

Myerlee Circle Condominium Association

Job Description: Grounds Director

The following is a summary of duties:

- Supervise, schedule and communicate with current bug control company
- Supervise, schedule and communicate with current landscaping company
- Supervise, schedule and communicate with current irrigation company
- Supervise, schedule and communicate with Back Flow company for yearly testing before April 15th of each year
- Supervise, schedule and communicate with water tank company
- Solicit bids, schedule and supervise any tree service work done (Current landscaping company will perform work on trees up to 12 feet.)
- Supervise and schedule Waste Management company, pickups and trash problems in trash bin area
- Oversee fertilization of trees and shrubs when needed
- Keep and help develop maps and diagrams on all grounds related utilities related to association with Unit Director i.e. water, electrical, irrigation, sewer, storm water drains, sewer clean out valves
- Supervise the maintenance building parking lot by ensuring all vehicles parked there have permission, are vehicles of owners (unless special permission by Board), are insured and licensed. Update this information every 6 months. Maintain the striping of parking spaces as needed.
- Inspect plantings around buildings and common areas & report on any concerns to the board or homeowners
- Make recommendations for, and supervise the removal and replacement of new plantings.
- Research best options for plantings and create a recommendation list for the website.
- With board assistance, approve landscaping plans submitted by unit owners for areas within 6 feet of exterior walls
- Meet with new owners to go over landscaping rules and options
- Establish priorities and maintain the association grounds budget
- Coordinate response to damage on grounds following storms
- Recruit volunteers and get Board approval for Maintenance Team volunteers, to assist on smaller scale projects, pulling weeds, etc.
- Make vendor recommendations for grounds projects within the community.
- Supervise, schedule and communicate with any wildlife or bee keeping companies as problems arise.
- File in unit owner files any written requests.