

Common Grounds Maintenance Committee Description and Authorization

Purpose: The Common Grounds Maintenance Committee is established to maintain and improve select areas in the Kings Park West (KPW) subdivision. The Committee:

- Creates a sense of community, encourages participation in an active community life and enriches neighbors lives
- Collaborates with the board if changes to the committee scope are needed
- Works with the board to develop annual budgets and communicates emergent additional funding needs during the year
- Encourages residents to join the KPWCA
- Operates under an agreement with the Kings Park West Community Association, which owns the common ground properties being maintained

Scope: The committee chairperson must be a member in good standing of the Kings Park West Civic Association. The Common Grounds Maintenance Committee maintains, improves safety of, and beautifies the common areas and monitors landscaping contractor performance, as applicable. Common area maintenance includes mowing and landscape of the following locations:

- Commonwealth Boulevard center median strip at the Twinbrook Road / Guinea Road / Commonwealth Blvd entrance
- Parcel at Twinbrook Road / Guinea Road / Commonwealth Blvd entrance with the brick wall, the KPW sign and lights
- Parcel at Sideburn Road / Commonwealth Blvd entrance with the brick wall and KPW sign
- Parcel at Roberts Road / Commonwealth Blvd where the message board is located
- Parcel at Tapestry Drive/Braddock Road where the message board is located

The Common Grounds Maintenance Committee oversees, coordinates, administers the following activities:

- Annual lawn mowing and landscape services contract for common areas listed in the scope statement
- Identification of trees for removal in cooperation with the KPW Community Association homeowners, and
- Seasonal decoration of common areas in KPW for various holidays

The Committee also can make recommendations for specific tasks based on need and volunteer interest, such as the Road Raiders team for maintenance of traffic areas and for maintenance of plantings around neighborhood message boards and entrance signs.

Authorization: The Common Grounds Maintenance Committee is authorized to pursue the activities as outlined here with the understanding that KPW Community Association owns the land and physical properties at most of the locations involved. The committee is authorized to buy the following items and services up to the approved budget in order to accomplish committee tasks:

- Items:
 - Plants, mulch, fertilizer
 - Gardening & tree trimming tools
 - Materials to maintain physical property on common grounds
 - Holiday Decorations

- Services:
 - Services to maintain common property (lawn mowing & edging)
 - Services to manage the appearance of common property (fall leaf raking, fertilizing, trimming, hauling)

Receipts for reimbursement should be submitted for payment to the KPWCA Treasurer within 60 days following the purchase. Service contracts to be reviewed and approved by the KPWCA Board and signed by the KPWCA President. Temporary requests to change or go beyond the scope of this authorization must be coordinated with KPWCA Board. Permanent changes must be approved in writing and signed by the president, KPWCA Inc.

Signed,

A handwritten signature in blue ink, appearing to read "Sarah Lennon", is written over a light yellow rectangular background.

Sarah Lennon

President, KPWCA Inc.

Date: 5/24/21