

**COUNTRYSIDE PROPRIETARY  
ANNUAL MEETING OF THE MEMBERS**

**PARKWAY MEETING ROOM  
46020 Algonkian Parkway  
Sterling Virginia 20165**

Monday, December 10, 2018

BOARD MEMBERS PRESENT:    Robert King – Belmont  
   Rob Heckman - Morven  
   Penny Francke – Oakridge  
   David Barrie – Oatlands  
   Kumar Sangaran - Rokeby

OTHERS PRESENT:                Catherine Neelley, PMP  
   Ed Thomas, PMP  
   Pat Bour, Election Committee & Rokeby  
   Anne Steingass, Election Committee & Oatlands  
   Jeff Kretsch, Election Committee & Oakridge

President David Barrie called the Annual Meeting of the Members to order at 8:00 p.m.

Rob Heckman moved **that the minutes of the 2017 Annual Meeting of the Members be approved.** Penny Francke seconded the motion. The motion passed unanimously.

David Barrie delivered the Annual State of the Proprietary report including accomplishments in 2018. He reported CountrySide will end the year under budget and that home sales in CountrySide continue to improve. The full 2018 Annual State of the Proprietary Report will be published in the January 2019 Courier.

Treasurer Bob King provided a review of the 2018 fiscal operations and thanked the Finance Committee members and PMP staff for their hard work helping to manage CountrySide finances throughout the year. Mr. King reported that 2019 budget is a realistic budget that will continue to provide residents with the community activities, grounds and facilities upkeep, and services they have enjoyed. Assessments will be raised \$2.00 to cover rising costs to manage the community and pools as well as the increased need for tree removal services. The full 2018 Finance Committee Report will be published in the January 2019 Courier.

The Community Relations Committee Year-End report was presented by David Barrie who reported that the committee had a successful year of events with a small and dedicated number of hard-working volunteers. Mr. Barrie thanked the volunteers and encouraged property owners who enjoy planning and participating in fun events to consider joining the Community Relations Committee. The full 2018 Community Relations report will be published in the January 2019 Courier.

The Design Review Committee Year-End Report was provided by Lisa Viafore. DRC reviewed 220 “non-standard” applications and approved 146 “standard” applications in 2018. The committee worked with the Neighborhood Advisory Committee (NAC) to revise several the community guidelines, all of which were approved by the Board of Directors. The revised guidelines were related to “standard” entry door styles for Foxfield, Welbourne, “standard” attic ventilators and permanent sand boxes. The full 2018 Design Review Committee Report will be published in the January 2019 Courier.

The Facilities Committee Year-End Report was delivered by Penny Francke. Ms. Francke reported that 2018 had been a particularly challenging year for the committee. She noted that Government restrictions on visas had posed a challenge in adequately staff the pools and that the Committee found themselves taking an even more active role than usual, to make sure we maintained the high standards of safety, cleanliness, and efficient operations we have set for the CountrySide. The Facilities Committee provided oversight on several major projects including the removal and replacement of the whitecoat at Lindenwood pool, Cromwell wading pool repairs, replacement of the filters at Lindenwood main and wading pools, installation of a sunshade over the parkway wading pool, and the purchase of a new CountrySide van. Ms. Francke noted that the year was closed under budget and thanked all committee members and PMP for their time and efforts throughout the year. The full 2018 Facilities Committee Report will be published in the January 2019 Courier.

The Grounds Committee Year-End Report was prepared and presented by David Barrie. In 2018 the Grounds Committee was kept busy responding to the rain and heavy winds and the impact of removing fallen trees and the challenge of trying to meet the projected mowing schedule. The Grounds Committee held meeting with BrightView to discuss ways to improve contract performance. The Committee continued to address the aggressive invasive species in CountrySide common areas. Redesign improvements were approved for the Community Entrances with the work to be completed in 2019. The full 2018 Grounds Committee Report will be published in the January 2019 Courier.

The Neighborhood Advisory Council Year-End Report was presented by Jeff Kretsch. The NAC reviewed 220 non-standard applications and made recommendations to the DRC and Board of Directors on several guideline updates. The NAC reviewed the proposed 2019 Budget and provided critical input to the Board of Directors. The full 2018 NAC Report will be published in the January 2019 Courier.

The Horsepen Run Adhoc Committee Year-End Report was delivered by Rob Heckman. A small, but, active group of volunteers continued the improvement and protection of the Horsepen Run nature areas by maintain trails and cutting back trees. The Committee also worked with Loudoun County to review stormwater management options and a stream restoration project proposal near Horse Pen Run. Mr. Heckman thanked the committee and volunteers who assisted with the various projects throughout the year. The full 2018 Horsemen Run Adhoc Committee Report will be published in the January 2019 Courier.

The CountrySide Management Report was prepared by Ed Thomas of PMP. Mr. Thomas thanked the CountrySide Proprietary Board of Directors for the confidence and trust they place in PMP to manage the community. Mr. Thomas wished Donna Cooper the best in her retirement and thanked her for her thirteen years of service to CountrySide. He welcomed Catherine Neelley as the new Community Manager noting the extensive management experience she brings to the position. Mr

Thomas thanked the entire staff for the hard work that went into moving the CountrySide office from the space which it had occupied for 20 plus year. The move results savings of \$100,000 in rent over the next five years. The full 2018 Management Report will be published in the January 2019 Courier.

David Barrie announced the 2019 Management Contract has been awarded to PMP.

Pat Bour announced the following Board of Directors are running unopposed and called for election by acclamation for a one-year term:

Belmont: Robert King  
Morven: Jennifer Michael  
Oatlands: Dave Barrie  
Oakridge: Penny Francke

The Foxfield, Welbourne, and Rokeby neighborhood seats are vacant.

No residents addressed the meeting.

Bob King moved to adjourn the meeting at 8:30PM. Penny Francke seconded the motion.

The meeting was adjourned at 8:30PM.

Respectfully Submitted,

Catherine Neelley  
Recording Secretary  
Attachments: Committee Year-End Reports