

# Grounds Maintenance

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## Purpose of the policy

- To manage and maintain co-op grounds to:
  - Ensure the health, safety and comfort of members
  - Protect and extend the life of the grounds and landscape material
  - Enhance the co-op and increase its marketability

## Policy

### Member Responsibility

1. Members in townhouses are responsible for the care and upkeep of the grounds and landscaping in “private” areas attached to their units.
2. Members in townhouses are responsible for lawn mowing, edge trimming, weeding and upkeep of their property and any areas beyond their fence that is abutted up to their fence. i.e. garden boxes added by the member (not existing Co-op boxes).
3. The Landscape Committee AND Maintenance Committee volunteers are responsible for the care and upkeep of the grounds and landscape in co-op common areas only.
4. Members may not use any landscape chemicals unless they are safe for children and pets
5. Members must receive written permission from the Board of Directors for any tree or shrub removal, installation of fishponds, and erection of structures, such as sheds or gazebos or extensive latticework.
6. Members are able to report to the Board or office any observation of non-compliance of the Ground Maintenance Policy; Townhouse Carports, Front and Back Yards Policy or Hazards Policy.
7. Co-op standard will be set according to the Townhouse, Carport, Front and Back Yard Policy; Hazards Policy.

### Co-op Responsibility

1. The co-op will purchase and maintain grounds materials as per the co-op’s landscape plan and budget.

2. The co-op will limit the use of landscape chemicals on co-op common areas and will give Members advance notice of the date of application, chemicals to be used and reason.
3. The Landscape Committee will use volunteers for minor pruning and gardening for the co-op.
4. The Maintenance Committee will use volunteers for minor repairs and maintenance for the co-op.
5. The Landscape Committee will maintain an inventory of the following tools for grounds maintenance when funds are sufficient.
  - Lawn mower
  - Water hoses
  - Weed eater
  - Leaf blowers
  - Gardening tools
  - Protective equipment
  - Gardening shed
6. The Landscape Committee will organize and notify Members of “Clean-up Days”
7. Members are responsible to keep their yards up to co-op standards. i.e: grass mowed, edges trimmed, weeds controlled, etc.
8. The Board of Directors, Landscape Committee and Maintenance Committee will do carport inspections together annually. They will not be permitted to inspect their own carports. Members that don’t pass inspection will be issued a two (2) week notice to comply. If on re-inspection the carport is not up to co-op standard a fine will be levied as per the Fines and Warnings Policy.

Approved by the General Membership: At the AGM on November 29, 2018