



**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE AGENDA
November 20, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at _____.
- b) Attendees: Fredrik Wallin (Chair) David Barrie (Alt 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 October Meeting Minutes. **Attachment 2a**

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Stormwater management Sub-Committee.
- b) Discussion of a resident request for reimbursement for damages caused by a fallen common area tree and to have a tree behind their house trimmed based on the arborist recommendation. **Attachment 3b**
- c) Discussion of a resident who removed common area trees without advance approval and their request for reimbursement for tree removal expenses incurred for these trees and one that had fallen on their property. **Attachment 3c**

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. **Attachment 4a**
- b) Update from BrightView regarding the updated punch list of items prepared by Pamela and Barb regarding the entrance plantings. **Attachment 4b**
- c) Discussion and update regarding the 11/18 meeting between PMP and BrightView regarding services in 2020.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) BrightView was onsite for 2 days and removed 12 dead or hazardous trees.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 2 sections of damaged split rail fencing, 0 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
 - ii) Staff replaced all the damaged boards on the bench on CSB.

- iii) Staff also replaced 4 damaged or leaning common area trash cans and 9 faded or damaged stop signs this period.
- iv) Staff applied cold patch to level the sunken asphalt to correct a tripping hazard at the trail bridge between Rutherford and Chelmsford. This area will be on the list to be addressed permanently during trail repairs in 2020.

c) Accident Related Items

- i) None this period

d) 2019 Proforma Budget

Attachment 5d

e) 2019 Project List

Attachment 5e

6) OLD BUSINESS

- a) None this period.

7) NEW BUSINESS

- a) Discussion of the initial Google calendar created to list the BrightView agreement deliverables.

Attachment 7a

- b) Discussion of the current condition of and the bids for the 2020 maintenance of the Oakridge pond.

Attachment 7b

- c) Discussion regarding the installation of 4 additional one way, do not enter signs at the entrance of Vandercastel Court.

Attachment 7c

- d) Discussion of an alternative process call slab jacking to address sunken or unlevel section of townhouse sidewalks or curbs and gutters and if this process could be applied to address a section of sidewalk slated for repair as part of the upcoming pavement and concrete work.

Attachment 7d

- e) Review and discussion of the approved 2020 budget and scheduled projects.

Attachment 7e

8) INFORMATIONAL ITEMS

- a) Solitude Lake Management was onsite October 18 to review and apply the final treatment of the Oakridge pond.

9) ADJOURN

- a) Meeting Adjourned at _____.

- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, February 19, 2020** at the **Parkway Meeting Room**.