



Homeowners Association

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www.surfsideonline.org

May 12, 2018

Memo for Record; Report to Board Trustees

RE: Lands and Buildings Committee Meeting---May 10, 2018

The Committee met to consider past and future actions needed to support maintenance and operation of association facilities. This memo records the status of all actions considered. Note that some actions are closed and completed.

Members present on the date of the current meeting included:

M. Smith []
G. Gonzalez [x]
J. Clancy, trustee [x]
L. Raymer, trustee [x]
S. Winegar, trustee []
W. Neal [x]
K. Smith [x]
J. Purdin []
T. Newman [x]
L. Frazier [x]
R. Minich [x]
J. Hoover []
M. Toffelson [x]

The group considered the following:

1. RV/Compactor Site Rehabilitation Ad Hoc Committee (On-going).

(Jan 11th) Mark Smith presented a current status of the effort to redesign and refurbish the RV/Compactor site. The Ad Hoc Committee for this effort will meet on Saturday, January 13th in the business office conference room.

(Feb 8th) No update available. The contract to hire a consultant for the project has been approved by the committee.

(Mar 8th) Consultant for future design work has been hired. The committee is reviewing options and considerations for the construction work including: additional larger pull-through slots, a wash pad, additional power/lights, and expansion to adjacent SHOA property. The next Ad Hoc Committee meeting is TBD.

(April 12th) An initial drawing for a revised RV site has been produced by the consultant (see attached). Further work is needed on the design and planning documentation.

(May 10th) The Ad Hoc Committee has cancelled the contract with current consultant. The committee will meet with a different contractor to explore alternate assessments of the project.

2. Use of Old Maintenance Building (**Closed**). The Field Superintendent has suggested that the old water maintenance warehouse be retained for use as storage for the equipment and supplies associated with the maintenance of Surfside's land and building properties.

(Jan 11) As there are no immediate plans for the disposal or sale of this facility, the group directed that the facility be used to store mowing equipment, paint and supplies used to maintain our buildings.

(Feb 8th) Lands and Buildings repair and maintenance supplies and equipment are now stored at this site.

3. 350th Beach Path (**Closed**). The 350th Street beach path has been damaged by recent rains and alternate repair action will be considered.

(Jan 11th) Field Superintendent action.

(Feb 8th) Repair actions are in progress. Material costs for this repair are expected to be about \$400.

(Mar 8th) Work not completed. Awaiting available staff and reasonable weather.

(April 12th) Not completed. Awaiting available staff and reasonable weather. Should begin end of April.

May 10th) Repair complete.

4. Pedestrian Bridges Trip Hazard (On-going). The trip hazard at the pedestrian bridges identified in the 2017 site inspection and previous reports requires more robust measures to correct this safety issue.

(Jan 11th) A proposal for concrete placement to remove the hazard will be brought to the Board of Trustees for approval.

(Feb 8th) A contract for this repair has been approved by the board of trustees. Repair will be conducted by Naselle Rock and Gravel during the Spring of 2018.

(Mar 8th) Awaiting contractor's schedule and reasonable weather.

(April 12th) Awaiting contractor's schedule and reasonable weather.

(May 10th) Contractor will visit the site on May 11th. Plan to complete the work by the end of May 2018.

5. Repair of the exterior light at the compactor dry-box building (**Closed**) is awaiting parts. Also, the NE corner of the dry-box building is damaged.

(Jan 11th) Ford Electric will complete this repair.

(Feb 8th) Still awaiting parts and action by Ford Electric.

(Mar 8th) Still awaiting parts. Repair of dry-box Building NE corner will be accomplished by SHOA staff when available.

(April 12th) Light repaired. Dry box building repair will be accomplished when staff is available.

6. Electronic Controls at business office (**Reopened**).

(Jan 11th) The group approved the A&E contract to improve the security controls at the front entrance to the business office.

(Feb 8th) Repair actions complete.

(April 12th) Camera repair and electronic controls for the front door awaiting A&E work on site. Business Manager to contact A&E.

7. The Water Main Replacement project status (**Closed**) This status will be covered in the Water Planning Committee minutes.

(Jan 11th) SHOA crews have completed 580 feet of replacement along the 324th street alignment.

8. The Business front office area will be remodeled to enhance security (**On-going**).

(Feb 8th) Permit for the Front Office self help remodeling project from Pacific County should be delivered this week. Construction will begin after permit receipt.

(Mar 11th) Permit received. Framing and dry wall work complete. Painting and installation of doors remains.

(April 12th) Most construction work completed. Staff will reorganize office furniture. A&E control work needs to be completed (see previous).

(May 10th) Still awaiting contact with and arrival of A&E

9. Removal of debris and limbs for Lakes and Waterways (On-going). Similar to parallel actions being undertaken by the Fish and Waterways committee.

(Mar 11th) The committee approved a DPR proposal to remove limbs and debris from Twin Lakes. DPR also performed an emergency removal of trees adjacent to the compactor site which could have damaged the site.

(April 12th) No new work completed. Field Superintendent will follow-up with contractor.

(May 10th) No work completed. Awaiting dryer weather.

10. 2018 Site Maintenance Plan (On-going).

(April 12th) No progress on this task.

(May 10th) No progress. However annual site inspection will begin shortly.

11. Street Cross Walk Painting (On-Going). A member has requested cross walks at a variety of locations throughout Surfside to enhance safety and reduce speeding. Also, the Land and Buildings Committee is considering the purchase of a speed monitoring sign.

(April 12th) Field Superintendent will develop a map of likely locations for cross walks. Water Systems Manager provided documentation for a speed control sign. Committee will forward a letter to the Pacific County Engineer request advice and guidance on the placing of crosswalks.

(May 10th) Committee will meet with Pacific County Engineer on May 17, 2018.

12. Skating Lake Flooding (On-going).

(April 12th) The Pacific County Flood Control District is considering a project to minimize flooding in the Skating Lake area. Mr. Raymer will follow-up at the next Pacific County Flood Control Advisory Board meeting.

(May 10th) Pacific County Flood Control District is considering additional control measures at this site. Perhaps a drainage pipe from Skating Lake to Stackpole area. Further information at the next District meeting.

13. Spring 2018 Site Inspection. Required annually by Land and Buildings operating Instruction.

(April 12th) Inspection by Field Superintendent and Mr. Raymer should begin in May.

(May 10th) Inspection should begin shortly.

14. Spring 2018 Weed, trails and lake pest spraying (On-going).

(April 12th) Awaiting better weather.

(May 10th) Trail spraying complete. Spraying other areas in progress. The Business Manager will be getting quote for spraying of the Playground.

15. The windows of the business office (Open). Windows need replacement are at end of life. Business manager will get quote for replacing and proceed if the quote is below procurement threshold. Also, the Business will have installed new lighting fixtures which are compliant with covenants.

16. Beach path at 306th Street (Open). Member has observed that the Surfside path at this location requires repair. Field Superintendent will investigate.

The group will meet again on June 7, 2018 in the conference room at 9AM.