

ADMINISTRATION

- Preparation of the bid specifications, conducting the annual (or multi-year) bidding process and the recommendation for landscape contractor
- Regular inspection of landscape contractors work, serve as the point of contact with the landscape contractor
- Secure responsible tree removal contractor(s) for the community to be available when issues arise, such as downed or dead tree removal
- Secure responsible contractor for maintaining grass area around the Community dam
- Oversight of Litter Collection Schedule and process
- Provide updates and feedback to the Board on any grounds/landscaping issues or concerns
- Prepare a budget proposal for grounds maintenance and related issues each year – to be shared with the Treasurer for inclusion in the annual budget proposal process

COMMUNITY IMPROVEMENT

- Suggest and/or lead major improvements to the community's landscaping in conjunction with Board approval
- Planting of annual flowers in common areas, watering and weeding of same
- Ensure that trees and flowers are watered regularly

OVERSIGHT/POSSIBLE ACTION

- Oversight of Common Areas and Easements – with recommendations to the Board for seeding as needed, removing dead trees/tree stumps, and other related needs. This should include “forest management”, with particular concerns like identifying and eliminating invasive species, diseased and infested trees and maintaining a more ideal tree density. Serve as the community contact for Virginia Department of Forestry. (Note: David Powell has been our Virginia Department of Forestry representative in the past)
- Oversight and maintenance of trails – limb removal, vegetation clearing, or planting as needed
- Oversight and maintenance of road signs and posts (e.g. leaning stop sign on Flintrock)
- Oversight and maintenance of Common Area fences and masonry entrance sign
- Oversight and maintenance of bio-retention basins (Lot 31, 36 and 41)
- Oversight and maintenance of emergency access road between Lots 2 and 3
- Oversight and management of Community dam, including required inspection process
- Periodically monitor the lake for concerns about algae and/or other issues including beaver trapping/removal and fish stocking of the lake
- Define and take oversight of the tasks necessary for the maintenance of the area around the lake