



GROUNDS COMMITTEE MINUTES
September 19, 2018

1) CALL TO ORDER

- a) Meeting Called to Order at 7:05 P.M.
- b) Attendees: David Barrie (Chair), Diane Blunt (Welbourne), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Terri Hess Anne Steingass (Oatlands), Mike Stracka (PMP), Matt Hochstetler and Rob Harris(BrightView)
- c) Absent: Tim Shaw

2) COMMITTEE ADMINISTRATION

- a) Approval of the August Meeting Minutes. The Committee unanimously voted to approve the August Meeting Minutes.
- b) The committee voiced concern at the lack of a meeting package.

3) RESIDENT & GUEST PARTICIPATION- One resident present. Had questions about Brightview, grass cutting and their schedule, prior to the meeting.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) The committee addressed overall performance issues with Brightview. The backlog of grass mowing, largely due to the extremely rainy year, has been addressed and brought current. Additional staff have been employed by Brightview and there will be some work on Saturdays as well, to get caught up on the weeding, trimming, and other outstanding items. BrightView offered to supplement the weekly reports with a more detailed assessment report.
- c) Brightview offered to work with Pamela and Barb to implement many of their recommendations regarding the plantings at the community entrance sign locations at no cost to the community.
- d) Discussion of the following proposals from Brightview:
 - i) Proposal 6673864 for \$18,255.00 for the fall turf aeration. The Committee voted unanimously to accept this proposal.

- ii) Proposal 6673862 for \$15,000.00 for the annual turf lime application. The Committee voted unanimously to deny this proposal.
 - iii) Proposal 6673866 for \$6,790.00 for the fall turf overseeding. The Committee voted unanimously to accept this proposal.
 - iv) The Committee voted unanimously to approve \$2,850 for fall annual plantings. The plantings will have Blue flowers. The Committee voted unanimously to accept this proposal.
 - v) The Committee voted unanimously to accept the Brightview proposal for Invasive plants/weeds for \$10,000.00. The activity will be done in late fall.
 - vi) The Committee voted unanimously to accept the Brightview proposal for grading the internal median shoulders for \$3,180.00.
 - vii) The Committee voted unanimously to accept the Brightview proposal for Trees and shrubs replacement at a cost not to exceed \$7,590.00.
 - viii) The Committee voted unanimously to accept the Brightview proposal for Turf topping for \$3250.00
- e) Discussion of the soil test report. Brightview agreed to provide more samples, next year.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) Brightview has been onsite for a total of 1 additional day working to remove 4 trees.
 - ii) We are still working with Brightview to address the stump list and have their crews grinding the many stumps in the common turf areas from the trees that were removed.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 5 sections of rotted split rail fencing, 1 damaged or rotted street sign posts and 1 damaged fire lane posts this period.
- c) Accident Related Items
 - i) There were 2 damaged pear trees noticed in the median between Minor Road and Carrolton Road. No police reports were filed for this period and we will need to ask Brightview to provide estimates to replace these damaged trees. This item was tabled until the next meeting.
- d) 2018 Proforma
- e) 2018 Project List

6) OLD BUSINESS

- a) Discussion of the bids received for the RFP's for the Land, Snow and Tree Removal services. The Committee was asked to review and comment on these bids. The Committee after discussion on all the bids made the following decisions:
- b) The Committee voted unanimously to accept the bids of Brightview, for Landscaping, Snow removal and Tree removal services.

7) NEW BUSINESS

- a) Discussion of the recommendations received from Loudoun County regarding the dry storm water management area between Berkeley Court and 777. There was a short discussion on this item. The review of this will occur at the October meeting.

8) INFORMATIONAL ITEMS

- a) David announced that the PMP office will be moving to 2 Pigeon Hill at the end of the year; with this new location, there will no longer be a drop box for dropping off assessments after hours;
- b) David, also announced the retirement of the PMP office manager, Donna Cooper and her replacement, Catherine Neely.

9) ADJOURN

- a) Meeting Adjourned at 9.27 P.M.
- b) Next regular meeting is tentatively scheduled for 7:00 PM,
Wednesday, October 17 , 2018 at the **Parkway Meeting Room.**