

Road Manager's Activity Log

September 2026

by Kirk Johnson

Over the winter 24/25

- Consult/advise our Plow Coordinator about specs for each plowing order.
- Monitor and order road sand as sand supply at our sanding facility diminishes.
- Occasional replies to Owner inquiries, questions.

March 2025

- Comms with gravel haulers: heads up for coming work, get measurements of truck clearances when tailgate spreading gravel so we can get obstructing trees trimmed.
- Prior inspect some road sections for maintenance.
- Comms with plower clarifying any issues with rates and potential equipment problems associated with us ordering plowing snow on soft/unfrozen roads which allows plow trucks to beat against and unearth road boulderheads.

April 5-7, 2025

- Tour all roads, with Committee members, to assess needed spring maintenance work and formulate order/estimates.
- 2 hrs manually popping dislodged boulderheads in road planes as a result of last plowing.
- Field information from a tree service company regarding getting about a mile's worth of obstructing roadside trees trimmed.
- Comms with a road work contractor about road grading options.

April 8, 2025

- Email correspondence with another tree service company.
- Take pics of two tree trimming areas.
- Draft road report for BOD and website
- Create cost estimate for needed road work order, to present to BOD.
- Create suggested expenditure motions for BOD meeting.

April 10, 2025

- Draft Spray Order for BOD approval, send copy to sprayer.

- Schedule with gravel trucker McNall to commence last fall's gravel placements.
- Insert specific language definitions for road maintenance accounting categories into a Finance Committee revision draft of the Fiscal Management Policy.

April 12, 2025

- Attend a BOD meeting about all things road related.

April 14, 2025

- Source boulders and rip-rap for Division 8 road repair.
- Update scheduling with Tim Mason for spring road work.
- Update scheduling with McNall about delivering boulders/rip-rap, also placing road gravel.
- Pick up road marking stakes.
- Mark boulders/rip rap locations, mark gravel placements.

April 15, 2025

- Draft Gravel order #3 for McNall, send.
- Mark more gravel placements on roads.
- Advise the Finance Committee of recommended language to describe each road maintenance category to be inserted into the Fiscal Management Policy.

April 16, 2025

- Draft Gravel Order #4 for McNall, mark more placements.
- Purchase (2) sign posts.

April 17, 2025

- Tour work order repair spots with Tim Mason, execute contracts and work orders.
- Drop sign posts at locations, contact HOA volunteers to replace rotten sign posts.
- Adjust work order, comm with contractor, receive insurance cert.

April 20, 2025

- Engage HOA president to execute 24/25 general contract with Mason Excavation for road maintenance work.

April 22, 2025

- Verify several recent contractor gravel placements.

- Analyze and prescribe specifications for a Lot Owner applying to the ACC for a private driveway tie-in with an HOA road.
- Inquire of McNall what spec his new 5/8"-minus crushed gravel will contain (considering using it in place of PCI if it is better).

April 23, 2025

- Inspect gravel placements.

April 25, 2025

- Set appt. with Mason to accompany 'no-plow' road improvement work for 254 Mallard.
- Receive/process 24-7's new insurance.
- Inspect gravel placements.

April 27-30, 2025

- 9 hrs volunteer time assisting Tim Mason extracting boulderheads from Mallard Drive and especially the 'no-plow' zone from 254 to the end.
- Comms to gravel and rock suppliers.
- Process work contracts.

May 1, 2025

- Inspect recent gravel placements and all other scheduled road repairs.
- Mark the Mallard No-plow section for subsequent gravel placements.
- Scheduling/strategy comms with Tim Mason about coming raking.

May 2-6, 2025

- Comms with Tim Mason and the Road Committee about coming raking.
- Order Mallard No-Plow gravel to be placed.
- Inspect road work areas.

May 12, 2025

- Coordinate raking after rains.
- Check in on gravel deliveries to Mallard "No Plow" improvement.
- Update sprayer to start spraying next week.

May 13 - 18, 2025

- Many trips to verify raking throughout the Ranch.

- Pick up our extra rake tines to get to Tim Mason so he can R&R a broken tine.
- Comms with McNall about gravel placements, and comms with Tim Mason about raking adjustments/touch-ups.

May 19 - 28, 2025

- Verify, classify and breakdown all recent road work bills, given to the treasurer.
- Comms with road workers, closing out recent work and setting up upcoming 25/25 work.
- Drive roads with the Road Committee to assess/plot where 25/25 gravel placements will go.
- Comms with McNall about above.
- Check in with a weed sprayer for a status update.

June 1, 2025

- Draft current road report, sent to BOD for approval and website publishing.
- Create updated cost savings breakdown of using the HOA rake for the roads (published into the Road Report above).

June 2-17, 2025

- Mark roads for first gravel placement order, draft order and send to McNall.
- Conversations and emails with snow plower Michael Martin about establishing 25/26 plowing contract terms.
- Create current annual plowing and sanding costs (adjusted) to give to Martin for our negotiations.

Late June, 2025

- Inspect roads for gravel placements.

July 5, 2025

- Inspect roads for gravel placements and weed emergence, mark new road gravel drops.

July 6-10, 2025

- Field Committee feedback about weed spray strategy, send order to sprayer, comms with sprayer.

July 12, 2025

- Attend BOD meeting, counsel re: plowing and loan contracts.
- Interact comms with Plower about loan/contract.

July 13, 2025

- Write preliminary draft of plow/loan contract, comms with BOD and plower about it.

July 14 - 31, 2025

- Update with gravel hauler's status of gravel placements.
- Multiple email comms and draft revisions for the coming plow and loan contract, email comms with/for the HOA attorney about the same.
- Special BOD meeting to approve above.

Aug. 1-3, 2025

- Process new atty version of plow contract, process with HOA president and plower.
- Meet with the plower to execute agreements, send docs to BOD.

Aug. 4-10, 2025

- Comms with the plower about receiving a new plow truck and our subsequent inspection.
- Comms with sprayer ordering touch-up spraying for Russian thistle in typical areas.
- Review road manager-relevant content in draft meeting minutes, offer suggested edits.
- Review all PCI and McNall gravel delivery bills, sort through discrepancies.
- Email comms to the committee about ordering fall safety raking on steep slopes, etc.

Aug. 16, 2025

- Write an official BOD statement about "loan Given For Plow Truck", sent to BOD.

Aug 17, 2025

- Mark roads for gravel placements, Order #3.

Aug. 18 - 31, 2025

- Process incoming gravel bills.
- Send out forest service Road #3525 easement info to BOD, suggest a motion for winter maintenance, also prior HOA attorney advice regarding easement trees maintenance to be discussed at next meeting.

September 1, 2025

- Mark gravel placements for Order #4.
- Draft order, sent to the contractor.
- Calculate fall raking location and expenditure amount, draft into a motion for the upcoming BOD meeting.

September 6, 2025

- Attend a BOD meeting regarding all road stuff.

September 12-17, 2025

- Comms and arrangements for sand to be delivered to the sanding site, updating tractor access, etc.
- Comms with Tim Mason, create work order re: coming fall raking.

September 18-20, 2025

- Comms with committee members about receiving sand at the sanding site.
- Repeated email comms with a member about gravel placements, etc related.

September 21-27, 2025

- Inspect recent gravel placements.
- Advise plower about properly filling out the UCC statement he owes the HOA for the recent loan to him.
- Output pics of final received plow truck and purchase paperwork; take to director Leo Cullo (who took the pics) to have both he and I sign the pics, then I file them.

October 2025

- Create a road report for the October 2025 newsletter.
- Comms with Bill Burman and sand suppliers arranging sand deliveries, billing issues, tractor usage.
- Verify final gravel placements, approve billings.

December 2025

- Assist with several management decisions about snow plowing and sanding.
- Arrange sand deliveries to the sanding facility in Oroville

- Perform the 'once every three years' analysis required by the Fiscal Management Policy about all road maintenance expenditure categories; this creates a minimum needed annual assessment rate per lot.
- Update pricing to repair the last No Plow section (end of Blue Grouse) for the board's consideration in the January 2026 meeting.

January 2026

- Track down where to purchase additional rake tines, create a suggested BOD motion for expenditure.
- Meet with Basin Tree Service (and with committee member Bill Burman) to assess tree trimming, get pricing from him.
- Attend BOD meetings and address all road maintenance issues, submit expenditure motion requests for rake tines purchase.
- Review plower's billing, breakdown for costing purposes.
- Comms with the owner of PCI about having them mill 5/8"-minus for us instead of 1"-minus.

February 2026

- Occasional advice to the Snow Plow Coordinator and Treasurer about plowing issues.

March 2026

- Create calculations for (2) road maintenance expenditure motions (and write the motions) for the March 7 BOD meeting.
- Consult with (2) road gravel suppliers about what type and quantities of gravel they will have available for us this maintenance season.
- March 28: drive all roads to assess for spring maintenance. Draft work order for Tim Mason. Draft work order for Loomis Ag for sterilant spraying.
- Calculate road base improvement project for Corral Drive.
- Meet with Tim Mason to give and go over spring raking order.

April 2026

- Inspect raking performed.
- Comms with McNall re: PCI supply.
- Several meetings with Tim Mason re: current contract, (2) additional projects.
- Draft work orders for 'end of Horse Trail' gravel improvement 'end of Blue Grouse-No Plow improvement', meet with Tim regarding.

- Verify with Loomis Ag that they completed the recent sterilant spray order for Canyon View Lane and another nearby road section.
- Analyze and assess that the rock rake will need (58) new teeth, as the existing ones have worn down by about 5-6" over a 6 year period.

May 2026

- Inspection for weeds.
- Comms with the PCI owner about them manufacturing 5/8"-minus for us, especially since they quit doing it a couple years ago. They did manufacture approximately 50 loads of it for us.
- Inspect several driveway culverts that may be blocked or collapsed, affecting Ranch gutters.
- Inspect an infamous typical driveway washover onto Old Tressle from a recent heavy rain; all is fine.
- Comms with subcontractors about upcoming work.

June 2026

- Inspect all roads north of Chesaw road (Bill Burman inspect south) for weeds; collaborate to make a spray order for Loomis Ag.
- Make spray order, comms with Loomis Ag to schedule spray, mail order.
- Check in with Loomis Ag.
- Check in with PCI about the July 11 start date for purchasing the special gravel they milled up for us.
- Drive roads to assess 26-27 gravel placements.
- Write up gravel report for BOD and posting, use as outline for coming placements. Circulate among the Road Committee for input, then goes to BOD for meeting prep.
- Analyze this year's and prior years' budgets to discover where funds can be secured to accumulate for the coming needed road base improvement for the end of Corral Drive in Division 6.
- Attend Annual Membership meeting.

July 2026

- Create several expenditure requests for the July 11 BOD meeting, attend meeting.
- Figure out an estimate for new rake tines set.
- Mark gravel placements for order #1.
- Create Order #1 with sketches and notes, sent to McNall.
- Babysit McNall's availability to deliver gravel (excavators are being called out to fight fire), comms with PCI owner about it.

August 2026

- Babysit McNall's availability to deliver gravel (excavators are being called out to fight fire), comms with PCI owner about it.
- Reinforce gravel flagging (they deteriorate in the sun).
- Comms with McNall about starting gravel placements again, creating new orders.
- Order the third spray of the season for late bloom Russian thistle.
- Manage sanding site sand stock.
- Mark roads for gravel order #2. Comms with McNall.
- Observe placements, chase down driver and counsel with him on placement issues.
- Process sand delivery invoices, coordination with Osoyoos Redi Mix.
- Outline Jason Reese (Garrett Cnstr) about performing the Blue Grouse No-Plow upgrade, discuss pricing and compare that to BOD motion.
- Request and process ACORN insurance certificate from Garrett Construction.
- Inspect vandalized gravel marking stakes on West Corral, report to McNall.
- Mark gravel order #3, send order to McNall.
- Comms back and forth with PCI manager about allowing Jason Reese to haul gravel from them, comms with Jason about it.
- Inspect Blue Grouse No Plow work, consult with Jason. Update to BOD.
- Update gravel order #3 to McNall, changing spread specs for a Meadowlark road location; email and phone with McNall.
- Gather with committee/BOD member Bill Burman to inspect Blue Grouse road work.
- Inspect recent gravel placements for completion and accuracy.
- Inspect completion of road work on Blue Grouse no-plow before placing topcoat gravel, discuss placement of gravel.

September 2026

- Status comms with McNall about gravel placements, comms with PCI manager about gravel stock.