Grounds

Purpose of the policy

To manage and maintain co-op grounds to:

* ensure the health, safety, comfort, and security of members
* protect and extend the life of the grounds and landscape materials, and
* enhance the co-op

Policy

**Member responsibilities**1. Members take care of all common garden areas except for the lawns. Members are responsible for plots under their name as posted on a common plan. Aside from the designated vegetable garden area, all garden areas are for ornamental plantings.

1. Members who do not have their plots primarily weed-free by April 30th forfeit their right to the plot (including vegetable plots).  
  
2. Vacant plots are allocated on a first come, first serve basis from a wait list.  
  
3. Any significant changes trees or shrubs must be approved by the Maintenance Committee (NB. this policy was approved by Maintenance Committee in fall 2004)

2. Garden refuse and compost must be stored and disposed of as defined in grounds procedures.  
  
3. The co-op and members may not use landscape chemicals/pesticides/ herbicides/fungicides/inorganic fertilizer without written permission from Maintenance Committee.  
  
4. The co-op and members must obey municipal regulations regarding plantings, tree removal.  
  
**Co-op responsibilities**  
  
5. The co-op is responsible for the care and upkeep of the grounds.  
  
6. A lawn maintenance person is contracted, from within the co-op if possible, for general upkeep, grass cutting, and other duties as assigned.  
  
7. The co-op will purchase grounds materials as per the co-op landscape plan and budget for common areas, unless a garden area has been identified as the responsibility of a member.  
  
8. Co-op will put procedures in place for storage and removal of garden refuse.  
  
9. The Maintenance Committee will oversee pruning, tree removal, landscaping, and horticultural projects.  
  
10. The co-op will provide, track inventory, and maintain the co-op tools for grounds maintenance.  
  
11. The co-op will organize and notify members of work-parties.

Procedures needed to carry out this policy

1. Inventory of tools.  
2. Schedule for maintenance, and process for loan of co-op tools to members.  
3. Instruction in the safe and proper use of co-op tools.  
4. Guidelines for storage and disposal of garden refuse.  
5. Schedule and tasks for work-parties.  
6. Grounds maintenance schedule.  
7. Criteria for the care and upkeep of co-op grounds.