THE COURIER

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CountrySide

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MEETING SCHEDULE

PARKWAY MEETING ROOM
46020 Algonkian Parkway, Sterling

Board of Directors (BoD)
1st and 4th Wednesdays, 7:00pm

Community Relations Committee (CRC)
1st Thursday, 6:30pm

Design Review Committee (DRC)
4th Monday, 6:30pm

Facilities Committee (FAC)
2nd Thursday, 7:00pm

Finance Committee (FIN)
3rd Tuesday, 7:00pm

Grounds Committee (GRNDS)
3rd Wednesday, 7:00pm

Horsepen Run Ad Hoc Committee (HPRN)
2nd Wednesday, 7:00pm

Neighborhood Advisory Council (NAC)
2nd Tuesday, 7:15pm

COUNTRYSIDE PROPRIETARY

OFFICE LOCATION:
2 Pidgeon Hill Drive, Suite 560
Sterling, VA 20165
(703)430-0715

Reminders and News

Great Big Thank you

CountrySide Proprietary has moved and is open for business in our new office!

We want to thank **JK Movers** for all their help with our move! They were extremely efficient, professional and took great care with our files, furniture and equipment.

Facilities Meeting Date Change

For the month of February, the Facilities Committee will meet on **Monday, February 11th** rather than their regularly schduled meeting date of Thursday, February 14th.

Loudoun County Sheriff's Office Quarterly Meeting

YOU are invited to the quarterly meeting of the Loudoun County Sheriff's Office. The meeting will be held at the Eastern Loudoun Substation (46620 East Frederick Dr., Sterling, VA 20164) on February 20th, at 7PM. All citizens, HOAs, community associations, and property management companies are invited.

The meeting will cover an overview of activities, updates, and services performed by LCSO over the last quarter. It will also be an environment to address questions and concerns.

The Sheriff's Office encourages everyone to attend. For more information, check out their website at: www.sheriff.loudoun.gov/4561/Eastern-Loudoun-Station

CountrySide Women's Club

Meets monthly September through May on the second Friday of each month at Parkway Pool Meeting Room, 46020 Algonkian Parkway, Sterling. For further information please contact Annette Douglas at aldouglas3@hotmail.com or 703-430-6505.

The Villas at CountrySide

VILLAS PROPERTY MANAGEMENT CONTACT INFORMATION:

National Realty Partners, 365 Herndon Parkway, Suite 106, Herndon, VA 20170: 703-435-3800

Villas Office Hours: Mon. - Thurs. 8:30am-5:30pm, Friday 8:30am-1:00pm

If you have questions or concerns regarding Villas property, condo fees, trash information or Villas community issues, contact Karen Conroy, Villas Property Manager at kconroy@nrpartnersllc.com. For questions about Amenities and CountrySide Assessments, contact the Proprietary OFfice.

FOR VILLAS AFTER HOURS EMERGENCIES: 703-476-3639 for "life or property threatening situations ONLY." Note: CountrySide Properietary cannot respond to these calls.

2019 MONTHLY ASSESMENT SUMMARY

Single Family Homes	$73.00 per unit per month
Town Homes	$96.00 per unit per month
Manor Homes	$73.00 per unit per month
The Villa's at CountrySide	$55.00 per unit per month

The monthly assessments will rise by $2.00 beginning on January 1, 2019. The major factors driving the rate increase are higher costs to manage the community and the pools and for trash removal as well as an increased need for tree removal services.

If you currently pay through ACH, the new assessment amount will be deducted beginning January 1, 2019. No action is required.

If you pay through an automatic scheduled "Bill Pay" feature with your bank, **please adjust the amount as indicated above to begin on January 1, 2019.**
Homeowners paying online on www.cabanc.com will also **need to adjust to the new amount.**

Townhomes
Every month a portion of your assessment contributes to a reserve fund specifically for capital components as mandated by the Virginia Property Owners' Association Act (Code of Virginia, Title 55). Over the next five years the plan to repair and maintain the townhouse roadways will exceed one million dollars. **The new rate, beginning January 1, 2019 will be $96.00.**

Single Family, Manor Homes and Villa's
Every month a portion of your assessment contributes to a reserve fund specifically for capital components as mandated by the Virginia Property Owners' Association Act (Code of Virginia, Title 55). **The 2019 monthly assessment will increase by $2.00.**

In mid-December, a 2019 Coupon Booklet was sent to all homeowners who requested them. CountrySide encourages our homeowners to pay their monthly assessments by ACH, which saves time and money.

VOLUNTEERS NEEDED!

YOU CAN MAKE A DIFFERENCE!
As a volunteer, you will vote on important neighborhood issues.
We need your input, energy and feedback.

Board of Directors: The primary responsibility of the Board of Directors (BOD) is to review and vote on neighborhood issues such as common area projects, contracts and renewals, delinquent accounts, unresolved violations and appealed applications.
Current Vacancies: Foxfield and Welbourne.

Community Relations Committee: The primary responsibility of the Community Relations Committee (CRC) is to advise and assist the BOD in developing and carrying out a program of information between and among the organizational components of the Proprietary and the CountrySide community. In fulfilling its responsibility, the CRC performs functions which include planning and hosting community events and relaying important information to CountrySide residents through the website and publication of the CountrySide Courier newsletter.

Design Review Committee: The primary role of the Design Review Committee (DRC) is to advise and assist the BOD in monitoring, reviewing and enforcing compliance with architectural control standards established for the community.

Facilities Committee: The primary responsibilities of the Facilities Committee (FAC) are to advise and assist the BOD in developing and administering an ongoing program to preserve and enhance the swimming pools, pool bath houses, Par course, basketball and tennis courts, tot lots, and maintenance compound. Particular focus is in regard to the maintenance of and improvements to these areas, and to advise and assist the BOD in developing rules and regulations for the use and enjoyment of these areas by all CountrySide residents.
Current Vacancies: Belmont, Foxfield and Welbourne

Finance Committee: The primary responsibility of the Finance Committee (FIN) is to advise and assist the BOD in planning and administering a program of asset management for the Proprietary.

Grounds Committee: The primary responsibility of the Grounds Committee (GRNDS) is to advise and assist the BOD in developing and administering an ongoing program to preserve and enhance landscaping, turf, parking areas, streets and paths - particularly the maintenance and improvements to these areas. Grounds also advises and assists the BOD in developing rules and regulations for the use and enjoyment of these areas by all CountrySide residents.
Current Vacancy: Rokeby

Neighborhood Advisory Council: The primary responsibility of the Neighborhood Advisory Council (NAC) is to assist the BOD on matters pertaining to its particular neighborhood and is directly involved with the architectural review and budget process.
Current Vacancies: Foxfield (2 seats), Morven (1), Welbourne (2 seats)

All Committee and Board meetings are open for attendance by CountrySide residents. See the Meeting Schedule at the front of this Courier.

Contact the Proprietary office for more information and **Become a CountrySide volunteer!**

2019 Amended Resolutions

COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 229
AS AMENDED NOVEMBER 7, 2018

COLLECTION OF ASSESSMENTS

WHEREAS, Article V of the Declaration of Covenants and Restrictions of the CountrySide Proprietary gives the Board of Directors certain powers and duties concerning annual maintenance assessment; and

WHEREAS, there is a need to establish a sound and consistent policy for payment and/or non-payment of the annual maintenance assessment by a member or members of The Proprietary; and

WHEREAS, the Board desires to amend Resolution No. 229 and

WHEREAS, Article V. Section 1 of the Declaration of Covenants and Restrictions of the CountrySide Proprietary provides that, upon resolution of the Board of Directors, installments of annual assessments may be levied and collected on a quarterly, semi-annual or annual basis rather than on a monthly basis; and

WHEREAS, the Board believes the best interest of the CountrySide Proprietary will be promoted by collecting annual maintenance assessments on an annual basis for those homeowners who are three months in arrears, or who have remained two months in arrears for four consecutive months.

NOW, THEREFORE, BE IT RESOLVED THAT Resolution No. 229 be and hereby is amended

I. **PAYMENT**

Assessments shall be collected monthly, in advance, due and payable on the first day of each month. Assessments are delinquent if not received by the close of business, on the 10th day of each month (the "delinquent date"). All payments are to be made payable to the CountrySide Proprietary. Any assessment, or any installment thereof, not paid within ten days after the due date, will bear interest at the rate of 8% per annum. In addition, in accordance with Va. Code 55-513.3, as amended, a late fee shall be imposed to an owner's account for any assessment or installment thereof that is not paid within 60 days of the due date for payment of such assessment. The late fee shall equal the maximum penalty provided in Va. Code 58.1-3915, as amended.

Payments can be mailed to the address indicated in the assessment coupon booklet or delivered to The Proprietary Management office. A homeowner may pay the entire annual assessment and/or any number of month's assessments in advance.

II. **Delinquent Accounts**

Any payment due and payable on the first of each month which is not received by the close of business on the 10th day of each month shall be considered delinquent. In the event that the 10th should fall on a weekend or a recognized federal or state holiday, the delinquent date shall be close of business on the first day of resumption of normal business operations immediately following the weekend or holiday. There will be no exceptions to the imposition of interest on delinquent assessments or late fees, as applicable.

III. **Delinquent Notices and Collection Action**

Delinquent notices, referral of delinquent accounts to The Proprietary's legal counsel, and collection action shall proceed in accordance with the collection schedule attached to and incorporated into this Amended Administrative Resolution No. 229 as Attachment A, as may be modified by Paragraph IV below.

IV. **Collection of Chronically Delinquent Accounts**

In filing Civil Warrants, The Proprietary's legal counsel is hereby authorized to file suit for and collect the remaining unpaid balance of the annual maintenance assessment together with any applicable interest, late fees and costs (and not

merely the past due monthly installments of said annual assessment) as to any owner whose maintenance assessment installments are three consecutive months delinquent and as to any owner whose maintenance assessment installments have remained two months delinquent for a total of four consecutive months. By way of example, of a "three consecutive months delinquent" account, an owner who pays the January monthly installment for the current year of the annual maintenance assessment but who has not paid for the months of February, March and April shall be subject to a suit seeking collection of the entire unpaid annual maintenance assessment for the remainder of the year (i.e. February through December, inclusive). Similarly, by way of example a "two month chronic delinquent" account, an owner who fails to make the January and February monthly assessment installments, but who pays monthly installments in March and April will be considered to be two months delinquent for four consecutive months and, thereafter, shall be subject to a suit seeking the unpaid maintenance assessment balance for the entire year (i.e., ten months of assessment installments).

V. **Request Abstract of Judgment**

The Proprietary's legal counsel will request an Abstract of Judgment (lien) after the applicable appeal period has expired. The judgment lien, once recorded, will remain in place until the judgment amount is paid in full, and will be released as soon as practicable after the judgment amount, together with all applicable accumulated interest, fees and costs is paid in full.

VI. **File Debtor Interrogatories**

After judgment the Proprietary will file debtor interrogatories as may be advisable. If the homeowner fails to establish and maintain a mutually acceptable payment plan with the Proprietary after debtor interrogatories have been filed, the Proprietary may initiate additional collection procedures. The homeowner shall be charged the out-of-pocket expense of filing Debtor Interrogatories in addition to attorney fees and service costs.

VII. **Payment Plans**

The Proprietary may allow a written installment payment arrangement with a homeowner for purposes of satisfying the delinquent account balance over a period of time, provided however, a judgment and judgment lien will be obtained by The Proprietary and will remain in place until the delinquent balance is paid in full. Simply put, a Payment Plan, although accepted by The Proprietary, will not halt the obtaining of a judgment and a judgment lien by the Proprietary. The following represents minimum installment payment terms acceptable to the Proprietary:

A. A lump sum curtailment of 10% of the balance at the time the plan is implemented, plus the amount of the monthly assessment shall be the monthly curtailment due. In addition to the lump sum and monthly curtailments, the monthly assessment payment must be kept current. Failure of the homeowner to honor the terms of the approved Payment Plan established between the Proprietary and the homeowner may result in additional collection procedures being pursued by the Proprietary.

B. Additional interest and late fees that accrue during the course of a payment plan may be suspended for members once the delinquent account is approved for a Payment Plan by the Board of Directors, and those suspended interest and late fees may be rescinded when the account is brought current. If any payment is late or missed after that point, all suspended interest and late fees may be reinstated, and future interest and late fees may be assessed each month until the account is current, at the Board of Directors discretion, on a case-by-case basis.

VIII. **Additional Collection Procedures**

The Proprietary is not limited to the above collection schedule and may opt to pursue additional collection alternatives including, but not necessarily limited to, a garnishment of wages and financial accounts, attachment of assets, acceleration of annual maintenance assessment, nonjudicial foreclosure, etc., as it may deem appropriate from time to time. The homeowner shall be charged, as awarded by a Court of competent jurisdiction, the out-of-pocket expense of filing post judgment collection proceedings, in addition to attorney fees and service costs and administrative fees.

IX. **Returned Checks**

A fee commensurate with the amount charged by the banking institution shall be charged to all homeowner accounts on all checks that are returned unhonored from a homeowner's banking institution.

X. **Disclosure Document Package**

An applicable amount shall be charged by The Proprietary for disbursement of a disclosure package designed to satisfy the requirements of the Virginia Property Owners Association Act. An applicable additional expediting fee may be charged This disclosure package includes but is not limited to the homeowners document package, Articles of Incorporation, a property inspection report to ensure compliance with community architectural guidelines, an assessment account status of the property and the most current available:

A. Audit Statement
B. Annual Budget
C. Assessment Rate Schedule
D. Balance Sheet
E. Statement of Income and Expense
F. Reserve Schedule

XI. **Lender Document Package. (PUD Form)**

An applicable amount shall be charged by the Proprietary for disbursement of a Lender's Document Package that contains no more than two (2) pages. And an additional applicable cost for additional pages. If a twenty-four (24) hour rush is requested, then an additional amount of Twenty-Five dollars ($25.00) shall be charged. This information may be requested by lending institutions, mortgage insurance companies, the Veterans Administration, etc., as part of loan documentation requirements. These packages may include but are not limited to:

A. Deeds of Conveyance
B. Annexation Certificates
C. Statements Verifying:
    1. Board control by Homeowner vs. Developer
    2. Common areas have been conveyed to the Proprietary
    3. Common Facilities are complete and conveyed to the Proprietary
    4. Maintenance of Private Streets as Proprietary responsibility
    5. No additional building phases are to be added to CountrySide.

XII. **Access to Association Books and Records**

In accordance with Code of Virginia, the association may impose and collect a charge for Access to Association Books and Records. The cost must reflect the reasonable costs of materials and labor, not to exceed the actual costs. The form and cost schedule for Access to Association Books and Records is attached to this Resolution. The cost schedule may be updated as needed by authority of the Finance Committee.

XIII. Administrative Fee

An applicable amount shall be assessed to a property account upon mailing of the notice of hearing of a violation before the Board, in accordance with Virginia Code. The administrative fee is to cover the cost of postage, materials and labor.

An applicable amount shall be assessed to a property account upon mailing of the Board of Directors violation decision, in accordance with Virginia Code. The administrative fee is to cover the costs of postage, materials and labor.

XIV. **Resale Notification**

Prior to resale of any recorded lot in CountrySide, the existing lot owner of record, i.e., the seller must inform the new lot owner of record, i.e., the purchaser, of his/her membership obligations to The Proprietary, which obligations are mandatory with a purchase of a lot in CountrySide.

XV. **Post Closing Fee**

An Applicable post-closing cost shall be charged and collected at settlement for the purpose of establishing the purchaser as the owner of the property in the records of the Proprietary.

COUNTRYSIDE PROPRIETARY
ADMINISTRATIVE RESOLUTION NO. 235
AS AMENDED NOVEMBER 7, 2018

ARCHITECTURAL VIOLATION PROCEDURES

WHEREAS, Article VI of the Declaration of Covenants and Restrictions of the CountrySide Proprietary ("Proprietary") charges the Design Review Committee (DRC) or its designates with the powers of ¬¬review and approval or disapproval of all architectural and design request; and

WHEREAS, Article VI, Section 11 of the Declaration of Covenants and Restrictions further vests in the Proprietary and its Design Review Committee certain powers of enforcement to remove and/or correct violations and infringements of an architectural or design nature; and

WHEREAS, there is a need for the Proprietary to adopt policies, standards and guidelines governing corrective measures to abate or terminate obligations and infringements of an architectural or design nature; and

WHEREAS, the Proprietary's Board of Directors ("Board") desires to establish procedural guidelines for enforcement of the Proprietary's policies and standards.

WHEREAS, the Board desires to rescind Administrative Resolution No. 221 and hereby substitutes Administrative Resolution No. 235 in its place.

NOW THEREFORE, BE IT RESOLVED THAT Administrative Resolution No. 221 be, and hereby is, rescinded, and that the following procedural guidelines shall be established for such enforcement purposes:

I. **Alleged Violations**

A. All reports of alleged violations received from the general membership must be submitted, preferably in writing, to the Design Review Committee ("DRC") or its designate, which in most cases shall mean Management and/or Neighborhood Advisory Councils ("NACs"). All reports of alleged violations received from the Board of Directors, the DRC and/or the NACs must be submitted preferably in writing, to Management. Alleged violations reported should include the following information:

1. Date of violation cited;
2. Address of violation;
3. Description of violation; and
4. Name and address of complainant.

B. Management shall investigate the allegation reported. If no violation is discovered, the complainant will be informed. If it appears that there is a violation, the matter will be handled in accordance with the procedures outlined below.

C. In all cases, the name of the lot owner(s) responsible for the alleged violation shall be kept confidential until the violation has been established.

D. To the extent legally allowable, the name of the complainant shall be kept confidential.

II. **Violation Types**

For purposes of enforcement action(s), violations shall be categorized as follows:

A. **MINOR VIOLATIONS**

A minor violation is a general maintenance or nuisance violation, which generally results from Owner(s) practices which are considered to be detrimental to the well-kept appearance of the property. Such practices are often temporary in

character and easily correctable. Examples of general maintenance or nuisance practices constituting minor violations would include, but not be limited to, yards in need of mowing; trash cans or recycling bins left in the front of homes and/or not screened from view; vehicles parked on lawns; unapproved outside storage; unapproved air conditioning units in windows; unapproved exterior decorative objects; vehicle repairs occurring on lots; unapproved signs in lot yards; unapproved parking of boats, trailers or campers; poorly stacked or positioned wood piles; and unkempt or cluttered yards.

B. **MAJOR VIOLATIONS**

There are three (3) categories of major violations:

1. **FAILURE TO SUBMIT APPLICATION**

Failure to submit an application prior to undertaking an exterior improvement, change or alteration is a major violation of the Declaration of Covenants and Restrictions, which expressly states that all exterior improvements, changes or alterations must first have prior application approval.

2. **FAILURE TO COMPLY WITH EARLIER APPLICATION RULING**

Failure to comply with an earlier application ruling of denial and/or an approval with contingencies constitutes a major violation of the Declaration of Covenants and Restrictions.

3. **FAILURE TO REPAIR AND/OR REPLACE**

Failure to comply with the DRC's request to undertake repair and/or replacement to the exterior of ny property, which is deemed to be in such condition or disrepair as to present aesthetic detriment to the community's appearance, constitutes a major violation of the Declaration of Covenants and Restrictions. Examples of general maintenance constituting major violations would include, but not be limited to, replacement and painting of wood trim, painting of foundation walls, cleaning or painting of siding, painting of chimney crown flashing, replacement of etched windows, cleaning the exterior of gutters, pruning of tree's and replacement of missing roof shingles.

III. **Correction of a Minor Violation**

A. Upon confirmation of an alleged minor violation, a written notice, which shall also include a notice of hearing before the Board as may be required by law, shall be prepared by Management and **mailed by certified mail, return receipt requested, or by hand delivery** to the record owner(s) of the lot on which the subject violation has occurred, requesting corrective action within seven (7) calendar days pursuant to Article VI, Section 11 of the Declaration of Covenants and Restrictions. **The Board of Directors shall, in accordance with Virginia Code, assess an administrative fee to cover the costs of postage, materials and labor.**

B. If the violation is not corrected within the specified timeframe (i.e., seven (7) calendar days), the Proprietary shall hold a hearing as may be allowed by law.

C. Following the hearing, the Board shall proceed to take whatever action(s) it deems appropriate in accordance with the governing documents. If the Board of Directors finds the complaint valid, in addition to other appropriate remedies, it may suspend the member(s) voting rights and right of use of common areas in accordance with Article IV, Section 1(d) of the Declaration of Covenants and Restrictions and/or impose monetary charges in accordance with Section 55-513 of the Virginia Property Owners Association Act. The Proprietary may assess monetary charges to the maximum extent provided by law and the charges shall continue to be assessed until the Proprietary is notified by the lot owner(s) that the violation has been corrected, as confirmed by an on-site inspection by Management.

D. The lot owner(s) shall be notified of the Board's decision and the charges imposed, if any, in writing within seven (7) days of the hearing by certified mail, return receipt requested, or by hand delivery. Any monetary charges shall be treated as an assessment against the member(s)' lot and shall become due and payable and be a continuing lien upon such lot and a binding personal obligation of the lot owner(s). **The Board of Directors shall, in accordance with Virginia Code, assess an administrative fee to cover the costs of postage, materials and labor.**

IV. **Correction of a Major Violation**

A. Upon confirmation of an alleged major violation, a written notice shall be prepared by Management and mailed to the record owner(s) of the lot on which the subject violation has occurred requesting corrective action within fifteen (15) days. If the violation in question concerns a failure to submit an application, an application shall be included with the notice.

B. If the violation is not corrected within the specified fifteen (15) day time frame, as verified by Management, a second notice shall be forwarded to the lot owner(s) requesting corrective action within fifteen (15) days.

C. If no corrective action has occurred within the specified time frames (i.e. thirty (30) days), a final notice shall be mailed to the lot owner(s) requesting corrective action within fifteen (15) days.

D. If the violation is not corrected within the specified time frames (i.e., forty-five (45) days), the Proprietary shall send notice to the lot owner(s) advising of the right to a hearing before the Design Review Committee (DRC) or the Board of Directors. The notice of hearing shall be hand-delivered or mailed by registered or certified mail, return receipt requested, at least fourteen (14) days prior to the hearing date. **The Board of Directors shall, in accordance with Virginia Code, assess an administrative fee to cover the costs of postage, materials and labor.**

E. Following the hearing, the Board of Directors shall proceed to take whatever action(s) it deems appropriate in accordance with the governing documents. If the Board finds the complaint valid, in addition to other appropriate remedies, it may suspend the member(s) voting rights and right of use of common areas in accordance with Article IV, Section 1(d) of the Declaration of Covenants and Restrictions and/or impose a monetary charge in accordance with Section 55-513 of the Virginia Property Owners Association Act. The Proprietary may assess monetary charges to the maximum extent provided by law and the charges shall continue to be assessed until the Proprietary is notified by the lot owner(s) that the violation has been corrected.

F. The lot owner(s) shall be notified of the Board of Directors' decision and the charges imposed, if any, in writing within seven (7) days of the hearing by certified mail, return receipt requested, or by hand delivery. Any monetary charges shall be treated as an assessment against the member(s)' lot and shall become due and payable and be a continuing lien upon such lot and a binding personal obligation of the lot owner(s). **The Board of Directors shall, in accordance with Virginia Code, assess an administrative fee to cover the costs of postage, materials and labor.**

G. In the case of a violation resulting from a site inspection, a letter from the Proprietary shall be mailed to the record owner(s) of the lot on which the subject violation has occurred requesting compliance within fifteen (15) days. If the violation is not corrected within the fifteen (15) day time frame, as verified by Management, then the above violation, commencing with section IV (B) above, shall continue.

H. At all times it shall be the responsibility of Management to keep the Board fully apprised of the status of all violation procedures and action(s).

I. The Proprietary, at its discretion, may withhold enforcement action on a violation (essentially placing the violation in a "pending status") if an application is received and diligently pursued to completion by the applicant. The Proprietary reserves the right, however, at any time in its discretion, to initiate or continue enforcement pursuant to this Resolution. For example - the Proprietary may continue enforcement action when an application approval is revoked due to failure to commence alterations within six months and/or substantially complete alterations within twelve months, irrespective of the filing of a second or successive applications.

V. **Chronic Violation**

A. Due to the extensive time that the Proprietary provides the lot owner(s) to correct infractions, it is possible for easily corrected violations to reoccur numerous times, causing unsightly conditions that the Proprietary's Architectural Guidelines are intended to prevent, limit and correct. In order to provide the Proprietary a means to correct recurring violations, this section defines "chronic violations" and provides penalties intended to address and remedy said violations.

B. A "chronic violation property" is a lot within the Proprietary that has been violated on three (3) separate occasions in a ninety (90) day period, regardless of whether the violation(s) is corrected within said timeframe. The Proprietary's Management Agent shall ensure that multiple contemporaneous violations are combined into a single violation. For a property to be considered a "chronic violation property", the Proprietary must notify the property owner in writing of each violation, and such notification must be mailed or delivered to the property owner, at the owner's address on record with the Proprietary, within seven (7) calendar days of the date that the Proprietary documents said violation. A property, which remains free of violations for twelve consecutive months from the date that it was designated a "chronic violation property", shall no longer be considered a chronic violation property until such time as it again meets the criteria for that designation.

C. For all chronic violation properties, including but not limited to chronic violation properties in which additional minor violations are not corrected within seven (7) calendar days from mailing or delivery of notification, the Proprietary may:

1. Immediately seek injunctive relief, as well as an award of all counsel fees and costs incurred in seeking said relief.

2. Suspend the members(s) voting rights and right of use of common areas in accordance with Article IV, Section 1(d) of the Declaration of Covenants and Restrictions and to impose monetary charges in accordance with Section 55-513 of the Virginia Property Owners Association Act. For purposes of this paragraph, Management shall ensure that multiple, contemporaneous violations are combined into a single violation.

3. If the violation(s) are not corrected within fifteen (15) days, the Proprietary has the right to enter the property and perform any and all work that is necessary to correct the violation(s). The proprietary may use either Proprietary staff or contract the work, at its discretion. The cost of any and all repairs shall be born solely by the property owner. Total cost of repairs necessary to remove all violations shall include the cost of materials, labor, overhead, fees, markup and Proprietary administrative fees and said total costs shall be authorized by the Proprietary prior to proceeding with the repairs. Upon completion of the repairs, costs will be billed by the Proprietary directly to the property owner and are expected to be paid to the Proprietary within fifteen (15) days of receipt of an invoice. If the property owner fails to make full payment of the invoice, the Proprietary shall:

   a. Immediately seek injunctive relief, as well as an award of all counsel fees and costs incurred in seeking said relief.
   b. Suspend the members(s) voting rights and right of use of common areas in accordance with Article IV, Section 1(d) of the Declaration of Covenants and Restrictions and may impose monetary charges in accordance with Section 55-513 of the Virginia Property Owners Association Act. For purposes of this paragraph, Management shall ensure that multiple, contemporaneous violations are combined into a single violation.

D. Furthermore, the Proprietary will not consider any violation that meets this definition to be "abated" for a period of 180 calendar days from the date that notification was mailed or delivered to the owner. Any repeat of the same violation that occurs within this 180 day period will be considered to be a continuation of the initial violation and will subject the property to continued action as noted in section V. C above without additional notice.

VI. Site Inspections

A. The Proprietary may conduct periodic site inspections for the purpose of identifying existing violations.

B. Management shall conduct monthly drive-through inspections of the property to ascertain the presence of any violation(s).

VII. Reporting and Record Maintenance

A. Upon verification of any existing violation(s), Management shall ensure that the violation is accurately entered on the architectural data files prior to mailing of notice. Such files shall also specify the due date that follow-up action is to be accomplished by Management.

B. Management shall undertake the necessary follow-up inspection to ascertain if the violation has been corrected. In the event that the violation has not been corrected, Management shall ensure that the data files are updated prior to mailing of the second notice, and the due date for follow-up action is duly noted.

C. Management shall again conduct the necessary follow-up inspection prior to mailing the third notice (for major violations), updating the files accordingly.

D. In the event that no corrective action is undertaken in response to the third notice (for major violations), Management shall serve as the principal liaison between the Board of Directors and legal counsel in fulfillment of the enforcement procedures outlined above.

Concurrently, Management shall ensure that data files are updated accordingly.

E. Management shall prepare a monthly violation printout, listing all violations currently outstanding, together with a breakdown of specific corrective actions undertaken to date and follow-up actions required.

VIII. **Perfecting a Lien and/or Suit in Court**

A. In accordance with procedures outlined above, at no time shall legal action to record a lien or file suit in court be undertaken without the express knowledge and majority consent of the Board of Directors. Legal counsel may rely upon a representation by Management that the Board of Directors know of and have properly consented to legal action.

B. Upon acknowledgement and consent of the Board of Directors, Management shall serve as a liaison between the Board and legal counsel in initiation of all legal proceedings, apprising the Board at all times of legal actions undertaken.

IX. **Rights and Remedies**

Notwithstanding anything to the contrary in this Resolution, for any violation, of whatever classification, the Proprietary shall have all rights and remedies otherwise provided by law and equity, including but not limited to actions to recover damages, fees and costs, and actions for injunctive relief.

COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 280

2019 COMMON DRIVEWAY ASSESSMENT

WHEREAS, Article VII of the Covenants and Restrictions of the CountrySide Proprietary charges the Board of Directors with the establishment of an annual Common Driveway charge; and

WHEREAS, Article VII, Section 4, of the Covenants and Restrictions of the CountrySide Proprietary allow a five percent (5%) increase in the Common Driveway charge each fiscal year; and

WHEREAS, the Board of Directors desires to rescind Resolution No. 279 and hereby substitutes Resolution No. 280

NOW, THEREFORE, BE IT RESOLVED THAT, Resolution No. 279 be, and hereby is, rescinded, and that the annual Common Driveway charge for 2019 will be computed as follows:
$0.2160973 multiplied by the number of square feet of paved area within the pertinent Common Driveway divided by the number of affected lots for that Common Driveway.

CountrySide Guideline Revisions

2. Attic ventilators (single family, townhouse, and manor home)

Attic ventilators and other mechanical apparatus requiring penetration of the roof shall be as small as functionally possible. If roof mounted, color shall be whatever color is commercially available which is most compatible with roof color (e.g. black for dark gray roofs, aluminum for light gray roofs). They shall be located on the least visible side of the roof and not extend above the roof line. If mounted on a gable end, the apparatus must match the color of the siding or trim of the house. **The Design Review Coordinator can consider the application as "standard." No signatures are required from neighbors for a "standard" application request.**

Foxfield Townhouse Rear Entry Door Standard

These entry door "Standards" apply to the townhouses located in Foxfield. Replacement entry doors shall be steel or fiberglass. Colorless etched glass or silver of gold leaded glass is permitted. Stained glass doors and wood grain styles are prohibited.

Please indicate on the application form the style of your choice as illustrated below. Also indicate the color of your selection and its relationship to existing colors of the townhouse and the neighborhood.

If a "standard" door style is chosen and the color will remain the same as existing, the Design Review Coordinator can consider it a "standard" application for approval. No signatures are required from neighbors for a standard application request.

37. Play equipment (single family, townhouse, and manor home)

Play equipment and its relationship to the house has an aesthetic impact on neighbors. Inappropriately designed or unsuitably located play equipment can have a negative visual and functional impact on an otherwise desirable residential area. The focus of these guidelines is to reconcile the need for play equipment with the goal of minimizing its visual impact.

The following guidelines regarding location, size, maintenance, and removal apply to all play equipment, whether temporary or permanent. Temporary play equipment, (e.g., plastic playhouse and soccer goals) are defined as that play equipment that is moveable and intended to be used in its particular location for a limited time, although some disassembly may be required to move the equipment. Permanent play equipment (e.g., wooden playhouse or other wooden structure) is defined as that equipment which is not intended to be used in its particular location for a limited time; it is not intended to be disassembled and moved.

Location and Size - All Play Equipment
Play equipment shall be placed in rear yards. Side yard locations will be considered based on visibility and impact on neighbors. Size shall be compatible with lot size and with location on the property. Play equipment is not permitted on common area except during temporary play, such as a game of volleyball or croquet.

Maintenance and Removal - All Play Equipment
Play equipment shall be removed when it no longer serves its intended recreational purpose (e.g. when the children have outgrown it). Additionally, play equipment shall be removed when it becomes an aesthetic nuisance because of deterioration or improper maintenance (e.g. rust, denting, peeling paint).

Swing Sets
Swing sets that are permanently attached to the ground (e.g., with concrete footings) require application. It is recommended that such swing sets be constructed of pressure-treated, weather resistant wood which is allowed to weather naturally. Wood-tone stains will be considered. Permanent metal swing sets are permitted, however they shall be maintained so as to be rust-free, properly painted or galvanized, and without significant dents. Under no circumstances shall the height of a swing set exceed 13 feet, at its highest point. However, each application will be reviewed on a case-by-case basis.

Tree Houses and Play Towers
Tree houses and play towers require application. They shall be open type (i.e., one can see through them as with deck railing) structures in order to be visually unobtrusive. Enclosed play towers and tree houses are prohibited. Roof to floor spindles or deck-type railings with spindles and posts can be used to provide safety. Lattice enclosures shall not be permitted. Structures shall be pressure-treated wood left to weather naturally or stained with a wood-tone stain. If roofed, the roof cover shall match that of the primary structure or, if the tree house or play tower is placed next to trees, the roof may be covered with cedar shakes. Colored canvas sun shields, as provided with commercial gym sets and play structure kits are also acceptable. The height of a play tower shall not exceed 13 feet.

Playhouses
All playhouses, other than small, temporary plastic playhouses, will require an application and will be reviewed on a case-by-case basis.

Sandboxes
All sandboxes, other than small, temporary plastic sandboxes, will require an application and will be reviewed on a case-by-case basis.

Basketball Equipment
Portable basketball goals are strongly encouraged and do not require application. Permanent basketball goals do require application. Permanent basketball goals may be attached to the front of a garage faced with brick or wood

siding. In the rear of the house, a basketball goal may also be attached to the side of a deck Permanent, freestanding basketball goals are generally permitted. However, lot size and potential negative impact on neighbors shall be taken into consideration in the placement of all permanent basketball goals. Neighborhoods may adopt guidelines on location of permanent, freestanding basketball goals that supersede these location guidelines. Backboards shall be white, clear, or painted to match the surface to which they are attached. The backboard must be free of all advertising and logos, but may have a contrasting color, rectangular outline designating the center point of goal. Poles shall be painted dark brown, dark green, or black to blend with the natural surroundings; or gray or white to blend with the house, whichever is least conspicuous.
Application Contents - site plat (other), dimensions, elevation, materials, color

Welbourne Townhouse Rear Entry Door Standard

These entry door "Standards" apply to the Globe Colonial townhouses located in Welbourne. Replacement rear entry doors shall be steel or fiberglass. Colorless etched glass or silver or gold leaded glass is permitted. Stained glass doors and wood grain styles are prohibited.
Please indicate on the application form the style of your choice as illustrated below. Also indicate the color of your selection and its relationship to existing colors of the townhouse and the neighborhood. If a "standard" door style is chosen and the color will remain the same as existing, the Design Review Coordinator can consider it a "standard" application for approval. No signatures are required from neighbors for a standard application request.

Payment Plans

CountrySide Proprietary offers its homeowners the option of a written installment payment arrangement for the purposes of satisfying a delinquent account balance. This option is known as a Payment Plan. There are essentially two types of Payment Plans available:

Standard Payment Plan – Enables homeowners to pay off their outstanding balance over a period of ten months. The monthly payment amount is calculated by taking 10% of the balance due and adding it to the regular monthly assessment amount. This plan also requires that the homeowner signs up for Direct Debit/ACH so that the monthly amount due can be taken directly from a bank account.

Non-Standard Payment Plan – Enables homeowners to suggest an alternate monthly payment amount and to make those payments via cash or check. This type of plan is offered for a period of nine months, at which time it will be reviewed to determine whether or not the plan can continue and/or needs to be altered.

Both types of Payment Plans are subject to Board approval. If you currently have an outstanding balance and would like to apply, please contact Catherine Neeley, Community Manager, at (703) 430-0715 or by emailing catherineen.cside@pmpbiz.com.

Paying Your Monthly Assesment Via Direct Debit

Did you know that you can make your monthly assessment payments without having to write out a check? You can by utilizing our Direct Debit payment option. There are several benefits to signing up for Direct Debit payments, including the following:

- Avoid Late Fees! Payments are processed on or about the 10th of each month and are therefore always received on time.
- One less check to write each month.
- One less stamp to use or trip to make to the Proprietary office each month.
- The assessment amount is always right, even if rates change from year to year.

It's easy to use this service. You simply provide us with a voided check and your bank account information by completing an Authorization Agreement for Direct Payments form. This form can be picked up in the office or downloaded from our website at www.countryside-va.com.

We currently have about 47.5% of our residents using this option and would love to see this number increase in 2019. If you have any questions about signing up for Direct Debit payments, please contact Catherine Neelley at (703)430-0715 or via E-mail at catherineen.cside@pmpbiz.com.

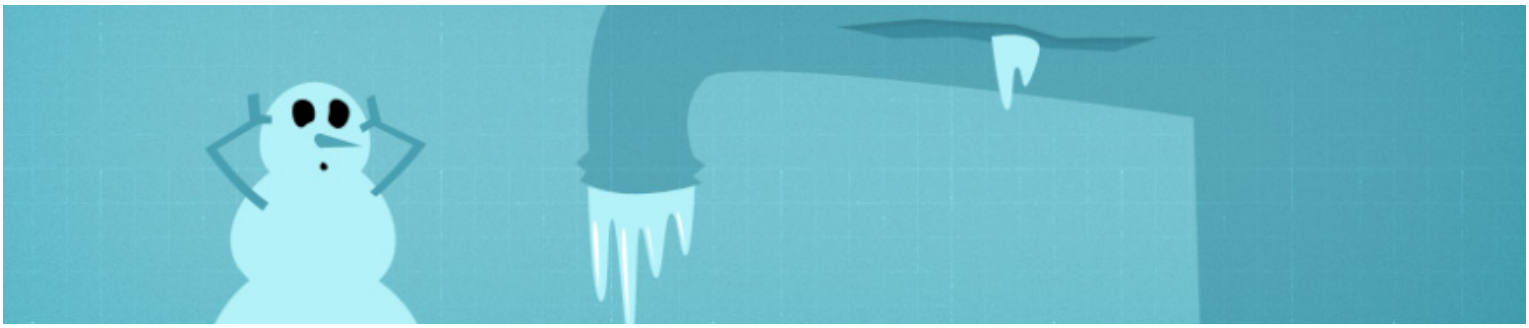
Use this form to sign up for direct debit (click here)

WHEN IT SNOWS

When it snows, please ensure the walkway in front of your homes are cleared in accordance with the Covenants and Restrictions and Loudoun County Ordinance.

CountrySide Covenants and Restrictions, Article IX, Section 4. Snow Removal: All owners shall have the obligation to clear any snow or ice from sidewalks or trails located on their property, which sidewalk or trail lies within a trail or sidewalk easement granted to the Proprietary, as soon as reasonably possible after snowfall or storm causing the accumulation of snow and/or ice. In the event that any owner fails to remove such snow and/or ice in a timely manner, the Proprietary shall have the right to go upon the property and remove the snow and ice, and the reasonable cost thereof, as incurred by the Proprietary, shall be charged against the defaulting member as an additional assessment pursuant to Article V hereof.

Loudoun County Ordinance - 1022.01 Removal of Ice and Snow: (a) Removal Required. Every occupant, owner or other person in charge of any property in the County which has a sidewalk or a footway of stone, brick, gravel, cinder, wood or other substance, when such walk is publicly owned or maintained, and is adjoining and touching the property in front, rear or either side thereof, shall have all snow and ice, and any combination thereof, removed from such sidewalk or footway within six hours after such snow or ice, or a combination thereof, has ceased falling, unless the same has fallen during the night, in which case it shall be removed before 12:00 noon following the night in which the snow or ice, or combination thereof, has fallen. In the event snow or ice, or a combination thereof, falls upon Sunday, such occupants, or other persons in charge shall have until 12:00 noon Monday to comply with this requirement.



WINTERIZE YOUR PIPES BOTH INSIDE AND OUTSIDE THE HOME

Now is the perfect time to winterize your irrigation system. Sprinkler heads are exposed to elements year round and could have been damaged by lawn mowers, cars, people or pets. Also check for any leaks or clogged spray heads.

Winterize your plumbing by shutting off and draining the pipes leading to your outside faucets. Using the valves located inside your home, make sure no water is left to freeze, expand and cause a leak in these lines.

Know the location of your main shut-off valve. Minimize the potential for water damage by ensuring that everyone in the house knows how to shut off the water in an emergency.

Insulate pipes in unheated spaces. Hardware or building supply stores carry insulation designed to keep pipes in these areas from freezing.

If you've invested in an irrigation system in your yard, now is the time to protect that investment. Irrigation systems that are not properly winterized can freeze or crack. Many companies recommend that owners turn off the water from inside, drain the water out of the system and release the air pressure. Contact the company that installed your irrigation system or retail store for more information, or visit www.irrigation.org.

COUNTRYSIDE SNOW ALERT: PLOWING AND SANDING POLICY

The snow months are just around the corner and I thought you might like an early reminder about snow plowing on your street. Please read below to see whose responsibility it is. If you have any questions, please feel free to call or email me at the Proprietary Office. (** see below)

The following streets are owned and maintained by Virginia Department of Transportation (VDOT):
CountrySide Boulevard and Algonkian Parkway

Rokeby:
Clapham Ct
Coleman Ln
Hamilton Ct
Hamilton Rd
Minor Rd
Moss Rd
Mucklehany Ln
Peyton Rd
Russell Ct
Turner Ln
Tyler Ln
West Ct

Foxfield:
Bentwood Rd
Sarret Way
Spotswood Ct

Welbourne:
Cromwell Rd

Belmont:
Austen Ct
Awsley Ct
Bedford Dr
Bentley Dr
Braxton Dr
Carrollton Rd
Crisswell Ct
Cumberland Ct
Devenshire Ct
Exeter Ct
Foxmore Ct
Halifax Ct
Lindenwood Ct
Lipscomb Ct
Newland Ct
Oakdale Ct
Rawlston Ct
Webley Ct
Westmoreland Dr
Wickham Ct
Wiltshire Ct
Worthington Ct

Oakridge:
Amersham Ct
Christopher Ln
Dunbar Way
Forester Ct
Lowery Ct
Owens Ct
Prescott Ct
Rutherford Cir
Stafford Ct
Steed Pl
Thorton Ct
First ½ Chelmsford Ct

Morven:
Byron Ct
Carter Ct
Griswold Ct
Powell Ct
Teasdale Ct
Thales Way
Vinson Ct
Whittingham Cir

Oatlands:
Bentmoor Ct
Brinks Ct
Brookmeade Ct
Darian Ct
Dudley Ct
Fenton Wood Dr
Ferguson Ct
Glengyle Ct
Glengyle Ln
Jeremy Ct
McCarty Ct
McPherson Cir
Meskill Ct
Selden Ct
Whaley Ct

Please report unplowed roads on VDOT owned streets and hazardous conditions to novainfo@vdot.virginia.gov or call 1-800-367-7623. To see the status of plowing in northern Virginia neighborhoods: www.vdotplows.org.

COUNTRYSIDE SNOW ALERT: PLOWING AND SANDING POLICY

(Continued)

The following townhome streets are owned and maintained by the Proprietary:

Foxfield:
Alden Ct
Asbury Way
Bickel Ct
Clinton Ct
Devon Ct
Dorrell Ct
Fairmont Pl
Gannon Way
Harbert Ct
Huntley Ct
Marian Ct
Mercer Ct
Palmer Ct
Quincy Ct
Southall Ct
Wyatt Ct

Oakridge:
Second ½ Chelmsford Ct (portion with townhomes)
Felsted Ct
Finchingfield Ct
Sulgrave Ct
Waltham Ct

Morven:
Aldridge Ct
Haxall Ct
Ludwell Ct
Lyndhurst Ct
Millard Ct
Paxton Ct

Welbourne:
Benton Ct
Berkeley Ct
Conoy Ct
Dulany Ct
Hopton Ct
Jermyn Ct
Mosbey Ct
Nicholson Ct
Redlin Ct
Vandercastel Rd

A twelve foot (12') wide area will be cleared on each street.

Every effort will be made to push the snow to a location which provides the least amount of obstruction to parked vehicles (normally the medians and open grassy areas).

The contractor will attempt to clear snow from the areas in front of fire hydrants and mailboxes. A reasonable standard of care will be exercised not to damage the streets or curbing.

In the event of freezing rain or icy conditions, the streets will be sanded. Salt is not used on CountrySide roads. The only pathways that are cleared of snow are along Algonkian Parkway, near the school, and along CountrySide Boulevard leading from Algonkian Parkway to the shopping center.

For information or any problems on Proprietary owned streets, please call or email me at: mikeas.cside@pmpbiz.com, or (703) 430-0715. Ask for Mike Stracka and I will be happy to assist you

Parking and Enforcement

TOWNHOUSE PARKING

The Proprietary Office has received numerous complaints about parking issues in our townhouse neighborhoods. In order to keep the parking issues to a minimum, we ask that everyone be courteous to your neighbors and assist us in the following areas:

1. Use of **visitor parking spaces** for parking a vehicle **3 times in any 30 day period** is prohibited. (See resolution #233 for more details). **The Proprietary Office will be monitoring, tagging, and towing vehicles that misuse the visitor spaces.**

2. If your neighborhood has unmarked curb areas, please be considerate of your neighbors and do not make it difficult for them to access their reserved parking spaces.

3. Commercial Vehicles are not permitted to park in visitor spaces. If you have a contractor working at your house, contractor vehicles may park in your reserved space, a VDOT street or an unmarked curb space and **only during business hours.**

4. Park your vehicles within the boundaries of your reserved spaces only. Do not overhang your vehicle in someone else's reserved sport.

TOWING FOR PARKING VIOLATIONS

The CountrySide Proprietary has an agreement with Roadrunner Wrecker Service, Inc. (45660 Woodland Road, Sterling, VA 20166, 703-450-7555) to provide towing services for various parking violations.

During non-business hours, a Proprietary townhome resident may have a vehicle towed for the following reasons: **(1) a vehicle is wrongfully parked in an assigned space; (2) a vehicle is blocking ingress or egress to an assigned space; (2) a vehicle is parked perpendicular to a parking space.**

Before any vehicle is towed for being in a reserved parking space, the resident must: **(1) call Roadrunner Wrecker Service, Inc; (2) meet the towing agent at the resident's townhome; (3) produce a valid driver's license and proof of residence or signed rental agreement.** All costs associated with towing and impoundment of a vehicle is the responsibility of the vehicle owner.

Before Roadrunner Wrecker Service Inc. tows a disabled vehicle they will place a warning sticker on the rear driver's side window of the disabled vehicle warning that the vehicle will be towed in one hour.

ROAD RUNNER WRECKER SERVICE, INC.

Phone Number: **703-450-7555**
Hours: **8am-5pm Mon – Fri**

Tow	$150
Storage first 24 hours	No Charge
After Hours Release Fee	No Charge
Storage (after initial 24 hours}	$50

After Hours/Holidays/Weekends: For towing a vehicle between 7pm and 8am or any Saturday, Sunday, or holiday, an additional fee of no more than $25 per instance will be charged.

Acceptable forms of payment:
Cash and/or all major credit cards

Trash Collection

AAA RECYCLE AND TRASH REMOVAL
HOA.NOVA@REPUBLICSERVICES.COM

HOUSEHOLD TRASH

Household trash will be collected twice each week on the following schedule. There will be no pickup on Thanksgiving Day, Christmas Day and New Years Day. If you would like to lease a trash can or large recycle bin from AAA, please email them at HOA.NOVA@RepublicServices.com.

	TRASH	YARD WASTE	RECYCLABLES BULK
Foxfield Oatlands Morven	*Monday* *Thursday*	*Monday*	*Thursday*
Rokeby Welbourne Belmont Oakridge	*Tuesday* *Friday*	*Tuesday*	*Friday*

YARD WASTE

Yard waste will be collected once each week with the first pick up of the week (either Monday or Tuesday). Wood waste must be cut into 4-foot lengths and bundled (arm-full size) with rope or twine and should not exceed 50 lbs.

Yard waste must be in paper bags, clear plastic bags, or a container marked as "yard waste."

RECYCLABLE MATERIALS

Recyclable materials will be collected once each week with the second pick up of the week (either Thursday or Friday).

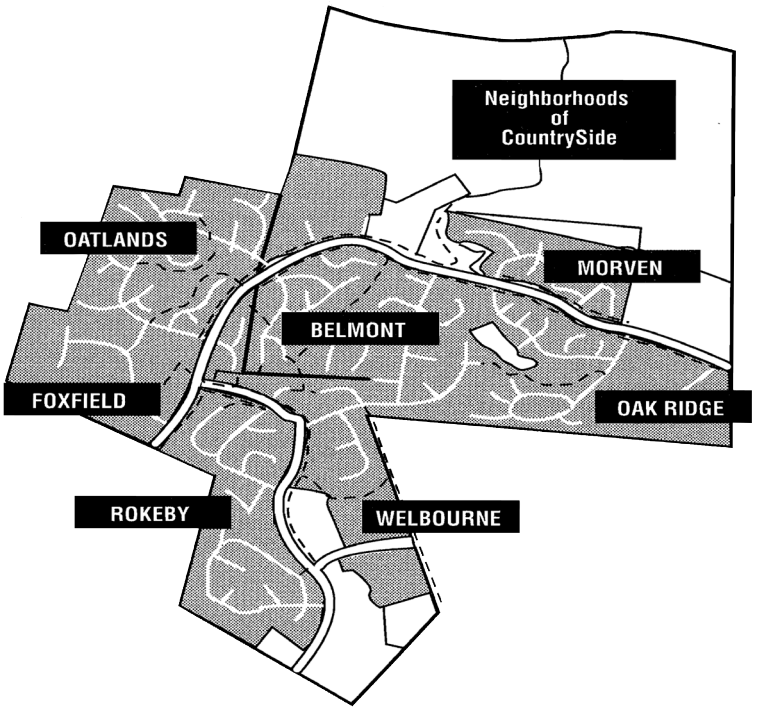
RECYCLABLE MATERIALS INCLUDE ONLY:

PAPER: Newspaper, magazines, flattened cardboard, mixed paper, junk mail, phone books.
GLASS: Jars and bottles.
PLASTIC: Bottles, containers and jugs.
METAL: Aluminum or tin cans and empty aerosol cans.

All recyclables can be placed together. AAA provides one 18 gallon Recycling Bin, extras may be ordered upon request at no additional charge.

SPECIAL ITEMS

AAA will collect furniture and other large, non-metal, household items (weighing less than 50lbs.) on your second pick up day of the week at no extra cost. The pick up of items **over 50lbs. and ferrous metal/white good items (appliances, washers, dryers, water heaters etc.) are not part of your paid trash service.** The resident must arrange for a special pick up through AAA and pay for timely removal of these items. **AAA will not collect construction/remodeling debris, tree stumps, tires, batteries, rocks, concrete, dirt, sod, bricks, boards, iron or hazardous waste of any description.**



QUESTIONS?
Call the Proprietary Office at 703-430-0715

FOR LARGE ITEM PICKUP:
hoa.nova@republicservices.com or 571-328-7558

NO DUMPING OF ITEMS ON COMMON GROUND.

TRASH MUST BE IN A TRASH BIN.

Trash must be placed curbside in front of your home by 7:00am on pick-up days, but should not be placed outside prior to 6:00pm the evening before pick-up.

Please remember to bring in your trash bins on the evening of pick-up and store out of sight.

DO NOT PLACE TRASH ON COMMON GROUND.

COUNTRYSIDE PROPRIETARY

2 Pidgeon Hill Dr., Suite 560
Sterling, VA 20165
(Office) 703-430-0715 - (Fax)703-430-8094
Office Hours: Monday - Friday, 8am-5pm
www.countryside-va.org

PLEASE CALL THE PROPRIETARY OFFICE IF YOU NEED ASSISTANCE WITH:

Contracts, Budget Issues, and Personnel Issues:
Catherine Neelley: Ext: 3014 E-mail: catherineen.cside@pmpbiz.com

Assessments or Dues:
Catherine Neelley: Ext. 3014 E-mail: catherineen.cside@pmpbiz.com

CountrySide Pools:
Obtain a pool pass:
Alicia McKenna-Graves: Ext. 3010 E-mail: aliciam.cside@pmpbiz.com

Pool/Meeting Room Rental:
Alicia McKenna-Graves: Ext. 3010 E-mail: aliciam.cside@pmpbiz.com

Common Ground:
Mowing problems on the common ground, playground maintenance, any maintenance or operational problems associated with the pools, snow removal in the townhouse sections of the CountrySide:
Mike Stracka: Ext. 3015 E-mail: mikeas.cside@pmpbiz.com

Architectural Questions or Complaints:
To report any house in a state of visual disrepair, to obtain an Architectural Application for Improvement:
Lisa Marnet: Ext. 3012 E-mail: lisamm.cside@pmpbiz.com

General Information & Missed Trash Service:
General HOA Information/Missed Trash Service
Alicia McKenna-Graves: Ext 3010 E-mail: aliciam.cside@pmpbiz.com

Parking on Townhouse Streets:
Loretta deLamare: Ext. 3016 E-mail: lorettad.cside@pmpbiz.com

SERVICES PROVIDED BY THE PROPRIETARY & INCLUDED IN YOUR MONTHLY ASSESSMENT

- Trash removal and recycling service
- Enforcement of Covenants and Restrictions, By-Laws, Architectural Guidelines, and Resolutions
- Administrative and financial services for efficient operation of the community
- Maintenance of common land and community amenities (pools, trails, fitness system, tot lots, etc.)
- Maintenance of townhouse parking areas (including snow removal)

PLEASE REFER TO THE FOLLOWING AGENCIES IF YOU NEED ASSISTANCE:

If you need immediate assistance, dial 911

- Dominion Virginia Power at 1-888-667-3000
- Columbia Gas of Virginia at 1-800-543-8911
- Commonwealth Gas at (800) 222-0808
- Washington Gas at (703) 750-1000, 1-800-223-9452, 1-800-752-7520
- Verizon at 1-800-483-1000
- Water or Sewer Problems- Loudoun Water at (571) 291-7880
  After hour emergency at (703) 729-7878
- Telephone Problems or Questions - Verizon at (703) 954-2222
- Hazardous Waste Collection - Loudoun County at (703) 777-0187
- Large Item Trash Pick up - AAA Recycle and Trash Removal at HOA.NOVA@RepublicServices.com
- Metro Transportation at (202) 638-7000
- Virginia Department of Transportation (VDOT) at (703) 737-2010
  To file an online report www.virginiadot.org/defaultflash.asp
  Or call the VDOT highway help line at (800) 367-7623
- Humane Society of Loudoun County at (703) 777-2912
  www.hslcva.org
- Poison Control Contact at 1-800-222-1222
- Loudoun County Website - www.Loudoun.gov

Please call the Loudoun County Sheriff (Non-Emergency 703-777-0445), or go to http://sheriff.loudoun.gov and click on the link to the left to "Report a Crime", or E-mail DFC Matthew Harvey at matthew.harvey@loudoun.gov to report the following:

- General law enforcement questions
- Noise complaints/barking dog complaints
- Long term/short term neighbor disputes
- Repeated or long term parking violations on VDOT streets
- Traffic complaints (Ex: Speeding)
- Unwanted solicitation
- Unlawful or detrimental behavior in the community
- Trespassing

Please call Animal Control to report the following (703)777-0406:

- Stray cats and dogs.
- Dogs without a leash.

Please E-mail or call Virginia Department of Transportation (VDOT) - novainfo@vdot.virginia.gov or 1-800-367-7623 to report the following:

- Snow removal and street repairs on single-family area roadways, or main streets throughout the community. Please see snow removal list in The Courier to see who is responsible for your street.

PMP

PROPERTY MANAGEMENT PEOPLE, INC.

"MANAGEMENT" is our middle name

92 Thomas Johnson Dr., Suite 170
Frederick, MD 21702
301-694-6900 - 1-800-336-8009
Fax: 301-694-9514

Chief Executive Officer — Edward D. Thomas
President — Rose G. Thomas

COUNTRYSIDE PROPRIETARY STAFF

GENERAL MANAGER:
Catherine Neelley: Ext. 3014
catherineen.cside@pmpbiz.com

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lisamm.cside@pmpbiz.com

COMMUNITY RELATIONS COORDINATOR:
Loretta deLamare: Ext 3016
lorettad.cside@pmpbiz.com

ADMINISTRATIVE ASSISTANT:
Alicia McKenna-Graves: Ext 3010
aliciam.cside@pmpbiz.com

MAINTENANCE/LAND SERVICES:
Bobby Lazaro
Carlos Ramirez

Board of Directors

703-430-0715, x3050

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Robert King-Treasurer
12 Bentley Drive
Belmont@countryside-va.com

FOXFIELD:
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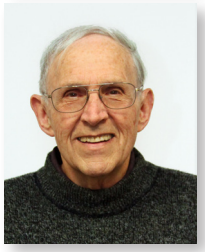
Foxfield@countryside-va.com

MORVEN:
Jennifer Michael-Secretary
10 Paxton Court
Morven@countryside-va.com

OAKRIDGE:
Penelope Francke-Vice President
161 Sulgrave Court
Oakridge@countryside-va.com



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2019 COMMITTEE LISTINGS

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Kumar Sangaran: Liaison

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FOXFIELD: Lisa Viafore, Chair | 34 Huntley Ct.
ljviafore@verizon.net

MORVEN: Will Vigil | willvigil@gmail.com

OAKRIDGE: Roy Weidner | 2 Amersham Ct.
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OATLANDS: Sarah Wertz, Vice Chair
sarah.g.wertz@gmail.com | 443-386-5266

ROKEBY: Abdul alQassab | aboudiq@msn.com

WELBOURNE: Gustavo Rey | 18 Nicholson Ct.
gustavorey68@hotmail.com

NEIGHBORHOOD ADVISORY COUNCIL

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Jeff Kretsch, Laison

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Vacant

Vacant

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David Torres | davidtorresespada@yahoo.com

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Deblyn Flack | Flack_d@hotmail.com

Brynn Hunt | Brynnhunt44@gmail.com

Traci Medlock | 200 Sulgrave Court
tracimedlock@gmail.com

OATLANDS:
Courtney Hasbrouck | 5 Darian Ct.
chasbrouck@hotmail.com | 571-436-9674

Jon Chwirut | Chwiroth@gmail.com

Selena McLean-Hudson | 3 Jeremy Court
sdmhudson@gmail.com

Allyson Roach | Allyson@allysonroach.com

Kimberly Roth | Chwiroth@gmail.com

ROKEBY:
Pat Bour | patricia.bour@verizon.net

Diane Bohn | ddbohn@yahoo.com

Yolanda Brooks | 17 Mucklehany Ln.
yfbrooks@verizon.net

Jim Krips
154 Peyton Rd. | 703-404-2292

Denise Moldover

WELBOURNE:
Diane Blunt | 1 Nicholson Ct.
diane.blunt92@gmail.com | 703-430-7136

Nicole Rossi | 18 Dulany Ct.
NicoleWelbourneNAC@gmail.com

Fredrik Wallin | 703-600-9475.
wallin_fredrik@yahoo.com

Vacant

Vacant

2019 COMMITTEE LISTINGS (CONTINUED)

FINANCE COMMITTEE
Bob King, Chair

BELMONT: Roni Hennessey | 4 Westmoreland Dr.
rthennessey@verizon.net | 703-404-8895

FOXFIELD: Sheryl Rader | 25 Marian Ct.
sfrader2@gmail.com | 703-421-2106

MORVEN: Roddy Dean

OAKRIDGE: Jeff Kretsch | 166 Sulgrave Ct.
jlkretsch@verizon.net | 703-444-4650

OATLANDS: Dave Barrie | 1 Brookmeade Ct.
Oatlands@countryside-va.com

ROKEBY: Ash Dean

WELBOURNE: Bob Griesbach

FACILITIES COMMITTEE
Penny Francke, Chair

BELMONT: Vacant

FOXFIELD: Vacant

OAKRIDGE: Don Brock | 7 Prescott Ct.
good-vibes@verizon.net

OATLANDS: Dave Barrie | 1 Brookmeade Ct.
Oatlands@countryside-va.com

ROKEBY: Pat Bour |Patricia.Bour@verizon.net

Maria Borda

MORVEN: Adriana Andrade-Salgado,
59 Whittingham Cir. | jerseyadri@yahoo.com

WELBOURNE: Vacant

GROUNDS COMMITTEE
Jennifer Miller, Chair

BELMONT: Barbara O'Connor | 38 Westmoreland Dr.
barb@moconnor.net | 703-450-1872

Tim Shaw, 29 Newland Ct.
mckabby@verizon.net | 703-430-4171

FOXFIELD: Terri Hess, 24 Southall Ct. | thess61@gmail.com

MORVEN: Ron McNulty | rmcnulty234@gmail.com

OAKRIDGE: Pamela McGraw
pamelam1950@verizon.net

Courtney McRae

OATLANDS: Anne Steingass
Foxfield@countryside-va.com

ROKEBY: Vacant

WELBOURNE: Diane Blunt | 1 Nicholson Ct.
diane.blunt92@gmail.com | 703-430-7136

COMMUNITY RELATIONS COMMITTEE
Dave Barrie, Chair

BELMONT: Judy Smith
JudySmithHomeSales@gmail.com | 703-608-0482

Eva Mendoza | spanglish_76@hotmail.com

FOXFIELD:Dana Cizmadia
Danacizmadia@yahoo.com

MORVEN: Amanda Jacks | 3 Aldridge Ct.,
amandam35@gmail.com | 703-869-2457

OAKRIDGE: Elizabeth Moran | 267 Chelmsford Ct.
ekamoran1@comcast.net | 703-430-7566

OATLANDS: Dave Barrie, Chair | 1 Brookmeade Ct.
Oatlands@countryside-va.com

ROKEBY: Pat Bour | Patricia.Bour@verizon.net

WELBOURNE: John Fernandes | jffern@yahoo.com

Amy Cornwell | meanmom63@aol.com

HORSEPEN RUN AD HOC COMMITTEE
Dave Barrie, Chair

BELMONT: Benu Bhargava and Tony Palm

FOXFIELD: Debi Holbrook and Carlos Garcia

MORVEN: Rob Heckman and Steve LeHew

OATLANDS: David Barrie

OAKRIDGE: Vacant

ROKEBY: Aaron Emery

WELBOURNE: Bob Griesbach

Foxfield, and Welbourne
Board of Directors Vacancies

There are vacancies on the CountrySide Proprietary 2019 Board of Directors for the Foxfield and Welbourne neighborhoods. We are currently accepting applicants to fill the vacancies. The CountrySide Proprietary Bylaws state "in the event of a vacancy, his/her successor shall be selected by the remaining Elected Directors and shall serve for the unexpired term of his/her predecessor." If you are a homeowner in the Foxfield or Welbourne neighborhoods of CountrySide and would like to make a contribution to your community, please consider applying to represent your neighborhood on the Board of Directors. Representing your neighborhood will be challenging, rewarding and an educational experience. All Board members are volunteers who serve the community. To apply, fill out the application directly below. Please include a brief statement with your reasons for wanting to serve your community. This statement may be published in a future edition of our monthly publication "The Courier". You may also include your resume. If you have any further questions, please feel free to contact Catherine Neelley, Community Manager, CountrySide Proprietary at 703-430-0715, or via e-mail at catherineen.cside@pmpbiz.com.

COUNTRYSIDE PROPRIETARY PETITION OF APPOINTMENT
FOR THE 2019 BOARD OF DIRECTORS

Name: _____ Address: _____
Briefly state your reasons for seeking the Board of Directors. This statement may be published in the Courier. Please include a picture for publication as well. Please Print.

Signatures and addresses of ten (10) property owners in your neighborhood who support your appointment.

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

Petitions may be either mailed or delivered to CountrySide Proprietary Office, 2 Pidgeon Hill Drive, Suite 560, Sterling, VA 20165, to the attention of Catherine Neelley.

BOARD OF DIRECTORS MEETING
MINUTES
Parkway Meeting Room
46020 Algonkian Parkway, Sterling, Virginia 20165
Wednesday, November 7, 2018

BOARD MEMBERS PRESENT:
Dave Barrie – Oatlands
Robert King – Belmont
Anne Steingass – Foxfield
Penelope Francke – Oakridge
Kumar Sangaran – Rokeby
BOARD MEMBERS ABSENT:
Rob Heckman – Morven
OTHERS PRESENT:
Donna Cooper – PMP
Lisa Marnet – PMP
Loretta deLamare - PMP
Residents - 2

CALL TO ORDER:
Dave Barrie called the meeting to order at 7:02 pm.

APPROVAL OF MEETING MINUTES:
Anne Steingass moved that the Board of Directors approve as written the minutes of the Board of Directors Meeting October 24, 2018. Bob King seconded the motion. Motion carried unanimously.

RESIDENTIAL PARTICIPATION/GUESTS: 2 Residents were in attendance. Item discussed: Architectural Appeal

GENERAL BUSINESS:
A. OLD BUSINESS: None
B. NEW BUSINESS:

2019 Budget:
Bob King moved that the Board of Directors adopt the 2019 Annual Budget as written and attached. Anne Steingass seconded the motion. Motion passed unanimously.

2019 Management Contract:
Bob King moved that the Board of Directors award the 2019 CountrySide management services contract to Property Management People, Inc. (PMP). Penny Francke seconded the motion. Motion passed unanimously.

Community Guidelines Update for 2019:
Anne Steingass moved that the Board of Directors adopt the attached updates and revisions to be part of the 2019 CountrySide Community Guidelines. Kumar Sangaran seconded the motion. Motion passed unanimously.

Amendment to Resolution 229-Collection of Assessments:
Anne Steingass moved that the Board of Directors adopt Resolution #229 as amended by Resolution #235 and as attached. Penny Francke seconded the motion. Motion passed unanimously.

Amendment to Resolution 235-Architectural Violation Procedures:
Anne Steingass moved that the Board of Directors adopt Resolution #235 as amended and attached. Bob King seconded the motion. Motion passed unanimously.

Copier Lease:
Bob King moved that the Board of Directors approve the proposal to lease a MPC4504SP Ricoh copier for 48 months, to be paid monthly in an approximately amount of $460.00. This is to be paid from GL 5132. Anne Steingass seconded the motion. Motion passed unanimously.

Insurance:
Bob King moved that the Board of Directors accept the proposal from John Manougian Insurance Agency Inc for the following insurance coverages: Property, Commercial General Liability, Business Automobile, Inland Marine, Umbrella Liability & Fidelity Bond (Dishonesty) and the Hilb Group for D & O Insurance. Anne Steingass seconded the motion. Motion passed unanimously.

ARCHITECTURAL ITEMS:
Appeal of DRC Decision for Application #79553-092518:
Penny Francke moved that the Board of Directors uphold the DRC's decision on October 22, 2018 and deny Application $79553-092518. Anne Steingass seconded the motion. Motion passed unanimously. 2 Residents were in attendance.

FACILITIES:

2019 Pool Management Contract:

Penny Francke moved that the Board of Directors award the 2019 Pool Management Contract to Titan Pools & Spa. The cost will be charged to GL7500. Anne Steingass seconded the motion. Votes for: 4. Belmont opposed. Motion passed.

Replacement Truck Purchase:

Penny Francke moved that the Board of Directors approve the purchase of a 2018 Nissan NV200 Van to replace the 2007 Chevrolet Colorado. The cost is not to exceed $24,000.00 and will be applied to Reserve GL9551. Anne Steingass seconded the motion. Motion passed unanimously.

FINANCE: None

GROUNDS:

2019 Trash, Recycling, and Yard Waste Removal Contract:

Anne Steingass moved that the Board of Directors exercise the first-year contract option with Republic Services of Virginia, L.L.C, AAA Recycling and Trash Removal Services for trash, recycling, and yard waste removal services in accordance with Section IV, titled Duration of Agreement of said contract. The option period will be January 1, 2019 through December 31, 2019. All other provisions of the agreement will remain in full force and effect. Penny Francke seconded the motion. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS:

Air BnB update

COMMITTEE REPORTS:

Community Relations Committee	November 1, 2018
Facilities Committee	November 5, 2018
Finance Committee	October 16, 2018
HPR	October 10, 2018

MANAGEMENT REPORTS:

Management Report
Financial Reports
Project List

EXECUTIVE SESSION:

Anne Steingass moved to enter into Executive Session. Penny Francke seconded the motion. Motion passed unanimously. Executive Session commenced at 7:22 pm. Anne Steingass moved to exit Executive Session. Penny Francke seconded the motion. Motion passed unanimously. Executive Session ended at 7:26 pm. Confidential information discussed in Executive Session.

ADJOURN:

Anne Steingass moved to adjourn the meeting. Bob King seconded the motion. Motion carried unanimously. The meeting adjourned at 8:00pm.

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BOARD OF DIRECTORS MEETING MINUTES
Parkway Meeting Room
46020 Algonkian Parkway, Sterling, Virginia 20165
Wednesday, January 2, 2019

BOARD MEMBERS PRESENT:

Dave Barrie – Oatlands
Robert King – Belmont
Penelope Francke – Oakridge

BOARD MEMBERS ABSENT:

Jennifer Miller - Morven

OTHERS PRESENT:

Catherine Neelley – PMP
Loretta deLamare– PMP
Alicia McKenna- Graves – PMP
Ed Thomas - PMP

CALL TO ORDER:

Ed Thomas called the meeting to order at 7:01 PM.

RESIDENTIAL PARTICIPATION/GUESTS:

1Resident was in attendance.

GENERAL BUSINESS:

A. OLD BUSINESS: None
B. NEW BUSINESS: Election of Officers

1. Election Of Officers

i. President: Bob King moved that the Board of Directors elect Dave Barrie as the President of CountrySide Proprietary Board of Directors for 2019. Penny Francke seconded the motion. Motion passed unanimously.

ii. Vice President: Bob King moved that the Board of Directors elect Penny Francke as the Vice President

of the CountrySide Proprietary Board of Directors for 2019. Dave Barrie seconded the motion. Motion passed unanimously.

iii. Secretary: Penny Francke moved that the Board of Directors elect Jennifer Miller as the Secretary of the CountrySide Proprietary Board of Directors for 2019. Bob King seconded the motion. Motion passed unanimously.

iv. Treasurer: Penny Francke moved that the Board of Directors elect Bob King as the Treasurer of the CountrySide Proprietary Board of Directors for 2019. Dave Barrie seconded the motion. Motion passed unanimously.

2. Ad-Hoc Horsepen Run Committee: Bob King moved to adopt Resolution #260 as amended. Penny Francke seconded. Motion passed unanimously.

3. Election of Committee Chairpersons/ Liasons

i. Community Relations Committee Chairperson: Penny Francke moved that the Board of Directors elect Dave Barrie as the Chairperson of the CountrySide Proprietary Community Relations Committee for 2019. Bob King seconded the motion. Motion passed unanimously.

ii. Design Review Committee Board Liason: Deferred to January 23 BOD meeting.

iii. Facilities Committee Chairperson: Bob King moved that the Board of Directors elect Penny Francke as the Chairperson of the CountrySide Proprietary Facilities Committee for 2019. Dave Barrie seconded the motion. Motion passed unanimously.

iv. Finance Committee Chairperson: Penny Francke moved that the Board of Directors elect Bob King as the Chairperson of the CountrySide Proprietary Finance Committee for 2019. Dave Barrie seconded the motion. Motion passed unanimously.

v. Grounds Committee Chairperson: Dave Barrie moved that the Board of Directors elect Jennifer Miller as the Chairperson of the CountrySide Proprietary Grounds Committee for 2019. Penny Francke seconded the motion. Motion passed unanimously.

vi. NAC Committee Liason: Bob King moved that the Board of Directors elect Pat Bour and Jeff Kretsch as the Neighborhood Advisory Council Liaisons to the CountrySide Proprietary Board of Directors for 2019. Penny Francke seconded the motion. Motion passed unanimously.

vii. Horsepen Run Adhoc Committee Chairperson: Penny Francke moved that the Board of Directors elect Dave Barrie as the Chairperson of the CountrySide Proprietary Horsepen Run Adhoc Committee for 2019. Bob King seconded the motion. Motion passes unanimously.

4. Election of NAC Members:

Bob King moved the following members be elected to the Neighborhood Advisory Council for 2019. .

Belmont: Tim Shaw, Art Rodriguez, Barbara O'Connor, Louis Kaiser, Inge Nystrom

Foxfield: Devin Reise, Elizabeth McMahon, Sean Mascara

Morven: Brenda Koontz, Jonathan Breslow, Jean-Michel Brunet

Oatlands: Courtney Hasbrouck, Jonathan Chwirut, Selena McLean- Hudson, Allyson Roach,Kimberly Roth

Oakridge: Mike Sziede, Damian Lee Baker, Deblyn Flack, Brynn Hunt, Traci Medlock

Rokeby: Pat Bour, Yolanda Brooks, Denise Moldover, James Krips, Diane Bohn

Welbourne: Diane Blunt, Nicole Rossi, Fredrik Wallin, David Torres

All are CountrySide members in Good Standing

Penny Francke seconded the motion. Motion passed unanimously

5. Design Review Committee:

Bob King moved that the Board of Directors elect the following members to serve on the 2019 Design Review Committee.

Belmont: Rodney Collins

Foxfield: Lisa Viafore

Morven: Will Vigil

Oatlands: Sarah Wertz

Oakridge: Roy Weidner

Rokeby: Vacant

Welbourne: Gustavo Rey

All are CountrySide members in Good Standing.

Penny Francke seconded the motion. Motion passed unanimously.

ARCHITECTURAL ITEMS: None

FACILITIES: None

FINANCE: None

GROUNDS: None

INFORMATION/DISCUSSION ITEMS: None
COMMITTEE REPORTS: None
MANAGEMENT REPORTS: None
EXECUTIVE SESSION: None
ADJOURN:
Bob King moved to adjourn the meeting. Penny Francke seconded the motion. Motion carried unanimously. The meeting adjourned at 7:16 PM.

****

COMMUNITY RELATIONS COMMITTEE MINUTES
Thursday, November 1, 2018

1. Call to order: The meeting was called to order at 6:33 P.M at the Proprietary Office, by David Barrie, Chairperson.
2. In attendance were; Amy Cornwell, Pat Bour, Judy Smith, John Ferandes, Amanda Boone, David Barrie and Loretta deLamare (PMP)
3. Absent were: Elizabeth Moran, Dana Cizmadia, and Eva Mendoza.

A. Resident Participation & Presentations:
No residents present.
B. Old Business.
1) Boo Fest- Attendance: 50+
a) Volunteers/ Workers: Dave, Eva, CRC Employee Loretta hosted. PMP Employee Bobby came and set up drinks, got ice, set up tables and chairs and stayed through event to help.
b) Activities: Craft, Costume Contest, Color pages, Photo Booth, Balloon Artist, Candy Counting.
c) Food: goldfish, chips, apples, sodas, juice packs, apple juice, ice cream bars:
d) Goodie bags – enough left over for next year.
2) Shred Event Recap
a) One truck schedule was unavailable. Rover Shred provided a back-up vehicle to take papers to their secure facility to shred. Cascades and Great Falls Chase participated.
3) Fall Fest Recap
a) Attendance around 850.
b) Pony Ride-mistake in communication caused no-show. Will refund deposit.
c) Discussion to move date next year due to conflicting community events.
d) Amanda knows a face painter for next year.
e) Make sure Talk of the Town equipment is in good condition and they have enough gas to run generators for entire event.
4) Halloween House Decorating Contest
a) NAC, CRC and BOD volunteers judged first round.
b) Winners were emailed results, Names were published on website and in the Courier
C. New Business
1) Winter Celebration
a) Date; Saturday, December 8th. 1:00 to 3:00 PM—Parkway meeting room
b) Food- Cookies, Goldfish, mini-candies and Big Candy Canes.
c) Goody bags
d) Craft- Coloring books, Frames and Tree ornaments.
e) Music
f) Santa Claus- CountrySide resident has volunteered
g) Volunteers- Amanda and John
2) Holiday House Decorating Contest;
a) Date- December 17th Round #1 The Committee decided to change the date to December 16th
b) December 18th-Round #2-Final Judges---The Committee decided to change the date to December 17th
David thanked all the Volunteers for their support of the CRC events. No meeting in December.
Next scheduled meeting will be in February, 2019
Adjournment: The Committee adjourned at 7:01 P.M.

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DESIGN REVIEW COMMITTEE MINUTES
October 22, 2018

The regular meeting of the Design Review Committee was called to order at 6:33pm on September 24, 2018 at the Parkway meeting room.
Present:
Lisa Viafore, (Foxfield), Rodney Collins (Belmont), Will Vigil (Morven) and Sarah Wertz (Oatlands)
Others Present:

Resident of 3 Christopher Lane
Anne Steingass, BoD Liaison (Foxfield)
Lisa Marnet, PMP

I. Approval of the September 24, 2018 meeting minutes
Collins moved to approve, Wertz seconded, approved unanimously.

Community	Address	Alteration	DRC Ruling
Belmont	32 Bedford Dr.	Roof, Siding, Trim Color Change	Approved 4-0
	14 Webley Ct	Roof	Approved 4-0
Foxfield	No applications		
Morven	No applications		
Oakridge	7 Amersham Ct	Basement Egress Window	Approved 4-0
	3 Christopher Ln	Privacy Fence	Denied: does not meet guidelines
	56 Christopher Ln	Trim, Window Headers Color Change	Approved 4-0
Oatlands	27 Brinks Ct	Front Door Color Change	Approved 4-0
	19 Brookmeade Ct	Fence	Approved 4-0
	26 Dudley Ct	Fence	Approved 4-0
	5 Glengyle Ct	Shed	Approved 5-0
Rokeby	121 Peyton Rd	Shed	Option #2 Approved 4-0
Welbourne	No Applications		

Meeting Adjourned at 8:23pm

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DESIGN REVIEW COMMITTEE MEETING MINUTES
November 14, 2018

The regular meeting of the Design Review Committee was electronically reviewed.

DRC Members Electronically Reviewed:
Rodney Collins, (Belmont), Lisa Viafore, (Foxfield), Will Vigil (Morven), Roy Weidner (Oakridge), Sarah Wertz (Oatlands) and Gustavo Rey (Welbourne).

Approval of the DRC meeting minutes October 22, 2018: Approved as written 6-0.

Community	Address	Alteration	DRC Ruling
Belmont	No Applications		
Foxfield	5 Fairmont Pl	Color Change: Deck, Shed	Approved 6-0
Morven	No applications		
Oakridge	46 Christopherl Ln	Entry Door, Rear Patio Door	Approved 6-0
Oatlands	No Applications		
Rokkeby	4 Coleman Ln	Garage Door	Approved 6-0
	117 Hamilton Rd	Roof, Shutters, Entry Door Color Change	Approved 6-0
	17 Moss Rd	Roof	Approved 6-0
Welbourne	60 Benton Ct	Fence Color Change	Approved 6-0
	21 Jermyn Ct	Shed	Approved 6-0

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FACILITIES COMMITTEE MEETING MINUTES
November 5, 2018

1) CALL TO ORDER
a) Meeting Called to Order at 7:10 PM.
b) Attendees: Andrade-Salgado, Barrie, Borda, Brock, Francke, Stracka (PMP)
c) Absent: Bour

2) COMMITTEE ADMINISTRATION
a) Minutes of the October meeting approved unanimously.

3) GUEST & RESIDENT PARTICIPATION
a) None this period.

4) WAVES ISSUES
a) None this period.

5) TITAN ISSUES
a)None this period

6) PROJECT LIST & BUDGET
a) 2018 Project List reviewed; no issues.
b) Budget Proforma reviewed. Per direction from the

BoD, any funds not spent from this year's budget will be applied to moving expenses.

c) The FAC reviewed the bids for repairs to address the leak at the Parkway wading pool. One vendor advises that a leak test be performed first, to determine whether the leak is in the piping under the pool, or in the bubbler jet line. FAC approved this approach; PMP will authorize Crystal Blue Aquatics to perform the leak test (cost NTE $1,200). Cost to be applied to GL 7520, Pool Repairs.

d) Update on Lindenwood filter replacement: NVblu has reached substantial completion of the repairs. A punch list inspection will be scheduled for the week of November 5, 2018. Pressure testing will be conducted in the spring.

e) The FAC voted to recommend the BoD approve the purchase of a 2018 Nissan NV200 van at a cost NTE $24,000, as a replacement for the 2007 Chevrolet Colorado. Cost to be applied to the reserve GL 9551.

7) OLD BUSINESS

a) PMP presented an updated task list from the mid- and post-season pool inspections. Work will continue on the task list in the off-season.

b) To date, no response has been received from the Waves and CountrySide Women's Club on our request that they identify their needs for cabinet space at Parkway. Mike will send a reminder e-mail to both groups; Maria will contact Waves, as well.

c) Still need to develop suggestions for umbrella storage during and after pool season.

d) Electrical box cover options to be explored post-pool season; PMP will purchase a "test" planter for trial in the next 1-2 weeks.

e) The FAC discussed the Pool Management bids received; Mike and Penny updated the group on our meeting with Kelly Phillips of Titan. FAC voted to recommend the BoD award the 2019 pool management contract to Titan (4 in favor, 1 opposed). FAC acknowledged that close oversight of Titan will be required next year; PMP will provide that oversight.

f) PMP advises that the camera systems at all three pools are operational, with one bad camera having been replaced at Cromwell. Mike will perform weekly checks on the camera systems to confirm they are operating properly.

8) NEW BUSINESS

a) The FAC chose "tan" as the color for replacement shower doors at Parkway, to coordinate with the toilet stall framing. Colors for Lindenwood and Cromwell will be chosen after FAC members have had a chance to review the color chip samples in situ at each of those pools.

9) INFORMATIONAL ITEMS

a) Informational copies of the 2018 Pool Rules and Regulations are available on Google Drive for review and comment before the February 14, 2019 FAC meeting.

10) ADJOURN

a) Meeting Adjourned at 9:16 PM.

b) Next FAC meeting scheduled for 7:00 PM, Thursday, February 14, 2019 at the Parkway meeting room.

****

FINANCE COMMITTEE MEETING MINUTES
November 20, 2018

Call to order

Bob King called to order the regular meeting of the Finance Committee at 7:03 PM in the Proprietary meeting room.

Members:

Present: David Barrie, Robert Griesbach, Jeff Kretsch, Sheryl Rader, and Bob King – Chairman.
Absent: Ash Dean, Roddy Dean, Roni Hennessey.
Dane Sullivan and Catherine Neelley attended representing PMP.

The committee examined the October financial report, CountrySide investments, the aging report, status of accounts with balances over $2000, and the status of payment plans.

Bob Griesbach moved with a second from Jeff Kretsch to write off $26.04 in bad debt. The motion passed unanimously.

The committee discussed the 2019 final budget, which included a $2.00 increase in the monthly assessments. Sheryl Rader moved to adjourn seconded by Bob

Griesbach.

Meeting adjourned at 7:32 PM.

****

FINANCE COMMITTEE MEETING MINUTES
January 15, 2019

Call to order

Bob King called to order the regular meeting of the Finance Committee at 7:00 PM in the Parkway Pool meeting room.

Members

Ppresent: David Barrie, Roddy Dean, Jeff Kretsch, Sheryl Rader, Ash Dean, and Bob King – Chairman.
Absent: Robert Griesbach, Roni Hennessey.
Dane Sullivan and Catherine Neelley attended representing PMP.

The committee examined the December financial report, CountrySide investments, the aging report, status of accounts with balances over $2000, and the status of payment plans.

PMP explained several yearend adjustments and the committee provided instruction to PMP on several changes that need to be made.

Roddy Dean nominated Roni Hennesssey with a second from Jeff Kretsch to serve as the committee alternate chairperson. The motion passed unanimously.

The committee discussed a recent problem with ACH withdrawals of assessments that PMP promptly corrected.

Sheryl Rader moved to adjourn seconded by Ash Dean.

Meeting adjourned at 7:33 PM.

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GROUNDS COMMITTEE MEETING MINUTES
October 17, 2018

1) CALL TO ORDER

a) Meeting Called to Order at 7:00 P.M.
b) Attendees: David Barrie (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Tim Shaw (Belmont- Alternate), Anne Steingass (Oatlands), Catherine Neelley (PMP), Mike Stracka (PMP), Matt Hochstetler (BrightView) and Chuck Bordelon (BrightView)
c) Absent; Barbara O'Connor and Ron McNulty

2) COMMITTEE ADMINISTRATION

a) Approval of the September Meeting Minutes. The Committee unanimously approved the September meeting minutes, with the following changes-#4B8 should indicate next year and 6A should have the BrightView contract amount.
b) Discussion regarding rescheduling the November meet as it falls on theWednesday before the Thanksgiving Holiday. The Committee decided on holding the meeting at Parkway on Nov 7, instead of November 21.

3) RESIDENT & GUEST PARTICIPATION

a) Discussion of a resident request to address a drainage concern behind 107 Wiltshire Court West. Several residents attended the meeting to discuss this issue which affects 103 to 109 Wilshire Court West. PMP will get a Civil Engineer to review the area and make recommendations. The residents questioned whether a large trench in the common area would solve the issue.
b) Discussion of a resident request to address a drainage concern between 3 and 5 Meskill Court. The resident was not present. The Committee voted 4 Yes 2 No
to delay and make decision on this issue until next year.
c) Discussion of a resident concern about BrightView's method of blowing clippings and leaves after mowing. The resident was not present. Resident complained of BrightView blowing cut grass onto a freshly washed car. PMP will mail a free car wash ticket to the resident.
d) Discussion of a resident's request to install "No Dumping" signs on Vandercastel Court. The resident was not present. This is an on-going issue in this area. PMP will send out letters reminding the residents of Vandercastel, Nicholson and Berkeley of the trash collection days.
e) Discussion of a resident's request to trim back

common area tree limbs that are hanging over their yard and are too thick and high for the resident to trim. The limbs are dropping fruits in their yard and making their pets sick. The resident was not present. The committee deny the request of the resident and suggested the resident purchase a tree lopper to resolve the issue.

f) Discussion of a resident's request to pave a trail in the field behind the tunnel entrance across Algonkian Parkway from Algonkian Elementary School. PMP responded to the resident and suggested they submit a budget request for 2020.

4) BRIGHTVIEW ITEMS

a) Discussion of items noted on the BrightView Landscape Report.

b) Discussion of Pamela and Barb's meeting with BrightView's designer and recommendations regarding the plantings at the community entrance sign locations. Chuck Bordelon of BrightView present his designs for the entrance sign areas. Discussion followed, and the Committee voted unanimously to accept all of the designs and recommend the BoD have BrightView do the work, on a firm fixed price not to exceed $19,500.00. Funds to come out of the Additional Landscaping GL 6127.

c) Discussion of the BrightView Quality Site Assessments for each of the Townhouse neighborhoods.

d) Discussion of the committees request to revise the weekly report to indicate the next weeks schedule in addition to the items completed in the past week. BrightView agreed to provide this information

5) PMP REPORT

a) Tree Removal/Trimming Items

i) Brightview has been onsite for a total of 3 additional day working to remove 9 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 2 sections of rotted split rail fencing, 0 damaged or rotted street sign posts and 0 damaged fire lane posts this period.

c) Accident Related Items

i) None this period.

d) 2018 Proforma

e) 2018 Project List

6) OLD BUSINESS

a) Discussion of the 2019 budget project voting results.

Grounds Committee Minutes
October 17, 2018
Page 3 of 3

b) Discussion of the proposal from DSC Aquatics to treat the pond for Hydrilla and Watershield. The Committee voted unanimously to approve $2,100.00 for this work. Cost to be applied to GL 6153.

c) Discussion was again tabled on the Loudoun County and dry storm water management area between Berkeley Court and 777.

7) NEW BUSINESS

a) Discussion regarding exercising the first option year for the AAA Trash, Recycling and Yard waste agreement. The Committee voted unanimously to recommend the BoD approve the 1st option year at $453,430.92 for 2019. Cost to be applied to GL's 6145 and 8545.

b) Discussion of the committee's recommendations regarding any stipulations that should be included with the renewal of the Land Services agreement with BrightView. PMP will consolidate the suggestions submitted by the committee and will forward a final document to the committee for review and approval.

8) INFORMATIONAL ITEMS

a) We have worked with Linda Gantz and marked the suggested location for the Little Free Library Gold Award Project. Miss Utility has been contacted and has confirmed the utilities in the area. Installation can proceed at any time.

9) ADJOURN

a) Meeting Adjourned at 9:21 PM.

b) Next regular meeting is tentatively scheduled for 7:00 PM, Wednesday, November 7, 2018 at the Parkway Meeting Room.

****

NEIGHBORHOOD ADVISORY COUNCIL MEETING MINUTES NOVEMBER 13, 2018

Members in attendance:

Belmont: Barb O'Connor, Inge Nystrom, Louis Kaiser

and Tim Shaw
Foxfield: Sean Mascara
Morven: Alethea Christon, Brenda Koontz, Jean-Michael Brunet and Jonathan Breslow
Oakridge: Traci Medlock
Oatlands: Allyson Roach
Rokeby: Pat Bour, Denise Moldover, Diane Bohn and Jim Krips
Welbourne: Diane Blunt and Fredrik Wallen

Others in attendance:
Board of Directors 2019 Candidate, Penny Francke, Oakridge
Board of Directors Candidate, Jennifer Michael, Morven
Jeff Kretsch, BoD Liaison
Lisa Marnet, PMP
Alethea Christon called the meeting to order at 7:28pm

Approval of the October 9, 2018 meeting minutes
Approved as written, one abstained

BELMONT

Approval of the October 9, 2018 meeting minutes
Approved

"Meet the Candidates" of the 2019 Board of Directors
Penny Francke, Oakridge and Jennifer Michael attended

Standing Committee Reports
FIN- all good, FAC- Recommend Titan for pool management company for 2019, New maintenance vehicle, new women's room stall doors. CRC- New website, Fall Fest well attended, Winter Fest December 8th 1:00-3:00pm, Holiday House Contest December 17th , Annual Meeting December 10, 2018 8:00pm

Review of Neighborhood Applications:
No applications for Belmont

FOXFIELD

Approval of the October 9, 2018 meeting minutes
Approved

"Meet the Candidates" of the 2019 Board of Directors
Introductions by Penny Francke, Oakridge and Jennifer Michael, Morven

Standing Committee Reports
GRDS- Brightview contact, FAC-Titan pool contract, CRC- report given, FIN- report given.

Review of Neighborhood Applications:
One application reviewed and approved.

MORVEN

Approval of the October 9, 2018 meeting minutes
Approved

"Meet the Candidates" of the 2019 Board of Directors
Oakridge- Penny Francke, Morven- Jennifer Michael

Standing Committee Reports
GRDS- regular maintenance talk, under budget, refurbishing community signs and landscaping, FAC- recommend Titan for 2019 pool management company for 2019, investigating pool leak in Parkway wading pool, CRC- Boo Fest low turnout, Fall Fest 850 attendees, Winter Celebration 12/08/18 1-3:00pm at the Parkway Meeting Room. Holiday House December 16 and 17th 2018. FIN- 2019 Budget Review. Annual Meeting December 10th at Parkway.

Review of Neighborhood Applications:
No applications

OAKRIDGE

Approval of the October 9, 2018 meeting minutes
Approved

"Meet the Candidates" of the 2019 Board of Directors
No report given

Standing Committee Reports
GRDS- approved pond treatment, exercised 1-year option w/AAA trash service proposed using funds from under budget toward sign landscaping and moved forward at $19,000. FAC-Approved using Titan, purchase of maintenance van, Lindenwood filter replacement, doing leak test at Parkway. CRC- New website, Boo Fest great but low turnout, Fall Fest 850 attendees, Shred event only had one truck that got filled, Winter Celebration December 8, 2018 1:00+-3:00pm, Holiday House decorating December 16-17 next meeting February 7th , 2019. FIN- Last meeting October 16, 2018, reviewed budget, Next meeting November 20, 2018.

Review of Neighborhood Applications:
One application reviewed and approved.

OATLANDS

Approval of the October 9, 2018 meeting minutes

Approved

"Meet the Candidates" of the 2019 Board of Directors

Oakridge and Morven representatives attended.

Standing Committee Reports

GRDS- BrightView; approved pond; AAA trash; under budget update landscaping at community sign $19,000. FAC- Titan pool management for 2019; bought maintenance vehicle, FIN- Budget looks good, CRC- Boo Fest was fine but not a lot of people; Fall Fest 850 attendees; Shred Event one truck available

Review of Neighborhood Applications:

Approved as amended

ROKEBY

Approval of the October 9, 2018 meeting minutes

Approved as written

"Meet the Candidates" of the 2019 Board of Directors

Penny Francke (Oakridge) and Jennifer Michael (Morven) in attendance. Bob King (Belmont) and Dave Barrie (Oatlands) absent. All are running unopposed and will be elected by voice acclamation at the 12/10/2018 Annual Meeting. Rokeby, Foxfield and Welbourne have no candidates for the 2019 BoD.

Standing Committee Reports

Reports given by Tim Shaw (Grounds); Pat Bour (CRC and FAC and Election Committee); Jeff Kretsch (FIN).

Review of Neighborhood Applications:

Three reviewed and approved

WELBOURNE

Approval of the October 9, 2018 meeting minutes

Approved

"Meet the Candidates" of the 2019 Board of Directors

Penny Francke (Oakridge) and Jennifer Michael (Morven) in attendance. Rokeby, Foxfield and Welbourne have no candidates for the 2019 BoD.

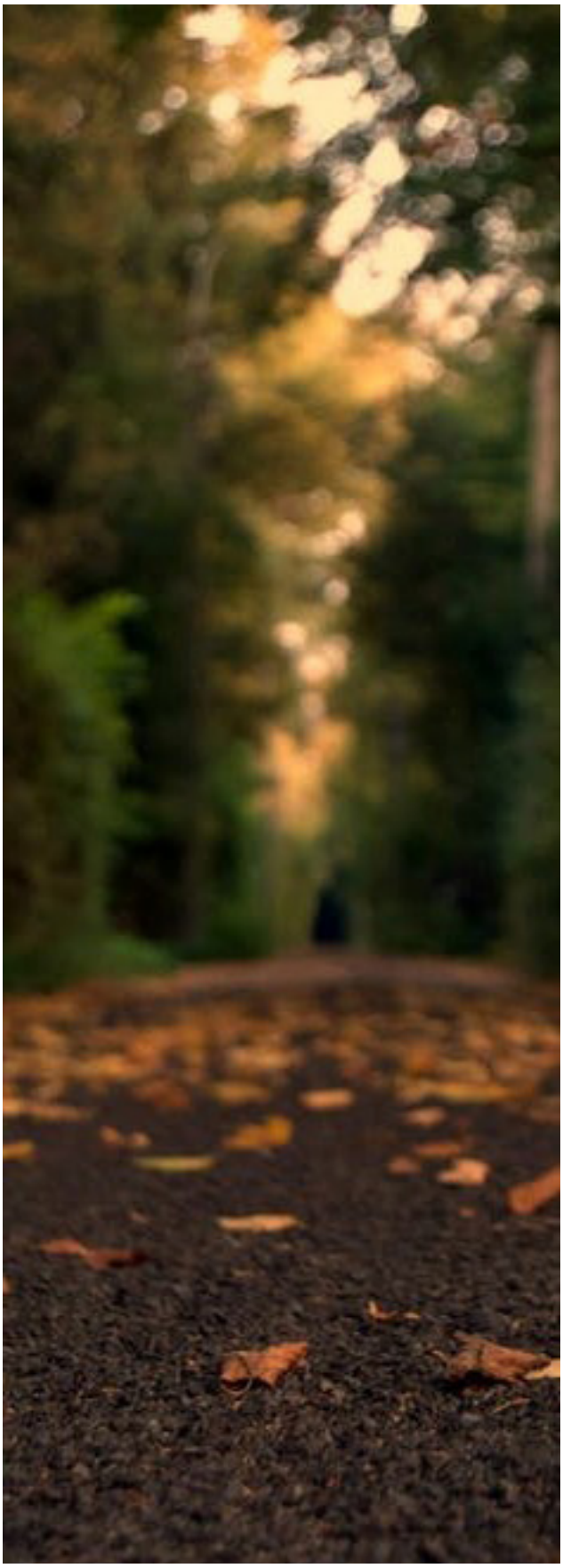
Standing Committee Reports

Fin report given by Jeff Kretsch, full minutes in the Courier; GRDS report given by Tim Shaw; FAC & CRC reports given by Pat Bour, new website. Annual Meeting is December 10, 2018 at 8:00pm.

Review of Neighborhood Applications:

Approved 2 applications (1) for a new Shed and (1) for stain color on existing Fence.

Meeting Adjourned at 8:20pm



Neighborhood Services

The Proprietary, its members, and/or Board of Directors do not recommend or endorse any person on this list. Use of any person on this list is at the sole discretion of the resident. If you or your child would like to register to be on the services list, please email Loretta deLamare at lorettad.cside@pmpbiz.com to get a copy of the registration form.

SERVICE	LOCATION	AVAILABILITY	NAME	PHONE	AGE
Babysitting	All	Days	Roxana Jahnsen	571-434-8127	Adult
Babysitting	All	Weekend/Evening/ Summer/Holiday	Emma Meehan	703-625-4155	13
Babysitting	All	Wednesdays/Evenings/ Weekends	Jacqueline Taylor	540-860-0874	Adult
Babysitting	All	Weekend/Summer/ Holidays	Becky Work	571-342-0138	13
Babysitting/Pets	All	Anytime	Madison Bakatsias	703-400-5416	15
Babysitting/Pets	All	Anytime	Paige Bakatsias	703-655-2473	17
Pets	All	Weekend/Summer/ Holiday	Hannah Cuasay	703-725-1226	12
Pets	All	Weekend/Evening/ Summer/Holiday	Natalie Aponte	570-926-3608	Adult
Pets	All	Anytime	Julianne McNulty	703-203-9825	Adult
Pets	All	Weekend/Evening/ Summer/Holiday	Sean Meehan	703-577-1662	18
Yard Work/Pets	All	Weekends/Evenings/ Summer	Shumaker Brothers (Jack, Sam, Ben)	571-434-8682	16,14 12

Selling your home?

WHAT YOU NEED TO KNOW

You will need to purchase a POA package.
Virginia Property Owner's Act (Contract disclosure statement; right of cancellation).

A. *Subject to the provisions of Article 2 of 55-509, a person selling a lot shall disclose in the contract that (i) the lot is located within a development which is subject to the Virginia Property Owner's Association Act; (ii) the Act requires the seller to obtain from the property owners' association an association disclosure packet and provide it to the purchaser…..*

When the Proprietary receives an order for a POA packet it initiates a physical inspection of the entire property. The inspection of exterior maintenance items includes peeling paint, algae on siding, broken window seals, wood rot, fences in need of repair, etc.

In addition, exterior modifications/enhancements are noted and checked for approval. If you haven't done so already, please ensure that you have submitted an application for those exterior modifications. An application with a violation disclosed upon a POA inspection may request a "non-standard rush review" (less than 15 days). There will be a fee of $25.00 for this out-of-cycle, expedited review. This fee is not a commitment for approval.

Selling a home can be stressful enough so ensuring the exterior of your home is in tip top shape and you have applied for and been approved for any exterior modifications before you list will make the selling process much smoother.

NEW!

CountrySide and PMP have partnered with CondoCerts to provide user-friendly POA document delivery to the homeowner. You can track your package's progress and receive documents electronically or get a paper copy. Payment can be made at the time of order or taken out at closing. Prices vary.

Ready to order a POA package?

Go to pmprent.condocerts.com ***to order. Simply register, place your order and your documents will be processed.***

Questions?? Call Loretta deLamare at CountrySide Proprietary for more informaton. (703)430-0715.

Advertisements

Advertising Rates Per Issue: the CountrySide Board of Directors has adopted the following Advertising Policy for the CountrySide Courier. Annual and Semi-Annual contracts are available for display advertising with monthly billing. Two months MUST be paid at signing; remaining months of contract will be billed monthly. For those advertisers who do not have a signed contract, payment is required at the time of submittal. There is a $25 fee for any and all returned checks.

Display Advertising: (Effective March 1, 2014)

Full Page	7-3/4" wide x 9-3/4" tall	$300.00
Half Vertical	3-3/4" wide x 9-3/4" tall	$200.00
Half Horizontal	7-3/4" wide x 4-3/4" tall	$200.00
Quarter Page	3-3/4" wide x 4-3/4" tall	$125.00
Business card (1/8)	3-1/2" wide x 2" tall	$75.00

Classified Advertising: $10 for the first 40 words, and 25 cents for each word thereafter. Payment in full must accompany all classified submittals.

The CountrySide Proprietary, its members, and/or Board of Directors do not recommend or endorse any advertiser.

The CountrySide Proprietary reserves the right to decline any advertisement for any reason it deems appropriate.

Submitted articles are the opinion of the author and do not necessarily reflect the opinions of the CountrySide Proprietary, its members, or the Board of Directors.

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Support LOCAL Boy Scout Troop 572
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We look forward to meeting you!

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- ✓ PLUS 50,000 bonus points on your NOW REWARDS Mastercard* ($500.00 value)

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- ✓ Wall art and home decor
- ✓ Flight from coast to coast
- ✓ A new backyard fence for your dog
- ✓ Treadmill for your New Year's resolution

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- Get rewarded with our credit card: **nwfcu.org/NOWREWARDS**
- Visit our Herndon Branch at 200 Spring Street

[1] Must apply for your home loan on or after 1/1/19 and close on your purchase by 4/30/19 to qualify for the bonus points. Offer is not valid on home equity loans or lines of credit. Offer is not valid on internal refinances. Cannot be combined with any other offers. 50,000 bonus points is a $500 value on your Northwest Federal NOW REWARDS card. Visit nwfcu.org/NOWREWARDS to apply. Must be a cardholder prior to closing on your mortgage in order to earn bonus point offer. The points will be awarded on active Mastercard accounts within 90 days of closing.

[2] The HomeAdvantage program is made available to you through a relationship with CU Realty Services. Program Cash Rewards are awarded by CU Realty Services to buyers and sellers who select and use a real estate agent in the HomeAdvantage network and are based on the commissions paid to the agent. Using Northwest Federal for a mortgage is not a requirement to earn Cash Rewards. Cash Rewards incentives are void where prohibited by law.

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Find out how you're eligible to join at nwfcu.org/membership.

NMLS #411458

EQUAL HOUSING OPPORTUNITY

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February 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 **BoD Meeting*** **7pm (Parkway)**	7 CRC Meeting 6:30pm (Parkway)	8	9
10	11 FAC Meeting* 7:00pm (Parkway)	12 NAC Meeting* 7:15pm (Parkway)	13 HPRN Meeting* 7:00pm (Parkway)	14 Valentine's Day	15	16
17	18 Presidents Day	19 FIN Meeting* 7pm (Parkway)	20 GRND Meeting* 7:00pm (Parkway)	21	22	23
24	25 **DRC Meeting*** **6:30pm (Parkway)**	26	27 **BoD Meeting*** **7pm (Parkway)**	28		* meets in the Parkway Room

March 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 **BoD Meeting*** **7pm (Parkway)**	7 CRC Meeting 6:30pm (Parkway)	8	9
10 Daylight Saving Time Begins	11	12 NAC Meeting* 7:15pm (Parkway)	13 HPR Meeting* 7:00pm (Parkway)	14 FAC Meeting* 7:00pm (Parkway)	15	16
17 St. Patricks Day	18	19 FIN Meeting 7pm (Parkway)	20 GRNDS Meeting* 7:00pm (Parkway)	21	22	23
24	25 **DRC Meeting*** **6:30pm (Parkway)**	26	27 **BoD Meeting*** **7pm (Parkway)**	28	29	30 * meets in the Parkway Room