

Grounds maintenance

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 materials, and
- enhance the co-op and increase its marketability.

Policy

Member responsibilities

1. Members are responsible for the care and upkeep of the grounds and landscape materials in ‘private’ areas attached to units as defined in grounds procedures.
2. Members are responsible for lawn mowing, spring clean up, snow removal, curb painting, weeding, leaf racking. Tasks as assigned by the co-op.
3. Members may be assigned responsibility for the care and upkeep of the grounds and landscape materials in co-op common areas as defined in grounds procedures.
4. Garden refuse and compost must be stored and disposed of as defined in grounds procedures.
5. Members may not use landscape chemicals.
6. Members must receive written permission from the Board for tree or shrub plantings or removal, tree pruning, erection of structures like latticework, on any co-op property.

7. Members must obey municipal regulations regarding plantings, tree removal, use of chemicals, etc.

Co-op responsibilities

8. The co-op will purchase grounds materials as per the co-op landscape plan and budget.
9. The co-op will limit use of landscape chemicals on co-op common areas and will give members advance notice of the date of application, chemical to be used and reason.
10. The co-op will put procedures in place for the storage and removal of garden refuse.
11. The Board will use professional landscape trades people for pruning & tree removal; volunteers for lawn cutting and maintenance. (Volunteers must be 16 years or older to use lawn mower. All other equipment, i.e. leaf blower, snow blower & weed eater may be used by trained adult volunteers).
12. The co-op will conduct grounds inspections to identify and schedule necessary grounds maintenance.
13. The co-op will provide, maintain and inventory the following tools for grounds maintenance: lawn mower, gardening tools, water hoses, leaf blower, weed eater & snow blower.
14. The co-op will organize and notify members of clean-up days.

Policy approved by general meeting:

Replaces policy dated:

Procedures needed to carry out this policy

1. List of tools.
2. Schedule for inventory, maintenance and loan of co-op tools.
3. Instruction in the safe and proper use of co-op tools.
4. Storage and disposal of garden refuse.
5. Grounds inspection form.
6. Schedule and tasks for clean-up days.
7. Grounds maintenance schedule.
8. Criteria for the care and upkeep of co-op private and common areas.
9. Criteria for approving and/or denying a member's request for the use of landscape chemicals.

Options

Option: Point #2

Add specific tasks for which members are responsible.

Option: Point #3

Change “be assigned” to “request” if your co-op permits members to volunteer for the care and upkeep of common areas.

Options: Point #5

Delete “without written permission from the board” if your co-op wishes to be chemical-free or not permit the use of chemicals such as herbicides, pesticides, concrete and pavement cleaners, etc., by members.

Replace “board” by co-op committee if a committee is responsible for approving the use of landscape chemicals.

Options: Point #6

Add those landscape or grounds materials which require board permission for members to plant, construct, install or remove.

Replace “board” by co-op committee if a committee is responsible for approving the use of landscape or grounds materials.

Options: Point #11

Delete “professional landscape trades people” if your co-op wants to permit volunteers or handy persons to prune, do lawn maintenance, etc.

Delete “volunteers” and “handy persons” if your co-op wants tasks completed by professional trades people only, and so forth. You may wish to make a separate point for volunteers, trades people and handy persons, and assigned tasks.

List the tasks that the co-op wants completed.

Options: Point #13

List the equipment that the co-op will provide for use by members, staff or contractors.