

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
March 20, 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), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Tim Shaw (Belmont-Alternate), Anne Steingass (Oatlands), Mike Stracka (PMP), Matt Hochstetler (BrightView)

2) COMMITTEE ADMINISTRATION

- a) Approval of the February Meeting Minutes. Committee voted 8-0-1 to approve the minutes with the revision to note that absences were due to the rescheduling of the meeting.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Morven parking subcommittee activities and discussions.
- b) Continuing discussion of a resident request to review drainage concerns behind the property at 5 Lipscomb Court. Committee directed BrightView to prepare an estimate to remove the leaves from and perform some minor repairs and grading changes (to redirect runoff) to the existing rip rap lined drainage channel. Proposal to be reviewed during the April meeting.
- c) Discussion of gravel that has been placed in the common area between 106 and 110 Waltham Court. Committee directed BrightView and PMP to develop an estimate to remove the stone and replace with mulch. Proposal to be reviewed during the April meeting and PMP is to notify the homeowners of both affected townhouses that this matter will be on the agenda for the April meeting.
- d) Discussion of a Girls Scout Silver Award project suggestions for pedestrian safety improvements on the trails near the Parkway pool parking lot. The Girl Scouts were advised that they should consider the project and prepare a more detailed proposal of work suggested for discussion at the April meeting.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Ongoing discussion of the BrightView progress regarding the landscaping improvements in the neighborhood entrance sign areas. Pamela, Barb, PMP and BrightView will meet to review the plantings on April 9 to confirm the preferred locations for the plantings in 7 of the beds.
- c) Discussion of the following BrightView proposals:
 - i) Proposal 6873309 for \$3,500.00 to perform Rejuvenational Pruning to the Algonkian Pkwy Median Burning Bushes. The committee voted unanimously to approve the work, Cost to be applied to GL 6127.

BrightView also offered to trim the bushes lining the Parkway pool parking lot while performing these plantings at no extra charge.

- d) Discussion of the timing and billing concerns regarding the 2018 Invasive Tree services, median shoulder grading and turf renovations. PMP was directed to discuss these concerns with the Finance Committee.
- e) Discussion of the BrightView Quarterly Site Assessment (QSA)
- f) Confirmation of the upcoming scheduled events:
 - i) Spring cleanup between Feb 1 and April 30
 - ii) Deciduous tree trimming and limbing up to 7 feet clearance in spring.
 - iii) Mowing to begin April 1
 - iv) Pre-emergent herbicide, turf and ornamental tree fertilization by April 15
 - v) Evergreen and shrub fertilization in spring
 - vi) Mulching completed by May 1
 - vii) Evergreen trimming May thru June
 - viii) Annual flowers by May 15
 - ix) Soil test to be completed in June

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) Brightview has been onsite for a total of 3 days working to remove 19 storm damaged trees.
- b) Common Area Ground Maintenance Items
 - i) Staff are still working to remove numerous areas of graffiti recently identified in the common areas.
 - ii) Staff replaced 2 sections of rotted split rail fencing, 2 damaged or rotted street sign posts and 2 damaged fire lane posts this period.
 - iii) Diane informed PMP of damage to the white fence along Route 7 and PMP will review and correct the damages.
 - iv) PMP also advised that faded townhome parking space numbers and all fire lane posts will be repainted over this summer.
- c) Accident Related Items
 - i) None this period.
- d) 2019 Budget **Attachment 5d**
- e) 2019 Project List **Attachment 5e**

6) OLD BUSINESS

- a) None this period.

7) NEW BUSINESS

- a) Discussion regarding improvement recommendations for the Oakridge Pond. The Committee agreed to allow the Loudoun County Extension Service to perform a free pond assessment and report to be reviewed at a future meeting. PMP was also directed to order and install 5 new signs to be posted around the pond advising the pond is to be used “At Your Own Risk” and that the pond is “Catch and Release Only”.
- b) Discussion of the vandalism of the little free library installed in front of the Parkway pool. PMP was directed to work with the concerned parties to locate the broken door and to replace the broken Plexiglas with Lexan to make it more damage resistant. PMP is also to install a label on the box advising it is being monitored for activity.

8) INFORMATIONAL ITEMS

- a) None this period.

9) ADJOURN

- a) Meeting Adjourned at 9:28 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, April 17, 2019** at the **Parkway Meeting Room**.