

SURFSIDE HOMEOWNERS ASSOCIATION  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2013-02-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SURFSIDE  
HOMEOWNERS ASSOCIATION, PACIFIC COUNTY, WASHINGTON,  
AMENDING THE LAND AND BUILDINGS COMMITTEE CHARTER AND  
THE WATER SYSTEM PLANNING COMMITTEE CHARTER AND  
PERMANENTLY RETIRING THE WATER/FIELD SERVICE  
COMMITTEE CHARTER

**WHEREAS**, The Surfside Homeowners Association Operations Manual provides for standing committees to extend the Board of Trustees capabilities to deal with the many facets of the Surfside Homeowners' business and, in addition, from time to time, appoint Temporary and/or Special Committees to handle specific problems and situations; and

**WHEREAS**, The Board of Trustees desires to keep the standing committees relevant and current; and

**WHEREAS**, The Land and Buildings Committee, the Water/Field Service Committee, and the Water Planning Committee have overlapping responsibilities; now, therefore

**BE IT RESOLVED** by the Board of Trustees of the Surfside Homeowners Association as follows:

**Section 1.** Land and Buildings Committee charter is hereby amended as shown in Attachment A.

**Section 2.** Water System Planning Committee is made a standing committee and its charter is hereby amended as shown in Attachment B.

**Section 3.** Water/Field Service Committee is hereby

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RESOLUTION 2013-02-01 - AMENDING THE LAND AND BUILDINGS COMMITTEE  
CHARTER AND THE WATER SYSTEM PLANNING COMMITTEE CHARTER AND  
RETIRING THE WATER/FIELD SERVICE COMMITTEE CHARTER

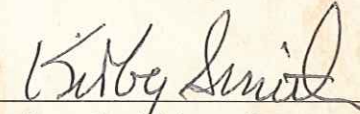
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permanently retired.

**ADOPTED** by the Board of Trustees of the Surfside Homeowners Association, Pacific County, Washington, at its regular meeting held on the 16<sup>th</sup> day of February, 2013.

  
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Gary Williams, President

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James Flood, Vice President

  
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Kirby Smith, Secretary

  
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Chris Hanson, Treasurer

Motion By: David Olson

Second By: Chris Hanson

Yea: 8

Nay: 0

Abstain: 0

## ATTACHMENT A

### COMMITTEE CHARTER

#### LAND AND BUILDINGS COMMITTEE

- PURPOSE:** Prepare short term (one year) and long term (five year) plans for Surfside land and buildings use and maintenance and repair of Surfside land and buildings and in cooperation with the Water System Planning Committee prepare, maintain, and update the Washington State required reserve study.
- DURATION:** This Committee shall have permanent status.
- APPOINTMENT:** This Committee shall have at least three members, one of which shall be a member of the Board of Trustees. The Committee Chairperson and the trustee shall be appointed by the President, with the approval of the Board. The Chairperson shall select the remaining members of the Committee.
- QUALIFICATION:** All members of this Committee shall be members in good standing or employees or agents of Surfside Homeowners Association.
1. Meetings of Committee shall be called by the Chairperson, at their discretion, as required to fulfill this charter.
  2. The Committee shall investigate any proposed purchases or listing for sale of Surfside land or buildings and report their findings of the investigation to the Board of Trustees.
  3. The Committee shall create and maintain a complete physical inventory of all Surfside properties and buildings. The inventory record will be filed in Surfside's business office and the Business Manager will control custody of the inventory record. The inventory will be updated each December and presented to the Board of Trustees at their January regular meeting for approval and adoption.
  4. The Committee will prepare a financial plan each year and present the plan to the Budget Committee at their initial Budget Committee meeting for use in preparing Operations and Capital Improvement budgets.
  5. The Chairperson of the Committee will provide a written report, when requested to do so by the Board of Trustees.
  6. The Chairperson of the committee will submit annually a list of all members of this Committee to the Board Secretary.
  7. The Committee will annually assess, in cooperation with the Business Manager, the effectiveness of the Committee, and make recommendations to the Board on any needed changes to the By-Laws, Covenants, Board Policies, Committee Charters, Position Descriptions or Operating Procedures within the jurisdiction of

the Committee, and make recommendations for improvement of the operation of the Committee.

Revised February 16, 2013

## ATTACHMENT A

### Position Description

#### Field Superintendent

**Position:** Management - Non-Exempt

**Reports To:** Business Manager

**Position, Control, and Authority:** This position is authorized by the Board of Trustees, reports directly to the Business Manager, and receives direction from the contracted Water System Manager. May receive direction and guidance from the Board of Trustees through the Trustee designated as "Lands and Buildings Trustee". This position provides supervision, administration, and technical support for the operations of the Surfside Fields Services Department in coordination with the Business Manager.

**Basic Assignments:** Responsible to supervise, develop, operate, and maintain the Surfside Homeowners Association owned buildings and lands. Provide field support for Covenant Enforcement. Oversee and supervise Field Services Department operations. Oversee and supervise the Water Department operations under the direction of the contracted Water System Manager. Acts as a field safety manager.

#### **Required Skills:**

- Ability to work effectively and respectfully with co-workers, management, Surfside members, and Surfside's Board of Trustees
- Ability to provide appropriate supervision and direction to subordinates
- Ability to effectively communicate with others
- Be reliable and trustworthy, good attendance
- Ability to represent Surfside in a positive manner
- Ability to proactively manage safety through example and ability to teach subordinates
- Ability to Operate and maintain Surfside equipment in a safe and effective manner
- Ability to coordinate with the Business Manager and Water System Manager to prepare and monitor an assigned operating budget
- Ability to allocate authorized resources in accordance with Surfside's policies and procedures to accomplish programs, goals, and objectives

#### **Job Position Duties:**

- Field Superintendent will have duties and responsibilities in the Water Department, Field Services Department, and in Covenant Enforcement Department.
- Assist Business Manager in covenant compliance enforcement field work.
- Supervise the Water Department staff on water system maintenance, operation, and projects under the direction of the contracted Water System Manager.
- Serve as back-up Water System Manager.

- Supervise the Field Services Department staff. Schedule and assign tasks, estimate project, equipment, and material needs, and oversee completion of work.
- Annually assess Surfside's lands and buildings for repairs and maintenance needs.
  - Prepare and implement a preventative maintenance schedule for all equipment, lands, and buildings.
  - Prepare an annual capital improvements report for Surfside's lands and buildings.
  - Prepare a report on recommended amendments or additions to the by-laws, covenants, board policies, committee charters, position descriptions, or operating procedures within the jurisdiction of the Field Services Department.
  - Present reports to the Business Manager on June 1<sup>st</sup> of each year.
- Maintain all Surfside lands and buildings in accordance with the approved maintenance and operations plans.
- Provide a monthly report on activities related to lands and building to the Board of Trustees.
- Oversee safety in all of Surfside's crew's activities.
- Authorize and approve, in accordance with Surfside purchasing policies, purchases of equipment, materials, and supplies for the Field Services Department.
- Authorize and approve, in accordance with Surfside contracting policies, contracting of small works contractors for the Field Services Department.
- Respond to inquiries and concerns from Surfside members regarding operation and maintenance of the lands and buildings.
- Perform other related duties as assigned by the Business Manager.

**Minimum Qualifications and Requirements:**

- Possess a two-year degree in resource management, recreation management, or related field. In lieu of education the minimum qualification would be at least five years of progressively responsible management and supervisory experience in a public works operations and maintenance function and demonstrate they have the required knowledge, experience, and skills required to perform the job satisfactorily.
- Possess a current and valid Washington State Driver's License.
- Possess a current CPR/First Aid Certificate.
- Possess a current Washington State Flaggers Certification.

Approved: February 16, 2013

## ATTACHMENT B

### COMMITTEE CHARTER

#### WATER SYSTEM PLANNING COMMITTEE

- PURPOSE:** Prepare, maintain and update the Department of Health required comprehensive water system plan and in cooperation with the Lands and Building Committee prepare, maintain, and update the Washington State required reserve study.
- DURATION:** This Committee shall have permanent status.
- APPOINTMENT:** This Committee shall have a minimum of five members. The Committee Chairperson shall be appointed by the Board President, with the approval of the Board of Trustees. The Water System Manager shall be a member of this Committee. The Designated Trustee for the Water System and the Field Services Department shall also be a member of the Committee. The Committee Chairperson shall select the remaining members of their Committee.
- QUALIFICATION:** All members of this Committee shall be members in good standing of Surfside, employees or agents of the Association.
1. The Committee meetings shall be called by the chairperson, at his discretion, as required to fulfill this charter.
  2. The Committee will work with the Water System Manager to monitor the water quality and condition of the supply and distribution system.
  3. The Committee will work with the Water System Manager to inventory all stock materials, water system infrastructure, tools, vehicles and equipment annually and report the condition of inventory to the Board of Trustees at their January regular meeting.
  4. The Committee will prepare a financial plan each year and present the plan to the Budget Committee at their initial Budget Committee meeting for use in preparing Operations and Capital Improvement budgets.
  5. The Committee will cause a written report be prepared and presented at each regular meeting of the Board of Trustees. The report will be presented by the Water System Manager.
  6. The Committee will coordinate efforts with the Land and Buildings Committee as needed.
  7. The Committee will maintain a list of the names and addresses of all Committee members submit a copy of the list to the Secretary to the Board at the January regular meeting of the Board of Trustees.

8. The Committee will annually assess, in cooperation with the Business Manager, the effectiveness of the Committee, and make recommendations to the Board on any needed changes to the By-Laws, Covenants, Board Policies, Committee Charters, Position Descriptions or Operating Procedures within the jurisdiction of the Committee, and make recommendations for improvement of the operation of the Committee.

Revised February 16, 2013