

Original Northwood Association
Maintenance Chair

Version 2020.01.20

NEIGHBORHOOD CLEAN-UP: Coordinate with Baltimore City and other area resources to ensure that Original Northwood leverages all resources to keep the neighborhood clean. The outgoing Maintenance Chair will share all contact and credentials with the incoming chair to ensure a smooth transition.

Coordinate with Baltimore City to register for the Mayor's Clean-Up Days. Working with the President, the Maintenance Chair will identify areas of concentration for clean-up efforts (e.g., median of Loch Raven Boulevard and The Alameda). Once registration is complete, the Maintenance Chair will solicit volunteers and manage the event with assistance from other board members as needed (e.g., Communications Chair for advertising or Treasurer for any expenses).

Coordinate with Baltimore City to arrange quarterly Dumpster Days to provide neighbors a method to dispose of large household refuse. The physical locations of the dumpster drop-off should occur throughout the neighborhood. Once scheduled, the Maintenance Chair will work with the Communications Chair to ensure that the dates and locations are posted to the web-site and social media accounts. The Maintenance Chair will manage on the day of each event.

HOUSING AND CODE VIOLATIONS: Work with appropriate city services (e.g., 311) to inform of housing and code violations. These violations will either be reported by other board members or neighbors or directly observed through regular 'walk throughs' of the neighborhood by the Maintenance Chair. Work with the President and Secretary to ensure that any housing and code violation letters are sent to property owners or occupants as necessary.

LANDSCAPING: Oversee maintenance of common spaces throughout the neighborhood. The outgoing Maintenance Chair will share all vendor and account credentials with the incoming chair.

Work with specific vendors and neighborhood volunteers to ensure that common areas are well maintained. The current common areas include the sign garden (northeast corner of Argonne and The Alameda), the sign island (Argonne and Roundhill) and the two wide bends on Westview. The Maintenance Chair will ensure that these areas are debris-free and planted/pruned as necessary.

SPECIAL PROJECT: Select and execute a special project in each year. Working with the President, the Maintenance Chair will select a special project to be conducted during the year that will sustain the neighborhood. Examples of special projects in the past that should be

repeated on an annual basis include: Tree Survey (lost and vulnerable trees), Sidewalk/Alley Survey, and Housing Code Violation Survey.

AN ACTIVE VOLUNTEER: Be ready to do a lot of jack of all trades stuff as you do not have extensive formal duties. You should be very willing to undertake many various tasks.