




Silver Firs Homeowners Association Phase II
Operations Committee Report for JUL-2003

Motions

Motions	Links
Motion to revise soccer field reservation form, Conditions of Use, to update process to include schedules for making applications .	 "009-2-1 Draft Rev JUL-2003.doc"
Motion to approve scope of service for mail station finish .	 "002-3 SOS-finish.doc"
Motion to reimburse Jim Yourkowski for the amount of \$ 23.68 for lighted sign repairs at Pembridge West. The expense is for 2 light sensors. The committee installed one of the sensors at Pembridge West. The other is retained as a spare. Reference receipt 1.	---
Motion to reimburse Jim Yourkowski for the amount of \$7.49 for cover plates for electrical boxes at Pembridge West entrance and for red warning ribbon to mark the holes in the fences around ponds and fallen trees across trails. Reference receipt 2.	---

Review Commitments

Requested of	Commitments	Links
CWD	Asphalt path repairs	---
CWD	Add chain link fence to create a passage across the dam near Lot 10C-26	 "016-9 Addition of chain link fence near
CWD	Repair hole in chain link fence near Lot 9A-80 On JUL-9, the Committee talked to the person who made the repairs and inspected the work. The Committee finds the repairs acceptable. To CWD, please provide to the committee, the total cost of this project.	---
John and Debbie	On JUL-05-03, Jim motioned via email to appoint Debbie Smith to the office of Assistant Secretary. On JUL-07-03, Troy Lucas seconded. There was no discussion.	

Silver Firs Homeowners Association Phase II
Operations Committee
Scope of Service of Sign Lighting Improvements

The scope of service for The CWD Group follows:

- Provide the committee with a catalog of external sign lighting fixtures.
- The committee will select fixtures that reduce our costs by:
 - Reducing power cost by
 - Installing fixtures that have provisions for fluorescent light bulbs
 - Reducing repair cost by installing fixtures that:
 - Resist vandals.
 - Resist wet, acidic environment.
 - Incorporate the transformer into the fixture rather than in the replacement light bulb.
 -

Procure and install fixtures selected by the committee.

- Replace all below-ground junction boxes with above-ground junction boxes.
- Re-locate lights in proximity to the signs to provide adequate sign lighting.

Notes for budget

We should budget \$50 per year to cover bulb replacement.

CFL's cost 25% of the cost to light an incandescent bulb.

Summary

Here is an inventory of Entrance Sign Lighting:

Neighborhood	Lights ?	Type of Light	Manufacturers Data	Notes
Sherwood East	✓	1		<p>MAR-2003: I replaced both bulbs with florescent bulbs (90w equiv). They are supposed to last 7 years. They cost about \$7per bulb.</p> <p>APR-00: At my request, Centex replaced them with can lights. I regret this. The original fluorescent lights seem to work very well- long lasting.</p> <p>NOV-99: The only florescent- 2 13 watt bulbs per fixture. Circuit breakers for lights and sprinkler system are labeled incorrectly.</p>
Sherwood West	✓	1		<p>JUN-2003: I fixed 2 problems:</p> <ol style="list-style-type: none"> <li data-bbox="911 919 1422 1220">1. The GFCI CB's were wired wrong. The neutral wire must connect to the CB in order to measure the difference between outgoing and return current. The CB comes with another white wire that connects the return white wire to the grounding block in the CB box. Once this was corrected, the irrigation controller worked. I set it to MON and FRI morning for 10 minutes. <li data-bbox="911 1241 1422 1514">2. I isolated a short in the sign lighting circuit to the wire that connects the 2 lights in front of the sign. I couldn't find the exact location of the short. It must have been a short in the white wire because I could illuminate the lights if I bypassed the GFCI feature. So, in effect, the short in the white wire was acting as a ground wire. <p>Notes: The junction boxes under ground contain water and corrosion. I'm not satisfied with this scheme. Is there a better way to make outdoor connections? Above ground? Use grease at the breakouts to the box- same as in the wire nut connections? Better gasket on box cover? One had rubber. Another had only fiber-wrong.</p> <p>MAR-2002: Bulbs OK. Short circuit. Probably where they disconnected the can lights that shined on the trees</p>

				<p>behind the fence.</p> <p>APR-00: At my request, replaced haogen lights with can lights for use with screw in light bulbs.</p> <p>NOV-99: Halogen lights.</p>
Vintage Sign	✓	3		<p>FEB-2002: I replaced the light bulbs. Difficult- fixture is cheap design.</p> <p>APR-00: Fixed by Centex, but only 2 lights now.</p> <p>JAN-00: Looks vandalized.</p> <p>NOV-99: The best! The only lighting system to use a low voltage system with halogen bulbs.</p>
Thornbury South	✓	1	<p>Daltor</p> <p>One Roanoke Ave</p> <p>Rockway, NJ 07866</p> <p>(201) 627-9132</p> <p>Catalogue: AP-40/8-G</p> <p>Date: 8-95</p>	<p>JAN-2003: These lights are still on! Amazing.</p> <p>FEB-2002: Replaced both lights with compact fluorescent bulbs. These are called Phillips Marathon Super Long Life for universal use. They are guaranteed to last 7 years. They cost \$15 per bulb.</p> <p>AUG-01-00: Vandals smashed left lens. They didn't like the green light I had installed there. They broke the lens over the green light on the Village sign as well. I've decided to buy the longest life bulbs I can find. Replaced both bulbs with 150 watt, 5600 hour life. These new bulbs should last 18 months, until JAN-2002, assuming they are lit 9 hours per night in summer (APR-SEP) and 12 in winter (OCT-MAR) and no vandalism.</p> <p>JAN-00: Red light burned out. Replaced it with a white light.</p> <p>NOV-99: Floodlights. Left one was full of water. Corroded socket. The right one was more dry. Put in Xmas red and green Xmas lights. Added a string of Xmas lights above sign.</p>
The Village	✓	1	<p>Prescolite</p> <p>San Leandro, CA</p> <p>Catalogue Number: 5120</p>	<p>APR-2003: I replaced both bulbs with florescent bulbs (Sylvania, 100w equiv). They are supposed to last 7 years. They cost about \$7per bulb.</p> <p>AUG-01-00: Vandals smashed right lens. They didn't like the green light I had installed there. They broke the lens over the green light on the Village sign as well. I've decided to buy the longest life bulbs I can find. Replaced both</p>

				<p>bulbs with 150 watt, 5600 hour life. These new bulbs should last 18 months, until JAN-2002, assuming they are lit 9 hours per night in summer (APR-SEP) and 12 in winter (OCT-MAR) and no vandalism.</p> <p>APR-00: At my request, replaced with can lights</p> <p>JAN-00: Vandalized. Fixtures torn out of the ground. All fixed soon by Centex I guess.</p> <p>NOV-99: Cigarette lights.</p>
Pembridge East	✓	2		<p>OCT-00: 2/3 are out.</p> <p>APR-00: I fixed all.</p> <p>NOV-99: Halogen lights. Broken or loose mounts.</p>
Pembridge West	✓	2		<p>FEB-00: This is an area under construction. I will leave these to Centex for now.</p>
Hillcrest	✓	2		<p>APR-00: Center one is vandalized. I took it home for repair. Its all corroded now. Don't know why. Because I removed it, the other don't work either.</p> <p>FEB-00: Replaced bulbs. Fixed broken wires.</p> <p>JAN-00: All out.</p> <p>DEC-99 Center light was out. Center fixture was vandalized and the wires were broken. I move the bulb to the left fixture. I think vandalism could be a problem for these kind of lights.</p> <p>NOV-99: Halogen lights. The circuit breaker was popped. Reset breaker. Installed new bulb in center.</p>
The Village trees and flags		NA		<p>APR-00: At my request, Centex used these lights to replace halogen lights.</p> <p>NOV-99: Floodlights. I bought the bulb. Haven't installed them yet.</p>
Vintage Monument (on the west side of 54 th ave)		NA		<p>APR-00: At my request, Centex removed these lights because of vandals.</p> <p>JAN-00: Fixtures torn out of the ground.</p> <p>NOV-99: Floodlights. Vandalized fixtures. Lights still work. Exposed cable. Broken insulation.</p>
Scarborough North	no			

Scarborough South	no			
Thornbury North	no			NOV-99: Broken brick supports on left side of sign.
Trees at Sherwood East There were 3 can lights that cast light up on the trees behind the fence.	no	NA		APR-00: At my request, Centex used these lights to replace halogen lights. The wires must be terminated in the ground where the lights used to be. NOV-99: All lights out. I replaced the bulbs.
Canterbury	no	NA		
Canterbury Heights	no	NA		

Type of Lights

1. Traditional screw in light bulb, 150 watt max
2. Halogen, cigarette type, can't remember the size.
3. Low voltage

SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION

Rules Committee- Board Policy

Ad Hoc Sub-Committees

Summary

Jimbo presented the following motion at the SEP-02 Board meeting and it passed:

Whereas:

- According to Board Policy 30, adopted by the Board on APR-23-2001, The Association shall have 5 committees that investigate various issues facing the Association and make recommendations to the Board for decision and the Landscape Committee is responsible for the maintenance of all common area landscaping, (including irrigation system but excluding structures and equipment), the coordination of any special clean ups, and acting as liaison to the landscape company,
- Homeowner involvement in the committee meetings is low.
- The Board desires an alternate means of satisfying the intent of Board Policy 30, which is to provide a means for homeowners to be involved in addressing association issues.

Be it resolved that:

- The Board adopts a new policy that allows for ad hoc committees to form that may petition the board for funds after the following conditions have been met:
 - The committee must apply to the Board for recognition.
 - After being recognized by the Board, the committee must meet at least once.
 - Each meeting of the committee must be advertised to the association membership by email via the Property Manager at least 7 days before the meeting. Each meeting notice will provide the coordinates for the meeting (Day, Date, Time, Location), an agenda and a means to contact a member of the committee by telephone and by email.
 - The ad hoc committee may prepare a proposal, which includes a scope of service and a request for funds to the board via the property manager at least 1 week prior to the next board meeting. The board will invite members of the ad hoc committee to attend the next board meeting to present its proposal.
 - The Board will make a decision on the proposal at the meeting. The decision could be to approve, disapprove or return to committee or hold until funds are available.
 - If funds are approved for the project, the ad hoc committee will manage the project to completion.
 - Upon completion, the ad hoc committee will make a report to the board with the following elements:
 - What worked
 - What didn't work

- What would you do next time.
- The Board will retain records of the ad hoc committee to assist other such ad hoc committees.


Background

This idea came up at the [SEP-2002 Landscape Committee meeting](#).

SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION

Operations Committee

**Report from the Ad hoc committee with focus on repairs and finish
 to the mail station near Lot A1-23**

NOV-08-01	Homeowner Jeff Rogers, Lot 6A1-23 contacts the Property Manager to ask about re-finishing and repair of the mail station near his home.
SEP-23-02	Director of Operations Committee, Jim Yourkowski motioned the board to adopt a policy for an ad hoc committee process . The motion passes.
NOV-25-02	Jim Yourkowski motioned the board to recognize an ad hoc Operations sub-committee with focus on mail station repair and finish headed by Jeff Rogers of Sherwood . The motioned passes.
FEB-27-03	The ad hoc committee met as prescribed by policy. Meeting Notes:  "2003-02-27 Ad Hoc Committee- Mail Stat
MAR-24-03	Jeff submitted a Request for Funding for Repair of a Mail Station in Sherwood. The Board authorized Jeff to work with CWD to accomplish the repairs.
APR-11-03	Jeff reports that the repairs are complete. He submits his report to the Operations Committee: The mail station looks great! I met Tom From CWD on Friday last week and we got the job done. He did the repairs and I used the stain that Jimbo had to re-stain the station. I gave the excess stain and shakes to Jimbo for storage. Everything worked. I would do nothing different next time.
MAY-19-03	Jim requests the cost of the repair from Kate. Kate makes a commitment to provide that information.
JUN-24-03	Kate provides costs at the JUN-2003 board meeting: Labor \$360 (8 hours labor at \$45 per hour) Materials \$85 in materials Tax \$40 Total cost \$485
JUL-28-03	Jim provides this final report to the Board.

End of Report...jy

SILVER FIRS PHASE II HOMEOWNERS ASSOCIATION

Operations Committee

**Scope of Service and Request for Bid for
Mail Station Re-finishing**

From:

Jim Yourkowski
Vice President and Director of Operations Committee
Silver Firs Homeowners Association Phase II

Dear Contractor,

Request for Service

Please contact me if you are interested in performing the work under Scope of Service below.

If so, please provide your hourly labor charge to paint our mailstations:

Your Labor Charge (per hour): _____

I understand that this is for labor only and does not include tax.

Please indicate your non-labor (shop supplies, travel, etc.) costs here:

Item	Cost

Period

Initially, I ask that you spend no more than 20 hours in our neighborhood painting any of the mail stations in the area shown on the map following the Scope of Service provided below.

Scope of Service

Apply stain to all wood surfaces of the mail station except the roof shingles and the underside of the roof. Do not prepare the surfaces in any way except to tear off any advertisements. Ignore staples or tacks, nails, or anything else on the surface of the wood. One partial 5-gallon bucket of stain is available from me. Please purchase more if necessary:

The paint used on the fences and mail stations in Silver Firs is an oil-based, semi-transparent stain. The color is called "Bob's Blue". It's available in 5-gallon containers from Columbia Paint in Everett, 2115 Pacific Ave, Everett 98201, 425-252-0627. It costs about \$19 per gallon.

While you in the neighborhood, please provide an estimate of carpentry or other repairs that you recommend for any of the mail stations. Examples of other repairs may include: caulking, patching,

pressure washing and treating the cedar shakes with preservative. Include labor and materials in the estimate.

Please index the recommended work and estimate using the nearest Lot number from the map. For example:

Nearest Lot Number	Work	Bid
Div. 6A-1, Lot 2	Fix loose roof and re-shingle	\$200

This way, I can inspect the mail station to see if I'm interested in your offer.

Communications

At the end of the period, please provide a report with the following information:

- The number of mail stations that were painted and their locations (please use the attached map to indicate the locations)
- The number of hours needed to accomplish the work for that day.
- Make a labor estimate to paint the remainder of the mail stations in the area bounded by the map.
- An index of recommended work and estimate to accomplish the carpentry or other repairs as shown in the example above.

Background

The work is not easily bid until you and I can get some experience with the scope of the work. So I am willing to pay by the hour for the first 20 hours. I can inspect your work and then we can discuss a bid on the remainder of the job after that. Hopeful this will create a quality outcome and reduce our risks.

Schedule

This work can be performed at any time that it is convenient to you. I will be sending this request to several contractors at the same time.

How to Contact Me

Telephone:

Day: 425-294-7098

Night: 425-338-4289

Email: jim.Yourkowski@GTE.net

You can drop off your report at my house:

Div 6A-1, Lot 2

Or you can mail it to me:

5715 149th St. SE

Everett, WA 98208

Thank you

I look forward to hearing from you.




	<p>On JUL-16-03, Jim called for a vote.</p> <p>On JUL-17-03, Troy voted yes.</p> <p>On JUL-17-03, Peter voted yes.</p> <p>On JUL-18-03, John voted yes.</p> <p>I'm waiting on the vote of Debbie.</p>	
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Reports

Communications Committee

Reports	Links
Jim Yourkowski reports that on JUL-03 he used the new web site to report a tree of concern to the association. On JUL-04, Peter acknowledged that he had received the report and he forwarded it to the Operations Committee for action this fall.	
Jim reports that on JUL-07, he used the web site to report a found dog.	
Thanks to Peter for addressing the many issues initiating the new web site.	

Operations Committee

Reports	Links
Here is the final report of the Operation ad hoc Sub-Committee with focus on mail station repair and finish led by Jeff Rogers of Sherwood.	 "003 Ad hoc committee with focus
On JUN-17, a homeowner wrote to the committee to volunteer to be a member of the ad hoc committee for getting a basketball hoop added to the park across from his house. The committee referred the homeowner to the ad hoc committee process . The first step in the process application to the board for recognition.	 "006 Ad Hoc Committees.doc"
On JUN-29, the committee inspected the entrance sign lighting system at the entrance to Sherwood West. The system appears to be working (no circuit breaker trips). The Committee's assumption is that the ground has dried out. Possibly wet ground and corroded connections was causing the short circuits.	
<p>On JUN-30, the committee inspected entrance sign lighting with a representative from The CWD Group, Inc. with focus on capital improvement of the existing sign lighting.</p> <p>The committee agreed to work with CWD to prepare a scope of service to upgrade the lighting fixtures and wiring at the lighted entrances for a labor amount target of \$1500 and not to exceed amount of \$2000.</p>	 "019-8 SOS for Sign Lighting Improvemen
On JUL-01, homeowner Brian Judd of Pembridge offered to survey the common areas in Pembridge with focus on holes in fences surrounding the drainage areas. Once we have his report, we can initiate a scope of service for making repairs.	



<p>On JUL-17, Brian provided a mark-up of a map showing the locations of the holes in the fences. He declined to lead an ad hoc sub-committee on this subject.</p> <p>On JUL-21, the committee marked the fence areas with red warning tape.</p>	
<p>On JUL-03, the Property Manager reported that a homeowner in Hillcrest reported a "very large swarm of bees in an evergreen tree" in the common area behind her home that she feels is endangering her and her family.</p> <p>The committee responded to the Property Manager as follows:</p> <p style="padding-left: 40px;">This sounds like safety concern, which is a subject for the Operations Committee. These are my thoughts:</p> <p style="padding-left: 40px;">I would recommend that the homeowner form an Operations ad hoc sub-committee and petition the board for funds to assess and, if necessary, remove the hazard. In this case, I would recommend the ad hoc committee (once recognized by the board) contact the services of a number of pest control or bee specialists to determine the best course of action.</p> <p style="padding-left: 40px;">The board policy on ad hoc committee processes is attached for reference.</p>	
<p>On JUL-07 thru JUL-13, the committee repaired the sign lighting at the Pembridge west entrance. Repair summary:</p> <ul style="list-style-type: none"> • Refurbish 2 of the 3 light fixtures. 1 light was not repairable- broken housing. • Install new halogen light bulbs. • Install a new light sensor. The light sensor was failed to ON, causing the lights to remain on even in daylight. • Install new wire nuts with dielectric grease to prevent short circuits in wet conditions. • Index the circuit breakers for future reference. 	
<p>On JUL-10, Debbie Smith provided info on the water supply meters to the committee.</p>	
<p>Second week in July. Jim Yourkowski received a check for the amount of \$173.69 for lighted sign repairs at Sherwood West and Hillcrest East.</p>	---
<p>The Committee plans to hire a painter this summer to re-finish the mail stations in Division 6, 7 and 8. The Committee has completed a scope of service for the mail station refinishing. It is a minimal scope in order to save money. For instance it does not include pressure washing the station, applying a wood preservative to the roof shingles, removing staples and tacks, patching cracks, sanding.</p> <p>In preparation for the painting this summer, homeowners in these areas are encouraged to prepare their mail stations as noted in the example near Lot 6A1-02.</p>	 "002-3 SOS-finish.doc"
<p>The Committee requests homeowners to report "trees of concern" to the Committee via the website. A "tree of concern" is a tree in the common area that you fear may fall over and cause damage. The Committee will inspect the tree with an arborist and cut it if necessary. The committee has received request from 5 homeowners this year:</p>	

<p>Lot 10B-30 Brehmer</p> <p>Lot 8A-09 Ferreiro</p> <p>Lot 9B-65 Wali</p> <p>Donagoul Park Community Association Manger, Shane Anderson</p> <p>Lot 7-67 Yourkowski on behalf of Foster</p> <p>The Committee will cut the trees this fall. Expected cost is \$1000.</p>	
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Landscape Committee

Reports	Links
<p>On JUN-30-03, Jim Yourkowski reported closure of irrigation issues at Sherwood West entrance:</p> <p>Jim spoke with Brian Adams, Irrigation Specialist at Total. He confirmed That he had deactivated the sprinkler head directly behind the electrical meter. He says that a person can't activate it without a tool. He said that the ratcheting sound is just the sound of the sprinkler head when it rotates. In any case, it is still deactivated like we wanted.</p> <p>Jim told him that the circuit breaker to the irrigation controller was off and did he want it on? He said, yes, he wants it on. So Jim turned it on again. Total will be out later this week to perform irrigation repairs and set all the controllers so he will check on it again at that time.</p>	
<p>On JUL-13, Jim Yourkowski received a request from the Landscape Committee to reply to a homeowner's request for inspection of "several fallen trees within the Greenbelt wooded trail of Pembridge".</p> <p>The same day, Jim Yourkowski requested the homeowner to use the association Rules and Guidelines to document the trees of concern.</p> <p>On JUL-14, the homeowner criticized Jim Yourkowski and the Operations Committee for not taking immediate action.</p> <p>On JUL-15, Jim Yourkowski inspected the area and reported the following observations to the homeowner via email:</p> <ul style="list-style-type: none"> • In 3 different locations, I noted about 3 large breaks in the fence. • At the south end of the trail, I noted 1 alder that crashed onto the trail- the upper branches are lying across the trail. • In the middle of the trail, a small Christmas tree has been discarded onto the fence line. <p>Jim asked the homeowner for his advice to remedy these situations; the homeowner did not reply to the request.</p> <p>On JUL-19, Jim Yourkowski purchased some red warning tape and marked the breaks in the fence. He also removed the small Christmas tree from the fence line. The alder debris was no longer on the trail; someone had removed it since JUL-15.</p>	
<p>Thanks for Debbie Smith for directing irrigation repairs at Sherwood West entrance and drainage repairs at the soccer field and Dino park.</p>	

Rules Committee

Reports	Links
<p>At the Rules Committee meeting on JUL-21, with focus on the NR&G's and Board Policy documents, Jim Yourkowski requested the Rules Committee to:</p> <ul style="list-style-type: none"> • Incorporate all revisions to the NR&G's authorized by the Board since MAR-25-2002. • Incorporate all revision to the Board Policy authorized by the Board since MAR-25-2002 • Add a revision letter and revision page to the document so we can track changes to the document better in the future. <p>The Rules Committee agreed to take these actions.</p>	 <p>"028 Summary of changes to Board Pol</p>  <p>"027 Summary of changes to the NRG's</p>

Finance Committee

Reports	Links
<p>Summary</p> <p>I'd like to request that the Finance committee create a process that prevents the association from spending more than our budget allows. I presented my thoughts at the JUL Finance Committee meeting. The idea is to start budgeting by committee.</p> <p>Background</p> <p>Recently, we spent more money than we had in our budget. CWD spent the money at the direction of the various committees. Currently we have no process that alerts The CWD Group or any of our committees when they are overspending their budgets. For example, we often ask The CWD Group to spend extra time at our meetings. The Operations Committee has asked them to solicit bids for fence repairs. The Rules Committee has asked them to manage rules violations, etc. We do all of this without knowing whether we are spending more than our budget.</p>	

End of Report... jy