

## **Landscape Manager (Officer) Job Description**

- Reports to Architectural Committee.
- Works with Treasurer for authorization of landscape and irrigation expenses in budget.
- Communicates with Secretary on Landscape report for meetings.
- Submits copies of contracts to Administration for electronic storage.
- Communicates with other board members on Association business.
- Has read and is conversant on all SRCA governing documents.
- Primary contact with SRCA Landscape Vendor for landscape maintenance and sprinkler system operation and maintenance.
- Ensures Vendor conforms to scope of work on Landscape Contract and executes all scheduled landscape common area requirements.
- Ensures cherry trees are trimmed every 3 years at the time of year that the arborist recommends.
- Coordinates with tree service when we have problems with large trees.
- Ensures Vendor starts up, maintains, fixes leaks and problems and shuts down sprinkler system.
- Schedule and complete documentation for sprinkler system startup (around May 30th) at beginning of irrigation system.
- Schedule and complete documentation for sprinkler system backflow test at end of season. Send report to President.
- Schedule and complete documentation for sprinkler system shutdown (around September 30th) at end of irrigation season with city of Gig Harbor.
- Secondary contact for SRCA homeowners related to common area landscape and sprinkler system inquiries and problems. Architectural Committee Chairman is primary contact.
- Ensures Landscape Management actions are in compliance with SRCA governing documents.
- Works with AC committee Chairman to develop a long-term landscape plan.
- Recommends changes and alterations of Landscape Guidelines to Architectural Committee Chair.
- Coordinates with Architectural Committee regarding Homeowner approvals for landscape modifications or improvements.