



**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
April 17, 2019**

1) CALL TO ORDER

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

2) COMMITTEE ADMINISTRATION

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

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Morven parking subcommittee activities and discussions.
- b) Continuing discussion of the resident request to review drainage concerns behind the property at 5 Lipscomb Court and BrightView's proposal 6896639 for \$1,295.00 to clean the accumulated debris in and around the rip rap drainage swale. The committee unanimously approved the proposal to perform the cleanup on a one-time basis and directed that this area be added to the Drainage Ditch Maintenance areas when the Land Care Agreement is next renewed. Cost to be applied to GL 9556.
- c) Continuing discussion of gravel that has been placed in the common area between 106 and 110 Waltham Court and BrightView's proposal 6896616 for \$1,950.00 to work with PMP to remove the gravel and replace with mulch. The committee approved the proposal 5 Yea, 1 Nay. Cost to be applied to GL 6127.
- d) Review and discussion of the Girl Scout's response regarding the project suggestions for pedestrian safety improvements on the trails near the Parkway pool parking lot. Scouts not in attendance. PMP was directed to request the Scouts prepare a written proposal for their recommended actions to be discussed at the next meeting.
- e) Discussion of a tabled discussion from November 2018 regarding drainage behind 34 Southall and BrightView's proposal 6898002 for \$910.00 to clean up debris in the area to promote effective drainage of surface runoff water. The committee approved the proposal 5 Yea, 1 Nay. Cost to be applied to GL 6127.

- f) Discussion of a resident request to review the standing water in the common area behind 16 Lipscomb Court. Resident not in attendance. No motion made. No action taken.
- g) Discussion of a resident request to re-evaluate the standing water and drainage on the common area parcel between 3 and 5 Meskill Court and BrightView's proposal 6769282 for \$3,370.00 to grade the swale and restore the turf with sod. Residents from 5 properties in attendance and discussed this matter and their concerns. BrightView and PMP will review this area at 11 AM on 4/19 and BrightView will provide further recommendations and a revised proposal for discussion at the next meeting.
- h) Discussion of a resident concern about a tree that had been inspected and later fell between 168 and 172 Sulgrave Court. Resident not in attendance. No motion made. No action taken.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. BrightView was requested to take the following actions going forward:
 - i) Hand pull the dandelion weeds in the planter beds adjacent to the Gazebo and the Parkway pools
 - ii) Remove the chemical application white signs during the next mowing cycle.
 - iii) Complete the bush hogging of the Route 7 fence line before the next meeting.
 - iv) Ensure that all mulched areas are properly mechanically edged to maintain a defined cut edge around the beds.
- b) Ongoing discussion of the landscaping improvements to the neighborhood entrance sign areas and the results of the April 9 tour of the plantings.
- c) Discussion of the following BrightView proposals:
 - i) Proposal 6896597 for \$710.00 to address the mud and settlement in the common area in front and adjacent to 25 Nicholson Court. The committee unanimously approved the proposal. Cost to be applied to GL 6127.
PMP was also directed to send a postcard to the adjacent properties to request that the homeowners:
 - (1) Cease placing construction debris out for collection.
 - (2) Cease placing trash and recycling containers in the common areas.
 - (3) Notify the office of any residents who are violating these restrictions.
 - ii) Proposal 6896663 for \$6,560.00 to perform the street sweeping of the townhouse streets. No motion made. No action taken.
 - iii) Proposal 6896658 for \$480.00 for daily watering of the newly planted designs at the neighborhood entrances. The committee unanimously approved a deep weekly watering once each week until the next meeting,

- with a second watering upon notice from BrightView and approval of PMP. Cost not to exceed \$1,920.00. Cost to be applied to GL 6127.
- iv) Proposal 6880369 for \$2,880.00 for the spring/summer rotation planting of the entrance annuals. The committee unanimously approved the proposal. Cost to be applied to GL 6127. Plantings to consist of red begonias with green leaves.
 - d) Confirmation of the upcoming scheduled events:
 - i) Deciduous tree trimming and limbing up to 7 feet clearance in spring.
 - ii) Evergreen and shrub fertilization in spring
 - iii) Mulching completed by May 1
 - iv) Evergreen trimming May thru June
 - v) Annual flowers by May 15
 - vi) Soil test to be completed in May

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) Brightview has been onsite for a total of 3 days working to remove 17 hazardous trees.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 1 sections of damaged split rail fencing, 1 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
- c) Accident Related Items
 - i) None this period.
- d) 2019 Budget was reviewed.
- e) 2019 Project List was reviewed.

6) OLD BUSINESS

- a) Discussion of the Finance Committee's direction regarding the preferred method to address the matter of the approved 2018 landscape services that were completed in 2019 for invasive tree services, median shoulder grading and turf renovations. Committee agreed to the recommendation to plan to pay for the 2019 Invasive Species removal from funds to be allocated in 2020.

7) NEW BUSINESS

- a) PMP was directed to place a paver stone in the ground in front of the Little Free Library adjacent to the Parkway pool.

8) INFORMATIONAL ITEMS

- a) We have installed the sticker on the Little Free Library at Parkway to indicate the area is under surveillance. We will continue to monitor this area for further vandalism.

- b) The review of the Oakridge pond by the Virginia Cooperative Extension Loudoun County Master Gardeners is scheduled for April 30, 2019.

9) ADJOURN

- a) Meeting Adjourned at 8:51 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, May 15, 2019** at the **Parkway Meeting Room**.