

# NEW HORIZONS SOUTH BAY ASSOCIATION

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## CHARTER GROUNDS MAINTENANCE

### PURPOSE -

To provide direction and overall coordination of maintenance efforts relative to grounds maintenance, landscaping and trash disposal, including direction of the contracted work force and condominium personnel.

### ORGANIZATION -

The committee is comprised of New Horizons residents, the goal shall be to have at least two representatives from each of the six established areas of the condominium.. The chairman is an elected member of the Board of Governors assisted by:

- a. Deputy or vice-chairman
- b. Secretary

### RESPONSIBILITY

1. **Committee Chairman**
  - a. Conducts annual employee evaluations on each Grounds Maintenance crewman.
  - b. Recommends merit increases per established procedures.
  - c. Consults with the executive officers regarding hiring/firing of employees per established procedures.
  - d. Reviews established Charter for Committee Chairman and proceeds accordingly.
  - e. Solicits volunteer committee representatives.
  - f. Presides at all committee meetings and represents the committee at the Board of Governors meetings.
  - g. Directs the Grounds Maintenance operations as incorporated herein.
  - h. Coordinates Grounds Maintenance personnel efforts with the Chairmen of Buildings & Pools, and Clubhouses  
Committees to assure an orderly working relationship between the committees to avoid, as much as possible:
    - i. any predictable problem areas.
    - ii duplication of work effort.
    - iii any unnecessary expenditure of funds.
2. **Deputy or Vice-chairman -**
  - a. Acts for Committee Chairman in his absence.
  - b. May perform all functions for the chairman except to make a motion or to vote on matters being considered by the Board of Governors.
3. **Secretary**
  - a. Takes and prepares the minutes of the meetings.
  - b. Submits the minutes are to the Committee Chairman for review and use in preparing monthly reports to the Board of Governors.
  - c. Submits the committee member list, committee officers list and the minutes of each regular meeting to the Secretary of the Board of Governors.
4. **Committee members**
  - a. Attend committee meetings
  - b. Assist the Chairman in accomplishing the objectives and responsibilities of the committee.

### DEFINITION -

Condominium common area grounds maintenance facilities as they pertain to this committee's responsibilities include:

- a. All landscaped areas within the condominium (lawns, flower beds, planters, ground covers, and trees).
- b. Golf course
- c. Irrigation system including normal upkeep and adjustment.
- d. Trash bins.
- e. Parking areas and roadways.

- f. **EXCLUDED** - the inside of patio areas. However, any harmful, unsafe or unsightly condition would be under the jurisdiction of Grounds Maintenance.

## PRINCIPAL FUNCTIONS -

1. Directs the efforts of contracted and condominium personnel in grounds maintenance functions.
2. Contacts the property superintendent each morning to establish schedules and priorities in accordance with requests or complaints received.
3. Directs scheduled preventative maintenance functions to assure maximum useful life expectancy of facilities commensurate with the most economical cost of operations.
4. Directs unscheduled maintenance as required to satisfy the immediate problem.
5. Directs clean-up operations for ground areas including walkways, parking areas and trash enclosures.
6. Directs trash disposal operations.
7. Maintains and adjusts irrigation system.
8. Maintains inventory records of materials and equipment under the committee's jurisdiction.
9. Prepares and submits the annual budget for the Grounds Maintenance operation on forms and instructions furnished by the Treasurer.
  - a. The Chairman of Grounds Maintenance is authorized to spend up to \$1000 for emergency items or services. Such expenditures are immediately reported to the Treasurer for preparation of a motion for funding.
  - b. Any anticipated expenditures that exceed the authorized monthly budget must be reported to the Treasurer for action.
  - c. Any new contract, extension of existing contracts, or non-budgeted items or services must be submitted to the Treasurer for presentation to the Board of Governors.
  - d. The Chairman must obtain three (3) bids for new contracts or extension of existing contracts and follow the specified Contracts & Vendors Procedures for the acquisition of material and services.

It is mandatory that all Funded Committees clear with the Treasurer and the Board of Governors any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.