



Stoner's Glen Homeowner's Association Policies, Rules and Regulations Procedure

SUBJECT: Stoner's Glen Tractor Operation & Maintenance

Revised Policy Number: 2023-0001

Board Approval Date: August 16, 2023

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I. General: The following described policy, and or procedure(s), has been adopted by the Stoner's Glen Homeowner's Association (HOA) Board of Directors on the indicated date and approved revision dates. It applies to all Unit Owners and/or Unit Occupants within the Stoner's Glen community, from this date forward, and replaces any and all previously stated, or written policies previously published and/or directed concerning this subject.

II. Tractor Responsible Person:

1. A person or persons will be appointed by the Board of Directors to be the Tractor Responsible Person or Persons.
2. The Responsible Person is responsible for the following:
 - a) Implementing this procedure
 - b) Notify the Board of Directors for approval of any cost related to the operations, repair, and maintenance of the community tractor
 - c) Training of volunteer operators
 - d) Monitor the tractor check-list to identify any possible issues with operation and maintenance of the community tractor
3. The Responsible Person is to be contacted as soon as possible for matters pertaining to the following:
 - a) pertaining Any personal injury to operating personnel or to by-standers
 - b) Any damage to Stoners Glen property during tractor operations
 - c) Any damage and or repair to the community tractor during operation and or maintenance
 - d) Any operations or maintenance questions or concerns to this equipment.

III. General Tractor Operations:

1. Only authorized personnel who are Stoner's Glen resident volunteers that have been trained and authorized are to operate the tractor. A list of authorized operators is included in this procedure. This is a very expensive tractor and we need to treat it as such by taking care of it. It belongs to all of us as a part of a Stoner's Glen asset and we all share equally in its cost for operation and maintenance.
2. The tractor is not to be used for any purpose except for Stoner's Glen tasks and projects. Any exception to this provision must get prior approval from the HOA Board.
3. The tractor is not to be used on Sundays or major holidays.
4. The "Tractor Operations Check List" must be completed both before and after each and every use of the tractor. The completed check list will make sure that the tractor is in top operating condition for each task, and give us a running history of the tractor use.
 - a. The current Tractor Operations Check List is to be kept in the tractor's storage barn.
 - i. A copy of the check list is included in this procedure.
 - b. Prior to any tractor use (before the tractor leaves the barn) the engine oil & hydraulic oil levels are to be checked.
 - i. The tractor is not to be used if either level is out of the normal operation range.
 - c. Prior to operation, the operator is required to do a walk-around of the tractor in order to check for any equipment deficiencies.
 - d. At all times while operating the tractor, continually monitor the engine temperature indicator.
 - i. Immediately discontinue operation if "over heating" occurs.
 - ii. Operating conditions may need to be adjusted if the temperature indicator rises above mid-range on the gauge.
 - e. Any operational deficiency, no matter how minor, is to be documented on the "Tractor Operations Check List" and reported to the Tractor Responsible Person or Persons.
5. At the end of each use, the tractor is to be refueled if the fuel indicator shows 3/4 tank of fuel or less.
6. At the end of each use, check for grass and any air flow obstructions on the radiator and grill. Remove any excess materials.
7. The tractor is to be tagged "Do Not Use" (place a note on the steering wheel) if there is any operational deficiency that could cause a safety hazard or damage to the tractor.

IV. Use of the Tractor for Mowing:

1. Before engaging the mower blades, the mower is to be raised off the ground, and the tractor engine running at very low (idle) RPM. a. This ensures the mower is not loaded with uncut grass.
2. Then engage the PTO lever. When the blades are running at idle RPM, the engine RPM can be increased and the mower deck lowered.
3. Keep the RPM at 2700.
 - a. This is the normal RPM speed when mowing any time.
 - b. If the tractor starts to lose RPM in heavy grass, shift to a lower gear to slow the forward motion of the tractor.
 - i. ***DO NOT bog the engine down.***
 - ii. ***DO NOT ride the clutch pedal.***
4. To decrease or increase the forward (or backward) speed of the tractor, simply move the gear shift lever to a lower or higher number.
 - a. There is no need to depress the clutch for this operation.
5. This tractor has a “Hydrostatic Transmission” which does not require use of the clutch to change gears. You can even change directions at low speed without use of clutch but make sure it is at low speed.
6. Align the left front wheel of the tractor on the outside of the cut you just finished and make sweeping turns to avoid “scooting” the mower as you turn or you can lift the mower and make sharper turns and put the mower back down when you are ready to mow again. Always be on the lookout for rocks or other objects that can damage the mower blades.
 - a. ***Do not try to turn the tractor when 4 wheel drive is engaged.*** This slides the tires and creates unnecessary strain on the steering components.
7. ***Do not try to mow when the grass is wet!***
 - a. Wet grass from dew or rain loads up in the mower adds an additional load on the tractor.
 - b. We have some fields with low spots where water often stands. These spots can become very muddy and should be avoided.
 - c. If you see mud on the tractor tires, mowing is to be suspended in that particular area, and wait until dryer conditions.
8. The normal operating condition is 2-wheel drive.
 - a. However, at times it might be advisable to switch into 4-wheel drive.
 - b. To switch from 2- to 4-wheel drive or from 4- to 2-wheel drive, depress the clutch and bring the tractor to a stop. Then move the speed lever to the desired speed, and let the clutch pedal out.

9. When you enter a particular field and start mowing, this is your implied commitment to complete mowing this field. Don't stop until this field is complete. If for some reason your mowing is interrupted, please return and complete your area as soon as possible.
10. When you have finished mowing, stop the tractor in the field and rake any excess grass from the top of the mower deck before returning the tractor to the barn.
11. It will be necessary from time to time to do a little housekeeping of our equipment and keep it clean.
 - a. Let's take pride in our equipment and keep it clean.
12. When returning the tractor to the barn:
 - a. Fill the fuel tank if less than 3/4 of a tank remains
 - b. Clean as necessary
 - c. Complete the "Tractor Operations Check List"
 - d. Park in the barn
 - e. Lower the bucket and mower.
13. *We installed a canvas shade on the tractor to offer shade from the sun, this shade is lightweight and easily damaged, please avoid mowing under trees with low-hanging branches. It is better to mow out around these trees until we have time to trim them.*

V. Operation of the Front End Loader:

1. The front end loader is to be used very sparingly. And only with moderate weight loads.
2. Recommendations from the Kubota dealer that replaced the clutch:
 - a. The Kubota Model # L3130D tractor is neither a "bull dozer" nor a "back hoe".
 - b. It should not be used to push heavy loads nor dig holes in the ground.
 - i. These types of operation are very detrimental to the clutch, and abuse in these areas will result in damage to the tractor.
3. Any use of the front loader, must be approved by "A Tractor Responsible Person" prior to use.

VI. Tractor Operations Check List:

1. This check list must be completed both before and after each and every operation of the tractor.
 - a. The check list is a spreadsheet, and each cell must be completed with the following information:
 - i. Operator
 - ii. Date
 - iii. Job

- iv. Clock In Time
- v. Clock Out Time
- vi. Tach In Hours
- vii. Tach Out Hours
- viii. Engine Oil
- ix. Hyd. Fluid Level
- x. Radiator Heat
- xi. Re-Fuel Yes / No
- xii. Notes / Comments

VII. Operation of the Fuel Pump:

1. The fuel pump has a quick disconnect electrical connector that attaches to the front right side of the tractor near the radiator.
 - a. This provides 12 volt power to the pump from the tractor's battery.
2. Remove the nozzle from the holder and insert into the tractor fuel tank.
3. Activate the pump by moving the lever in the nozzle storage bracket.
 - a. At this point the pump will start, and the pump will be dead headed.
 - b. The nozzle handle can be depressed and fuel will begin to flow.
4. When the fuel tank is filled, replace the nozzle into the holder as soon as possible in order to stop the pump.
 - a. It is recommended to minimize the run time that the pump is dead headed.
5. Be sure that you disconnect the power cord from the tractor when re-fueling is complete.
6. If you notice a low fuel level in the fuel storage tank, notify A Responsible Person so that fuel can be reordered.

VIII. Tractor Maintenance:

1. Items to be Monitored for Routine Tractor Maintenance
 - a. Maintain Proper Engine Oil Changes
 - b. Maintain Proper Mower Blade Changes and Sharpening
 - c. Maintain Proper Fuel Filters Changes
 - d. Inspect and Maintain Proper Greasing of moving parts
 - e. Inspect and Maintain Proper Fluid Level in Mower Gear Box
 - f. Inspect and Maintain Proper Radiator Fluid Level and Antifreeze
 - g. Inspect and Maintain Proper Tractor Tire Pressure
 - h. Inspect and Maintain Proper Fluid Levels for Engine Oil, Transmission & Hydraulics
 - i. Inspection and repair as necessary of All Mechanical Functions

j. Inspect and repair as necessary of All Safety Features

IX. REQUESTING A COPY OF THIS POLICY: Each Authorized Operator and Maintenance Personnel will be furnished a copy of this Board Approved Procedure. Other Unit Owners and/or Unit Occupants may request a copy of this policy after its Board Approval at any time. Any additional copies may be requested by submitting a written request to any HOA Board member. The additional copies will incur a cost per page reproduction fee.

X. RETENTION OF COPIES: A copy of this policy procedure has been attached to the appropriate Board Meeting Minutes, filed for inclusion in the Stoner's Glen Governing Documents. A copy has also been placed in a "Policies, Rules and Regulations Procedures" manual and website (<http://stonersglenhoa.com>) available for review by any Unit Owner or Unit Occupant upon request as directed by the Stoner's Glen Covenant and By-Laws.



XI. Signature Approval

Signed this Day August 16, 2023

Brenda Hill
President Brenda Hill

Wanda E. Bugg
Member

Marilyn Falcone
Secretary

Robert L. Jorg
Member

Larry H. Bass
Treasurer

Fields are identified below (see attached map)

Field A: Bordering Andrew Jackson Drive near SG entrance, behind 105/107 SGD

Field B: Behind the Hughes' residence 131 SGD, behind 137/139 SGD

Field C: Large Field located behind 147/149 to 169/171 SGD

Field D: Behind 213/215 SGC

Field E: Behind 248/250 SGC

Field F: Adjacent to 323 & 328 Wiles Court (not mowed by SG)
(Charter pays to have it mowed)

Stoners Glen Property Layout – Volunteer Mowing Field Assignments



[illegible]