



**Operations Committee Report**  
**May 15, 2019**  
**Scott Johnstone, Committee Chairman**  
[scottj@bigelkmeadows.org](mailto:scottj@bigelkmeadows.org)

**Charter:** To insure the community is well maintained and Operations runs smoothly by overseeing day to day operations, expenses and priorities of both work orders and maintenance.

**Committee Members:** Scott Johnstone as Chairman, Members as Paul Flanagan, Dustin Enny and Victoria J. Darling-Orth

**Work Orders**

- Equipment and Maintenance
  - 2 work orders completed: 1.) Preventative maintenance on Road Grader. 3.00 man hours. 2.) Preventative Maintenance on Lawn Mower and Tractor. 4.00 man hours. Materials on hand for both.
- Water Treatment
  - 000 work order completed: 1.)
- Building Maintenance
  - 000 work order completed: 1.)
- General
  - One work order completed: 1.) Remove all “Thin Ice” signage from around lakes. 1.00 man hours.
- Road Maintenance
  - Two work orders completed: 1.) Order/received new road base. 16.00 man hours. 2.) Straighten signage along road, remove trees/foliage obstructing view of signage. 2.00 man hours.

**General**

Sand shed structure has been received repair work. Painting and garage door repair will complete project. Victoria sent out request for site plans for dumpster relocation. One of the three has responded and performed a walkthrough with Paul. After review and discussion, both agree to meet with Angelo Mancina of Zak Dirt to further review selected site for prep work.

**Pool**

Due to weather conditions, low evening temps and extensive prep for pool opening, opening of the pool for the season has been delayed. Additional tasks involved sealing the liner in the shallow end, additional calking and replacement of tiles.

**Administration**

Victoria continues work on general administrative duties, water accounting, completing minutes in a timely manner and assisting members and tenants as needed. Assisting the Board of Directors with Member Communications and mailings and work with Bookkeeper on membership accounts. Provide docs as requested and member support during Annual Meeting. Additional support to staff, Committee Chairs and Directors as needed.

**Water Treatment**

Miex Resin was ordered and received. HACH was in to service and calibrate equipment. SCADA and Internet issues arose and were resolved in a timely manner at no cost in parts. State required water tank inspections have been scheduled for June.

**Lakes**

Monthly Dam Inspections have been performed with results as “GOOD”.

**Road Maintenance**

10 hours of snow plowing completed. New road base was ordered, received and distributed along main road. Two loads were retained for interior road repairs as needed. In addition, roads have been graded on a weekly basis.