Uplands Homeowners' Association (UHA)

DIRECTOR OF LANDSCAPING ROLES & RESPONSIBILITIES

As a director of the Association, this role includes the general duties of all directors to supervise the affairs of the UHA, participate in the establishment of rules and regulations of the UHA, and to support the other members of Board of Directors in conducting the business of the UHA.

Director of Landscaping - Role:

Manage the common areas of the UHA and ELM* lands and make recommendations to the board for planning and budgeting.

Director of Landscaping - Key Responsibilities:

- Prepare requests for proposals (RFPs), solicits bids from landscaping companies, and recommend a vendor to the UHA board.
- Ensure that the contracted work, such as mowing, pruning, weed control, planting and snow removal is completed correctly and on schedule by performing regular site inspections.
- Provide ongoing feedback to the landscaping, irrigation and snow removal contractors and report on their performance to the UHA board.
- Communication to residents by submitting reports for newsletters and the AGM.
- Assist the board in preparing the annual landscaping budget, which often accounts for a significant portion of the UHA's overall expenses.
- Monitor spending to keep it within the approved budget.
- Recommend new projects to the board, manage their implementation, and monitor their progress.
- Work with the UHA facility manager to assign extra staff and volunteers to assist with ad hoc landscaping tasks, as required.
- Communicate with the City of Calgary regarding ELM areas and prepare required reports.

Board of Directors - General Responsibilities:

- Participate in Board and Association meetings and contribute to decision making.
- Support all decisions passed in Board meetings.
- Approve the annual budget of the Association.
- Determine the amount of membership fees for the following year.
- Listen to neighbours and bring their concerns and suggestions to the Board.
- Communicate the rules and regulations of the Association to members and non-members as required.

Note: ELM refers to lands owned by the City but maintained under contract by the UHA, in accordance with the City's Enhanced Landscape Management program