

**MINUTES OF REGULAR BOARD MEETING**  
**SURFSIDE HOMEOWNERS ASSOCIATION**  
**NOVEMBER 21, 2009**

**B.OT. Present:** Jim Flood, Chris Hanson, Martin Jenkins, Grant Murrell, Larry Nelsen, Debbie Richmond, Gary Williams, John Williams, George Miller

**Staff Present:** Ginger Byrd, Bob Haskin, Barbara Robinson, Sara Chase, Jim Meyers, Larry Clark

President, Jim Flood called the meeting to order at 9:20 a.m. and opened with an invitation for Floor Comments:

**Safety in the work place:** The objective is for every employee to be safe at the end of their work day. There will be on going workshops and training on safety.

**Floor Comments:**

Barbara Robinson, General Manager announced that Larry Clark is retiring effective January 1, 2010. A retirement party will be held December 30, 2009 from 2:00 to 4:00 pm in the Community/Board Room.

No further comments being heard Jim Flood closed the invitation for comments.

The agenda for the November 21, 2009 Board Meeting was approved and adopted as submitted.

The minutes of the October 17, 2009 Board Meeting were approved as submitted.

**Old Business:**

**Operations Manual:** Barbara Robinson General Manager reminded the board that all comments and any input for the update of the Operations Manual are due. When all comments are received she will then provided them with an updated copy showing all comments and changes.

**Final Draft Asset and Reserve Study 2009:** The Board received a copy of the final draft to peruse prior to the vote to adopt. Barbara Robinson explained the process of compiling the figures for the water main replacement by phases. The total replacement cost for the entire Surfside area would be approximately 33 million dollars for 22 miles of pipe with an expected life of 70 years. The first phase of the project covers approximately 22,000 feet of pipe replacement at a cost slightly over \$3 million The cost for the first phase, as all subsequent phases, will be extended over seventy years to

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determine the contribution to the Reserve Fund per year. Each year the amount of contribution will be recalculated.

Deborah Richmond moved to adopt the final draft of the 2009 Surfside Asset/Reserve Study as submitted. Martin Jenkins seconded the motion. The motion passed unanimously 9-0

**Up Date on 2009 Board Goals:** Nearly all of the 2009 Board Goals have been completed. The exceptions are: Use of contingency funds which will be presented to the board for approval at this meeting, and modification to existing depreciation policy pending which be carried over to 2010. Ongoing Goals have been identified and include, maintaining a positive workplace, safety training, covenant compliance and Lands and Buildings maintenance schedule.

**2009 Accomplishments:** Barbara Robinson gave an overview of the accomplishments of 2009 since July, which included Board Treasurer appointed, 2010 budget completed and presented to the board at the October 2009 board meeting, implementation and completion of Board Goals, amendments to restrictive covenants, many changes and improvements in the office and board/community room, safety items and training sessions in place, office duties revised cross training implemented. A request for Proposals was developed for audit/tax services for 2009 and subsequent years. Proposals were solicited and then reviewed.

**New Business: BOARD POLICY-** Use of Contingency Funds.

Barbara Robinson explained the need for the contingency funds board policy. It is impossible to accurately predict all needs over the projected time span for budgets due to increasing changes in technology and State and County mandates. Chris Hanson spoke of the hard work that committees made to develop line items for the budget rather than falling back on contingency funds. The object is to be more financially responsible.

George Miller moved to adopt the Use of Contingency Funds Board Policy as submitted. Gary Williams seconded the motion. The motion passed unanimously 9-0.

George Miller spoke of his vision for 306<sup>th</sup> bridge property. To have parking for people using the foot bridge, landscaping, and an American flag in place honoring the Surfside Veterans. This area is the most visible and most traveled area. George was requesting \$5,600 of the carry-over funds for this project. Grant Murrell questioned the cost to maintain this area, and questioned if this is in the best interest of members. Water delivery to members is the prime concern. George stated that maintaining communal properties is a benefit to the members and that recreational opportunities for members is also important. This was a plan presented to the Board earlier this year.

**Communications:** Barbara Robinson gave an over view of the report from Morrisette Engineering. We have had a couple of visits from the engineer as well as a construction consultant who has had lots of experience in laying of pipe. They had good information

and constructive criticism for the Water Field Service Department. We may have another visit in the future.

## **Staff and Committee Reports**

**Water and Field Service Report:** Bob Haskin, Water Field Services Superintendent said that the crew is moving along on phase six with 600 feet of pipe placed into an approximate 1200 foot project. Next week they will be flushing the system to improved water quality. The saturator has been ordered. We will be within 269 feet of a mile of pipe in the ground by the end of the year. Within three month all product will be in the ground. Larry Nelsen asked where delivery of supplies originates. He thought that supplies delivered from Olympia were free. Bob explained that there is a nominal fee for deliveries from either Portland or Olympia. We will have stock on hand to cover the possibilities of main breaks. Bob said that they are implementing many of the recommendations of the engineering firm Morrisette and Associates that is consulting with the Water and Field Service.

**Sheriff's Report:** Larry Clark reminded everyone that when decorating for the holidays to be mindful of not exposing the gifts under your tree. If your neighbors can see them, so can the "bad guys". We still have the lowest crime rate in the county, and want to have it remain so. Grant Murrell asked if Larry puts court appearances in his report. Larry said that in fourteen years he has only had six contested tickets. He has not added court appearances to his report. Grant Murrell requested that in the future any court appearances be added to the report. Larry said that he would do that and would also let his predecessor know to include court appearances in the monthly report.

**Financial Motions:** Debbie Richmond moved to approve carryover of unexpended balance of generator cover funds in the amount of \$14,976.76 to be used for 306<sup>th</sup> bridge enhancement and possible improvements to water treatment building as needed for modifications. Gary Williams seconded the motion. The motion passed 7-2 with Martin Jenkins and Grant Murrell opposing.

Grant Murrell moved to approve check number 1009 in the amount of \$301.84 payable to Woody's Septic Specialties and check number 1010 in the amount of \$539.00 payable to Hill and Son Excavating for water line replacement project. Gary Williams seconded the motion. The motion passed unanimously 9-0

John Williams moved to approve check number 16897 in the amount of \$530.24 payable to Oman and Son from reserve and transfer of funds for repair of Bridge side pump house. Gary Williams seconded the motion. The motion passed unanimously 9-0 Chris Hanson moved to carry over 2009 contingency funds in the amount of \$5,313.19 for purchase of water department saturator. John Williams seconded the motion. The motion passed unanimously 9-0

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**Compactor/RV Compliance:** Gary Williams moved to appoint David Olson chair of the RV Compliance Committee. Martin Jenkins seconded the motion. The motion passed unanimously 9-0

Grant Murrell moved to accept all staff and committee reports as submitted. Martin Jenkins seconded the motion. The motion passed unanimously 9-0

The Board recessed to closed executive session at 10:30 am. and opened again for regular session at 11:36 am.

John Williams moved to approve the contract with Moss Adams for audit and tax services with some modifications to reduce overall costs. Grant Murrell seconded the motion. The motion passed unanimously 9-0

Jim Flood asked if there were any further floor comments. None were heard.

George Miller moved to adjourn the regular board meeting at 11:50 am. Larry Nelsen seconded the motion. The motion passed unanimously 9-0.

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Jim Flood, President to the Board

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Grant Murrell, Exec. Committee Secretary

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Sara Chase, Recording Secretary

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