

SFHOA MEETING MINUTES  
APPROVED FOR DISTRIBUTION

**Silver Firs II Home Owners Association**  
**Monthly Board Meeting 24-March-03**  
**Meeting Place : Fire District 1 Fire Station #13 – Puget Park Drive**

Board Members in attendance: **John Elliott, Peter Truss, Jim Yourkowski Troy Lucas, Debby Smith**

Management Group in attendance: **Kate Hurlocker CWD Group**  
**Julie Gray CWD Group**

Homeowners in attendance: **Jeff Rogers**

6:45pm Homeowner's forum.

A discussion took place regarding repair of mail stations and the process it entails. Based on the homeowner attendance that took place at the recent Ad Hoc Committee for Mail Station repair (2 were in attendance), it was decided that the mail stations would be repaired as complaints come in.

Jeff Rogers (Ad Hoc Committee Chairperson for the Mail Station Repairs) submitted a Request for Funding of Repair of a Mail Station in Sherwood.

It was agreed that the process should be restructured to include a scope of work and to simplify the work and paper trail process.

7:30pm Meeting called to order by John Elliott, President

**Manager's Report**

No manager's report from the CWD Group was provided because the current status of projects was available through the individual committee reports. It was discussed and agreed that a summary report should still be available from CWD.

7:22pm **Communications Committee Report**

**Motion:** Authorize the Communications Committee to purchase banners to aid in the advertising of the semi-annual garage sale. Approximate cost was \$80 per banner and would be a one-time purchase. Three banners would be purchased. Two for SF2 and one for SF1. SF1 would reimburse SF2 for the one banner.

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Motion passed 4 to 1

**Submitted:** Invoice to cover the costs of procuring materials required to install a "No Overnight Parking Sign" at the soccer field plus costs incurred to transfer the website domain name from the previous webmaster Gene Thompson. Invoice was passed to Treasurer Troy Lucas

It was recommended that the Communications Committee create a policy allowing the installation of the SFHOA banners be allowed for one week prior to the Garage Sale date. Currently no such policy exists except that No Signs are permitted and the board relaxes the policy for the sale date only.

There were no questions from the homeowners for the Communications Committee.

### **Operations Committee Report**

**Motion:** To authorize the committee to hire City Wide Fence to replace the fence 16 posts on Puget Park Drive and 148<sup>th</sup>. Question posed: Do we pay to repair the fence or to remove the fence and not incur future repair costs. Other sides of retention pond only have chain link fence.

Motion was referred to the Landscape Committee for review and recommendation.

See Attachment #1 for Operation Committee Report, which was read at this meeting.

### **Landscape Committee Report**

**Motion:** To retain Total Landscape through the end of April 2003. The new contract will be in place with one of the bidders beginning May 1<sup>st</sup>.

Seconded. Motion passed 5-0

The RFP for the Landscape contract went out to 4 bidders. Bids are due this Friday March 28<sup>th</sup> 2pm. Review of all bids to be done by April 4<sup>th</sup> with a sign off on April 8<sup>th</sup> or 11<sup>th</sup>. Bids were submitted to Highridge, Heath, Condo Commercial, and Total Landscaping.

See Attachment #2 for Minutes from the last Landscape Committee meeting



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**Motion:** To remove the 5% contingency and to remove the 2% inflation compounding this year was recommended.

Motion passed 5-0

The February financial were accepted by the committee as written.

**Motion:** To accept the audit.

Motion passed 5-0

The next board meeting will be held on April 28th at 7pm at Station 13 meeting room. The homeowner's forum will begin at 6:45pm.

8:15pm

John Elliott motioned to adjourn the meeting. Motion was seconded.

Meeting adjourned.

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ATTACHMENT #1

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

**Motions**

1. Motion to hire City Wide Fence Company, Inc. of Lynnwood to repair the rotten fence on the Puget Park Drive, north of 148<sup>th</sup> for a cost of \$2280 plus tax. The scope of service is to replace 16 rotted posts with pressure treated posts on a galvanized steel post base set in concrete. A separate post cap will protect the end grain of the post from moisture. Re-finishing is not included.

**Reports**

**Operations Committee**

The Committee would like to thank the following people for their recent contributions to the neighborhood:

- Peter Truss for requested bids for the fence repairs on Puget Park Drive, for installing a towing sign at the soccer field and for cleaning up debris near the soccer field.
- Debby Smith for picking up trash in the common areas and for holding a Landscape Committee meeting at which we approved the landscape maintenance scope of service.
- Troy Lucas for holding a Finance committee meeting at which we addressed 2 important issues: dues delinquencies and the reserves analysis.
- John Rogers for holding the first ad hoc committee meeting on the subject of mail station repair.

At the referral of Kate at the CWD Group, the committee met with Shane Anderson, Community Association Manager for Donagoul Park HOA, which borders Tract 901. He pointed out a tree of concern on SFHOA property, which the committee will consider for removal this fall.

At the request of this committee, Kate Hurlocker has provided a map of the locations of water meters in the neighborhood. Thanks, Kate.

End of Report. jy

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ATTACHMENT #2

**Silver Firs Homeowners Association Phase II  
Landscape Committee Report for March, 2003**

**Motions**

1. Motion to retain Total Landscape services through April 30, 2003. Our contract with Total is scheduled to end March 31. We will need landscape maintenance and service through April, as the requests for a new Landscape service contract is not scheduled to start until May 1.

**Reports**

1. Finalized RFP at Landscape Committee meeting March 6. Many thanks to Jim Yourkowski for his input and advice.
2. The Request for Proposal for a new Landscape Service contract was sent to four Landscape Companies:
  1. Highridge Corporation
  2. Total Landscape Corporation
  3. Heath Landscape Services
  4. Condo Commercial

The following is the timeline of events for selecting a Landscape Service for the coming years:

RFP issued	March 14, 2003
Vendor inquiry period	March 14-28, 2003
Vendor response due date	March 28, 2003 (4:00pm)
Project team review of responses	March 31-April 4, 2003
Vendor notification of bid acceptance	April 7
Final contract review and sign-off	April 8-11

3. Landscape Issues Update:
  - a. Soccer field drainage is an ongoing problem. Will meet with Centex to discuss this continuing issue.
  - b. Sidewalk staining due to drainage issues next to Dino Park. Centex has obtained a permit to fix this problem and will start April 7.
  - c. New: There was an issue of possible irrigation leaks in two sectors. Water meters were checked out in the designated areas, with no abnormalities detected.
  - d. New: Tree broken at Pembridge sport court. Total to replace tree, and offending party will be invoiced.
  - e. New: a section of the turf strip on 148<sup>th</sup> and Puget Park Drive has been damaged; Total has taken soil samples.

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4. Landscape Activity:
  - a. Week of March 3-9: Inspected all tot lot and sport court areas for landscaping / maintenance needs. Report to be sent to Total. Also picked up litter in tot lots/sport courts and surrounding areas.
  - b. Week of March 10-16: Surveyed water meters and irrigation valves. Found all water meters but those on 148<sup>th</sup> and at the Dino Park. Will followup with Michael Bitz.

End report