

RIVERVIEW

Grounds & Beautification Committee Chairman Job Description

To oversee the maintenance of the common grounds of the community and encourage participation of all residents to keep home appearances at a high standard.

1. Negotiate and oversee annual maintenance contracts) for front entrance, cul de sac islands, and park area.
2. Perform routine maintenance checks of entranceway lighting and sprinkler systems; oversee repair and/or replacement as necessary.
3. Oversee installation of seasonal plants at front entrance and in islands behind guard house, enlisting and encouraging the help of neighborhood volunteers.
4. Take charge of (or appoint someone at beginning of year to be in charge of) December holiday decorations for the neighborhood, including purchase of necessary supplies, enlistment of volunteers to prepare, put up and take down decorations, and storage of reusable goods.
5. Take charge of (or appoint someone at beginning of year to be in charge of) contest for best residential holiday decorations. This includes publicity in a timely manner, maintaining award signs, forming non-partisan judging committee, etc.
6. Be in charge of "Yard of the Month" awards, including maintaining award signs, notifying newsletter of winners, special efforts, etc.
7. As directed by the President, coordinate mosquito control programs for the neighborhood.
8. Prepare articles for newsletter that will promote awareness and interest in keeping the subdivision clean, neat, and beautiful. Might include articles about mosquito control.
9. Keep a notebook to pass along to next Chairman.