



Homeowners Association

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www.surfsideonline.org

October 11, 2018

Memo for Record; Report to Board Trustees

RE: Lands and Buildings Committee Meeting---October 11, 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 [X]
J. Clancy []
L. Raymer, trustee [X]
S. Winegar, trustee []
W. Neal []
K. Smith []
J. Purdin []
T. Newman []
L. Frazier []
R. Minich, Chairman [X]
C Chandler, Trustee []

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.

(July 12th) 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.

(August 9th) No members of committee were present. Mr. Minich reported that Mark Heckert of Beaver Creek Environmental was waiting for RV/Compactor site survey before he could complete the environmental impact study. The survey is to be done by Joe Plahuta of Grey & Osborne. He is on vacation until August 15th and will be contacted by Mr. Minich for date of survey.

(September 13th) Survey crews schedule to survey RV area for extent of wetlands next week. Findings and results to follow. Mr. Raymer and Mr. Gonzalez will assist their efforts for efficiency.

(October 11th) I reported Gray & Osborn have completed the wetlands survey outside the RV storage. Will process it Friday, October 12, 2018, and send it to Beaver Creek next week for preparation to county approval. It has been found that 2 ½ acres adjacent to the RV lot is for sale. The committee discussed but premature to consider. Likely sale price, cost to develop will make it unreasonable.

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 (**Re-open**). 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.

(July 12th) 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.

(August 9th) Mr. Gonzales has proposed installing hand rails to the existing steps to resolve the issue. He will present a design/plan and then proceed.

(September 13th) Hand rails are under construction, in house, per Mr. Gonzalez

(October 11th) Hand rail completed in house and looks great. Mr. Gonzales says county would like to see a French drain installed above the upper step to keep the rain from washing out the steps.

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 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.

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

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.

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

(August 9th) Gil reported this is complete. Item closed.

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

(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

(July 12th) Completed, Closed.

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 (**Closed**).

(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.
(July 12th) Completed, closed.

9. Removal of debris and limbs for Lakes and Waterways (Closed). 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.
(July 12th) Approved contract to DPR. Check with Gil for status of clean-up.
(August 9th) Gil brought eleven pictures of lakes and water ways cleared this year. More areas need to be done but this completes the 2018 contract for this year. Closed.

10. 2018 Site Maintenance Plan (Resume 2019).

(April 12th) No progress on this task.

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

(July 12th) 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.

(August 9th) No discussion.

(September 13th) Please refer to attached survey sheet that records progress.

(October 11th) Completed for 2018

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

(May 10th) Inspection should begin shortly.

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

(August 9th) Mr. Raymer was absent and therefore no report. Expect report in September.

(September 13th) Complicated in that Pacific County has control of in flow to Surfside as well as exit (Stackpole to drainage system elevations). The area has

been surveyed by Pacific County. The county projects the flood control project will be completed by 2020. Will continue to monitor and work with Waterways Committee.

(October 11th) Continues discussion to include Twin Lakes which affects the Golf Course. Mr. Gonzalez and Mr. Raymer will continue to monitor.

13. Spring 2018 Site Inspection. Required annually by Land and Buildings operating instructions. (Resume 2019)

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

(May 10th) Inspection should begin shortly.

(July 12th) 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.

(August 9th) Current direction of Spring inspection remedies for 2018 is attached and noted on inspection sheet.

(September 13th) Refer to item #10.

(October 11th) Refer to attached inspection sheet.

14. Spring 2018 Weed, trails and lake pest spraying (**Resume 2019**).

(April 12th) Waiting better weather.

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

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

(August 9th) Due to the absence of Mr. Raymer, there was no discussion of areas of weed control. Upon Mr. Raymer's direction, contractor spraying weeds will be director to continue spraying.

(September 13th) At this date, the season is beyond weed growth. A more specific and targeted weed control will begin next Spring. The item is closed.

15. The windows of the business office (**Closed**). 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 12th) 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.

(August 9th) Regarding new lighting fixtures, nothing was discussed or concluded.

(September 13th) Lighting fixtures have been completed. The item is closed.

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

(July 12th) 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.

(August 9th) As of the meeting, nothing has been done. Action will be taken before this month ends.

(September 13th) To be completed this year with co-ordination and direction by Kirby Smith. Simplest and most efficient method is to haul gravel in through neighbor's property. Permission to cross the property is being sought. Progress or completion will be discussed at October meeting.

(October 11th) Current plan is to complete this path maintenance 3dr week of October.

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 12th) 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 9th, September 13th, October 11th, November 8th, and December 13th.

18. Skating Lake Pavilion proposed closure. What specifically does this mean? **(Resume 2019)**

(July 12th) 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.

(August 9th) Some suggestions were discussed including card access control and video surveillance. Both were considered too costly. Considerations and resolution continue. Pavilion remains status quo.

(September 13th) Pavilion remains status quo. With end of summer season, this will be discussed At Start of 2019.

19. Preparation of 2019 budget. **(Completed)**

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

(August 9th) Rudd Turner discussed schedule for 2019 budget. First Budget Committee meeting is August 22nd with three following every other week. Initial budget will be ready for first meeting.

(October 11th) Completed

20. Dog Deposit Stations have been suggested for all the cabana areas. **(Closed)**

(September 13th) Committee discussed the merits and costs. At over \$750. For initial installation, ongoing service and maintenance, plus misuse as trash receptacles, the committee felt this was not a prudent use of SHOA funds and rejected the proposal.

21. Mr. Gonzales, the Supervisor has proposed a storage shed for the administration area to relieve double lifting and hauling of seasonal equipment. **(OPEN)**

(September 13th) The idea was discussed. The committee was in agreement that the storage shed should be next to the SHOA Administration Building. The solution is to move the existing shed from the RV area to the Admin building. The costs to build a second shed which will not require a permit but hold all SHOA summer outdoor devices. Mr. Gonzalez will report progress and cost in September.

(October 11th) Proposal to move existing 10X12 shed from RV area to SHOA Administration building, first attempt in house, if not by Hill & Sons. In house build a 2nd shed 10X8 on adjacent lot for approximately \$1,000. to give all room necessary for SHOA property storage. Proposal approved by committee. Completion may be done before close of 2018.

NEW BUSINESS

22. Mr. Gonzalez has a proposal to remove trees on SHOA property whose limbs are hanging over a homeowners fence. The proposal is to remove them before winter storms cause damage to the fence. Discussion will follow. (On-Going)

(October 11th) Mr. Gonzalez will be with homeowner Saturday, Oct 13th to gain access to the trees. In house crews will attempt to trim limbs. If not successful, work will be contracted to relieve danger of broken limbs to private property.

23. New Business for October, FFA of Ilwaco HS has requested to place a recycle bin at the SHOA Compactor site for cash recyclable plastic bottles and cans. They will empty bin at least weekly, twice weekly if necessary. Proposal was approved by the Committee. Mr. Gonzalez will co-ordinate with the compactor staff. Contact information will be given to Laura Frazier.

The committee will meet again on November 8th, 2018 in the conference room at 9AM.