

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
February 17, 2016**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:03pm.
- b) Attendees: Diane Blunt, Jennifer Cochran, Dom Maio, Linda Montfort, Tim Shaw, Anne Steingass, Mike Stracka (PMP), and Matt Hochstetler (ValleyCrest)
- c) Absent: Terri Hess and Barbara O'Connor

2) COMMITTEE ADMINISTRATION

- a) Approval of the November Meeting Minutes. The minutes were unanimously approved.
- b) Discussion and assignment of the alternate GRNDS chair position. The committee unanimously moved to appoint David Barrie as the alternate GRNDS chair person.

3) RESIDENT & GUEST PARTICIPATION

- a) Mr. Clawson, a new resident, came to speak with the committee regarding parking regulations and their inability to acquire a recycle bin from AAA. PMP is assisting with the recycle bin and we provided Mr. Clawson with the proper contacts regarding potential parking issues.

4) VALLEYCREST ITEMS

- a) Discussion of items noted on the ValleyCrest Landscape Report.
- b) Copies of the ValleyCrest Weekly Landscape reports for this period
- c) Discussion of the snow removal efforts and lessons learned during Winter Storm Jonas on January 22-24.
- d) Discussion of the project to replace the small retaining wall and minor regrading of the entrance to HPR, adjacent to the wooden gate. ValleyCrest was directed to prepare an estimate for the project for review at the next meeting. The committee also directed PMP to investigate replacement options for the gate to be considered with the cost of the retaining wall replacement.

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget
- e) 2016 Project List

6) OLD BUSINESS

- a) Update regarding the schedule for the completion of the 2015 trail resurfacing and sidewalk repair projects.

7) NEW BUSINESS

- a) The sample metal fire lane sign posts were installed adjacent to the second set of mailboxes on Millard Court in Morven (A 4x4 wooden post sign is directly across the street for comparison as well). Members are asked to review the posts in advance of the meeting so we can discuss member preferences for the preferred replacements. Members preferred the posts with the vinyl wrap and PMP was directed to get an estimate to order an initial stock of 100 posts with wrap for consideration at the next meeting.
- b) Discussion of the bid received from Gardner Engineering to provide the engineering and bid documents for the Phase II street repairs. The committee directed PMP to request a detailed cost estimate for the Design Document line item and an adjustment to the bid support line item.

8) INFORMATIONAL ITEMS

- a) None this period.

9) ADJOURN

- a) Meeting Adjourned at 8:05pm.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, March 16, 2016**, at the **Parkway Meeting Room**.

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE AGENDA
March 24, 2016**

1) CALL TO ORDER

- a) Meeting Called to Order at 7pm.
- b) Attendees: Diane Blunt, Jennifer Cochran, Terri Hess, Barbara O'Connor, Anne Steingass, Mike Stracka (PMP), Matt Hochstetler (ValleyCrest)
- c) Absent: Dom Maio, Linda Montfort, and Tim Shaw

2) COMMITTEE ADMINISTRATION

- a) Approval of the February Meeting Minutes. The committee unanimously moved to approve the minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to replace a tree on Hopton Court that is dropping sap and bird droppings on her vehicles and whose shade is preventing her from being able to grow grass in her front yard. The tree is healthy, the committee unanimously moved to have the tree structurally pruned during an upcoming tree service day.

4) VALLEYCREST ITEMS

- a) Discussion of items noted on the ValleyCrest Landscape Report.
- b) Copies of the ValleyCrest Weekly Landscape reports for this period.
- c) Discussion of the following ValleyCrest Estimates:
 - i) Proposal 6166898 – NTE \$4,770.00 to turn the median shoulders of CountrySide Blvd and Algonkian Pkwy and to address the damaged caused by snow removal efforts. The committee unanimously moved to approve the proposal. Cost to be applied to GL 6127.
 - ii) Proposal 6202172 – NTE \$2,490.00 to replace the retaining wall and regrade the pedestrian entrance to HPR with the optional replacement of the wooden gate. The committee unanimously moved to approve the proposal. Cost to be applied to GL 9567.
 - iii) Proposal 6093803 – NTE \$6,150.00 to complete the blowing and street sweeping of the townhouse streets. The committee unanimously moved to recommend the BoD approve the proposal. Cost to be applied to GL 8556.
 - iv) Proposal 6179148- NTE \$1,353.00 to address areas where invasive plants have been identified. Tabled until June.
 - v) Proposal 6208380 - NTE \$2,875.00 to plant the spring/summer annuals. The committee unanimously moved to approve the proposal. Cost to be applied to GL 6127.

- d) Confirmation of the upcoming scheduled events:
 - i) Spring cleanup between Feb 1 and April 30
 - ii) Deciduous tree trimming and limbing up to 7 feet clearance in spring
 - iii) Mowing to begin April 1
 - iv) Soil test to be completed in April
 - v) Pre-emergent herbicide, turf and ornamental tree fertilization by April 15 (Need date for Courier)
 - vi) Evergreen and shrub fertilization in spring (Need date for Courier)
 - vii) Mulching completed by May 1
 - viii) Evergreen trimming May thru June
 - ix) Annual flowers by May 15

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget
- e) 2016 Project List

6) OLD BUSINESS

- a) Update regarding the schedule for the completion of the 2015 trail resurfacing and sidewalk repair projects.
- b) Discussion of the response received from Gardner Engineering regarding the questions raised regarding the bid to provide the engineering and bid documents for the Phase II street repairs. The committee unanimously moved to approve the proposal for a cost NTE \$3,000.00. Cost to be applied to GL 9554.

7) NEW BUSINESS

- a) Discussion of the estimate and options from Municipal Supply and Sign for the vinyl covered sign posts. The committee unanimously moved to seek additional quotes for 100 pre-wrapped posts.
- b) Discussion regarding the purchase of a pneumatic hammer to significantly reduce the amount of staff time required to install the metal sign posts. The committee approved purchase of the pneumatic hammer and accessories for a cost NTE \$1,000.00. Cost to be applied to GL 9575.
- c) Discussion of the proposal from DSC Aquatics for the pond maintenance agreement for 2016, which includes manual vegetative growth removal. The committee approved the proposal for a cost not to exceed \$3,850.00. Cost to be applied to GL 6153
- d) Discussion of the bids received for the replacement of Trail Bridge 10. The committee discussed seeking best and final offers for this work. The committee will revisit this in April.

8) INFORMATIONAL ITEMS

- a) None this period.

9) ADJOURN

- a) Meeting Adjourned at 8:55pm.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, April 20, 2016**, at the **Parkway Meeting Room**.

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE AGENDA
April 20, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:02pm.
- b) Attendees: Diane Blunt, Jennifer Cochran, Terri Hess, Dom Maio, Linda Montfort, Tim Shaw, Anne Steingass, Mike Stracka (PMP), Matt Hochstetler (ValleyCrest)
- c) Absent: Barbara O'Connor

2) COMMITTEE ADMINISTRATION

- a) Approval of the March Meeting Minutes. The committee unanimously approved the minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to correct an area where water from common area is being directed onto their property at 71 Southall Court. ValleyCrest has provided Proposal 6222781 - NTE \$3,825.00 to install 2 drain boxes to divert the water. The committee unanimously moved to accept proposal 6222781 for a cost NTE \$3,825.00. Cost to be applied to GL 9556.
- b) Discussion of a resident request to investigate additional treatments in the common areas for various pests. The resident was not present. The committee will continue to follow our standard practice consistent with Loudoun County.

4) VALLEYCREST ITEMS

- a) Discussion of items noted on the ValleyCrest Landscape Report.
- b) Copies of the ValleyCrest Weekly Landscape reports for this period.
- c) Discussion of the following ValleyCrest Estimates:
 - i) Revised Proposal 6202172 – NTE \$2,200.00 to replace the retaining wall and regrade the pedestrian entrance to HPR with the replacement of the wooden gate, with the gate to be provided by the Proprietary (as requested by Dave Barrie and the HPRC). The Grounds Committee unanimously moved to move forward with the green cattle gate voted on in March.
- d) Confirmation of the upcoming scheduled events:
 - i) Spring cleanup between Feb 1 and April 30
 - ii) Deciduous tree trimming and limbing up to 7 feet clearance in spring
 - iii) Soil test to be completed in April
 - iv) Mulching completed by May 1
 - v) Evergreen trimming May thru June
 - vi) Annual flowers by May 15

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget
- e) 2016 Project List

6) OLD BUSINESS

- a) Finley has completed the asphalt portion of the trail work and will be working now to address turf restoration issue in areas where trails were replaced. We are still awaiting a firm date and suitable weather for the completion of the sidewalk punchlist.
- b) We have forwarded the signed agreement to Gardner Engineering to provide the engineering and bid documents for the Phase II street repairs. While they are preparing the documents, PMP will be working to assess the trails and drafting the scope of work for the other paving projects that are to be done in conjunction with the Phase II repairs.
- c) Discussion of the BAFO submissions from the vendors for the Bridge 10 replacement project. The committee unanimously moved to recommend the BoD accept the proposal from A&A Construction for a cost NTE \$34,600.00. Cost to be applied to GL 9562.
- d) PMP is still searching for another vendor to provide a quote for the vinyl covered sign posts. PMP presented 3 vendor estimates. The committee unanimously moved to recommend the BoD accept the proposal from Municipal Supply & Sign to purchase 100 posts for a cost NTE \$6,500.00. Cost to be applied to GL 9575.

7) NEW BUSINESS

- a) Discussion regarding the next steps to be taken regarding the definition of who should be responsible for clearing snow accumulations from the common area sidewalks within the townhouse neighborhoods. The committee directed PMP to place this matter on the agenda for discussion with the NAC to get volunteers to assist with a working group to review this matter.
- b) Discussion of a proposal from Huntington Electric to move and replace the light fixtures for the two monument walls at the Rt. 7 entrance to CountrySide Blvd. The committee unanimously moved to replace the main entrance lighting for a cost NTE \$2,400.00. Cost to be applied to GL 6127.
- c) Discussion of the estimate from Hercules fence to repair the damages to the PVC fence along Route 7 where it was damaged in two separate accidents. The committee unanimously moved to repair the damage for a price NTE \$1,800.00. Cost to be applied to GL 6127.

- d) Discussion of the response from Steve Plante regarding the question raised about county sponsored projects in stormwater retention areas. PMP will invite a member of Steve Plante's office to come out to the tour the property for potential sites.

8) INFORMATIONAL ITEMS

- a) The BoD did not approve the street sweeping estimate. The snow removal portion of the townhouse only budget is significantly over budget and the BoD felt it would be prudent to cancel the street sweeping to help offset some of the amount currently over budget.
- b)

9) ADJOURN

- a) Meeting Adjourned at 9:00pm.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, May 18, 2016**, at the **Parkway Meeting Room**.

GROUNDS COMMITTEE MINUTES

May 18, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:02 P.M.
- b) Attendees: Diane Blunt, Terri Hess, Barbara O'Connor, Anne Steingass, David Barrie, Mike Stracka (PMP), Matt Hochstetler (ValleyCrest)
- c) Absent: Jennifer Cochran, Dom Maio, Linda Montfort and Tim Shaw.

2) COMMITTEE ADMINISTRATION

- a) Approval of the April Meeting Minutes. The Committee voted unanimously to approve the April meeting Minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to use goats to address poison ivy in the common area behind their home at 27 Westmoreland Road. The Committee unanimously voted to give "conditional approval. The resident will provide more details such as: exact boundaries of the common ground to be used, acknowledgement that all expenses/costs will be the responsibility of the resident, ensure all licenses, insurance, and county regulations are enforced. Also, submit the final quote and the above details at the next meeting.
- b) Discussion of a resident request to address water ponding behind their property at 20 Worthington Court. PMP will check with the County to determine the next steps. The resident was not present.
- c) Discussion of a resident request to address the drainage in the common area behind their property at 2 Nicholson Court. Resident was present. Valley Crest will inspect the property and advise options to address the drainage at the next meeting.
- d) Discussion of a resident request to designate a section of curb as a Fire Lane on Bickel Court. The resident was not present. PMP to send out letters to affected neighbors and have further discussion at the next meeting.

4) VALLEYCREST ITEMS

- a) Discussion of items noted on the ValleyCrest Landscape Report.
- b) Copies of the ValleyCrest Weekly Landscape reports for this period.
- c) Discussion of the following ValleyCrest Estimates:
 - i) Proposal 6228187 – NTE \$4,260.00 to redesign the planter beds in front of the monument walls on CountrySide Blvd at the Route 7 entrance. The Committee tabled this proposal.
 - ii) Proposal 6233567 – NTE \$490.00 to treat for tent caterpillars in the areas near Asbury Way and Chelmsford Court. Discussion revealed that it was too late in the season to resolve the issue. Suggested that planning for next year and estimating the cost for the 2017 budget.

**Grounds Committee Minutes
May 18, 2016**

- d) Confirmation of the upcoming scheduled events:
 - i) Deciduous tree trimming and limbing up to 7 feet clearance in spring
 - ii) Soil test results?
 - iii) Evergreen trimming May thru June
 - iv) Annual flowers by May 15
 - v) Fertilizer and Post Emergent Treatments
 - vi) Drainage Ditch Maintenance (May)

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget reviewed.
- e) 2016 Project List reviewed.

6) OLD BUSINESS

- a) Finley has substantially completed all the trail and sidewalk work and are in progress completing the punchlist issues. We expect them to be completed by the end of next week.
- b) Gardner Engineering has completed the core samples and the specification documents for Phase II street repairs. A copy of the draft RFP is attached for review and discussion. PMP requested any concerns/issues be sent no later than the COB on Friday, May 20.
- c) Continuing discussion of the NAC response regarding the creation of a working group to decide the next steps regarding the definition of who should be responsible for clearing snow accumulations from the common area sidewalks within the townhouse neighborhoods. Tim Shaw is waiting for the NAC response.

7) NEW BUSINESS

- a) None this period.

8) INFORMATIONAL ITEMS

- a) The BoD approved the bid from A&A Construction for the Bridge 10 repairs and we are in the process of drafting and executing the agreement, for work to begin in late June/July.
- b) The BoD approved the bid from Municipal Supply & Signs for the vinyl covered sign posts. We have placed the order and expect delivery in 6 to 8 weeks.
- c) Hercules fence completed the repairs the damages to the PVC fence along Route 7 where it was damaged in two separate accidents.
- d) Attached is a copy of Loudoun County's Zika Virus response plan.

Grounds Committee Minutes
May 18, 2016

9) ADJOURN

a) Meeting Adjourned at 8:27 P.M.

b) Next regular meeting is tentatively scheduled for 7:00 PM, Wednesday, June 15, 2016, at the Parkway Meeting Room.



**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
June 15, 2016**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:03pm.
- b) Attendees: Diane Blunt, Jennifer Cochran, Terri Hess, Dom Maio, Barbara O'Connor, Tim Shaw, Anne Steingass, Donna Cooper (PMP), Matt Hochstetler (BrightView)
- c) Absent: Linda Montfort

2) COMMITTEE ADMINISTRATION

- a) Approval of the May Meeting Minutes. The committee unanimously moved to approve the May Meeting Minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Continuing discussion of a resident request to use goats to address poison ivy in the common area behind their home at 27 Westmoreland Road. The resident was not present. The committee recommended to move this forward in the process to be heard by DRC and the Board of Directors.
- b) Continuing discussion of a resident request to address the drainage in the common area behind their property at 2 Nicholson Court and BrightView's (ValleyCrest) Proposal 6244785 – NTE \$3,905.00 to correct the issue. The resident was not present. The committee moved to approve the above proposal and remove the two trees as part of 2 upcoming service days for a cost NTE \$4000. 4 approved, 1 abstain
- c) Discussion of a resident request to add speed bumps on Finchingfield Court. The resident was not present.
- d) Discussion of a resident request and offer to plant screening plantings along Algonkian Parkway. The resident was not present.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Copies of the BrightView Weekly Landscape reports for this period.
- c) Discussion of the following BrightView Estimates:
 - i) Proposal 6179148- NTE \$11,353.00 to address areas where invasive plants have been identified. The committee would like a comprehensive list of items on last year's list we did not address as well as this year's recommendations to review during the July Grounds Meeting.

- d) Confirmation of the upcoming scheduled events:
 - i) Soil test results. These will be available in July
 - ii) Evergreen trimming May thru June
 - iii) Fertilizer and Post Emergent Treatments
 - iv) Drainage Ditch Maintenance (May)

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget
- e) 2016 Project List

6) OLD BUSINESS

- a) Finley has completed all the trail and sidewalk punchlist issues. PMP is currently working to address some areas where overlaid trails edges are over 8" high by adding gravel to the edge to fill the drop and provide a contrasting color to make the edge more visible. Work should be completed by June 17.
- b) Discussion of the bids received for the street, trail and concrete repairs. PMP will provide the three full bids and the committee will have all questions to Mike by COB on Monday, June 20th to be reviewed at our July meeting.
- c) Continuing discussion of the NAC response regarding the creation of a working group to decide the next steps regarding the definition of who should be responsible for clearing snow accumulations from the common area sidewalks within the townhouse neighborhoods.

7) NEW BUSINESS

- a) Discussion regarding the purchase of spare parts for the community mailboxes now that the manufacturer has discontinued production of the units in the forest green color. The committee moved to purchase the stock available.

8) INFORMATIONAL ITEMS

- a) None this period

9) ADJOURN

- a) Meeting Adjourned at 8:40pm.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, July 20, 2016**, at the **Parkway Meeting Room**.

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINTUES
July 20, 2016**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00PM.
- b) Attendees: Diane Blunt, Jennifer Cochran, Terri Hess, Dom Maio, Linda Montfort, Tim Shaw, Anne Steingass, Mike Stracka (PMP), Rob Harris (BrightView)

2) COMMITTEE ADMINISTRATION

- a) Approval of the June Meeting Minutes. The committee unanimously approved the minutes from June.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to replant screening tree that have been removed over the years behind 13 Ludwell Court. The resident was not present. The committee discussed this request. No action will be taken at this time.
- b) Discussion of a resident request to address common area water being directed onto their properties at 161 and 157 Sulgrave Court and BrightView's proposal 6263905 – NTE \$9,860.00 to address these concerns. Residents from 4 properties were present. The committee moved to recommend the BOD approve the request for a cost not to exceed \$9,860.00. Cost to be applied to GL 9556.
- c) Discussion of a resident request to clean up common area trees behind their property at 11 Ferguson Court and BrightView's proposal 6251325 – NTE \$8,135.00 to address these concerns. The resident was not present. BrightView will verify these trees pose no threat to the residence. The committee will revisit in August.
- d) Discussion of an anonymous resident request to paint defined parking spaces on all the curb parking areas on Haxall Court. No residents were present. The committee agreed they will revisit this request when the subcommittee on Parking has completed their recommendations to the Grounds Committee and the BOD.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Copies of the BrightView Weekly Landscape reports for this period.
- c) Discussion of the following BrightView Estimates:
 - i) Proposal 6251321- NTE \$2,875.00 to plant the fall annuals at the community entrances. The committee unanimously approved for a cost NTE \$2,875.00. Cost to be applied to GL 6127.
 - ii) Proposal 6239399- NTE \$1,520.00 to replace two accident damaged trees in the median of Algonkian Parkway (Insurance reimbursement has been

received for this expense) The committee unanimously approved for a cost NTE \$1520.00. Cost to be applied to GL 6127.

- iii) Proposal 6253089 – NTE \$3,180.00 to regrade the median shoulders on CountrySide and Algonkian Parkway. The committee approved for a cost NTE \$3,180.00. Cost to be applied to GL 6127.
 - iv) Proposal 6090390- NTE \$7,995.00 to address areas in Foxfield remaining from the 2015 Invasive Area Inventory. Tabled to August.
 - v) Proposal 6253702- NTE \$4,250.00 to address the area in Welbourne where invasive plants have been identified. Tabled to August.
 - vi) Proposal 6179148- NTE \$11,353.00 to address general common areas where invasive plants have been identified. Tabled to August.
 - vii) Proposal 6251318 – NTE \$18,255.00 to complete the turf aeration in the common areas. The committee approved for cost NTE \$18,255.00. Cost to be applied to GL 6127.
 - viii) Proposal 6251319 – NTE \$6,790.00 to complete the turf overseeding in the common areas. The committee approved for cost NTE \$6,790.00. Cost to be applied to GL 6127.
 - ix) Proposal 6251316 – NTE \$15,000.00 to complete the turf lime application in the common areas. The committee approved for cost NTE \$15,000.00. Cost to be applied to GL 6127.
- d) Discussion of the schedule dates for the next chemical applications (for the Courier)
 - e) Discussion of the status of the following issues forward to BrightView this period:
 - i) Concern about some ruts left by the mowers in the turf area between Rutherford Circle and Chelmsford Court. Corrected.
 - ii) Limbing up the trees to 7-foot clearance over the parking areas adjacent to 46 and 48 Benton Court. Corrected.

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget Proforma
- e) 2016 Project List

6) OLD BUSINESS

- a) Discussion of the answers received regarding the bids for the street, trail and concrete repairs. The committee requested PMP ask all vendors for B&FO to be received by COB 7/25/2016. The committee moved to recommend the BOD

award the contract to FEPCO for an amount NTE \$418,974.00. Cost to be applied to GL's 9577,9585, 9558, 9557, 9554 and 9557.

- b) Continuing discussion of the NAC response regarding the creation of a working group to decide the next steps regarding the definition of who should be responsible for clearing snow accumulations from the common area sidewalks within the townhouse neighborhoods. Tim updated the committee on the recent NAC discussions regarding this matter.
- c) Discussion of the pricing provided by our contractor regarding the purchase of spare parts for the community mailboxes now that the manufacturer has discontinued production of the units in the forest green color. PMP is seeking the cost for future powder coating of grey mailbox parts to match current green coloring to eliminate the need to pre-purchase remaining discontinued stock.

7) NEW BUSINESS

- a) Discussion regarding the purchase of a commercial line striping machine to allow PMP staff to repaint parking space numbers and limited striping and curb painting as needed. The committee approved the purchase for a cost NTE \$1550.00. Cost to be applied to GL 8558.
- b) Discussion regarding drainage and the reserve study funding plan. The committee reviewed.

8) INFORMATIONAL ITEMS

- a) Copy of the turf soil analysis for this year.
- b) A&A Construction has applied to the county for the building permit for bridge 10. They expect to mobilize to begin construction within a week of the permit issuance, weather permitting.
- c) We have received the 2x2 sign posts and post driver for the fire lane post project. 9 posts were damaged in shipment and will be replaced by the shipper. PMP is in the process of assembling the post driver and support equipment and will run some test installations to confirm the process and procedures necessary to proceed.

9) ADJOURN

- a) Meeting Adjourned at 8:55PM.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, August 17, 2016**, at the **Parkway Meeting Room**.

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
August 17, 2016

1) CALL TO ORDER

- a) Meeting Called to Order at 7:04 PM
- b) Attendees: Diane Blunt, Jennifer Cochran, Terri Hess, Barbara O'Connor, Tim Shaw, Anne Steingass, Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Dom Maio, Linda Montfort

2) COMMITTEE ADMINISTRATION

- a) Approval of the July Meeting Minutes. Minutes were approved unanimously.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to trim or remove a common area tree between 233 and 235 Finchingfield Court. Residents were present. The committee agreed to have the tree removed during an upcoming tree services day.
- b) Discussion of a resident request to trim back common area trees rubbing against the side of her house at 2 Fairmont Place. Resident was not present. The committee agreed to have the trees trimmed back and /or removed during an upcoming tree services day. Work not to exceed ½ a day of tree services.
- c) Discussion of a resident request to clean up common area trees behind their property at 11 Ferguson Court and BrightView's proposal 6251325 – NTE \$8,135.00 to address these concerns. Brightview will again review the area to determine if any of these trees pose hazards and report back at the next meeting.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Copies of the BrightView Weekly Landscape reports for this period.
- c) Discussion of the following BrightView Estimates:
 - i) Proposal 6090390- NTE \$7,995.00 to address areas in Foxfield remaining from the 2015 Invasive Area Inventory. Tabled to 2017.
 - ii) Proposal 6253702- NTE \$4,250.00 to address the area in Welbourne where invasive plants have been identified. Committee voted unanimously to approve the estimate. Cost to be applied to GL 6129.
 - iii) Proposal 6179148- NTE \$11,353.00 to address general common areas where invasive plants have been identified. Committee voted unanimously to recommend the BoD approve the modified list to address the areas defined for a cost NTE \$5,150.00. Cost to be applied to GL 6129. The remaining items are to be addressed as part of the annual winter tree services and applied to GL 6154.
 - iv) Proposal 6277026 – NTE \$14,630 for Fall Tree and Shrub replacement plantings. Committee members to review proposed work in their neighborhoods for discussion at the next meeting.

- d) Discussion of areas where turf restoration is needed:
 - i) The common area island in the middle of Chelmsford Court
 - ii) The common areas behind the units on Chelmsford Court
 - iii) The common area grass strip in front of 8 Paxton Court.
- e) Discussion of the status of the following issues forward to BrightView this period:
 - i) Concerns raised about the mowing and water meter crock damage on Nicholson. Corrected
 - ii) Concern about damage to the planter bed at the Vandercastel exit on Cromwell. Corrected
 - iii) Concerns raised about pruning debris left in the common area in Welbourne. Corrected.
 - iv) Concerns raised about the cleanup of the common area around the drain between 157 and 161 Sulgrave. Completed

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget Proforma
- e) 2016 Project List

6) OLD BUSINESS

- a) The BoD has approved the bids for the street repairs but did make some revisions to the budget amounts for some of the other projects as follows:
 - i) Street Repairs Approved as bid
 - ii) Basketball Court &
 Lot Full Depth Repairs Postponed to 2019 with other pool lots
 - iii) Parking Lot Crackfill Approved NTE budget amount of \$2,775.00
 - iv) Parking Lot Sealcoat Approved as bid
 - v) Trails Approved NTE budgeted amount of \$57,500.00
 - vi) Sidewalks & Curb
 & Gutter Repairs Approved NTE budgeted amount of \$20,304.00
- b) Continuing discussion of the NAC response regarding the creation of a working group to decide the next steps regarding the definition of who should be responsible for clearing snow accumulations from the common area sidewalks within the townhouse neighborhoods.

7) NEW BUSINESS

- a) None this period

8) INFORMATIONAL ITEMS

- a) We have received the paint sprayer and are still waiting on the stencils. Once the stencils arrive, we will begin repainting the faded parking space numbers in Welbourne, then Foxfield, Morven and Oakridge.
- b) It was discovered that due to an oversight on Mike's part. A&A Construction did not get in to apply to the county for the building permit for bridge 10 until August 4th. They walked the plans through as much as possible and are now waiting on the county for their approval. They expect to mobilize to begin construction within a week of the permit issuance, weather permitting. If it appears that work will proceed beyond August 29, PMP will prepare and mail postcards to all affected properties in the Oakridge Townhouses advising of the delay and offering route alternatives until the bridge is reopened.
- c) We have received the replacement 2x2 sign posts and post driver for the fire lane post project. We are still in the testing process of using the post driver to determine how it can be best utilized without damaging the vinyl coating on the posts.
- d) Reminder that 2017 budget project submissions are due to be submitted to PMP no later than August 26, 2016. Send all suggestions to Laura Roethlein at lauralr.cside@pmpbiz.com

9) ADJOURN

- a) Meeting Adjourned at 8:48 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, September 21, 2016**, at the **Parkway Meeting Room**.

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
September 21, 2016**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00pm.
- b) Attendees: Diane Blunt, Jennifer Cochran, Terri Hess, Linda Montfort, Barbara O'Connor, Tim Shaw, Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Dom Maio and Anne Steingass

2) COMMITTEE ADMINISTRATION

- a) Approval of the August Meeting Minutes. The committee unanimously approved.
- b) Appointment of Brian Peters to represent the Morven Neighborhood. The committee unanimously approved the motion.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to clean up common area trees behind their property at 11 Ferguson Court and BrightView's proposal 6251325 – NTE \$8,135.00 to address these concerns. Two trees pose a concern. Those trees will be removed during an upcoming tree service day for a cost NTE \$1,000.00. Cost to be applied to GL 6128.
- b) Discussion of a resident request make a section of curb parking a fire lane to allow better ingress and egress of the parking areas on Southall Court. The resident was present. The committee moved to approve the request to paint the curb behind 24, 26, 28, 30, and 32 with the addition of the curb area in front of 2 and 4 Southall Court. 1 abstention, 5 yes
- c) Discussion of a resident request make a section of curb parking a fire lane to allow better ingress and egress of the parking areas on Chelmsford Court. The resident was not present. The committee moved to approve the request to paint the curb 25 feet from this resident's parking space to provide safe egress to their parking. 1 abstention, 5 yes
- d) Discussion of a resident request to trim back common area tree limbs growing onto their roof on McPherson Circle. BrightView will review these trees for review at the October meeting.
- e) Discussion of a resident request on Alden Court to cut back the trees behind his home to prevent mold and algae growth on their house on Alden Court. These trees were all trimmed back in November 2015 and the committee moved to take no additional action at this time.
- f) Discussion of the common area drainage concerns behind 17 Worthington Court and BrightView's proposal 6263927 - NTE \$7,945.00 to correct the concerns located there. The committee unanimously moved to recommend the BoD approve the proposal for a cost NTE \$7,945.00. Cost to be applied to GL 9556.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Copies of the BrightView Weekly Landscape reports for this period.
- c) Discussion of the following BrightView Estimates:
 - i) Proposal 6277026 – NTE \$12,605 for Fall Tree and Shrub replacement plantings. The committee voted unanimously to recommend the BoD approve the proposal for a cost NTE \$12,605.00. Cost to be applied to GL 6127.
 - ii) Proposal 6292462 – NTE \$5,770.00 for turf topdressing in selected areas. The committee unanimously recommend the BoD approve the proposal for a cost NTE \$5,700.00. Cost to be applied to GL 6127.
- d) Discussion of the status of the following issues forward to BrightView this period:
 - i) Request to trim back the limbs of the trees growing on the hillside impeding the sightlines coming out of Christopher lane at Algonkian. In Progress.
 - ii) Request to limb up the trees around 246 Finchingfield to maintain a 7-foot clearance under the trees. Completed.

5) PMP REPORT

- a) Tree Removal/Trimming Items – None this period
- b) Common Area Ground Maintenance Items – None this period
- c) Accident Related Items – None this period
- d) 2016 Budget Proforma
- e) 2016 Project List

6) OLD BUSINESS

- a) FEPCO is currently scheduled to perform the services as noted below:
 - i) Trail services the week of 9/26
 - ii) Concrete sidewalk and curb/gutters the week of 10/3
 - iii) Street repairs beginning the week of 10/10
 - iv) Parkway pool crackfill and sealcoat after street repairs are completed

PMP is in the process of creating and mailing notices and postcards to the affected addresses informing them of the schedule and services. FEPCO has portable message signs that they will provide to also advise residents of the schedule and to advise of any schedule changes.
- b) Discussion of a draft resolution regarding the snow removal policy in the townhouse neighborhoods.

7) NEW BUSINESS

- a) Review and discussion of the 2017 Budget project list submissions. Committee votes must be returned to PMP by 4 PM next Wednesday, September 28, 2016
- b) Discussion of exercising the first option year of the Land Services Agreement with BrightView. The committee unanimously recommends the BOD exercise the first option year of the Land Services Agreement with BrightView. Cost to be applied to GL 6125.
- c) Discussion of exercising the first option year of the Tree Services Agreement with BrightView. The committee unanimously recommends the BOD exercise the first option year of the Tree Services Agreement with BrightView. Cost to be applied to GL 6128.
- d) Discussion of exercising the first option year of the Snow Removal Services Agreement with BrightView. The committee unanimously recommends the BOD exercise the first option year of the Snow Removal Services Agreement with BrightView. Cost to be applied to GL 8540.
- e) Discussion of exercising the second option year of the Trash, Recycling and Yard Waste Agreement with AAA. The committee unanimously recommends the BOD exercise the second option year of the Trash, Recycling and Yard Waste Agreement with AAA. Cost to be applied to GL's 6145 and 8545.
- f) Review of a quote from Municipal Supply and Signs for another order of 75 fire lane posts. The committee unanimously moved to approve the purchase of 75 fire lane posts for a cost NTE \$4,672.50. Cost to be applied to GL 9575.

8) INFORMATIONAL ITEMS

- a) We have received the paint sprayer and stencils. PMP staff are now practicing with the sprayer to work out some operational issues. Once familiar with the equipment, they will begin repainting the faded parking space numbers in Welbourne, then Foxfield, Morven and Oakridge.
- b) The Bridge 10 replacement is underway. At this time, the project is expected to be completed by September 21st. The bridge replacement is complete.
- c) PMP staff are in process with the fire lane post project. We have completed the replacements in Oakridge and Morven and will continue in Welbourne and Foxfield.

9) ADJOURN

- a) Meeting Adjourned at 8:55pm.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, October 19, 2016**, at the **Parkway Meeting Room**.

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
October 19, 2016**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:04pm.
- b) Attendees: Diane Blunt, Jennifer Cochran, Barbara O'Connor, Anne Steingass, Mike Stracka (PMP), and Matt Hochstetler (BrightView)
- c) Absent: Terri Hess, Dom Maio, Linda Montfort, and Tim Shaw

2) COMMITTEE ADMINISTRATION

- a) Approval of the September Meeting Minutes. The committee voted unanimously to accept the minutes of the meeting.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to remove or trim back common area tree limbs growing against their house at 59 Benton Court. The committee moved to direct PMP to contact the resident and let them know they are welcome to remove the trees less than 6 inches in diameter originating on their property.
- b) Discussion of a resident request to remove a tree that is growing against their fence at 18 Lyndhurst Court. The committee moved unanimously to remove the branch overhanging the fence on an upcoming tree service day.
- c) Discussion of a resident request to trim back or remove common area trees growing against their fence at 11 Wyatt Court. The committee moved to direct PMP to contact the resident and let them know they are welcome to remove the bushes originating from their property.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Copies of the BrightView Weekly Landscape reports for this period.

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget Proforma
- e) 2016 Project List

6) OLD BUSINESS

- a) FEPCO is currently in progress with the services as noted below:
 - i) Trail services in progress. All overlay trails have been completed and the remove and replace sections are in progress.
 - ii) Concrete sidewalk and curb/gutters completed.

iii) Street repairs to Lyndhurst and Waltham completed. Chelmsford in progress and scheduled to complete on 10/18 and Aldridge to begin on 10/18, weather permitting.

iv) Parkway pool crackfill and sealcoat after street repairs are completed

b) Discussion of the NAC comments on the draft resolution regarding the snow removal policy in the townhouse neighborhoods.

7) NEW BUSINESS

a) None this period.

8) INFORMATIONAL ITEMS

a) The Bridge 10 replacement is complete.

b) PMP staff are in process with the fire lane post project. We have completed the replacements in Oakridge, Morven and Welbourne and will continue in Foxfield until we run out of posts. Additional posts and signs have been ordered and are expected in 6 to 8 weeks.

9) ADJOURN

a) Meeting Adjourned at 8:10pm.

b) Due to scheduling concerns, the next and final meeting of 2016 will be held one week earlier than typical and is scheduled for 7:00 PM, **Wednesday, November 9, 2016**, at the **Parkway Meeting Room**.

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE AGENDA
November 9, 2016**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00pm.
- b) Attendees: Jennifer Cochran, Terri Hess, Dom Maio, Tim Shaw, Anne Steingass, Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Diane Blunt, Linda Montfort, and Barbara O'Connor

2) COMMITTEE ADMINISTRATION

- a) Approval of the October Meeting Minutes. Minutes unanimously approved.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to add speedbumps to the entrance of Palmer Court. The resident was present and presented their request. The committee advised the request will be submitted as part of the 2018 budget process. PMP will mail a post card to Palmer Court residents regarding speeding on Palmer Court.
- b) Discussion of a resident request to delete a visitor parking space and restripe the parking spaces to widen the spaces on Berkeley Court. The resident was not present. The committee moved to take no action at this time.
- c) Discussion of a resident request to trim back and/or remove common area trees growing beside and/or rubbing against their roof at 16 McPherson Circle. The resident was present. The committee moved to remove the dead trees and trim back the tree overhanging the house during an upcoming tree service day.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Discussion of Brightview Proposal 6294754 for the replacement Cleveland Select Pear tree to replace the accident damaged tree in the median of CountrySide Blvd. Cost to be applied to GL 6127. (Insurance claim has been filed to recover the expense). The committee moved to approve proposal 6294754.

5) PMP REPORT

- a) Tree Removal/Trimming Items
- b) Common Area Ground Maintenance Items
- c) Accident Related Items
- d) 2016 Budget Proforma
- e) 2016 Project List

6) OLD BUSINESS

- a) FEPCO is currently in progress with the services as noted below:

- i) Trail services are substantially complete. Punchlist inspections are in progress.
- ii) Concrete sidewalk and curb/gutters completed.
- iii) Street repairs are complete.
- iv) Parkway pool crackfill and sealcoat to be completed week of 11/14, weather and meeting schedule permitting.

7) NEW BUSINESS

- a) None this period.

8) INFORMATIONAL ITEMS

- a) The NAC and BoD have approved the Snow Policy resolution. It will be posted in the December Courier and will become effective on January 1, 2017.
- b) PMP staff is in process with the fire lane post project. We have completed the replacements in Oakridge, Morven and Welbourne and will continue in Foxfield until we run out of posts. Additional posts and signs have been ordered and are expected in 2 weeks.

9) ADJOURN

- a) Meeting Adjourned at 7:53pm.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, February 15, 2017**, at the **Parkway Meeting Room**.