

## POSITION DESCRIPTIONS

### GROUNDS MAINTENANCE: LANDSCAPE CHAIR and TREE CHAIR

In accordance with the SHA By-Laws, Article IX, Section I, the Maintenance Committee is a standing committee with several functions including Grounds/Landscaping. Due to the volume and complexity of the work, the President may appoint separate chairs for Landscape Maintenance, Tree Maintenance, and Snow Removal. Snow Removal is combined with Trash and Recycling and discussed in a separate job description.

Grounds is the largest annual expense category and involves two contracts:

- Landscape Maintenance and Snow Removal
- Tree Maintenance

#### Landscape Chair

Handles oversight and coordination of landscape maintenance for common areas, including but not limited to, lawn care (including front lawns), trimming of shrubbery (including foundation plantings), leaf collection, erosion control, and landscaping services (e.g., design, installation, and watering).

#### Tasks

- Nominate interested owners/residents for the committee for appointment by President. The committee supports the Chair. The term ends in January.
- Serve as single point of contact to approve work by contractor, with backup from Board Officers.
- Walk grounds regularly and maintain running list of potential projects and costs.
- Coordinate with Tree Chair as appropriate.
- Coordinate with Stonehurst IV contact and Board Officers on shared maintenance of entrance landscaping.
- Conduct site visits at least twice/year with contractor to inspect landscaping and prioritize work.
- Obtain estimates, Board approval, and oversee implementation of work orders.
- Coordinate with Ad Hoc General Maintenance Chair for help with small jobs.
- Respond to queries from owners/residents involving landscaping. Consult with Secretary/Treasurer to verify property lines before authorizing work.
- Update annual trimming Opt Out List for contractor with Secretary/Treasurer.
- Implement [SHA Policy Number 2](#) for yard and lawn maintenance. Draft letters for signature by the President, obtain estimates, and execute work orders. The President may refer issues to Attorney for action.
- Maintain Master Plan (with Board review).
- Draft relevant statements of work, obtain bids, review with Board, and manage contracts.
- Submit summary of accomplishments to Secretary/Treasurer for annual meeting packet.

#### Tree Chair

Handles oversight and coordination of tree maintenance for common areas, including but not limited to, pruning, removal and stump grinding as needed, and maintenance of the tree inventory.

#### Tasks

- Nominate interested owners/residents for the committee for appointment by President. The committee supports the Chair. The term ends in January.
- Serve as single point of contact to approve work by contractor, with backup from Board Officers.
- Walk grounds regularly and maintain running list of potential projects and costs.
- Coordinate with Landscape Chair as appropriate.
- Coordinate with Stonehurst IV contact and Board Officers on shared maintenance of entrance trees.
- Conduct site visits at least twice/year with contractor to inspect trees and prioritize work.
- Obtain estimates, Board approval, and oversee implementation of work orders.
- Coordinate with Ad Hoc General Maintenance Chair for help with small jobs.
- Respond to queries from owners/residents involving tree maintenance. Consult with Secretary/Treasurer to verify property lines before authorizing work.
- Schedule tree pruning with contractor and work with Secretary/Treasurer to notify residents at least 72 hours ahead; use safety cones as needed; contact Parking Chair for towing (last resort)
- Inspect storm damage. Authorize emergency work in coordination with Board officers.
- Maintain Tree Inventory (with Board review).
- Draft relevant statements of work, obtain bids, review with board, and manage contracts.
- Submit summary of accomplishments to Secretary/Treasurer for annual meeting packet.