

GOLF COURSE MAINTENANCE PLAN

Objectives:

To exceed member & guest expectations for golf course and grounds conditions.

To exceed financial goals for golf operations.

1. **STAR SPIRIT PROGRAM:**

Leader: Zoerink.

Assist: Eide, Blaszyk and Falke.

Objective: To use the *STAR* program to improve, motivate and reward staff personnel.

- Read and discuss *STAR SPIRIT* daily.
- Help translate our vision into reality.
- Communicate to the staff the philosophies, goals and objectives of *STAR SPIRIT*.
- Use *STAR SPIRIT* to create a P.R.I.D.E. in being employed at Aspen Glen.
- Assign daily reading of *STAR SPIRIT* (May – September)

2. **NEW EMPLOYEE ORIENTATION:**

Leader: Zoerink.

Assit: Eide, Blaszyk, and Falke.

Objective: To conduct an orientation with every new employee to complete all needed administrative work and to communicate expected standards and goals.

- Conduct an orientation with every new employee to complete all needed administrative work and to communicate the standards and expectations.

3.

EMPLOYEE MOTIVATION AND DEVELOPMENT:

Leader(s): Eide, Zoerink, Blasyzk, Falke, Light and Davidson

Objective: To meet and exceed our employees work needs and expectations enabling them to perform to the best of their abilities.

- Get answers quickly.
- Employee lunches.
- Treat employees with personal integrity and character.
- Monthly GC Maintenance Employee of the Month program.
- Annual Most Valuable GC Maintenance Employee program.
- Regular employee recognition outings (BBQ, golf, etc).
- Award pay increases when appropriate.

4.

GREENS:

Leader(s): Eide, Zoerink, Blasyzk and Falke

Assist: Davidson

Objective: To provide greens, which will hold a well-struck shot and roll a consistent 9 to 10 on the stimpmeter. To control any and all Poa Annua (including the collars)

- Mow daily or as the growth dictates.
- Moss – control, prevention and manage.
- Mows at appropriate height-of-cut.
- Green specific management (pitch forking, hydro-jecting, wetting agent, moisture monitoring).
- Repair all ballmarks before mowing.
- Roll as needed.
- Soil sample and analyze (6) greens.
- Double verticut monthly/then inter-seed with providence bent/topdress.
- Use groomers twice a week or as needed.
- Fertilize as needed at a 2-1-3 ratio.
- Apply fungicides on a curative basis only.
- Apply insecticides on a curative basis only.
- Apply preventative fungicide in November for winter snow mold protection.
- Hand pull all weeds, no herbicides.
- Core aerification in spring. Followed by overseed, topdress and dragging. Monitor playability/healing.
- Solid tine aerification in fall. Followed by overseed, topdress and dragging. Monitor playability/healing.
- Change cup locations daily or as play dictates.
- Rope and stake off for deer and elk control in November.
- Apply properly scheduled *Scotts 2SC Turf Enhancer* growth regulator for PoaAnnua suppression.
- Remove snow and reapply preventative snow mold fungicide in late winter if needed.

5.

TEES:

Leader(s): Eide, Zoerink, Blasyzk and Falke

Assist: Davidson

Objective: To provide a firm, well groomed, level playing surface from which a golfer may hit a well struck tee shot.

- Mow tees every other day with riding triplex mower and mow clean-up passes with walking mower.
- Fill divots daily with green dyed sand, seed and organic fertilizer mixture.
- Mow at appropriate height-of-cut.
- Soil sample and analyze (6) tees.
- Site specifics manage bluegrass adjacent to tee surfaces.
- Core aerify twice (spring and fall), topdress and drag.
- Apply corrective fertilizer as needed.
- Apply maintenance fertilizers as needed, ratio 2-1-3.
- Apply fungicides and insecticides on curative basis only.
- Apply November preventative snow mold fungicide.
- Hand pull all weeds, no herbicides, if possible.
- Handwater high stress areas if needed.
- Move tee markers daily or as play dictates.
- Double verticut and topdress, monthly.
- Trim around yard markers twice per month.
- Rope & stake off tees for deer and elk control at the end of November, maintain in winter.
- Remove snow and re-apply preventative snow mold fungicide in late winter if needed.

6.

IRRIGATION AND PUMPSTATION:

Leader(s): Eide and Zoerink

Assist: Blasyzk, Falke, Davidson and Fiscus

Objective: To ensure the irrigation system will always perform as designed.

- Perform daily maintenance and repair of system as needed.
- Level sprinklers and valves boxes as needed.
- Separate irrigation for wildflowers from tees.
- Modify existing nursery irrigation to individual head control.
- Backup software of OSMAC periodically.
- Record pump readings and fertigation tank levels daily.
- Flush “Y” strainer daily.
- Winterize system as needed.
- Perform preventative maintenance on pumpstations annually.
- Communicate irrigation needs daily through visual monitoring and soil probing.

7.

FAIRWAYS:

Leader(s): Eide, Zoerink, Blasyzk and Falke

Assist: Davidson

Objective: To provide a firm area for the ball to land and roll while also giving the golfer a tight lie where the ball sits up and can be struck cleanly.

- Mow every other day or as growth dictates.
- Fill divots twice per month with green dyed sand only. (no seed).
- Verticut once per month during golf season.
- Slice, aerify or *Aerway* twice during year (spring & fall)
- Soil sample and analyze (6) fairways.
- Apply corrective and maintenance fertilizer as needed.
- Apply maintenance fertilizer as needed.
- Apply fungicides, and insecticides on a curative basis only.
- Apply herbicides to control broadleaf weeds.
- Hand trim around brick yardage markers and irrigation heads as needed.
- Topdress as needed.
- Hand water or syringe drought areas as needed.
- Apply growth regulators for *Poa Annua* suppression as possible.
- Repair elk spots as needed

8.

ROUGHES:

Leader(s): Eide, Zoerink, Blasyzk and Falke

Assist: Davidson

Objective: To provide a fair consistent playing surface.

- Mow intermediate rough cut twice per week or as growth dictates.
- Create walking paths from tees to fairways.
- Mow primary rough weekly or as growth dictates.
- No mowing of natural or native roughs.
- Apply insecticides and fungicides on a curative basis only.
- Apply herbicides for weed control.
- Trim mow around trees and bunker edges weekly or as growth dictates.
- Aerate or slice high traffic stress areas as needed.
- Increase fertilization of stressed primary rough as needed.
- Use rope and stakes to direct and control cart traffic.
- Trim sprinkler heads as needed.
- Keep walkpaths in the native roughs mown to an acceptable height.

9.

PRACTICE AREA:

Leaders(s): Blasyzk

Assist: Eide, Zoerink, Falke and Davidson

Objective: To provide and maintain an area where golfers can practice under conditions consistent with the playing condition of the golf course.

- Mow fairway twice weekly or as growth dictates.
- Mow tees every other day or as growth dictates.
- Mow and maintain the greens identically to the greens on the golf course.
- Remove divots and broken tees daily from the tees.
- Fill the divots on the tee daily with a green dyed sand and seed mixture.
- Set up the hitting ropes and bag stands daily.
- Change the practice green cups every other day or as play dictates.
- Mow rough weekly.
- Trim mow practice bunkers weekly.
- Edge and remove weeds in fairway bunkers monthly or as needed.
- Hand rake the bunkers adjacent to the practice green and chipping green.
- Mechanical rake bunkers in the practice fairway as needed.
- Add sand to practice bunkers as needed.

10.

CARTPATHS:

Leader(s): Zoerink, Blasyzk and Falke

Assist: Eide and Davidson

Objective: To maintain clean, smooth paths.

- Remove debris daily as needed during the morning course setup.
- Repair paths as needed.
- Edge as needed.
- String trim as needed.
- Pull weeds as needed.

11. LAKES:
Leader(s): Zoerink, Blasyzk and Falke
Assist: Eide, Davidson and Flores
- Objective: To ensure the lake and ditch system is working properly.
- Check lake levels daily.
 - Check ditches weekly; water levels, head gates, and culvert sections for debris blockage.
 - Mechanical removal of algae and debris as needed.
 - String trim turf along lake and stream edges to approximately 4” to 8” long.
 - Rope off lakes as needed to deter deer and elk traffic during the winter.
 - Adjust any weir structures only if needed, i.e.: heavy rainfall.

12. SAND TRAPS:
Leader(s): Zoerink, Blasyzk and Falke
Assist: Eide and Davidson
- Objective: To provide a smooth, firm, consistent surface in which a ball will not result in a “plugged lie”.

All bunkers (except the bunkers on the list below) will be mechanically raked to within 2’ to 3’ of the bunker edge. The remaining portion of the bunker are then to be hand raked using a bunker type rake in a perpendicular direction.

The following bunkers will be hand-raked: (these bunkers are too small for a mechanical rake to operate in).

- 1) #3 right fairway bunker
- 2) #4 right green bunker
- 3) #5 right green bunker
- 4) 8 (2) pot bunkers left and back of green
- 5) #12 right green bunker
- 6) #15 left green bunker
- 7) left bunker on chipping green.

As with the mechanically raked bunkers, the edges of these hand-raked bunkers will also be hand raked in a perpendicular direction using bunker rakes.

- When raking the edges of the bunkers leaf rakes and raking in a circular direction is not allowed.
- Hand pull weeds, remove rocks and debris daily when raking.
- Edge every two weeks.
- Re-distribute sand on faces to achieve a depth of 1” to 2” to avoid plugged lies.
- Check sand depths in entire bunker, re-distribute as needed.
- Trim mow and string trim weekly.
- Check and repair or replace rakes as needed.

13.

IPM & ENVIRONMENT:

Leader: Eide and Zoerink

Assit: Blasyzk and Falke

Objective: To ensure that our maintenance practices have a positive effect on the surrounding environment while providing a superior golf course to our members.

- Perform daily scouting of the golf course; signs of drought stress, pest, general turf health, etc.
- Complete weekly written IPM scouting report.
- Monitor water quality through monthly on-site testing.
- Observe and monitor eagle's nest activity during winter months.
- Document wildlife sightings.
- Apply pesticides only as a curative measure and hand pull weeds.
- Strive to create member and community awareness of our environmental efforts.
- Practice maintenance procedures, which will reduce the need for chemical controls; aeration, topdressing, proper irrigation head adjustments, etc.
- Maintain adequate signage along wetland habitats to eliminate human traffic in these areas.
- Recycle all of our waste materials through approved methods.
- Composting or spreading of collected grass clippings.
- Create buffers around lakes and streams with aquatic plants and by mowing around them at a higher hoc.
- Work with scouts and schools to create bird or bat houses to attract desired species.
- Create habitats such as leaving brush piles to attract small mammals.
- Photograph different species when possible for a photographic record.
- Update wildlife inventory list regularly.
- Create a map of the golf course highlighting the location of habitat areas.
- Choose least toxic or biological pest controls when necessary.
- Use slow-release or natural-organic fertilizers whenever possible.
- Continue to use mulches in bedding areas to reduce weed infestations.
- Create brochure detailing our environmental efforts at Aspen Glen.
- Create a display of Audubon Cooperative Sanctuary registration, wildlife lists and other information in a location visible to members and the community.
- Meet regularly with staff members to educate them about IPM and our goals.
- Properly maintain and handle petroleum products used and consumed.
- Properly maintain and handle pesticide products used and consumed.

14. CLUBHOUSE GROUNDS:
Leader: Light
Assist: Eide
Objective: Maintain and improve clubhouse grounds: turf, trees and landscape beds.

- Mow as needed.
- Mulch beds as needed.
- Daily clean up.
- Edge concrete walks and paths as needed.
- Plant and maintain annual beds.

15. GOLF COURSE & CLUBHOUSE BEAUTIFICATION

Leader: Light
Assist: Eide

Objective: To maintain the existing golf course landscape and to provide added interest to the golf course through the use of color and plant variety.

- Restrooms: Provide and maintain color by the use of planter boxes and hanging baskets.
- Beds: Maintain and add annual and perennial flowers @ appropriate locations.

16. TREES:

Leader: Light
Assist: Eide

Objective: To keep the trees healthy so that they will mature and become an integral part of the golf course layout.

- Thoroughly water each tree (3) times during year or on an as needed basis.(less water needs to approved).
- Remove dead trees and repair disturbed area immediately.
- Maintain tree wells regularly for best water retention.
- Trim mow around trees twice weekly. (coordinate with Jason Miller)
- Pull weeds from tree wells when trim mowing.
- Fertilize trees once or as needed. (less fertilization needs to be approved)
- Prune trees once or as needed. (less pruning needs to be approved)
- Advise on spray needs and implement as approved.
- Fence around trees in late November to protect them from elk damage.
- Remove tree fencing when appropriate.

17. MAINTENANCE SHOP AND EQUIPMENT MAINTENANCE:

Leader: Davidson & Fiscus
Assist: Eide

Objective: To make certain the maintenance shop and equipment are kept in good working order.

- Establish and follow sound preventative maintenance procedures for all equipment.
- Promptly fix any broken piece of equipment; including safety inter-lock switches.
- Maintain all cutting units at peak performance regarding sharpness and height of cut.
- Keep maintenance shop, buildings and grounds free of potential hazardous situations regarding chemicals, fuel and safety problems; i.e. materials for spill clean up.
- Establish sound safety education and awareness with proper information materials displayed for easy access by employees.
- Train employees in the proper care of the equipment they use such as cleaning, checking oil levels and storage.
- Keep cold storage area orderly so equipment may be accessed easily.
- Make sure employee break area, offices and rest rooms are regularly cleaned and maintained for safety.

18. COMMUNICATION:

Leader(s): Eide, Zoerink, Fiscus, Davidson, Blaszyk, Falke and Light.

Objective: To effectively communicate to staff and members and peers on plans, & priorities.

- Walk the talk.
- Listen and understand priorities and goals.
- Daily communication with both the Golf Shop and outside services.
- New employee orientations.
- Monthly written communication to membership (Eide)

19. TURF INTERN PROGRAM:

Leader: Zoerink
Assist: Eide

Objective: To interview and hire turf interns from colleges. To develop and train to meet intern's professional goals, while at the same time help raise the standards of existing staff.

- Fulfill interns needs accordingly.
- Have monthly progress meetings with each intern.
- Assign and rotate interns to do weekly IPM monitoring report.
- Assign and rotate interns to read STAR SPIRIT at lunchtime to staff..

20. RECORDKEEPING:

Objective: To maintain and keep the following records:

- Fertilizer applications - – Eide
- Pesticide applications – Eide
- Weather and cart path use – Blaszyk & Falke
- Fuel use - Davidson
- Payroll & missed punches – Zoerink
- Paycheck issue – Zoerink
- Ditch log – Zoerink
- Financial - Eide
- Payroll – Zoerink.
- Invoices – Eide/Zoerink
- Wildlife sight log – All
- Pumpstation log – Zoerink, Blaszyk and Falke
- Equipment repair and preventative maint. – Davidson

21. SAFETY PROGRAM:

Leader: Falke

Assit: Eide, Zoerink, Blaszyk, Davidson and Fiscus.

Objective: To consistently improve to make Aspen Glen golf maintenance a safe workplace.

- Review safety procedures and concerns at weekly staff meetings.
- Maintain MSDS sheets.
- Maintain safety equipment.
- Monitor and order required safety needs.

22. DITCHES:

Leader: Zoerink

Assist: Eide, Blaszyk and Falke

Objective: Monitor, troubleshoot and maintain all ditches that provide water for water features and golf course irrigation.

- Routinely walk and tour, when flowing, to monitor flow (debris, problems, etc.)
- Check and adjust head gate valves.
- Communicate and understand the status and issues of all ditches.
- Spring cleaning – burning, etc.
- Discuss improvements, repairs and changes.

23. HOA MAINTENANCE CONTRACT:

Leader: Light
Assist. Eide

Objective: Monitor and provide services set forth in HOA Maintenance contract

- Exceed needed communication to HOA.
- Provide services as per the contract.

24. GC WILDFLOWERS:

Leader: Light
Assit: Eide

Objective: To provide full and healthy wildflower beds throughout the golf course.