



***Homeowners Association***

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*www.surfsideonline.org*

July 12, 2018

**Memo for Record; Report to Board Trustees**

RE: Lands and Buildings Committee Meeting---July 12, 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 [ X ]  
G. Gonzalez [ ]  
J. Clancy, trustee [X]  
L. Raymer, trustee [X]  
S. Winegar, trustee [X] phone  
W. Neal [X]  
K. Smith [X]  
J. Purdin [X]  
T. Newman [X]  
L. Frazier [X]  
R. Minich, Chairman [X]  
J. Hoover [ ]

The group considered the following:

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

(Jan 11<sup>th</sup>) 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 13<sup>th</sup> in the business office conference room.

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

(Mar 8<sup>th</sup>) 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 12<sup>th</sup>) 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 10<sup>th</sup>) 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.

(July 12<sup>th</sup>) Waiting wetlands report from Beaver Creek Environmental. Based on report, go back to Bob Connelly. Proactively letter to 16 members taking two spaces, remove approximately 5 derelict vehicles, seek alternative locations as possible smaller alternative storage. Proceed with electrical upgrade plans in compactor that will affect RV storage, and announcements in SS Weekender.

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 8<sup>th</sup>) Lands and Buildings repair and maintenance supplies and equipment are now stored at this site.

3. 350<sup>th</sup> Beach Path (**Re-open**). The 350<sup>th</sup> Street beach path has been damaged by recent rains and alternate repair action will be considered.

(Jan 11<sup>th</sup>) Field Superintendent action.

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

(Mar 8<sup>th</sup>) Work not completed. Awaiting available staff and reasonable weather.

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

May 10<sup>th</sup>) Repair complete.

(July 12<sup>th</sup>) Spring site inspection revealed repair to be inadequate, a continued fall hazard. Gil, Larry, and Ric Minich will review remedy. Possible engineer design needed and hand rails.

4. Pedestrian Bridges Trip Hazard (**Closed**). 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 11<sup>th</sup>) A proposal for concrete placement to remove the hazard will be brought to the Board of Trustees for approval.

(Feb 8<sup>th</sup>) 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 8<sup>th</sup>) Awaiting contractor's schedule and reasonable weather.

(April 12<sup>th</sup>) Awaiting contractor's schedule and reasonable weather.

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

(July 12<sup>th</sup>) All bridges trip hazards have been completed. This item to be closed.

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

(Jan 11<sup>th</sup>) Ford Electric will complete this repair.

(Feb 8<sup>th</sup>) Still awaiting parts and action by Ford Electric.

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

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

(July 12<sup>th</sup>) Dry box building light repair still has not been completed according to Gil. Will make effort to complete this.

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

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

(Feb 8<sup>th</sup>) Repair actions complete.

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

(July 12<sup>th</sup>) Completed, Closed.

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

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

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

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

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

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

(May 10<sup>th</sup>) Still awaiting contact with and arrival of A&E.

(July 12<sup>th</sup>) Completed, closed.

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 11<sup>th</sup>) 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 12<sup>th</sup>) No new work completed. Field Superintendent will follow-up with contractor.

(May 10<sup>th</sup>) No work completed. Awaiting dryer weather.

(July 12<sup>th</sup>) Approved contract to DPR. Check with Gil for status of clean-up.

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

(April 12<sup>th</sup>) No progress on this task.

(May 10<sup>th</sup>) No progress. However annual site inspection will begin shortly.

(July 12<sup>th</sup>) This word document was written by James Clancy. He will forward it to Ric Minich for short and long term plan, starting 2019. Larry & Gil will assist.

11. Street Cross Walk Painting (**Closed**). 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 12<sup>th</sup>) Field Superintendent will develop a map of likely locations for cross walks. Water Systems Manager provided documentation for a speed control sign. (Going) Required annually by Land and Buildings operating Instruction.

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

(May 10<sup>th</sup>) Inspection should begin shortly.

(July 12<sup>th</sup>) The report is attached. The Superintendent, Mr. Raymer, and Mr. Minich will prioritize and estimate cost for each item and have that available for the August Lands & Buildings Committee meeting.

#### 12. Skating Lake Flooding (**On-Going**)

(April 12<sup>th</sup>) 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 10<sup>th</sup>) The PCFC 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.

(July 12<sup>th</sup>) County has surveyed to put in new drain. Completion will be reported in August meeting after Mr. Raymer attends next county flood control meeting.

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

(April 12<sup>th</sup>) Inspection by Field Superintendent and Mr. Raymer to begin May.

(May 10<sup>th</sup>) Inspection should begin shortly.

(July 12<sup>th</sup>) Completed Spring inspection accompanies these minutes. Superintendent, Mr. Raymer and Mr. Minich will prioritize, evaluate, estimate, and report in August meeting. In addition, fishing docks and boat launches will be considered.

#### 14. Spring 2018 Weed, trails and lake pest spraying (**On-Going**).

(April 12<sup>th</sup>) Awaiting better weather.

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

(July 12<sup>th</sup>) Spraying completed. However, Larry noted that at Twin Lake (West) toxic yellow flag iris still flourish.

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.

(July 12<sup>th</sup>) Of the two windows requested, only one was replaced. Laura stated this is sufficient. Matter of new lighting fixtures was not discussed. Will check and report in August meeting.

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

(July 12<sup>th</sup>) This has been an issued raised in May. Superintendent, Mr. Raymer, and Mr. Minich will meet with the member, prioritize this issue as part of the 2018 Spring survey. Recommendations will be made at the August meeting.

#### **NEW BUSINESS:**

17. Day of the month for the Lands and Buildings Committee meeting. (**CLOSED**) For a month or two a year, the second Thursday is followed in two days by the third Saturday, the Surfside Board Meeting, not allowing enough time for the Lands & Building Committee to report to the Surfside HOA Board of Trustees.

(July 12<sup>th</sup>) With two meetings Lands & Buildings followed by Water Department, the Water Department needs about five days to prepare the previous month report. Lands & Buildings must submit notes of the meeting to the trustees a week prior to their third meeting. Water agreed to be flexible. However, these will be the scheduled meeting dates for the rest of 2018: August 9<sup>th</sup>, September 13<sup>th</sup>, October 11<sup>th</sup>, November 8<sup>th</sup>, and December 13<sup>th</sup>.

18. Skating Lake Pavilion proposed closure. What specifically does this mean? (**On-Going**)

(July 12<sup>th</sup>) The Skating Lake Pavilion is currently closed in that the restrooms are locked. Laura says restroom keys can be obtained at SHOA office to responsible individuals. The Supervisor, Mr. Raymer and Mr. Minich will review the usage of this pavilion, making recommendations for August meeting.

19. Preparation of 2019 budget. (**On-Going**)

(July 12<sup>th</sup>) It is recommended that Laura along with Heidi begin gathering information as well as questions for budget presentation in November. 17<sup>th</sup>.

20. New Business for August.

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