

CLPOA: CHILD CARE BUSINESS APPLICATION

Submission Date:

IMPORTANT LEGAL NOTICE TO ALL PARTIES

Under RCW 64.38.140 (WA HB 1199, eff. May 1, 2023), the Canyon Lakes Property Owners Association (CLPOA) may not prohibit, unreasonably restrict, or limit a licensed family home child care provider from operating at their property. This form is NOT an approval application — CLPOA cannot deny a licensed provider. The purpose of this form is to: (1) register the operation in CLPOA's records; (2) collect documentation CLPOA is permitted to require; and (3) confirm that rules applied equally to all Canyon Lakes homeowners will be observed. Under RCW 36.70A.450, the City of Kennewick similarly may not prohibit licensed family home child care in residential zones.

1. APPLICANT & PROPERTY INFORMATION

Property Owner(s):

Property Address:

Phone Number:

Email Address:

DCYF-Licensed Business Name:

DCYF License #:

Licensed Capacity (# Children):

Anticipated Start Date:

Days/Hours of Operation:

Note: WA State allows a maximum of 12 children. Providers with < 1 year experience are limited to 6 (WAC 110-300 series).

On-Site Manager / Designated Contact:

Manager Phone:

Manager Email:

2. STATE & MUNICIPAL LICENSING (Required — attach copies)

The provider must attach copies of the following documents. Check each box to confirm attachment:

WA State DCYF Family Home Child Care License — Current license issued by DCYF (RCW 43.216; WAC 110-300). Submit copy with this form.

City of Kennewick Business License — Required. No zoning permit is required for 6 or fewer children (Kennewick Ord. 5729). For 7–12 children, confirm with City of Kennewick Planning Division: 509-585-4280.

Direct Street Access Confirmed — Per RCW 64.38.140(2)(b), the lot must have direct driveway access to a public street.

3. INSURANCE & INDEMNIFICATION (Required — RCW 64.38.140)

Submit a Certificate of Insurance (COI) verifying the following coverage before operations begin:

Commercial General Liability Insurance — Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate. Must cover child care operations.

Professional / Childcare Liability Insurance — Minimum \$1,000,000 per occurrence.

COI Names CLPOA as Additional Insured — Certificate must name "Canyon Lakes Property Owners Association" as Additional Insured on all business-related liability policies.

Lapse Notification Agreement — Provider agrees to notify CLPOA immediately in writing if any required insurance coverage lapses, is cancelled, or is materially reduced.

3. INSURANCE & INDEMNIFICATION (Continued)

Indemnification: By signing this form, the homeowner/provider agrees, as authorized by RCW 64.38.140(2), to indemnify, defend, and hold harmless CLPOA, its Board of Directors, officers, agents, and members from any and all claims, damages, losses, legal fees, or liabilities arising out of the operation of the licensed family home child care at this property, excluding claims related to CLPOA's maintenance or condition of common elements.

Parent/Guardian Liability Waivers: Provider certifies that signed waivers releasing CLPOA from liability are in use and on file with the provider for each enrolled child, as required by RCW 64.38.140(2).

I certify that parent/guardian liability waivers releasing CLPOA are in use and on file.

4. ARCHITECTURAL & EXTERIOR COMPLIANCE (CLPOA ARC)

The property remains subject to all CC&Rs regarding community aesthetics and exterior standards, which apply equally to all Canyon Lakes homeowners. Any physical changes to the exterior require a separate CLPOA ARC Exterior Improvement Project Form submitted to and approved by the ARC prior to installation.

No ARC Changes Required — I confirm no exterior modifications are planned in connection with the child care operation.

ARC Approval Obtained — Modification(s):

Signage — Commercial or business signs are not permitted within Canyon Lakes. No exterior signage advertising the child care business will be posted on the property or in common areas.

Landscaping — The property will continue to meet Canyon Lakes standards for lawn maintenance, weeding, and general upkeep as applied to all homeowners.

5. OPERATIONAL ACKNOWLEDGMENTS (Initial each item)

The rules below apply equally to all Canyon Lakes homeowners and are consistent with the Kennewick Municipal Code. Place your initials in the box beside each item to confirm understanding:

Parking: All staff, provider, and visitor vehicles will be parked in the driveway or garage to the maximum extent possible and will not obstruct sidewalks, rights-of-way, or emergency access routes (KMC 18.12.020). Overnight parking of commercial vehicles exceeding 10,000 lbs GVW on the street or in front yards is prohibited (KMC 18.12.220).

Traffic & Drop-Off: Drop-off and pick-up of children must be conducted on the provider's driveway or in a manner that does not obstruct neighborhood traffic or emergency access. Vehicles must not idle for extended periods in the street.

Noise & Nuisance: The operation must not create noise, congestion, or disturbance that constitutes a nuisance or unreasonably interferes with the quiet enjoyment of neighboring Canyon Lakes residents. Outdoor activities must comply with applicable quiet hours as applied to all homeowners.

Rules & Regulations: I agree to adhere to all CLPOA Rules & Regulations as applied to my property, including those governing landscaping, trash/recycling, and general property maintenance.

Contact Information: I will provide CLPOA with a current 24/7 contact name and phone number for the on-site provider or designated manager and will update this information within 10 days of any change.

Notice of Cessation: I will notify the CLPOA Manager in writing within 10 days of the permanent cessation of the child care operation.

6. ENFORCEMENT & REPORTING

Community Rules Enforcement: Under RCW 64.38.020(11), CLPOA may levy reasonable fines for violations of bylaws, rules, and regulations that apply equally to all Canyon Lakes homeowners — including parking, traffic, noise/nuisance, exterior maintenance, and landscaping — after notice and an opportunity to be heard.

License Verification: CLPOA reserves the right to independently verify DCYF license and Kennewick business license status at any time via publicly available records, including DCYF's Child Care Check database (dcyf.wa.gov; 1-866-482-4325). Submission of this form does not relieve CLPOA of its right to verify compliance independently.

Reporting of Unlicensed Operations: RCW 64.38.140 protections apply only to licensed providers. An unlicensed operation is subject to full enforcement of CLPOA's governing documents. If CLPOA cannot verify a valid DCYF license, it reserves the right to report to DCYF (1-866-363-4276) and/or the City of Kennewick. Under WAC 110-300-0020, DCYF may require the provider to cease operations and may publicly post the violation if a license is not obtained within 30 days of notification.

7. CERTIFICATION & SIGNATURE

By signing below, I certify that: (1) I am the property owner of record and the DCYF-licensed family home child care provider, or the authorized agent of the property owner; (2) all information provided on this form is true and accurate to the best of my knowledge; (3) I have read, understand, and agree to the insurance, indemnification, and operational requirements set forth in this form; (4) I understand that CLPOA reserves the right to enforce community rules applied equally to all homeowners and to report unlicensed child care operations to DCYF and the City of Kennewick; and (5) parent/guardian liability waivers releasing CLPOA are in use and on file.

Signature of Property Owner / Licensed Provider: _____

Signature

Printed Name:

Date:

FOR BOARD / MANAGER USE ONLY — Do not complete this section

Note: CLPOA does not approve or deny licensed family home child care operations. This section records receipt and file completion only. See RCW 64.38.140.

Date Received:

Received By:

DCYF License Verified:

(Use Child Care Check: dcyf.wa.gov / 1-866-482-4325)

Business License Verified:

COI Received & CLPOA Named:

ARC Review Required:

Reporting Action Taken:

File / Record Number:

Notes:

HOW TO SUBMIT THIS FORM

Complete all sections and attach copies of required documents: (1) DCYF License, (2) City of Kennewick Business License, (3) Certificate of Insurance naming CLPOA as Additional Insured. Submit the completed form and all attachments to the CLPOA Community Manager by email or mail. Governing documents are available at: canyonlakespoa.org/documents/