

ANNUAL PARK OPERATIONS/MAJOR MAINTENANCE REPORT JULY 16, 2016

In the fiscal year there have been a number of changes:

Maintenance Staff: Reduced staff by one permanent part time coded 30 hour employee. Replaced with a temporary 17 hour per week janitor position. This reduction in staff is an approximate savings of \$15,000.00 per year to the Operations Budget.

Added hours to the office staff; 28 hour position increased to a permanent 32 hour coded position with benefits.

Added a Lead Maintenance position.

A new website was created by Glenn Singley. He has done an outstanding job and we are receiving very positive comments.

Water testing is once again in process. This means that staff will be checking each water turnoff valve and house for pressure. It helps identify leaks. This is done on a quarterly basis although we were late starting this work for the qtr. We have had two water leaks identified and repaired. One at the front on the park was very large. One on a private residence smaller, but had been leaking for some time before it was discovered. This repair was reimbursed by the owner.

REPAIRS AND REPLACEMENTS:

1. Spruce Street Fence Replaced
2. Painting of Spruce Street Fence
3. Roof Ridge replaced on Maintenance Shop
4. Servicing and repair of pool pump
5. Repair leak in pool room gas lines
6. Repair of trailer
7. Repair of small utility truck
8. Repair of large truck
9. Replacement of electric panels at all lift stations
10. Replacement of wood fencing on west side with cyclone fencing
11. Replacement of loops on west and east entrance gates
12. Replacement of key pad on west entrance gate.

13. The #2 Lift Station is complete and the sewer line under outer drive has been replaced which will prevent further erosion of the road.
14. Trees removed near #2 Lift Station, entrance to the park, Rhody Loop, Lot 11 and Lot 12.
15. Installation of new flag pole.
16. Sewer Line Inspections on Village Street and on Rhody Loop. Easy street sewer cleanout (roots).
17. Cleanup and repair on two sewer leaks
18. Installation of playground equipment
19. Removal of old electrical boxes
20. Installation of safety concrete barrier at pool, addition of 911 phone at pool side (all per Oregon requirements).
21. Repair of exit gate on east side, (vehicle damage)
22. Sauna repairs completed
23. Sand filter on pool replaced
24. Survey of drainage ditch completed (every 6 months)
25. Repainting of arrows on roads and addition of stop lines.
26. Installation of two new stop signs
27. #1 Lift Station backup pump installed.
28. Repaired and painted post office. Exterior lights installed.
29. Water meters installed on common area.
30. Installation of new brass turnoff valves on properties.
31. Cleaning of rust from pool and garden fences and repainting.
32. Removal of old tires and equipment at playground. Painting and removal of rust from remaining equipment.
33. Removal of dead plants and replanting at the front gate.
34. New automatic watering lines at front entrance.
35. Addition of backup server for financial software and document storage.

In the coming year there are no planned major expenses. Additional repair will be needed on the large truck. This money is allocated in the Reserve Fund. This summer I will be having

repairs done to several spots on the roads (surface repair). Additionally the remaining painting on the Spruce street fence will be completed. The entrance signs are being repainted and cracks repaired. At the entrance gates the metal portions of the entrance fence will be sanded and repainted. All of the sewer lines will be examined and any root issue addressed.

The roof on the post office and laundry needs to be replaced. \$4,000.00 dollars has been budgeted from Reserve for this project. (This per our last quote). There are some additional painting projects (small) to be completed. The maintenance office needs a repair to the floor which our staff can complete.

Carlla van de Vyver

Park Operations Manager

July 14, 2016