

Two main documents: description of infrastructure in **bold** and a checklist of tasks

Lane. The lane is sloped to drain to the right as driving up the hill. Some erosion will occur in the drainage ditch on the hill, but that is easier to fix than the drivable part of the lane by adding "rip-rap" (4-inch rock) every 5-10 years. It was last done in 2001. It is important to drive over the entire width of the lane in order to not develop ruts. The ongoing maintenance includes digging out the silt-filled drainage ditches and filling potholes. At some point two areas should be built up with "quarry mix" (a mixture of gravel of different sizes from New Enterprise Quarry) indicated on attached map of cabins. Weakness xxxx

Water supply. The pressure tank for the pump is located in the old cistern at the McCorkel cabin. There is a distribution manifold with 4 lines, labeled with the cabins they serve, and each containing a separate shut-off valve. The valve is closed when the handle is perpendicular to the line (horizontal position) and open when parallel to the line (vertical position). The recommendation is that all 4 of the supply valves be closed by the time of the Fall close-up. When cabin owners arrive in the Spring, they will need to check to see if the supply line feeding their cabin is open; instructions for the supply valves will be provided each cabin owner. The water supply within each family cabin (winterizing in the Fall and turning on in the Spring) is the responsibility of the cabin owner. Winterizing and turn-on of the Common room and Bathhouse is an SCRA responsibility.

The electric line for the well pump comes from the tool shed via the corner of the changing room; the circuit breaker is in the tool shed and labeled to never be turned off. The electric for the sump pump located in the cistern comes from the McCorkel cabin, and the circuit breaker is located and labeled in the McCorkel cabin next to the sink. The sump pump should be always powered or the cistern may flood; hence the main breaker to the McCorkel cabin needs to always be left ON.

The drain field for the sump pump is next to the lane, and needs to be cleaned out, and covered, at the Fall close-up. Check the caulking around the collar on the cover to the cistern and the slight drainage trench around the cover (both are to minimize the rainwater leakage into the cistern).

Pool. The pool is supported by its supplier/installer, Greenwood Pools of Altoona, PA. If there are not SCRA members available to open and close the pool, Greenwood will perform that service for about \$200/visit. There are printed instructions in the pool cabana for closing and opening the pool; a similar list of chemicals and test kits needs to be generated; those chemicals need to be checked and fresh kits purchased in the Spring. If Greenwood is closing up the pool, they need to be contacted, and informed where the winter cover is stored in the Common Room. SCRA needs to move the summer pool cover, toys, and furniture into the Common Room in the Fall, and back to the pool in the Spring.

Routine maintenance during summer season should be organized (but not necessarily performed) by one person, and includes keeping hypochloride "pucks" in the skimmer, backwashing the pool filter, vacuuming the pool every other day, and generally running the pump in the "filter" mode.

It is important to rake the leaves off the cover in the late Fall to reduce the amount of chemicals and time to open the pool in the Spring.

The electric for the pool comes underground from the Common Room, and the circuit breaker should be shut off after the pool is closed down.

It is recommended that lighting be added at the pool and bathhouse for those using the sauna, and plans need to be drawn up.

Leaves tend to collect against the pool fence and should be raked in the Spring.

Mower. The mower was purchased in 2015 and is running well. The "deck setting" of 2.5 is recommended for areas mowed before, and 4 for previously unmowed. It is important to pick up sticks and rocks BEFORE mowing because this mower is not intended to be used as for mulching debris. DO NOT LIFT the mower to go through heavy grass as the deck acts as a guard against unknown obstacles. Lowering the mower on a stump is the surest way to ruin a \$650 mower. The oil should be regularly checked and changed in the fall. Run the mower until out of gas in Fall. A gas can is labeled "mower" and should be filled with high-test only and NOT CONTAIN OIL. In the Spring the old gas should be put in a "waste" container and used to light burn piles.

Common Room and Bathhouse. Water needs to be turned off and drained in the Fall. Antifreeze needs to be added to all sink drains and toilets (a separate procedure to be written and SCRA members trained). The washer and dryer need to be winterized at the same time (instructions are posted in the laundry room). Water needs to be turned on in the Spring including hooking up washer and flushing it out. See separate document for complete opening and closing procedure, including locking the toilet stalls.

Spring cleanup includes cleaning the shower stalls, checking the status of bath towels and supply of toilet paper, sweeping the floor.

Inspect roofs for leaks in the Spring, especially around the sauna chimney; sweep roofs in the Fall.

Tarps need to be hung around the open end of the Common Room in the Fall, and taken down and stored inside in the Spring. The tarps are numbered to indicate the order they are to be hung starting at the door toward the closed-in end.

The paths around the bathhouse, Common Room, and to the pool need to be raked in the Spring, and the leaves either mulched for placing around plantings or spread in the woods.

Check showers for drainage and clear hair out of drains throughout the season. If the showers drain slowly, try using a long stick to push a clog out of the entrance port to the septic tank behind the McCorkel cabin.

Washer lint filter needs periodic replacement.

Leaves tend to collect behind the bathhouse laundry room and need to be raked in the Spring.

Firewood needs to be cut, preferably split, and stacked next to the sauna stove door.

Electric Power

The electrical power comes to the Tree Farm from a pole next to the Kanesatake farm house. At the edge of the meadow there is a split (pole # xxxx): (1) a fuse-protected leg goes to a pole (#xxxx) at the Walton cabin, which supplies an underground line to the Mikkelsen cabin, where a transformer supplies the Snover cabin by underground cable; and the Walton transformer is fuse protected and supplies the Russel-Thomas cabin and the Walton cabin; (2) the second leg supplies a pole next to Mary's house behind the McCorkel cabin; blah blah

If there you think that there is no one at the Tree Farm, and want to know the status of electrical power, call the McCorkel cabin phone to see if the answering machine picks up: if it does, there is electricity in the cabin and at the well pump; if the answering machine does NOT pick up, there is no power. Unless there is an answering machine at the Walton, Russel-Thomas, Mikkelsen, or Snover cabins, there is no way to remotely tell if there is electrical power in that branch of the power line.

Procedure for reporting a power outage. If there is a loss of power, call Penelec (1-800-545-7738) and they will verify your phone number and give the SCRA account number (100063938714) and describe the location as your lane and cabin number, "off Tree Farm Lane on the McCorkel Tree Farm", and nearest cross street is SR 4015 (Huntingdon Furnace Rd). Be sure to mention that the line is on the ground if it is because Penelec will respond faster to that condition.

It is advisable to check the power line for potential threats, such as leaning trees or branches that need to be removed, in the Spring and after major storms.

Phone and internet service

Turn on to common Room in the Spring and off in Fall. Phone and account information, and Windstream number to call.

Two lesser-known details are the underground line to Jansson cabin down the west side of the lane from the pole nearest the Wynn cabin, and the line from the NW corner of the McCorkel guest cabin to the Common Room.

Need to purchase answering machine for McCorkel cabin to remotely determine if Tree Farm has power.

Recreation areas

The meadow needs to be mowed, 3-4 times a season, starting by Memorial Day, if it is to be maintained as a "ball field", by a hired mower or SCRA volunteers or 1 time per year to control invasives and reforestation, in mid-summer, by a hired mower.

Pool toys

Swing

Trails

View and meadow perimeter

This area is covered by the "Meadow perimeter restoration plan" and is designated minimum protection area. The "ball field" has been mowed every summer except 2017 when it was let grow in grasses and wildflowers. The SCRA should decide each summer what mowing approach should be implemented the following year. The adjacent meadow area was last mowed with a brush hog in 2013 with some hand removal of invasives and saplings each summer. An equivalent maintenance will be required.

Much of the perimeter of the meadow has been cleared of large trees to restore a view of Tussey Mountain and species (dogwood, viburnum, hawthorne, crabapple, serviceberry, redbud, cedar, grapes, and berries) retained to produce a permanent understory for songbirds. Regrowth from the oak, maple, and birch stumps needs to be removed every 5 years to prevent a "forest" from regenerati

Routine Supplies

list to check in the Spring, such as paper plates, toilet paper (septic-safe), light bulbs

Trash

Burgmeier contact. start in mid May (usually takes a couple of weeks to get organized so plan to call more than once); end after the Fall work weekend

General cleanup

rake leaves on paths around common areas

collect sticks for sauna kindling and store next to sauna woodpile

Date	5/21	10/21	5/22
Lane			
Dig out silt-filled drainage ditches			
Fill lane potholes			
Water supply			
Check pump circuit breaker is on			
Check sump pump breaker is on			
All four water supply valves are on			
Clear sump pump drain of leaves			
Pool			
Volunteer to coordinate opening			
Volunteer to coordinate closing			
Volunteer to coordinate maintenance			
Rake leaves off the pool cover			
Check pool chemicals inventory			
Purchase fresh pool test kits			
Check that pool circuit breaker is off			
Rake leaves from inside pool fence			
Store summer cover			
Mower			
Change oil in mower (Fall)			
Run mower until out of gas (Fall)			
Dispose old gas in Spring			
Buy new gas for mower in Spring			
Drain water from Common Room			
Common Room and Bathhouse			
Drain water from bathhouse			
Pour RV antifreeze in drains/toilets			
Winterize washer/dryer			
Inspect Common Room roof for leaks			
Inspect Bathhouse roof for leaks			
Sweep Common Room roof			
Sweep Bathhouse roof, clean gutter			
Rake leaves from behind the laundry			
Rake paths in common areas			
Collect sticks for sauna kindling			
Cut and stack firewood for sauna			
Electric power			
Inspect power lines for risks			
General "open up"			
Rake common paths			

Clear Pasadena Trail			
Trash			
Service resumed			
Service suspended until next May			
Common Room phone/internet			
Service resumed			
Service suspended until next May			
Mowing			
Mow paths			
Arrange for ball field mowing			