

# Community Task List

(Alphabetical by Task)

See Sorted by Caretaker Name [here](#).

<u>Task</u>	<u>Notes</u>	<u>Caretaker</u>
<b>Beach &amp; Creek Bank Trimming</b>	Done annually in mid-late fall. Service Provider: Fred Yost	Chidester & Macko
<b>Beach Grooming</b>	Weekly Memorial Day to Labor Day.	Foote, Harvey
<b>Beach Sand Clean-up</b>	Weekend before Memorial Day. Backups: Hamilton & Welch	Dunkle & Smith
<b>Beach Signs</b>	Put up/take down each season.	Welch
<b>Beach Snow Fences</b>	Put up/take down each season.	Lackey
<b>Beach Water Buoys</b>	Put up/take down each season. Make sure they are in good repair and replace as necessary.	Lukens
<b>Boat House</b>	President, Boat Club	Kramer, Jack
<b>Building &amp; Construction</b> <i>Committee Members:</i> <i>Dick Henderson, Rick Herwerden,</i> <i>David Rohrbaugh, and Char</i> <i>Schuman.</i>	Monitor and approve all building and construction projects. Work with leaseholder, Board, and township offices. Keep Building Rules & Regulations document current and accurate.	Hamilton, Aaron
<b>CCWW</b>	Plan and organize summer Pavilion Services.	Springer, Claudia
<b>Cement Pads under Benches</b>	Weed & edge.	Glaviano
<b>Communications</b>	Web site, <i>Sandscribes</i> , Membership Directory. Backups: Hamilton & Chidester, Brice	Chidester & Macko
<b>Dumpster Area Landscape Beds</b>		Hayman
<b>Dumpsters</b>	Service Provider: Republic	Chidester & Macko
<b>Electric Pole Landscape Bed</b>	Corner of Ohio & Michigan.	Corrigan
<b>Entrance Lights</b>	Maintain electric eye and change light bulbs.	Chidester & Macko
<b>Entrance Sign Landscape Bed</b> <b>(base of entrance hill)</b>	Service Provider: Firelands Lawn & Landscape.	Chidester & Macko
<b>Entrance Sign Landscape Bed</b> <b>(Rt. 6)</b>	Service Provider: Firelands Lawn & Landscape.	Chidester & Macko
<b>Fire Pit Area</b>	Backup: Dunkle & Smith	Belmont

<b>Firepit Chairs &amp; Picnic Table</b>	Wash, put up/take down each season. Stored in the Pavilion during winter.	Chidester, Brice
<b>Flagpole Landscape Bed</b>		Richardson
<b>Insurance</b>		Peer, Craig
<b>Mailbox Flowers</b>		Chidester, Barbara
<b>Mailbox Keys</b>	Backup: Schuman, Char	Nehls
<b>Mowing</b>	Service Provider: Harvey Foote	Board of Trustees
<b>Mulch Entrance Trees</b>	8 Pines & 2 others	Chidester & Macko
<b>Mulch Lot Line Trees</b>	Maintain those by your cottage	Leaseholder of lots
<b>Mulch Promenade Trees</b>	<a href="#">Group 6</a>	*open
<b>Mulch Promenade Trees</b>	<a href="#">Group 7</a>	*open
<b>Mulch Promenade Trees</b>	<a href="#">Group 3</a>	Lukens
<b>Mulch Promenade Trees</b>	<a href="#">Group 1</a>	Chidester & Macko
<b>Mulch Promenade Trees</b>	<a href="#">Group 4</a>	O'Dougherty
<b>Mulch Promenade Trees</b>	<a href="#">Group 5</a>	O'Dougherty
<b>Mulch Promenade Trees</b>	<a href="#">Group 2</a>	Weber
<b>New Member Orientation</b>	The Board of Trustees and the Real Estate Officer coordinate the procedure.	Board of Trustees & Real Estate Officer
<b>Paint "Heidelberg Beach" Sign (base of entrance hill)</b>		Warder, Dan
<b>Paint "Heidelberg Beach" Sign (Rt. 6)</b>		Henderson
<b>Paint Bridge &amp; Light Posts</b>	Backup: Warder, Dan	Chidester, Angela
<b>Paint West Pier Perimeter</b>		Border
<b>Painting Pier Benches &amp; Stairs</b>		Belmont
<b>Pavilion Furniture &amp; Tables</b>	Store for winter on Monday of Labor Day Weekend—unless there is an event planned at the Pavilion later in the fall.	Able-bodied volunteers
<b>Pavilion Landscape Beds</b>		Kramer, Peer, Springer
<b>Pavilion Maintenance</b>	Painting and repair.	Weber
<b>Pavilion Scheduling</b>	Call to reserve Pavilion.	Schuman, Char
<b>Pavilion Sound System</b>	Maintain system and set up for all events.	Kramer, Peer, Springer

<b>Pavilion, Initial Cleaning</b>	Also move picnic tables to grass.	Kramer, Peer, Springer
<b>Pier Benches &amp; Stairs</b>	Put up/take down seasonally.	Hamilton, Aaron
<b>Playground Equipment</b>	Put up/take down seasonally.	Tereshko
<b>Promenade Water Supply</b>	Turn on/off seasonally.	Chidester & Macko
<b>Pump House</b>	Repair.	Rohrbaugh, David
<b>Real Estate Trustee</b>	Manage lease transfers. Appointed position, specific expertise required.	Chidester, Mary
<b>Roofing Maintenance</b>	On Community Structures.	Rohrbaugh, David
<b>Septic Tanks: Annually</b>	Service Provider: Abel	Foote, Harvey
<b>Shuffleboard Courts</b>	Also mulch trees to the south.	Eshelman
<b>Snow plowing</b>	Service Provider: Harvey Foote	Board of Trustees
<b>Snow Poles</b>	Put up/take down seasonally.	Chidester & Macko
<b>Social Events</b>		Peer, Jan & Tereshko, Barb
<b>Sundial Landscape Bed</b>		Richardson
<b>Sunset Bench Cover Supports</b>	Paint and maintain.	Montgomery, Dale & Dale Jr.
<b>Tennis Court</b>	President, Tennis Club	Dunkle
<b>Treasurer</b>	Appointed position, specific expertise required.	Castele
<b>Trees</b>	Service Provider: Leimeister	Chidester & Macko
<b>Volleyball Net on Beach</b>	Put up/take down seasonally.	Lukens
<b>Wash Promenade Benches</b>		Chidester, John
<b>Water Main Problems</b>	Manage leaks and breaks.	Chidester & Macko
<b>West Path Bench Cover</b>	Paint and maintain.	Montgomery, Dale & Dale Jr.
<b>Willow Trees on Beach</b>	Trim and tend.	Chidester, Brice

## Sorted by Caretaker Name

*open	Mulch Promenade Trees
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Able-bodied volunteers	Pavilion Furniture & Tables
Belmont	Painting Pier Benches & Stairs
	Fire Pit Area
Board of Trustees	Mowing
	Snow Plowing
Board of Trustees & Real Estate Trustee	New Member Orientation
Border	Paint West Pier Perimeter
Castele	Treasurer
Chidester, Angela	Paint Bridge & Light Posts
Chidester, Barbara	Mailbox Flowers
Chidester, Brice	Firepit Chairs & Picnic Table
	Willow Trees on Beach
Chidester & Macko	Beach & Creek Bank Trimming
	Snow Poles
	Dumpsters
	Trees
	Water Main Problems
	Entrance Sign Landscape Beds
	Promenade Water Supply
	Communications
	Entrance Lights
	Mulch Promenade Trees
	Mulch 10 Entrance Trees
	Wash Promenade Benches
Chidester, John	Real Estate Trustee
Chidester, Mary	Electric Pole Landscape Bed
Corrigan	Tennis Court
Dunkle	Beach Sand Clean-up
Dunkle & Smith	Shuffleboard Courts
Eshelman	Septic Tanks: Annually
Foote, Harvey	Beach Grooming
	Provides mowing and snow plowing
Glaviano	Cement Pads under Benches
Hamilton, Aaron	Pier Benches & Stairs
	Building & Construction
Hayman	Dumpster Area Landscape Beds
Henderson	Paint Rt. 6 Heidelberg Beach Sign
Kramer, Jack	Boat House
Kramer, Peer, Springer	Pavilion Sound System
	Pavilion, Initial Cleaning
	Pavilion Landscape Beds
Lackey	Beach Snow Fences
Leaseholders of lots	Mulch Lot Line Trees
Lukens	Beach Water Buoys
	Volleyball Net on Beach
Montgomery, Dale & Dale Jr.	Mulch Promenade Trees
	Sunset Bench Cover Supports
	West Path Bench Cover
Nehls	Mailbox Keys
O'Dougherty	Mulch Promenade Trees
	Mulch Promenade Trees
Peer, Craig	Insurance
Peer, Jan & Tereshko, Barb	Social Events
Richardson	Flagpole Landscape Bed
	Sundial Landscape Bed
Rohrbaugh, David	Pump House
	Roofing Maintenance
Schuman, Char	Pavilion Scheduling
Springer, Claudia	CCWW
Tereshko	Playground Equipment
Warder, Dan	Paint "Heidelberg Beach" Sign (base of hill)
Weber	Pavilion Maintenance
	Mulch Promenade Trees
Welch	Beach Signs