

## **POSITION DESCRIPTION, SIDEWALKS/EROSION/STREETS CHAIRPERSON**

### **SIDEWALKS:**

Chairperson is responsible for an annual walk/review of the concrete sidewalks and concrete curb/gutter throughout Stonehurst I, II and III. Specific actions taken by Sidewalk Chairperson are:

- creates an annual list of recommended improvements based on: observed trip hazards, concrete deterioration and large gaps which could potentially cause harm to individuals or personal property.
- prioritizes potential trip hazards.
- meets with Concrete Contractor to review annual list and obtain cost proposals for those items.
- presents Contractor's cost proposal to the SHA Board of Directors for review, discussion, approval and scheduling.
- Is point of contact for residents seeking concrete improvements to their individual private property. Chairperson connects the Concrete Contractor with the resident; Chairperson does not get involved in cost proposals for individual residents, or the work to be performed.
- Is point of contact for specific SHA residents who have requested that the SHA landscaping contractor not apply ice melt to the concrete on their private property (walkways and/or stoops)

Chairperson seeks and benefits from fellow committee members who will help create the annual list of recommended improvements, respond to resident requests and observations, and keep an ongoing eye on concrete throughout the community and throughout the year.

Chairperson works with Budget Chairperson to anticipate the next year's cost for concrete improvements.

### **STREETS:**

- Monitors conditions of streets and parking areas for needed repairs.
- Street re-sealing is normally scheduled for every four (4) years or as needed.
- Street re-paving is normally scheduled for every 20 years or as needed.
- Obtains cost estimated and contract proposals for work to be performed.
- Coordinates work with contractor, residents, and parking committee.

REPORT: Presents a summary of the year's accomplishments to the Secretary/Treasurer in December for inclusion in the Annual Membership Meeting report.