

**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES  
August 29, 2019**

**1) CALL TO ORDER**

- a) Meeting Called to Order at \_7:00 PM \_\_\_\_\_.
- b) Attendees: Fredrik Wallin (Chair), David Barrie (Alt Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Barbara O'Connor, Tim Shaw

**2) COMMITTEE ADMINISTRATION**

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

**3) RESIDENT & GUEST PARTICIPATION**

- a) Report of the Stormwater management Sub-Committee activities and discussion of their proposed form for submission of drainage area concerns. Discussion regarding draft of the form. Committee members to email suggested changes to Mike to be consolidated for review at next meeting.
- b) Discussion of the Arborist report regarding the pine tree on Hopton Court. The tree is healthy and BrightView was directed to remove the ivy. Committee voted unanimously to trim tree during an upcoming tree service visit. Cost to be applied to GL 8571.
- c) Continuing discussion of a residents request to work with VDOT to relocate a trail handicap access ramp on Rutherford Circle. Discussion of resident request. Committee recommends residents to contact representative Suzanne Volpe as this is a VDOT street and responsibility.
- d) Discussion of a resident request to trim or remove a pine tree that is dripping sap on their vehicle in a reserved space adjacent to 1 Jermyn Court. Resident not present, deferred to next meeting.
- e) Discussion of a resident request to add the common area in front of 322 Felsted Court to the list of areas to have tree considered for planting this fall planting cycle. Tree to be reviewed by arborist prior to fall planting.
- f) Discussion of a resident request to designate a curb area on Millard Court as a Fire Lane. Resident not present, deferred to next meeting.
- g) Resident Dora Ramirez requested to replant trees when trees are removed, Committee voted unanimously that policy should continue to be that trees are considered for replacement on a case by case basis.

#### **4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report. Members advised that the spray used killed Juniper plants in Welbourne. Crabapple treatment to be considered for next RFP cycle for Land Services.
- b) Update regarding the updated punch list of items prepared by Pamela and Barb of the activities Brightview needs to address regarding the entrance plantings. BrightView to address and report at next meeting.
- c) Discussion of the following proposals from BrightView:
  - i) Proposal 7017330 for \$2,875.00 for the fall entrance annual flowers. Cost to be applied to GL 6127. Committee approved unanimously to plant Blue and yellow flowers. Cost to be applied to GL 6127.
  - ii) Proposal 7017341 for \$18,255.00 for the annual turf aeration. Cost to be applied to GL 6127. Committee approved 5-1, Cost to be applied to GL 6127.
  - iii) Proposal 7017345 for \$6,790.00 for the annual turf overseeding. Cost to be applied to GL 6127. Committee approved unanimously. Cost to be applied to GL 6127.
- d) Discussion of a review of the common area storm drain maintenance areas and the actions necessary to bring them back into agreement with the terms of our agreement. Storm drains to be cleaned twice a year, June and Sept, weather permitting. Further discussed a dead tree along Algonkian to be removed by BrightView within a month.
- e) Discussion of any turf areas that need specific attention during the upcoming fall turn renovation cycle. PMP to forward areas of note to be forwarded to Brightview for review next meeting.

#### **5) PMP REPORT**

- a) Tree Removal/Trimming Items
  - i) BrightView was onsite for 3 days and removed 19 dead or hazardous trees.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced 2 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) A median Pear tree on CountrySide Blvd was damaged in an accident and no accident report was available. BrightView has provided Quote to replace the damaged tree. Cost to be applied to GL 6127. Discussed and moved to next meeting
- d) 2019 Proforma Budget
- e) 2019 Project List

**6) OLD BUSINESS**

- a) Discussion of the Bids received for the pond maintenance agreement. 3 bids in total. Discussion of resident request. Committee voted unanimously to let SOLITUDE Lake Management maintain the pond for remaining time of 2019 for a cost NTE \$1,500.00. Committee to evaluate in Nov 2019 with feedback from residents. Cost to be applied to GL 6153.
- b) Review and discussion of the RFP draft for the Asphalt and Concrete services for 2019. Townhouse streets to be repaved this year (Fairmont, Asbury and Southall), trail repairs, and concrete curb and gutter and sidewalk repairs. Discussion of the three received bids and time of work based on prices and availability. Committee voted unanimously to defer phase 4 work to 2020 and be completed concurrent with Phase 5. . PMP to get estimate from engineer for core samples and bid documents for Phase 5 work.

**7) NEW BUSINESS**

- a) Discussion of the findings of the annual inspection report from Loudoun County regarding the stormwater management areas in Welbourne adjacent to 777. PMP to remove sediment and debris as time permits.
- b) Discussion of the quote from Engineered Plastic Solutions of \$2,335.50 for the needed common area replacement trash cans to support the Site Amenities replacement project. Cost to be applied to GL 9850. Committee voted to delete the 32-gallon cans and purchase the frames at a cost not exceed \$2100.00. Cost to be applied to GL 9850. Committee directed PMP to obtain the 32-gallon cans locally.

**8) INFORMATIONAL ITEMS**

- a) Reminder that all 2020 budget project suggestions need to be submitted to Loretta by 8/31.

**9) ADJOURN**

- a) Meeting Adjourned at 10:12 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, September 18, 2019** at the **Parkway Meeting Room**.