

Birch Cliff

CO-OPERATIVE HOMES INC.

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GROUNDS COMMITTEE POLICY

General Overview:

The purpose of this committee is to maintain common areas located outside of the building. These areas include the following:

- Front Yard along Kingston Road (including sidewalks and walkways)
- Side Yards on Harding Avenue (including sidewalks and walkways)
- Back Yard
- Driveway entering underground garage and driveway at the end of unit #66 (where garbage bin is located)

Committee Structure:

The Grounds Maintenance Committee shall aim for a maximum of seven and a minimum of five members.

Attendance:

Grounds Committee members are expected to attend all ground committee meetings. Members who miss three consecutive meetings without cause may have their term on the committee reviewed. The Chair will approach the Member to see why they have missed the meetings. If the Member continues to be absent from the Committee, the Chair will report such absences to the Board and the Board will follow up with the Member to determine a course of action.

Responsibilities:

- Committee elects Chairperson for a term to be determined by the Committee This person is responsible for the budget and ensuring committee responsibilities are being met.
- Committee to work together to develop long-term and short-term plans for Grounds Committee.
 - o Some of these areas would include; tree-trimming; fence maintenance; flower box maintenance; railings; outside stairs (in front of units as well as leading into co-op i.e., backstairs leading to backyard; front stairs leading into co-op)
- Conduct monthly or quarterly meetings and record minutes of the meetings. Issue a copy to the office for filing.
- Develop a list of goals each year and recommend them to the Board at budget time

- Maintain grass areas – includes cutting, raking, seeding & repair. Ensure rakes, shovels etc. are supplied for members use.
- Snow Removal – also includes purchasing Rock Salt and recruiting members to help maintain sidewalks, walkways and driveways. Ensure snow blower is maintained yearly.
- Organize Spring and/or Fall clean-up. Ensure all furniture is stored away in the fall – and brought out in the Spring.
- Purchase and plant flowers in the Spring – ensure all common areas including flower boxes; around trees and barrels are filled with colour. Replace flower boxes when necessary.
- Suggest improvements to by-laws, policies and procedures currently in place.

CERTIFIED to be a true copy of the Grounds Committee Policy of Birch Cliff Co-operative Homes, passed by the Board of Directors at a meeting held on April 14, 2011.

Director

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