terminate, suspend, or revoke the business application.
- D. Should there be any changes in the business than what was initially applied for, the applicant must promptly notify the Board. The board may consider the changes and provide guidance or decisions that may materially impact the operation of the business.
- E. Should the business evolve or change and therefore substantively differ from the business as described in the original Home Business Application, the Board reserves the rights to revoke the approval of the home business
- F. The Board will review the Good Neighbor Notification Application along with "Home Business Application" to determine how many neighbors and the location of neighbors that need to be notified by the HOA office. Neighbors have one month until next Board meeting to put their concerns into writing.
- G. The Board will give final approval at second Board meeting if applicable.







**III. HOME BUSINESS APPLICATION**

<u>FOR OFFICE USE ONLY</u>
DATE RECEIVED: _____
APPLICATION #: _____

**INTRODUCTION**

The following form must be distributed to neighbors who sign off on the "Good Neighbor Notification Application." In no way, does their signature on the "Good Neighbor Notification Application" constitute their approval. It indicates only that they are aware of the applicant's intentions. If they have any concern of the proposed business, the Board would like to be notified by writing to board@klahanie.com prior to the next Board meeting which is held every last Tuesday of the month or otherwise noted on the events calendar on [www.klahanie.com](http://www.klahanie.com). The next Board meeting will be held on \_\_\_\_\_(for office use only).

**APPLICANT INFORMATION**

APPLICANT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DETAILED DESCRIPTION OF THE BUSINESS: \_\_\_\_\_  
\_\_\_\_\_

IF DAYCARE, PRE-SCHOOL, TUTORING SCHOOL OR A BUSINESS OF THE SIMILAR NATURE, PLEASE SPECIFY NUMBER OF SESSIONS AND NUMBER OF CHILDREN: \_\_\_\_\_  
\_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_ DAYS OF OPERATION PER WEEK: \_\_\_\_\_

MONTHS OF OPERATION PER YEAR: \_\_\_\_\_

HOW MANY CARS ARE ESTIMATED TO TRAFFIC THIS BUSINESS PER DAY?: \_\_\_\_\_

HOW MANY NON-HOMEOWNER EMPLOYEES OR CONTRACTORS BOTH FULL-TIME AND PART-TIME ARE EXPECTED TO WORK AT THE BUSINESS ADDRESS IN NEXT 24 MONTHS?: \_\_\_\_\_

ANY OTHER INFO THAT MAY HAVE IMPACT ON NEIGHBORHOOD INCLUDING, BUT NOT LIMITED TO, NOISE, SAFETY, PROPERTY VALUE, ENVIRONMENT AND OTHER GENERAL WELL-BEING OF THE NEIGHBORHOOD: \_\_\_\_\_  
\_\_\_\_\_





**IV. ADDITIONAL INFORMATION**

Acknowledgement of applicant:

I have read and acknowledge the Klahanie Rules and Regulations (Section 4.10) regarding home businesses. I understand that:

- A. Home businesses are allowed at Klahanie provided the home business is allowed by law and if such home business will not, in the reasonable judgment of the Board, cause traffic congestion, parking problems, excessive noise, or other disruption of the Klahanie community and not otherwise violate and of the terms and conditions of the Klahanie Declaration and the Klahanie Association Rules and Regulations. The Board reserves the rights to terminate, suspend, or revoke the business application;
- B. Should there be any changes in the business than what was initially applied for, the applicant must promptly notify the Board. The Board may consider the changes and provide guidance or decisions that may materially impact the operation of the business; and
- C. Should the business evolve or change and therefore substantively differ from the business as described in the original Home Business Application, it may result in the termination, suspension or revocation of the business.

**PRINTED NAME OF APPLICANT:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





**V. GOOD NEIGHBOR NOTIFICATION APPLICATION**

This form is to be used for anyone who wants to open a small business in Klahanie. It must be completed fully and have the signatures of neighbors who live in the vicinity of the address below. All required documents must accompany this application before the Board will review the application.

DATE OF APPLICATION: \_\_\_\_\_

NAME OF KLAHANIE REGISTERED PROPERTY OWNER: \_\_\_\_\_

REGISTERED PROPERTY OWNER PHONE: \_\_\_\_\_

NAME OF BUSINESS OWNER: \_\_\_\_\_ Phone #: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_

OUTDOOR EQUIPMENT REQUIRED FOR BUSINESS: \_\_\_\_\_

\_\_\_\_\_

IMPACT ON THE NEIGHBORHOOD (car traffic, people traffic etc.): \_\_\_\_\_

\_\_\_\_\_

BUSINESS LICENSE RECEIVED BY KLAHANIE? Yes\_ No\_\_\_\_\_

OTHER LICENSES SUBMITTED AS REQUIRED BY LAW (e.g. Daycare License etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRINTED NAME OF PROPERTY OWNER: \_\_\_\_\_

SIGNATURE OF REGISTERED PROPERTY OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

*\* In the absence of a signature, the Association will accept registered mail certificates.*



