

Community Property - Green Spaces Chair Position Description



Role

Community Property Chair responsible for Green Spaces includes maintaining and improving the common areas in the neighborhood. This board position holds all of the responsibilities of an APNA board member and oversees tasks that include, but are limited to, neighborhood entrances, the Town Square, playground, green buffers, trails, and all other common areas. This position works closely with the Community Property Chair responsible for Infrastructure as well as the Property Manager.

Responsibilities & Accountabilities of the Community Property/Green Spaces Chair

Develop Annual & Long Range Budgets

1. Submit annual position budget; review monthly
2. Review completed work and approve vendor payment
3. With input from committee chairs and Property Manager, extend budget by one additional year to capture long-term capital projects
 - Communicate long-term capital projects, costs, and timing to board

Oversee Property Maintenance & Landscape Improvement Projects

1. Review and revise scope of work for common area landscape maintenance
2. Meet with Property Manager and contractors to review performance, trouble-shoot problems and recommend solutions
3. Identify landscape improvement projects and work with Property Manager to implement approved plans
4. Schedule annual review of tree maintenance with Tree Committee Chair and arborist
5. Ensure completion of required annual playground audit
6. Engage PARB on matters that fall under their responsibilities

Manage Committee Chairs

1. Recruit chairs and assist them in understanding their roles and the need for volunteers
2. Meet with each Chair on a regular basis to review ideas and plans
3. Present each Chair with a budget and assist in managing it

Goals

Beautiful & enjoyable natural environment

Healthy plants & trees

Informed & engaged neighbors

Timing

Budget

1. August
2. As needed
3. As projects are identified, at least once/year

Maintenance & Improvements

1. Annually prior to August budget
2. Ongoing
3. As needed
4. Fall
5. February
6. As needed

Chairs

1. Recruit as needed, ongoing leadership
2. Semi-annually and as needed
3. February, ongoing

Community Outreach Chair Position Description

Skills Required

- Accessible, friendly, and comfortable networking with contractors and neighbors
- Able to work with little supervision, using prior experience to complete work
- Able to understand financial statements, create budgets, and manage with available funds
- Effectively communicates using oral and written communication skills
- Available to attend monthly APNA board meetings
- Understand that all board members and volunteers have stepped forward because they believe in Amelia Park — and are treated with respect, listened to with openness, and are engaged in finding the best ideas and solutions

Committee Chairs

Playground

Rick & Pat Glassbrenner,
glassbrenner@ourisland.us, 321-0767

Trees

Rusty Footlik, rfootlik@gmail.com, 310-6551

Landscaping

Rusty, Sandy Pardue, Sharon Haffey,
Libby Wilkes

Playground Committee Responsibilities

- Perform monthly review of playground safety using provided checklist (submit to Property Manager)

Tree Committee Responsibilities

- Conduct annual review of tree maintenance with Amelia Park's arborist
- Oversee tree trimming projects
- Respond to emergencies
- Help residents learn about the proper care of trees by providing useful information

Landscaping Committee Responsibilities

- Identify areas for landscape improvement, detail plans
- Organize neighborhood clean-up projects

Key Contacts

Property Management Company

PMSI — Christine Connery, cconnery@pmsiofflorida.com, 225-9070

Arborist — Early Piety, treesrus@att.net, 733-4455

Tree Trimming — Cash's Tree Service, Steve Cash, 548-0754

Mark Coleman, 753-4620

Grounds Maintenance: Trim All, Jason Lee (President) 491-3232, fax: 491-8710, TrimAllLawn@gmail.com

Cassandra Faulk (Account Manager), cassandra.trimall@gmail.com, 206-2710

Landscape Resources:

Dreamscapes, Trey Dennard, melissa@dreamscapesdesign.net, 753-0330

Fernandina Mulch & Stone (474389 FL 200) — Mike Zaffaroni, 261-7177

Stateline Nursery (2054 US 17, Kingsland, GA — Aimee Underwood, 912/882-4466, c: 912/322-1287

Stanley Stewart (AP resident) — smartmcs@bellsouth.net, 277-2680

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The UPS Store, 277-0820 (copy card on file)