

Position Description
Grounds Chair
(Approved: 4/8/2025)

The Grounds Chair shall direct and report on the activities of the Grounds Committee. The Chair and Committee are responsible for directing and overseeing maintenance and improvements to the common grounds of The Springs according to the established, Board approved Master Landscaping Plan.

The primary responsibilities of the Grounds Chair are as follows:

- **Establish** a committee
- **Organize** volunteers
- **Maintain volunteer lists and email**
- **Manage** vendors and contractors, including obtaining periodic bids and reviewing contracts
- **Report** activities to the HOA Board of Directors
- **Prepare and adhere** to an annual budget
- **Respond** to member correspondence
- **Purchase and maintain** HOA equipment and tools
- **Maintain up-to-date inventory of equipment and tools over \$100**
- **Maintain active common area irrigation systems, backflow valves excepted**
- **Monitor Grounds' dumpster service**
- **Oversee communication of weekly work orders to contracted landscape service**
- Solicit competitive bids (three or more whenever possible) for all planned maintenance and repair work in excess of \$3,500 unless working with an approved preferred supplier. Contract, with prior Board approval, with known service providers for services of less than \$3,500.
- Negotiate contracts with any preferred suppliers as specified by HOA financial procedures.

The Grounds Committee shall provide input and oversight to the Grounds Chair to ensure consistent application of Grounds maintenance standards and practices according to the established landscaping plan. A committee of 3 to 5 members is nominated by the Grounds Chair and approved by the HOA Board. Committee members also:

- Consult and assist in developing Grounds Policies.
- Assist in performing duties as requested by the Chair.
- Provide the Chair with independent judgment and guidance in making Grounds-related decisions.
- May report independently to the Board.

The Grounds Volunteers perform maintenance work under the direction of the Grounds Committee.

The Grounds Chair shall conduct their duties in support of fulfilling The Springs at Santa Rita HOA Mission and Vision statements while demonstrating its Guiding Values. Particular emphasis is to be made on achieving Vision elements 1, 3, 6, 8 and 9