

Position: Parks Trustee

Term: Three Years

Qualifications: Must be a lot owner in good standing, be well organized, with strong personnel management skills. It is desirable to have some experience with vendor/project management.

Job Duties:

1. Oversee year round parks operations which includes the maintenance and improvements to all common property (excluding property maintained by roads, lakes, beach, and water trustee).
 - a. Oversee cutting grass in common areas, weed removal and maintenance of garden beds (where not done by the garden club), and control of brush where it infringes on access to property
 - b. Inspect/repair/replace fencing
 - c. Inspect trees on common property and implement pruning and removal as needed
 - d. Inspect/repair/replace benches and picnic tables
 - e. Recommend and oversee clean-up day projects related to parks
 - f. Review invoices
 - g. Address community concerns regarding the parks
2. Contractor management
 - a. Award contract for landscaping and mowing
 - b. Inspect landscaping and mowing periodically to insure contractor compliance with maintenance schedule
3. Budget management
 - a. Propose, manage and control Parks budget
 - b. Anticipate Parks improvements or repairs
4. Attend monthly Board and annual resident meeting, representing the parks budget/activities/concerns