

**MINUTES OF BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING**  
**SURFSIDE HOMEOWNERS ASSOCIATION**  
**November 15, 2008**

**Those Present:** Gene Bowen, Larry Nelsen, Chris Hanson, Cathy Gabrielson, Walt Platt, Warren Olson, Grant Murrell, James Flood, Gary Williams

**Those Absent:** None

**Staff present:** Barbara Robinson, Jim Meyers, Sara Chase, Bob Haskin.

President Warren Olson called the meeting to order at 9:00 AM.

Proxy Votes were counted and 279 of the votes have been received as of this board meeting. Votes will continue to be counted up until Friday, November 21, at 4 P.M.

**Comments from the floor were entertained:** Members, Bill Young, Ed Cook, and Mary Thorson spoke. Questions centered on the number and need for employees in the business office. Olson explained the need for office personnel due to the lack of volunteers available to do administrative jobs.

**Adoption of Agenda and Approval of Minutes:**

Two new agenda items were added: Item C, and D, respectively, under New Business, "Warehouse Roof Replacement" and, "Discussion of Water Meter Collection, in Advance, of \$50.00." There were no objections and the agenda stood as adopted. Also, the Board adopted the minutes of the October 18, Regular Board Meeting, with no additions or corrections submitted.

**OLD BUSINESS**

**Bridge Update:** Five of the six bridges are completed and can be approached from either side, however, the 318<sup>th</sup> bridge is not yet completed. The delay is due to the need for special blocks to be specially manufactured for one of the approaches of this bridge. Also the Water Department crew has constructed a protection for the outflow at 350<sup>th</sup> which is critical for flood control.

**Volunteer Appreciation Dinner Update:** The dinner is planned for December 13<sup>th</sup>, 2008 at 6:30 P.M. at the Senior Center. Surfside has approximately 100 volunteers and all were encouraged to attend. RSVP's are were encouraged ASAP.

**Water Meter Contract Agreement Update:** Robinson is in the process of working with HD Fowler to draft a contract, which conveys the ability to preserve cost over timeAlso, Sam Jacobs will review the contact draft.

**Water Rights Review by Attorney Tom Pors Update:** Tom Pors, the water law attorney, has reviewed the relevant sections of the Six Year Water Plan, the certificated water rights as well as the permit and stated he sees no need to make any changes to the plan. However, in mid December he would like to have a conference call with the board to go over specifics and determine strategies to enable the extension of the permitted water rights in 2012. After a period of time, permits can be converted to certificates, however, extensions are now more difficult to achieve and not automatically granted as in the past by the Department of Ecology. Surfside will have to demonstrate good faith to regulators regarding water conservation, etc. to warrant an extension. Surfside currently provides water rights to Oysterville. The board recommended that Pors answer the question of whether or not Surfside can benefit from franchising out water rights to Oysterville and other communities.

Member, Jerry Dunn asked about the status on shallow well fields and the arsenic levels in the water. Haskin's explained that the arsenic issue was not a Surfside issue but rather an Oysterville shallow well field issue. Surfside's water supply did not show arsenic levels to merit concern. Additionally all of Surfside's water supply is coming from deep wells and shallow wells are kept only as a backup source. Pors will be asked to address how this issue could affect the water permit renewal situation.

John Reichenbach requested information from the board regarding the possibility of a conversion of the existing generator to a single phase system. An evaluation is scheduled November 17, 2008, to get facts regarding converting rather than replacing pumps.

## **NEW BUSINESS**

**Proposed Amendments to the Purchase Order and Contract Policies in the Surfside Operational Plan:** A discussion of the amendments to the purchase order policy took place. Board policy on construction contracts, purchase orders, contracts and services and open account purchase systems processes were discussed. Specifically, cost thresholds requiring bids and board decisions, will be \$3,000 to \$20,000. Changes in language will be made to the contract regarding thresholds, processes, and board decisions and will be dealt with at the December 2008 Regular Board meeting. An approved vender list must be created as well. Additionally, the by-laws require that the board president must sign contracts and this language must also be included in the policy.

**RV Fine Policy:** Meyers presented a proposed policy, also explaining the necessity of the policy due to repeated offenders of covenant compliance. General consensus of the board was that repeat offenders should be given only one warning letter that they will be charged \$10.00 after 10 days of noncompliance. Special circumstances could be granted by a variance to this policy on a case by case basis at the discretion of the staff. This policy should be provided in writing to RV owners when they receive their permit in the spring. Meyers will rewrite the fine policy to include these changes for the December board meeting.

**Warehouse Roof Replacement:** The warehouse roof has a severe leak and expensive equipment for the Water/Field Department is stored there. A quick bid estimate was obtained from Ocean Park Roofing, of \$16,000 plus for a seamed metal roof, guaranteed for 175 mph wind guarantee with a 40 year warranty and \$11,000 plus, for a composition roof with 110 mph wind guarantee and 50 year warranty. Research has shown that it is not an affordable option to build a new building at this time and therefore repairing this building is necessary. More bids will be obtained and an Executive Committee Meeting will occur to take action to repair the roof as soon as possible.

**Discussion of Water Meter Collection, in Advance, of \$50.00:** Discussion occurred regarding the collection of funds for water meters prior to the need to use it. It was proposed that this amount could be authorized by the board for future collection but not actually collecting it until and if they are required. An initial billing of dues and fees would occur with a notification of the possibility of a future billing of the \$50.00 should it become necessary. The attorney will be consulted regarding the legal issues of this proposal and the issue is tabled until the upcoming Executive Committee session.

#### **COMMITTEE/STAFF REPORTS:**

**Water & Field Report:** Well motors have been tested and are working good. The 295<sup>th</sup> water line looping will begin next week by moving dirt first and then additional pipe will be added south of 315<sup>th</sup> and East of I for an alternate source of water to members while the crew works on this water line. Also, Bob is setting up his furniture in his office with plans to be in his office immediately after Thanksgiving break.

**Architectural Committee Report:** There have been some non compliance issues in the architectural covenants and board action will be requested to help with compliance commitments. Most approvals for the month involved fences and sheds rather than homes. Real estate for sale will be assessed again every couple of months to see if there is a correlation of property for sale with nonpayment of dues.

**Community Relations Report:** There are two people, Diane Jackson and Pam Stevens, who have stepped up to co-chair the fishing derby in July or August of next year. Therefore largemouth bass should be stocked in the Spring of 2009. Delaying the addition of the bass will also allow the blue gill to grow so as not to be consumed by the bass.

**Tree Committee Report:** Tree complaints are likely to be an ongoing issue in Surfside, however, complaints are under being dealt with in a timely manner.

**RV Committee Report:** There are 26 new complaints, 18 closed and 9 open. The same people, at the same time every year, are in non compliance. It is hoped that the fine policy will help to bring these repeat offenders into compliance.

**Grievance Committee Report:** There are 6 new complaints of which, 3 are dog complaints, 2 unshielded lighting and 1 trash in the yard complaint. First letters are going out on all of these complaints and one old complaint was closed.

**Treasurers Report:** Liens filed for this year were doubled from the year before and is expected to increase for next year. \$52,000 more revenue was collected this year than was budgeted and the source of this income was identified as follows: Metering of water for commercial customers, water hookup fees, reimbursement of a hydrant which was taken out by a members, and RV storage are partly responsible for this income. But a large portion of this income is from the business administration of the office, including interest income, finance charges, legal reimbursement, past due fees, etc. These types of income are unusual and therefore are difficult to budget for.

BOWEN MOVED TO APPROVE CHECK #16005 IN THE AMOUNT OF \$1,373.13 PAYABLE TO GRAY AND OSBORNE FOR ENGINEERING SERVICES FOR WATER METERING (REQUEST FOR PROPOSALS) TO COME FROM WATER DEPARTMENT CONTINGENCY. PLATT SECONDED. UNANIMOUSLY CARRIED.

BOWEN MOVED TO APPROVE CHECK NUMBER 16021 IN THE AMOUNT OF \$25.65 PAYABLE TO JACKS COUNTRY STORE FOR FOOTBRIDGE REPLACEMENT PROJECT. FLOOD SECONDED. UNANIMOUSLY CARRIED.

**Land and Building Report:**

NELSON MOVED THAT GEORGE MILLER BE APPOINTED AS THE CHAIRPERSON OF THE LAND AND BUILDING COMMITTEE. WILLIAMS SECONDED. UNANIMOUSLY CARRIED.

**Fish & Waterway Committee Report:** Carp are being stocked next week and based on availability bass will go in, in May or June of 2009. This is actually a beneficial delay as the bluegill will then be large enough to not be immediately eaten by the bass. Bob will order the fish depending on availability in the hatchery as quickly as possible. John Reichenbach is still looking for a co-chair who will be on board in a permanent status. Advertising for a co-chair should occur. Signage for waterways regarding fishing and restrictions, etc. is now necessary.

**Sheriff's Report:** Another block watch was officially opened. Block watch signs were put up and this is going very well. Also the free right-turn sign on Joe Johns Rd and M has been absent and Clark is working with the county to have this sign replaced in the correct location. Discussion of volunteer notifications of firearms in Surfside homes revealed that this information could be helpful in the event of a break-in or domestic violence in the home. Clark is meeting with the Sheriff to discuss this issue next week. Confidentiality is an issue for members with regard to knowledge of this sort.

**Election-Nominating Committee:** Platt requested that the chairperson and the nominating committee be appointed sooner than February as Tom Kennedy has agreed to chair the nominating committee and needs to begin sooner. The charter must be changed to allow this. Member, Tony Golda has expressed an interest to be a member of the nominating committee and Olson recommended that the new chair check with Golda regarding his continued interest.

MURRELL MOVED TO AMMEND THE CHARTER AS THE FOLLOWING: THE DURATION SECTION WILL BE AMMENDED AS SUCH, STRIKE "THE COMMITTEE SHALL OPERATE FROM FEBRUARY TO JULY OF EACH YEAR." AND AMMEND IT TO STATE "THE COMMITTEE SHALL OPERATE FROM THE DATE OF APPOINTMENT THRU THE ANNUAL MEETING OF EACH YEAR" AND UNDER THE APPOINTMENT SECTION OF THE CHARTER, AMMEND AS THE FOLLOWING: "THE NOMINATING COMMITTEE CHAIRPERSON SHALL BE SELECTED BY THE ELECTION COMMITTEE CHAIRPERSON, AND APPOINTED BY THE BOARD OF TRUSTEES AT THE REGULAR BOARD MEETING IN FEBRUARY." BY STRIKING "IN FEBRUARY" AND REPLACING WITH "BY FEBRUARY." WILLIAMS SECONDED. MOTION CARRIED UNANIMOUSLY.

BOWEN MOVED TO APPOINTMENT TOM KENNEDY AS THE NOMINATING COMMITTEE CHAIR. MURRELL SECONDED. MOTION CARRIED UNANIMOUSLY.

**I.T. Report, Emergency Program and Safety Program Reports:** Reports were summarized and identified as areas previously noted in the goals of the association for staff and members and are evidence that goals are being met. The I.T. issue has resulted in many improvements and the Emergency and Safety Programs are currently in the process of development and implementation. The Surfside Water/Field Department staff is working in conjunction with the General Manager on the development of a new Safety Plan.

WILLIAMS MOVED TO ACCEPT ALL COMMITTEE REPORTS. BOWEN SECONDED. MOTION UNANIMOUSLY CARRIED.

**CLOSED SESSION & ADJOURNMENT:** The board recessed to executive closed session at 12:15PM. No discussion or motions were entertained following closed session, and the regular meeting resumed at approximately 2:05 P.M. to be adjourned at 2:10 P.M.

GABRIELSON MOVED AND FLOOD SECONDED TO ADJOURN THE NOVEMBER 15, 2008 MEETING OF THE SURFSIDE HOMEOWNERS ASSOCIATION BOARD.

Respectfully Submitted,

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Warren Olson, President to the Board

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Gary Williams, Exec. Committee Secretary

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Dinah McCreddie, Recording Secretary