

# THE COURIER

"A COMMUNITY ON THE POTOMAC" | WWW.COUNTRYSIDE-VA.ORG



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CANDIDATES**



COURIER VOL. 40, NO. 12 | DECEMBER 2020

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## MEETING SCHEDULE

### COMMITTEE MEETINGS WILL BE HELD VIRTUALLY UNTIL FURTHER NOTICE

#### **Board of Directors (BoD)**

1st and 4th Wednesdays, 7:00pm

#### **Design Review Committee (DRC)**

4th Monday, 6:30pm

#### **Facilities Committee (FAC)**

2nd Thursday, 7:00pm

#### **Grounds Committee (GRNDS)**

3rd Wednesday, 7:00pm

#### **Horsepen Run Ad Hoc Committee (HPRN)**

2nd Wednesday, 7:00pm

#### **Neighborhood Advisory Council (NAC)**

2nd Tuesday, 6:00pm

#### **Community Relations Committee (CRC)**

1st Thursday, 6:30pm

#### **Finance Committee (FIN)**

3rd Tuesday, 7:00pm

## The Villas at CountrySide

National Realty Partners, 365 Herndon Parkway,  
Suite 106, Herndon, VA 20170.

If you have questions or concerns regarding Villas property, condo fees, trash information, or Villas community issues, contact Karen Conroy, Villas Property Manager at [kconroy@nrpartnersllc.com](mailto:kconroy@nrpartnersllc.com). For questions about Amenities and CountrySide Assessments, contact the Proprietary Office.

FOR VILLAS AFTER HOURS EMERGENCIES:

703-476-3639 for "life or property threatening situations ONLY." Note: CountrySide Proprietary cannot respond to these calls.

**Hours: M-Th:8:30am-5:30pm, F: 8:30am-1:00pm. 703-435-3800**

# CountrySide Community Update

The CountrySide Board of Directors PMP are monitoring recommendations from the Centers for Disease Control and Prevention (CDC) as well as those of federal, state, and local officials regarding the Coronavirus (COVID-19) outbreak. We are taking the following actions to mitigate community spread of COVID-19:

## **RESIDENT SERVICES AND ASSOCIATION ADMINISTRATION**

The management office door is closed to walk-in traffic but will remain open to conduct business remotely. Many of our services are available online. Please see our website for more information at [www.Countryside-va.org](http://www.Countryside-va.org)

- Design Review Application assistance – Submit applications to [lisamm.cside@pmpbiz.com](mailto:lisamm.cside@pmpbiz.com)
- Parkway Pool House rental – Suspended until further notice
- Trash/recycling services – Continues as scheduled
- Resale packet ordering – website [www.countryside-va.org](http://www.countryside-va.org) or go to <https://pmprent.condocerts.com/resale>.

## **LIFESTYLES**

- Community events have been canceled through the end of the year.
- Tot lots, playgrounds, and the basketball court will remain open; however, these amenities have not been sanitized or disinfected. Please be aware that viruses have been found on surfaces three days or more after contact. Residents use these amenities at their own risk. Social distancing must be observed.

Every individual needs to do their part to slow the spread of COVID-19. These are just some of the recommended actions you should take:

- Wash your hands often for at least 20 seconds every time. Use sanitizing gel when soap and water are not readily available.
- Avoid close contact with others, especially people who are sick. Keep a 6-foot distance around you. Avoid group settings.
- Cover your cough. Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched items.
- Know the signs and symptoms of COVID-19. If you are showing symptoms, call your doctor before seeking testing and treatment. Stay home and self-quarantine if mildly ill.
- Create a household plan in case of illness.
- Educate yourself and your family. Conditions are changing daily. Stay informed.

Conditions, concerns, and actions related to COVID-19 are changing daily. The CountrySide Board of Directors and PMP will continue to monitor the situation and update its actions accordingly. We will provide any further updates via community mass email, the Courier, or the CountrySide website. If you do not receive community emails and would like to, please contact our office. We know this is a challenging situation, and we will continue to provide the Community with relevant updates as they become available.

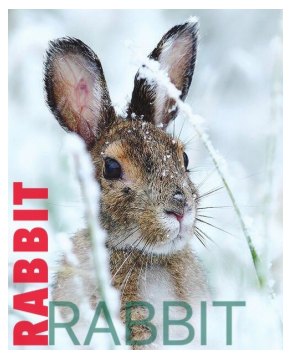
# Reminders and News

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## December Committee Meetings

CountrySide Proprietary Committees will resume VA Property Owners' Association Act compliant meetings in January 2021. All meetings are open for property owners who wish to phone-in to attend. Please contact the office and the call-in information will be sent to you via email on the day of the meeting. As always, please check the website for the most up to date information.

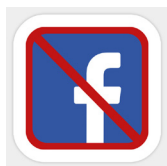
BOARD OF DIRECTORS: NO MEETING DECEMBER  
COMMUNITY RELATIONS COMMITTEE: NO MEETING IN DECEMBER  
DESIGN REVIEW COMMITTEE: NO MEETING IN DECEMBER  
FACILITIES COMMITTEE: NO MEETING IN DECEMBER  
FINANCE COMMITTEE: NO MEETING IN DECEMBER  
GROUNDS COMMITTEE: NO MEETING IN DECEMBER  
HORSEPEN RUN COMMITTEE: NO MEETING IN DECEMBER  
NEIGHBORHOOD ADVISORY COMMITTEE: NO MEETING IN DECEMBER



**The office will be closed on Friday  
December 25th for the Christmas holiday.  
The PMP staff will return on Monday  
December 28th.**

**The Parkway Meeting Room remains closed temporarily to reduce the  
transmission of COVID-19**

## FACEBOOK AFFILIATION



**CountrySide Proprietary does not have an official  
Facebook page**

Several unofficial Facebook pages are maintained by CountrySide residents. These pages are not affiliated with or monitored by CountrySide Proprietary. We remind residents that any official announcements concerning the community are posted on the website, sent to residents via email, or announced in The Courier. This includes any changes to services, such as recycling collections, scheduling, events, and anything else which directly affects the CountrySide Community.

When in doubt, call or email the office! We're here to help!

2021 CountrySide Budget

The CountrySide Board of Directors unanimously approved the 2021 operating budget at the November 4, 2020 Board of Directors meeting. The 2021 assessment rates are indicated below.

2021 CountrySide Proprietary Approved Consolidated Budget

	2021
Total Income	\$2,821,834.00
Total Administrative Expenses	\$755,260.00
Total Insurance & Tax Expenses	\$31,217.00
Total Community Relations Expenses	\$23,920.00
Total Pool & Community Center Expenses	\$284,950.00
Total Grounds & Maintenance	\$748,405.00
Total Townhouse Expenses	\$327,945.00
Reserve Expense	\$658,768.00
Total Operating Expenses	\$2,822,013.00
Operating Income vs. Expense	-178.00
Total Reserve Projects	\$591,885.00.00

Capital & Townhouse Reserve Balance Information for December 31, 2020

Projected Capital Reserve Balance as of December 31, 2020 in study prepared by Mason & Mason \$1,148,934.

Estimated Capital Reserve and Contingency Reserve Balance as of December 31, 2020 \$1,335,883

Projected Townhouse Reserve Balance as of December 31, 2020 in study prepared by Mason & Mason \$1,274,755.

Estimated Townhouse Reserve and Snow Contingency Reserve Balance as of December 31, 2020 \$1,309,813.

Note: The Projected Reserve Fund balances at 12/31/20 may vary from Estimated balance at 12/31/20 as certain components may have been replaced prior to the anticipated schedule, certain components may have exceeded their estimated useful life expectancy or actual projects performed since the study was conducted could have cost more or less than projected in the study.

**2021 MONTHLY ASSESSMENT SUMMARY**

(Amounts are per unit per month)

Single Family/Manor Homes.....	\$76.00
Town Homes.....	\$99.00
Villas.....	\$57.50

If you opted in to receive a coupon book but do not receive a new coupon booklet by December 27, 2020, please contact Property Management People at 301-694-6900.

**CONSIDER PAYING YOUR MONTHLY ASSESSMENT VIA DIRECT DEBIT**

It's easy to use this service.

The Authorization form is available on our website at [www.countryside-va.org](http://www.countryside-va.org).

**2021 MONTHLY ASSESSMENT SUMMARY**

Single Family Homes	\$76.00 per unit per month
Town Homes	\$99.00 per unit per month
Manor Homes	\$76.00 per unit per month
The Villa's at CountrySide	\$57.50 per unit per month

The monthly assessments will remain unchanged in 2021. The Board of Directors was able to use savings from 2020 and held the line on new spending to keep assessments steady in this difficult environment for many people.

Those homeowners who currently pay through ACH or an automatic scheduled "Bill Pay" feature with their bank will not have to take any action.

Homeowners who opt-in to receive a 2021 Coupon Booklet will receive it in mid-December. CountrySide encourages our homeowners to pay their monthly assessments by ACH, which saves time and money.

## Behind the Scenes of CountrySide Budgeting for 2021

*The Board of Directors* recently approved the 2021 Budget for CountrySide (see associated articles in this and next month's Courier). As part of that process, resident suggestions for expenditures were reviewed in detail. This article aims to give some insight into that process, and help explain why some requests make it into the CountrySide budget and others don't.

The "new projects funding" process begins with gathering input from residents and standing committees, and compiling a list of suggested "projects," which can be anything from purchase of a shade structure for a pool, to required software updates for the CountrySide website. Each suggested project is assigned to the appropriate committee for review—for example, a request for common area plantings would go to the Grounds Committee, while suggestions for new pool house equipment would go to the Facilities Committee for review, and requests for changes to the picnic area at Horsepen Run would go to the HPR Committee. The Neighborhood Advisory Council (NAC) also receives the list of suggested projects for review and discussion. Both the NAC and each Committee review the list of projects, and committee members vote to assign a relative score from 0 (of "Questionable" value) to 4 ("Required," based on legal or safety obligations, for example), to prioritize the proposals. The Finance Committee and the Board of Directors consider the prioritized list against existing budget requirements for "must have" items (like trash removal, asset and infrastructure maintenance, etc.) to decide whether a new request has strong enough support to justify funding—because that translates into either a discontinuation of existing services or amenities, or an increase in assessments for CountrySide residents.

Some suggestions submitted by residents are not eligible for consideration because they fall outside the control or jurisdiction of the CountrySide HOA. For example, Algonkian Parkway is a VDOT street, so any requests for street signage, clean-up, or changes in the speed limits on Algonkian should be referred to VDOT directly. And some requests are far more complicated. The idea of adding street lights to CountrySide streets was raised again this year, but from past research and discussion we know that not all residents welcome the idea of having street lighting installed on their properties, so much broader community support would be necessary before the project could be considered. In addition, the support would have to be strong enough to justify a substantial increase in assessments, as the project would be extremely expensive: our last estimates were approximately \$5,000 - \$10,000 per street light. We also received requests for expansion of the Parkway meeting room, and even for a new and larger facility to be built. Large expenditures like these did not garner much support from the HOA committees consulted. The Board was very mindful of current economic conditions and worked hard to defer any projects that could reasonably wait, with an eye to keeping assessments constant this year. Another complicated recurring request, for a CountrySide dog park, will be addressed in a separate article.

In general, if you submitted an idea for the budget and it was not approved, it is most likely because the suggestion did not win enough support from the NAC and standing committees. If you want more information about a specific issue, please contact the Proprietary office for further details. And if you'd like to become more involved in the input and decision process, please consider volunteering to serve on the NAC or other standing committee. We're always looking for volunteers, and it's a rewarding way to help CountrySide stay a vibrant and appealing place to live!

# ANNUAL MEETING

**DECEMBER 14, 2020**

**AT 8:00 PM**

**THIS WILL BE A VIRTUAL MEETING AS  
SET FORTH IN COUNTRYSIDE PROPRIETARY  
RESOLUTION 283 - PROCEDURES RELATING TO  
VIRTUAL ANNUAL MEETINGS**

# COUNTRYSIDE ANNUAL MEETING

## AGENDA

**FINANCIAL REPORT FOR 2020  
2021 BUDGET SUMMARY  
STATE OF THE PROPRIETARY  
COMMITTEE REPORTS  
MANAGEMENT COMPANY  
BOARD ELECTIONS**



# ORDER YOUR 2021 COUPON BOOKS

We are asking homeowners to help us reduce cost and waste by "opting in" for coupon books. If you wish to receive a coupon book for 2021, you must contact the office by December 4th.

**COUPON BOOKS WILL BE  
ORDERED THE WEEK OF  
DECEMBER 16TH**

If you wish to order a Coupon Book for 2021, please call the office at (703) 430-0715 or email [reception.cside@pmpbiz.com](mailto:reception.cside@pmpbiz.com)

# Holiday Trash And Recycle Schedule

## Christmas Holiday- Friday, December 25<sup>th</sup>

No trash or recycle collection on Friday. Collections will occur on Saturday December 26<sup>th</sup>

## New Year's Day Holiday- Friday, January 1<sup>st</sup>

No collections on Friday, January 1, 2021. Friday customers will have their collections picked up on Saturday, January 2, 2021.



Christmas Trees will be picked up on your normal yard waste removal for the first two weeks in January (Monday for Foxfield, Oatlands & Morven/Tuesday for Rokeby, Welbourne, Belmont & Oakridge).

Christmas trees not placed out the first two weeks will be serviced with the regular trash pick-up days.

Please make sure your tree is free from tinsel, ornaments, and lights!

**PLEASE DO NOT BAG YOUR TREES**

## Did you know...?

...That you can recycle your holiday lights? Many retailers in our area accept lights for recycling during the holiday months. It is a great way to get rid of that string of lights that fails to illuminate without filling our landfills! MOM's Organic Market, Home Depot, Lowes, and True Value stores allow customer to drop off holiday lights for recycling. If you prefer to ship, send your lights to Holiday LED, (1-866-492-4330), or Environmental LED (1-866-465-7334).

**Do not used any plastic bags or ties when shipping your lights.**

## REMINDER: RULES FOR THE USE OF THE COMMON AREAS

- A. All plants, topsoil, or humus are to be left undisturbed.
- B. Cutting or digging of trees or plants is prohibited.
- C. Hunting or trapping of wildlife is prohibited.
- D. Discharge of firearms is prohibited at all times.
- E. No refuse or yard waste is to be discharged or placed on common ground at any time.
- F. Storm drains, swales, and gutters are to be kept free of debris; no chemicals (e.g., waste oil, anti-freeze and detergents) are to be placed in any storm drain or gutter.
- G. No motorized vehicles of any kind, except authorized maintenance vehicles are permitted in the common area or on pathways.
- H. Bicycles are permitted on pathways, but racing and reckless handling of bikes is prohibited.
- I. Fires are only permitted in those designated areas where picnic grills are available.
- J. Overnight camping is forbidden unless written permission is obtained from the Proprietary.
- K. Persons using the pathways after 9:00 PM must refrain from loud and boisterous activity.
- L. Persons are restricted after 10:00 PM from usage of common areas which are posted to that effect.
- M. The common area, particularly the tot lots and playgrounds, should be kept clean; littering is prohibited. No glass containers are permitted in these areas.
- N. Private property bordering on the common areas should be respected. Allowing children and pets to stray onto those properties without the permission of the owners constitutes trespassing.
- O. Pets are not allowed to run free. Pet owners must collect all pet defecation.
- P. Property owners adjacent to the common areas must confine yard development and landscaping to their own property unless prior approval is obtained from the Proprietary. Property owners may not use common areas for permanent installations such as swing sets, sporting equipment (soccer nets, basketball hoops), tree houses, dog houses or dog kennels.

# When it Snows

When it snows, please ensure the walkway in front of your homes are cleared in accordance with the Covenants and Restrictions and Loudoun County Ordinances.

***CountrySide Covenants and Restrictions, Article IX, Section 4. Snow Removal:*** All owners shall have the obligation to clear any snow or ice from sidewalks or trails located on their property, which sidewalk or trail lies within a trail or sidewalk easement granted to the Proprietary, as soon as reasonably possible after snowfall or storm causing the accumulation of snow and/or ice. In the event that any owner fails to remove such snow and/or ice in a timely manner, the Proprietary shall have the right to go upon the property and remove the snow and ice, and the reasonable cost thereof, as incurred by the Proprietary, shall be charged against the defaulting member as an additional assessment pursuant to Article V hereof.

***Loudoun County Ordinance - 1022.01 Removal of Ice and Snow:*** (a) Removal Required. Every occupant, owner or other person in charge of any property in the County which has a sidewalk or a footway of stone, brick, gravel, cinder, wood or other substance, when such walk is publicly owned or maintained, and is adjoining and touching the property in front, rear or either side thereof, shall have all snow and ice, and any combination thereof, removed from such sidewalk or footway within six hours after such snow or ice, or a combination thereof, has ceased falling, unless the same has fallen during the night, in which case it shall be removed before 12:00 noon following the night in which the snow or ice, or combination thereof, has fallen. In the event snow or ice, or a combination thereof, falls upon Sunday, such occupants, or other persons in charge shall have until 12:00 noon Monday to comply with this requirement.

## COUNTRYSIDE SNOW, PLOWING, AND SANDING INFORMATION

The following streets are owned and maintained by Virginia Department of Transportation (VDOT):

### CountrySide Boulevard and Algonkian Parkway

**Rokeby:**

Clapham Ct  
Coleman Ln  
Hamilton Ct  
Hamilton Rd  
Minor Rd  
Moss Rd  
Mucklehany Ln  
Peyton Rd  
Russell Ct  
Turner Ln  
Tyler Ln  
West Ct

**Foxfield:**

Bentwood Rd  
Sarret Way  
Spotswood Ct

**Welbourne:**

Cromwell Rd

**Belmont:**

Austen Ct  
Awsley Ct  
Bedford Dr  
Bentley Dr  
Braxton Dr  
Carrollton Rd  
Crisswell Ct  
Cumberland Ct  
Devenshire Ct  
Exeter Ct  
Foxmore Ct  
Halifax Ct  
Lindenwood Ct  
Lipscomb Ct  
Newland Ct  
Oakdale Ct  
Rawlston Ct  
Webley Ct  
Westmoreland Dr  
Wickham Ct  
Wiltshire Ct  
Worthington Ct

**Oakridge:**

Amersham Ct  
Christopher Ln  
Dunbar Way  
Forester Ct  
Lowery Ct  
Owens Ct  
Prescott Ct  
Rutherford Cir  
Stafford Ct  
Steed Pl  
Thorton Ct  
First ½ Chelmsford Ct  
(through cul-de-sac,  
portion with no townhomes)

**Morven:**

Byron Ct  
Carter Ct  
Griswold Ct  
Powell Ct  
Teasdale Ct  
Thales Way  
Vinson Ct  
Whittingham Cir

**Oatlands:**

Bentmoor Ct  
Brinks Ct  
Brookmeade Ct  
Darian Ct  
Dudley Ct  
Fenton Wood Dr  
Ferguson Ct  
Glengyle Ct  
Glengyle Ln  
Jeremy Ct  
McCarty Ct  
McPherson Cir  
Meskill Ct  
Selden Ct  
Whaley Ct

Please report unplowed roads on VDOT owned streets and hazardous conditions to [novainfo@vdot.virginia.gov](mailto:novainfo@vdot.virginia.gov) or call 1-800-367-7623. To see the status of plowing in northern Virginia neighborhoods: [www.vdotplows.org](http://www.vdotplows.org).

## COUNTRYSIDE SNOW ALERT: PLOWING AND SANDING POLICY (Continued)

The following townhome streets are owned and maintained by the Proprietary:

**Foxfield:**

Alden Ct  
Asbury Way  
Bickel Ct  
Clinton Ct  
Devon Ct  
Dorrell Ct  
Fairmont Pl  
Gannon Way  
Harbert Ct  
Huntley Ct  
Marian Ct  
Mercer Ct  
Palmer Ct  
Quincy Ct  
Southall Ct  
Wyatt Ct

**Oakridge:**

Second ½ Chelmsford Ct  
(after cul-de-sac, portion  
with townhomes)  
Felsted Ct  
Finchingfield Ct  
Sulgrave Ct  
Waltham Ct

**Morven:**

Aldridge Ct  
Harrow Ct  
Haxall Ct  
Ludwell Ct  
Lyndhurst Ct  
Millard Ct  
Paxton Ct

**Welbourne:**

Benton Ct  
Berkeley Ct  
Conoy Ct  
Dulany Ct  
Hopton Ct  
Jermyn Ct  
Mosbey Ct  
Nicholson Ct  
Redlin Ct  
Vandercastel Rd

A twelve foot (12') wide area will be cleared on each street.

Every effort will be made to push the snow to a location which provides the least amount of obstruction to parked vehicles (normally the medians and open grassy areas).

The contractor will attempt to clear snow from the areas in front of fire hydrants and mailboxes. A reasonable standard of care will be exercised not to damage the streets or curbing.

In the event of freezing rain or icy conditions, the streets will be sanded. Salt is not used on CountrySide roads. The only pathways that are cleared of snow are along Algonkian Parkway, near the school, and along CountrySide Boulevard leading from Algonkian Parkway to the shopping center.

\*\*For information or any problems on Proprietary owned streets, please email [mikeas.cside@pmpbiz.com](mailto:mikeas.cside@pmpbiz.com), or call (703) 430-0715.

# RESOLUTIONS

## COUNTRYSIDE PROPRIETARY ADMINISTRATIVE RESOLUTION NO. 283

### Procedures Relating to Virtual Annual Meetings

WHEREAS, Article VI, Section 7 of the Bylaws of the Countryside Proprietary ("Bylaws") states that "The Board of Directors shall have all powers for the conduct of the affairs of the Proprietary which are enabled by law, the Declaration, and the Articles of Incorporation which are not specifically reserved to Members or the Declarant"; and;

WHEREAS, Article IV, Section 1 of the Bylaws provides: "The first annual meeting of the Members shall be held within one year from the date of incorporation of the Proprietary and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter, at the hour of 8:00 PM. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday"; and

WHEREAS, Section 55.1-1832 of the Property Owners' Association Act provides that unless the Declaration expressly provide otherwise, any notice required to be sent or received, or any signature, vote, consent or approval required to be obtained under any Declaration or the Property Owners' Association Act may be accomplished using electronic means and that the Association and Owners may perform any obligation or exercise any right under any Declaration or any provision of the Property Owners' Association Act by use of electronic means; and

WHEREAS, Section 55.1-1832 of the Property Owners' Association Act further provides that voting, consent to, and approval of any matter may be accomplished by electronic means provided that a record is created as evidence of such vote, consent, or approval and maintained as long as such record would be required to be maintained in nonelectronic form; and

WHEREAS, Section 55.1-1832 of the Property Owners' Association Act further provides that if any person does not have the capability or desire to conduct business using electronic means, the Association shall make a reasonable accommodation, at its expense, for such person to conduct business with the Association without use of such electronic means; and

WHEREAS, Section 13.1-844.2 of the Nonstock Corporation Act permits the Board of Directors to dictate that the annual meeting shall be held by means of remote communication provided that Articles of Incorporation or Bylaws do not require the annual meeting to be held at a place; and

WHEREAS, Section 13.1-844.2 of the Nonstock Corporation Act provides that if the Board so elects to hold an annual meeting remotely, the Members participating by means of remote communication shall be deemed present and may vote at such a meeting if the corporation has implemented reasonable measures to: (1) verify that each person participating remotely is a member or a member's proxy; and, (2) provide such members a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting, substantially concurrently with the annual meeting; and

WHEREAS, the Board has determined that it is in the best interest of the Association to comply with the Governor's Executive Orders to foster social distancing and avoid social gathering by holding the annual meeting of the Association virtually, for which owners shall submit proxies virtually, and for owners to vote virtually in accordance with the Property Owners' Association Act and Nonstock Corporation Act.

# RESOLUTIONS

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board duly adopts the following rules and policies:

## **I. Election of Directors**

The election of directors will be conducted solely by electronic means as provided in the Association's Resolution establishing procedures for the conduct of the election of directors through electronic means.

## **II. Nominations**

A. A call for candidates will be mailed prior to the notice of the annual meeting. Anyone interested in serving on the Board of Directors may submit their candidacy for consideration by the members.

B. All candidacy statements must be received by the date and time and in the format specified in the call for candidates or any subsequent deadline if extended by the Board. Candidates who timely submit their statements and otherwise qualify will have their statements mailed with the notice of the annual meeting and their names placed on the proxy and ballot. Late submissions will not be accepted.

C. Nominations will not be taken from the floor of the annual meeting since the election of directors shall be conducted by electronic means outside of the annual meeting.

## **III. Annual Meeting; Location**

A. The Board of Directors shall determine the virtual place for the annual meeting by way of a virtual platform, conference call number or one or more other electronic means. The notice of the annual meeting will advise Owners of the means and methods for participating in the meeting electronically. The platform will allow all Owners to hear the proceedings, substantially concurrent with the proceedings.

B. Owners will be required to validate their ownership before being able to attend the meeting. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person participating is an Owner or an Owner's proxy.

C. There will be no physical meeting location and the location of the meeting will be virtual.

## **IV. Agenda**

The order of business shall be: (a) Roll call; (b) Proof of notice of meeting; (c) Reading of minutes of preceding meeting; (d) Reports of officers and Board of Directors; (e) Report of Management Agent, if any, and if present; (f) Reports of Committees; (g) announcement of election results; (i) unfinished business; (j) New business; and (k) Adjournment.

## **V. Proxies**

A. Proxies must be submitted in accordance with the instructions set forth in the notice of annual meeting. The notice of annual meeting will include information on the chosen platform, how to submit proxies, and the deadline for submission. Delivery of a proxy may be by electronic means or paper form if the member is unable to participate electronically.

# RESOLUTIONS

- B. The notice of annual meeting will also include proxy instructions clarifying who may serve as a proxy, the formalities required for a valid proxy, and the timing in which the proxy must be received in order to be counted.
- C. Because there will not be any nominations taken from the floor at the annual meeting and the election of directors is to be conducted solely by electronic means, proxies shall be for quorum purposes only.
- D. The Board reserves the right to designate any officer of the Board to be a default proxy should an Owner fail or choose not to appoint a specific person as their proxy.
- E. Owners submitting electronic proxies will be required to validate their ownership. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person participating is an Owner.

## **VI. Quorum**

- A. Quorum is achieved if Owners entitled to cast at least fifty percent (50%) of the total number of votes are present, in person or by proxy, at the commencement of such meeting. The presence of any Owner or proxy attending the meeting virtually will be counted as being present for purposes of quorum. Accordingly, quorum will be deemed present throughout the meeting even if an Owner or proxy leaves the virtual meeting once the meeting is called to order.
- B. If quorum is not present, the Board shall: (1) have the discretion to conduct the agenda for the intended meeting in an unofficial manner; and, (2) announce to those present the results of the election of directors.

## **VII. Miscellaneous**

- A. All virtual platforms used by the Association will be capable of creating a record maintainable by the Association as evidence of such Owner's vote, proxy, and attendance. Paper votes and proxies will also be maintained by the Association.
- B. To the extent the provisions set forth herein conflict with Resolution 128, the provisions of this Administrative Resolution shall control.
- C. This resolution shall govern the 2020 election only; however, it may be extended by the Board in the even Virginia remains in a State of Emergency on September 1, 2021.

This Resolution was adopted this 4th day of November 2020, by the Board of Directors.



# RESOLUTIONS

## **COUNTRYSIDE PROPRIETARY ADMINISTRATIVE RESOLUTION NO. 284**

### **Procedures Relating to the Election of Directors**

WHEREAS, Article VI, Section 7 of the Bylaws of the Countryside Proprietary ("Bylaws") states that "The Board of Directors shall have all powers for the conduct of the affairs of the Proprietary which are enabled by law, the Declaration, and the Articles of Incorporation which are not specifically reserved to Members or the Declarant"; and;

WHEREAS, Article IV, Section 1 of the Bylaws provides: "The first annual meeting of the Members shall be held within one year from the date of incorporation of the Proprietary and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter, at the hour of 8:00 PM. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday"; and

WHEREAS, Section 55.1-1832 of the Property Owners' Association Act provides that unless the Declaration expressly provide otherwise, any notice required to be sent or received, or any signature, vote, consent or approval required to be obtained under any Declaration or the Property Owners' Association Act may be accomplished using electronic means and that the Association and Owners may perform any obligation or exercise any right under any Declaration or any provision of the Property Owners' Association Act by use of electronic means; and

WHEREAS, Section 55.1-1832 of the Property Owners' Association Act further provides that voting, consent to, and approval of any matter may be accomplished by electronic means provided that a record is created as evidence of such vote, consent, or approval and maintained as long as such record would be required to be maintained in nonelectronic form; and

WHEREAS, Section 55.1-1832 of the Property Owners' Association Act further provides that if any person does not have the capability or desire to conduct business using electronic means, the Association shall make a reasonable accommodation, at its expense, for such person to conduct business with the Association without use of such electronic means; and

WHEREAS, Section 13.1-844.2 of the Nonstock Corporation Act permits the Board of Directors to dictate that the annual meeting shall be held by means of remote communication provided that Articles of Incorporation or Bylaws do not require the annual meeting to be held at a place; and,

WHEREAS, in order to provide owners with the convenience of casting a vote for the election of directors without the need to attend the annual meeting, the Board of Directors believes it is in the best interest of the Association to conduct the election of directors electronically in lieu of hold such an election within the annual meeting.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board duly adopts the following rules and policies:

# RESOLUTIONS

## **I. Election of Directors**

A. The election of directors will be conducted solely by electronic means, as is permitted under Section 55.1-1832 of the Property Owners' Association Act. All votes will be cast through an electronic voting platform except for those members who are unable to vote electronically, who can request and submit a paper ballot.

B. The Board will designate an electronic platform for voting. The notice of annual meeting will include information on the chosen platform, how to cast votes, and the duration of the voting period. Any Owner who cannot vote by electronic means may contact the Managing Agent for a paper ballot.

C. The voting platform will be open 15 days prior to the annual meeting and will close 24 hours prior to the calling of the annual meeting to order. All paper ballots must be delivered to the Association's management office and received by the time voting on the electronic voting platform is closed.

D. Owners submitting electronic votes will be required to validate their ownership. Validation procedures will depend on the platform used but will include unique voting codes or other identifying features to ensure that the person voting is an Owner. Paper ballots will also include identifying information to establish that the ballot is cast by an Owner.

E. The results of the election will be announced at the annual meeting.

## **II. Miscellaneous**

A. All virtual platforms used by the Association will be capable of creating a record maintainable by the Association as evidence of such Owner's vote, proxy, and attendance. Paper votes and proxies will also be maintained by the Association.

B. To the extent the provisions set forth herein conflict with Resolution 128, the provisions of this Administrative Resolution shall control.

This Resolution was adopted this 4th day of November 2020, by the Board of Directors.

# Board of Directors Candidates 2021

## Belmont: Robert King



I would like the opportunity to continue serving you, the residents of Belmont, as your representative on the Board of Directors. For those of you who do not know me, I have been a homeowner in CountrySide since 1986 along with my wife Karen. We have three adult sons and I have been active in the community throughout the years, volunteering with the schools, youth sports, and CountrySide.

During my tenure on the Board and as Treasurer, my main focus has been to ensure that CountrySide's finances are strong. As a result, we have been able to provide our residents with the amenities they enjoy--the pool, trails, Horsepen Run among others--and which protect our property values without having to raise your assessments year after year. I will work to ensure your assessments dollars continue to be spent prudently and that we continue to maintain CountrySide's attraction as a great place to live.



## Foxfield: Greg Haren

I am running to be on the Board of Directors for a number of reasons. First, I want to ensure that Foxfield has representation, which has been missing. People in our community work hard for their money, and I want to help ensure our HOA is spending it effectively and on things that benefit the entire community. During COVID-19, our community was not represented when the decision was being made to open or close the pools. I believe our community needs a voice in these future decisions, and others. I have a background in large scale acquisitions, program management, and people management, and I would love the opportunity to use these skills to help manage and support our community.

# Board of Directors Candidates 2021

## Morven: Roddy Dean



This past year, working on the CountrySide Board of Directors has been a challenging year due to COVID-19. I ask that you would allow me to continue to serve on the CountrySide Board of Directors representing Morven Woods. I have lived in CountrySide since 1984. I have seen many changes and wish for an opportunity to help with future decisions as we continue to be mindful of how our community recovers from the pandemic. I also want to continue to help keep our property values at the current levels or high as homes in CountrySide continue to sell quickly.

I have previously served on the NAC and the Finance Committee. I have 45 years of financial and management experience in banking, having worked for First Virginia Bank and now BB&T/Truist. My banking background has given me experience with contractors, employee management, risk analysis, customer service, and budgeting. I am well organized and think problems through, so I can continue to be a good voice within the CountrySide Board of Directors. Thank you for your signature and your vote and I look forward to continue working in the community.

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## Oakridge: Penny Francke



I have been a CountrySide resident since 2005, and I have represented OakRidge on the HOA Board of Directors since August 2016. Since January 2017, I have served as Vice President of the Board, and Chair of the Facilities Committee. I enjoy being involved with the community, and getting to know our residents, and I am interested in continuing to serve CountrySide as my neighborhood's advocate on the Board.

I hold a BS in Chemistry, and a Master's in Business Administration. I've spent over 25 years working in the chemical, software, and related industries, in a variety of research, management, customer service, marketing, and project management roles. I believe this broad base of experience has enhanced my problem-solving abilities, all of which will help me represent the interests of OakRidge within the CountrySide community.

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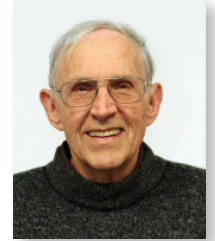
## Oakridge: Traci Medlock

I have lived in Northern Virginia my whole life and in CountrySide since 2012. I have served on the NAC since 2012 and have enjoyed getting to know the community and its residents through the meetings. I would love to continue representing OakRidge on the Board of Directors, providing a fresh voice for my neighbors and their interests.

I currently own two small businesses, which have taught me the value of communication, customer service, and management. I enjoy thinking outside of the box and working with others to create solutions – but also listening to understand different perspectives. I plan to live in CountrySide for many years to come and want to do my part to continue making it a safe and friendly community where all are welcome.

# Board of Directors Candidates 2021

## Oatlands: David Barrie



Currently I serve on several CountrySide committees and as the Oatlands representative to the Board of Directors. I would like the opportunity to continue my service to Oatlands and CountrySide. This will allow me to “give back” to the community, both Oatlands and CountrySide. The preservation of our open space and the upkeep of our properties are paramount to me. CountrySide includes Horsepen Run, a fantastic wetlands nature preserve of over 370 acres that needs to be protected for the community to enjoy.

I strongly support annual home exterior inspections to ensure the value of CountrySide properties are being maintained. Maintaining the beauty of our common area is also important to me as that serves to enrich property values. Over the years that I have been a member of the Board of Directors, CountrySide has been financially prudent, balancing the requests of the residents, the expenses of a multi-million-dollar operational budget and the requirements to maintain our reserves for the future expenses.

My commitment to Oatlands and CountrySide reflects my enjoyment of living in a community which fosters property appreciation, maintenance of our CountrySide grounds and financial responsibility.

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## Welbourne: Fredrik Wallin



I seek reelection to the Board of Directors of CountrySide in order to represent Welbourne. I have lived in CountrySide since 2013, and believe it is important to be involved in our community. I have previous experience with HOA boards and have served two years on the CountrySide Board. In addition, I am serving as Chair of the Grounds Committee to keep CountrySide a great place to live now, and in the future.

# Monthly Assessment Payment Options

**DIRECT DEBIT (ACH):** There are several benefits to signing up for Direct Debit payments, including the following:

- Avoid Late Fees! Payments are processed on or about the **10th of each month** and are therefore always received on time.
- One less check to write each month and one less stamp to use or trip to the Proprietary office.
- The assessment amount is always right, even if rates change from year to year

It's easy to use this service. Complete the Authorization Agreement for Direct Payments form and send it to us with a voided check. This form can be picked up in the office or found [HERE](#).

**NOTE: We will only take the regular assessment. Other fees assessed to the account must be paid separately.**

**BY MAIL:**

Mail a check or use your bank's online bill pay option.

Send the payment to our payment processing center at CountrySide Proprietary, c/o PMP, PO Box 62678, Phoenix AZ 85082. Please list your CountrySide account number in the memo portion of the check

Checks sent in the mail must be received by the 10th of the month to avoid late fees.

**IN THE OFFICE:** Come to the office located at 2 Pidgeon Hill Drive, Suite 560, Sterling. We do not accept credit cards).

The office is open from 8am to 5pm, Monday through Friday.

**ONLINE:** Make an online payment via e-check or credit card by logging onto our bank's website at

<https://www.mutualpayproperty.com>. The following information is required to make a payment online:

**Management Company: Property Management People**

**Management Company ID: 7047**

**Association Name: CountrySide Proprietary**

**Association ID: 000065**

**Account #: located on your coupon**

Click on "Pay Assessment" (bottom right). Payments made by credit card are assessed a convenience fee.

## Late Fee Forgiveness Program

The CountrySide Proprietary Board of Directors is offering a late fee forgiveness program for up to a maximum of six assessment interest charges/late fees.

Eligibility criteria:

- No applicant who applied and was accepted for 2018 and 2019 may apply for 2020.
- Applicants must bring their assessment account current and sign up for the Direct Debit/ACH Program.
- At least one payment must be received under the Direct Debit/ACH Program before the interest charge/ late fee amnesty occurs.
- Applicants must remain on Direct Debit/ACH for at least nine months after signing up
- Failure to remain current and make payments within nine months will result in interest charges/late fees being re-applied to the account.

If you are interested in signing up for this program and meet all the conditions as stated above, please contact Catherine Neelley at the Proprietary Office 703-430-0715 or via email at [catherineen.cside@pmpbiz.com](mailto:catherineen.cside@pmpbiz.com)

## Payment Plans

CountrySide Proprietary offers its homeowners the option of a written installment payment arrangement for the purposes of satisfying a delinquent account balance. This option is known as a Payment Plan. There are essentially two types of Payment Plans available:

**Standard Payment Plan** – Enables homeowners to pay off their outstanding balance over a period of ten months. The monthly payment amount is calculated by taking 10% of the balance due and adding it to the regular monthly assessment amount. This plan also requires that the homeowner signs up for Direct Debit/ACH so that the monthly amount due can be taken directly from a bank account.

**Non-Standard Payment Plan** – Enables homeowners to suggest an alternate monthly payment amount and to make those payments via cash or check. This type of plan is offered for a period of nine months, at which time it will be reviewed to determine whether or not the plan can continue and/or needs to be altered.

Both types of Payment Plans are subject to Board approval. If you currently have an outstanding balance and would like to apply, please contact Catherine Neelley, Community Manager, at (703) 430-0715 or by emailing [catherineen.cside@pmpbiz.com](mailto:catherineen.cside@pmpbiz.com).

# Parking and Enforcement

## TOWNHOUSE PARKING

*The Proprietary Office has received numerous complaints about parking issues in our townhouse neighborhoods. In order to keep the parking issues to a minimum, we ask that everyone be courteous to your neighbors and assist us in the following areas:*

1. Use of **visitor parking spaces** for parking a vehicle **3 times in any 30 day period** is prohibited. (See resolution #233 for more details). **The Proprietary Office will be monitoring, tagging, and towing vehicles that misuse the visitor spaces.**
2. If your neighborhood has unmarked curb areas, please

## TOWING FOR PARKING VIOLATIONS

The CountrySide Proprietary has an agreement with Road Runner Wrecker Service, Inc. to provide towing services for various parking violations.

During non-business hours, a Proprietary townhome resident may have a vehicle towed for the following reasons:

- (1) a vehicle is wrongfully parked in an assigned space**
- (2) a vehicle is blocking ingress or egress to an assigned space**
- (3) a vehicle is parked perpendicular to a parking space**

Before any vehicle is towed for being in a reserved parking space, the resident must:

- (1) call Road Runner Wrecker Service, Inc;**
- (2) meet the towing agent at the resident's townhome;**
- (3) produce a valid driver's license and proof of residence**

## ROAD RUNNER WRECKER SERVICE, INC.

**Phone Number: 703-450-7555**  
**45660 Woodland Road, Sterling, VA 20166**

Tow	\$150
Storage first 24 hours	No Charge
After Hours Release Fee	No Charge
Storage (after initial 24 hours)	\$50

be considerate of your neighbors and do not make it difficult for them to access their reserved parking spaces.

3. **Commercial Vehicles** are not permitted to park in visitor spaces. If you have a contractor working at your house, contractor vehicles may park in your reserved space, a VDOT street or an unmarked curb space and **only during business hours.**

4. Park your vehicles within the boundaries of your reserved spaces only. Do not overhang your vehicle in someone else's reserved spot.

**or signed rental agreement.**

All costs associated with towing and impoundment of a vehicle are the responsibility of the vehicle owner.

Before Road Runner Wrecker Service Inc. tows a disabled vehicle they will place a warning sticker on the rear driver's side window of the disabled vehicle warning that the vehicle will be towed in one hour.

*According to the Agreement between CountrySide Proprietary and Road Runner Wrecker Service, Inc., Road Runner is authorized to conduct general patrols of CountrySide townhouse streets and tow (1) Any vehicle in a fire lane or "No Parking" lane and (2) Any vehicle Double Parked.*

**After Hours/Holidays/Weekends:** For towing a vehicle between 7pm and 8am or any Saturday, Sunday, or holiday, an additional fee of \$25 per instance will be charged.

**Acceptable forms of payment:**  
Cash and/or all major credit cards

## PARKING ENFORCEMENT ON VDOT STREETS

**CountrySide Proprietary does not monitor parking, or ticket or tow on VDOT streets.**

**If you wish to report a traffic or parking problem on a VDOT street call the non-emergency Police number at 703-777-1021**

or contact the Sheriff's Office using their traffic complaint form at:

<https://www.loudoun.gov/FormCenter/Sheriffs-Office-6/Traffic-Complaint-Form-128>.

**For Loudoun County Parking Regulation 480.105,** please see <https://www.loudoun.gov/DocumentCenter/View/77355/Item-03-Attachment?bidId=> or go to [www.loudoun.gov](http://www.loudoun.gov) for more information.

**For VDOT road condition problems,** contact VDOT at: <https://my.vdot.virginia.gov>

# TRASH COLLECTION

RECYCLE AND TRASH REMOVAL  
HOA.NOVA@REPUBLICSERVICES.COM

## HOUSEHOLD TRASH

Household trash will be collected twice each week on the following schedule.

	TRASH	YARD WASTE	RECYCLABLES
Foxfield Oatlands Morven	Monday Thursday	Monday	Thursday
Rokeby Welbourne Belmont Oakridge	Tuesday Friday	Tuesday	Friday

## YARD WASTE:

Yard waste must be in paper bag, clear plastic bags, or a container marked "yard waste." Wood waste must be cut into 4-foot lengths and bundled (arm-full size) with rope or twine and should not exceed 50 lbs.

## RECYCLABLE MATERIALS:

PAPER: Newspaper, magazines, flattened cardboard, mixed paper, junk mail, phone books.

GLASS: Jars and bottles.

PLASTIC: Bottles, containers and jugs.

METAL: Aluminum or tin cans. All recyclables can be placed together. Residents are given one 18 gallon Recycling Bin; extras may be ordered upon request at no additional charge.

## HOLIDAYS:

There will be no pickup on Thanksgiving Day, Christmas Day, and New Years' Day

## FOR LARGE ITEM PICKUPS:

[hoa.nova@republicservices.com](mailto:hoa.nova@republicservices.com)

## SPECIAL ITEMS

The trash company will NOT collect construction/remodeling debris, tree stumps, tires, batteries, rocks, concrete, dirt, sod, bricks, boards, iron, paint, or hazardous waste of any description.

TRUE OR FALSE?

Republic Services Has Discontinued Curbside Glass Recycling at Countryside.

ANSWER: FALSE

It was brought to our attention that a Facebook rumor stated that Republic Services would no longer include glass in their curbside recycling program. We checked with Republic Services, who said that Loudoun County is considering implementing a glass collection drop-off, similar to Fairfax County's program. This program eliminates curbside recycling and is currently a 'pilot program.'

Please see the [Loudoun County press release](#) for further information.

[loudoun.gov/CivicAlerts.aspx?AID=5931](http://loudoun.gov/CivicAlerts.aspx?AID=5931)



## TRASH MUST BE IN A TRASH BIN.

Trash must be placed curbside in front of your home by 7:00am on pick-up days, but should not be placed outside prior to 6:00pm the evening before pick-up.

Please remember to bring in your trash bins and store them out of sight.

DO NOT PLACE TRASH ON COMMON GROUND.



PLEASE CALL THE PROPRIETARY OFFICE IF YOU NEED ASSISTANCE WITH:

Contracts, Budget Issues, and Personnel Issues:

Catherine Neelley:  
E-mail: catherineen.cside@pmpbiz.com

Assessments or Dues:

Catherine Neelley:  
catherineen.cside@pmpbiz.com  
Front Desk: reception.cside@pmpbiz.com

Architectural Questions or Complaints:

To report any house in a state of visual disrepair, to obtain an Architectural Application for Improvement:

Lisa Marnet:  
lisamm.cside@pmpbiz.com

Common Ground:

Common area concerns, playground maintenance, any maintenance or operational problems associated with the pools, snow removal in the townhouse sections of the CountrySide:

Mike Stracka: mikeas.cside@pmpbiz.com

Meeting Room Rental at Parkway Pool/  
Missed Trash & Recycle:

Alicia McKenna-Graves:  
aliciam.cside@pmpbiz.com

Parking Issues on Townhouse Streets:

reception.cside@pmpbiz.com,  
Erin Gilmore: erinrg.cside@pmpbiz.com

SERVICES PROVIDED BY THE PROPRIETARY & INCLUDED IN YOUR MONTHLY ASSESSMENT

- Trash removal and recycling service
- Enforcement of Covenants and Restrictions, By-Laws, Architectural Guidelines, and Resolutions
- Administrative and financial services for efficient operation of the community
- Maintenance of common land and community amenities (pools, trails, fitness system, tot lots, etc.)
- Maintenance of townhouse parking areas (including snow removal)

## Local Numbers

Animal Control: (703) 777-0406 for welfare concerns, stray, aggressive animals, off leash. Barking dog complaints must be submitted online. <https://www.loudoun.gov/3055/Report-an-Issue>

VDOT: (800) 367-7623 - Bridges, Road Concerns (Hazards, Debris, Spills), Guardrails, etc.

Non-Emergency Police: (703) 777-1021. Trespassing, report cars on VDOT streets with expired or dead tags, loud noises, disturbances, welfare concerns, disputes.

# PMP

PROPERTY MANAGEMENT PEOPLE, INC.

"MANAGEMENT" is our middle name

92 Thomas Johnson Dr., Suite 170  
Frederick, MD 21702  
301-694-6900 - 1-800-336-8009  
Fax: 301-694-9514

Chief Executive Officer    Edward D. Thomas  
President                      Rose G. Thomas

## COUNTRYSIDE PROPRIETARY STAFF

703-430-0715

### **GENERAL MANAGER:**

Catherine Neelley  
catherineen.cside@pmpbiz.com

### **FACILITIES MANAGER:**

Michael Stracka  
mikeas.cside@pmpbiz.com

### **DESIGN REVIEW COORDINATOR:**

Lisa Marnet  
lisamm.cside@pmpbiz.com

### **COMMUNITY RELATIONS COORDINATOR:**

Erin Gilmore  
erinrg.cside@pmpbiz.com

### **ADMINISTRATIVE ASSISTANT:**

Alicia McKenna-Graves  
aliciam.cside@pmpbiz.com

### **MAINTENANCE/LAND SERVICES:**

Carlos Ramirez  
Bryan Neal

# Board of Directors

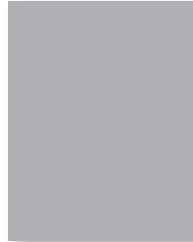
703-430-0715



### **BELMONT:**

**Robert King-Treasurer**

12 Bentley Drive  
[Belmont@countryside-va.org](mailto:Belmont@countryside-va.org)



### **FOXFIELD:**

**Vacant**

[Foxfield@countryside-va.org](mailto:Foxfield@countryside-va.org)



### **MORVEN:**

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### **OAKRIDGE:**

**Penelope Francke-Vice President**

[Oakridge@countryside-va.org](mailto:Oakridge@countryside-va.org)



### **OATLANDS:**

**Dave Barrie-President**

[Oatlands@countryside-va.org](mailto:Oatlands@countryside-va.org)



### **ROKEBY:**

**Kumar Sangaran-Secretary**

120 Hamilton Rd  
[Rokeby@countryside-va.org](mailto:Rokeby@countryside-va.org)



### **WELBOURNE:**

**Fredrik Wallin**

[Welbourne@countryside-va.org](mailto:Welbourne@countryside-va.org)

## 2020 COMMITTEE LISTINGS

### COMMUNITY RELATIONS COMMITTEE

**Dave Barrie, Chair**

**BELMONT: Gabbi Jones**

**FOXFIELD: Linda Sieh,**

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**MORVEN: Vacant**

**OAKRIDGE: Amanda Boone, amandam35@gmail.com |**  
703-869-2457

**Elizabeth Moran |** 267 Chelmsford Ct.

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**OATLANDS:**

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**WELBOURNE:**

**John Fernandes |** jffern@yahoo.com

**Melissa Castan**

### DESIGN REVIEW COMMITTEE

**Kumar Sangaran - BoD Liaison**

**BELMONT:**

**Rodney Collins |** rodneyandlisa@msn.com

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Vacant

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**Will Vigil |** willvigil@gmail.com

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sarah.g.wertz@gmail.com | 443-386-5266

**ROKEBY:**

**Abdul alQassab |** aboudiq@msn.com

**WELBOURNE:**

Vacant

### FACILITIES COMMITTEE

**Penny Francke, Chair**

**BELMONT:**

**Tommy Jackson,**

tommy.jackson@abm.com | 571-238-7141

**FOXFIELD: Vacant**

**MORVEN: Vacant**

**OAKRIDGE: Amanda Boone**

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**OATLANDS: Timothy Shamble**

**ROKEBY:**

**Pat Bour |** Patricia.Bour@verizon.net

**WELBOURNE: Vacant**

### FINANCE COMMITTEE

**Bob King, Chair**

**Roddy Dean, Alternate Chair**

**BELMONT: Vacant**

**FOXFIELD:**

**Sheryl Rader |** 25 Marian Ct.

sfrader2@gmail.com | 703-421-2106

**MORVEN: Roddy Dean**

**OAKRIDGE:**

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Oatlands@countryside-va.org

**ROKEBY:**

**Ash Dean**

**WELBOURNE:**

**Bob Griesbach**

### GROUNDS COMMITTEE

**Fredrik Wallin, Chair**

**Pamela McGraw, Alt. Chair**

**BELMONT:**

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barb@moconnor.net | 703-450-1872

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**MORVEN:**

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**OAKRIDGE:**

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**OATLANDS:**

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**ROKEBY:**

Vacant

**WELBOURNE:**

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### HORSEPEN RUN AD HOC COMMITTEE

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**BELMONT:**

**Benu Bhargava**

**Tony Palm**

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**Steve LeHew**

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**OATLANDS:**

**Vance Middleton**

**ROKEBY:**

**Aaron Emery**

**WELBOURNE: Bob Griesbach |** robert.griesbach@verizon.net

net

### NEIGHBORHOOD ADVISORY COUNCIL

**Jeff Kretsch and Pat Bour, BoD Liaison**

**BELMONT:**

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**Barbara O'Connor |** 38 Westmoreland Dr.

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 mckabby@verizon.net | 703-430-4171

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 Vacant  
 Vacant

**MORVEN:**

**Brenda Koontz** | 5 Griswold Ct.  
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**Molly Murphy** | 8 Paxton Ct.

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 tracimedlock@gmail.com

**OATLANDS:**

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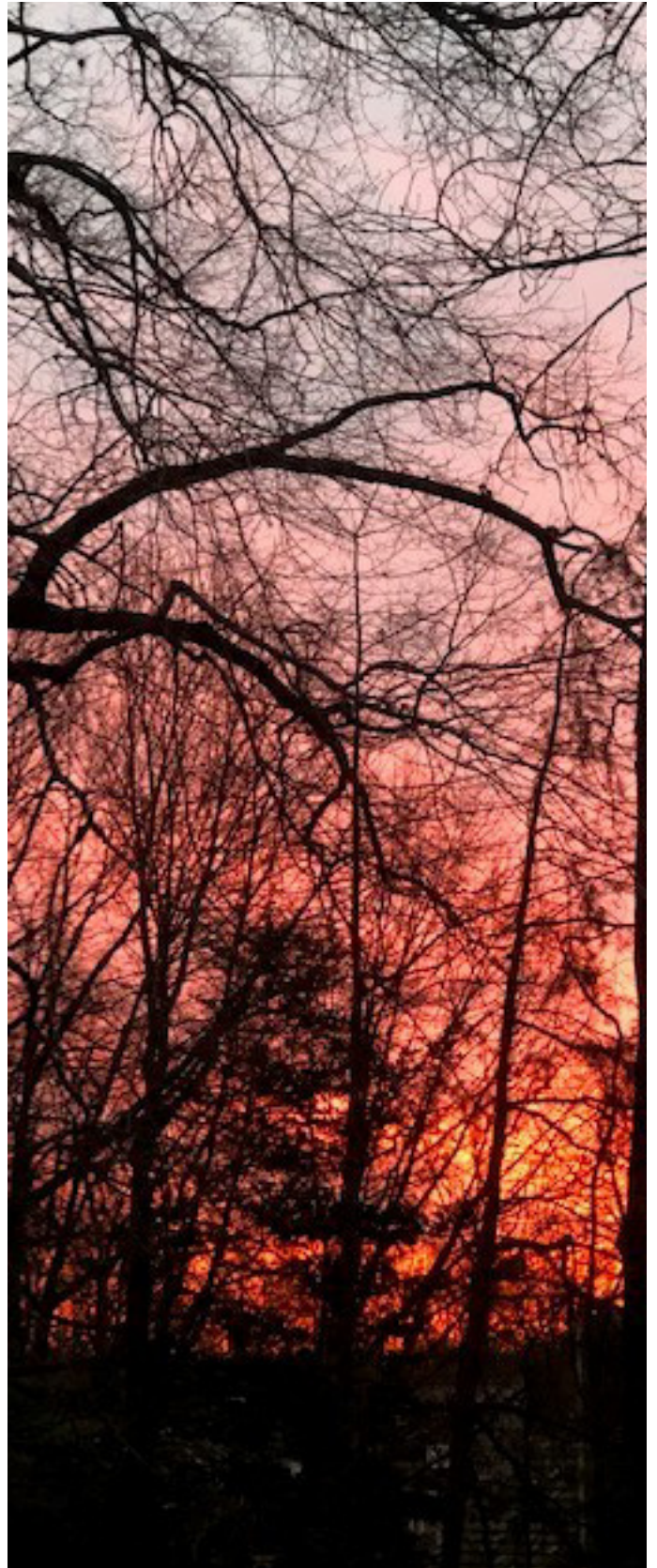
**ROKEBY:**

**Diane Bohn, Chair** | ddbohn@yahoo.com  
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**WELBOURNE:**

**Diane Blunt** | 1 Nicholson Ct.  
 diane.blunt92@gmail.com | 703-430-7136  
 Vacant

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# COMMITTEE MEETING MINUTES

## COUNTRYSIDE PROPRIETARY BOARD OF DIRECTORS MEETING

Go To Meeting Remote Meeting Due to COVID-19 Pandemic  
Wednesday, October 28, 2020

### BOARD MEMBERS PRESENT:

Dave Barrie — Oatlands  
Robert King — Belmont  
Penelope Francke — Oakridge  
Kumar Sangaran — Rokeby  
Fredrik Wallin — Welbourne  
Roddy Dean — Morven

### BOARD MEMBERS ABSENT: None

### OTHERS PRESENT:

Catherine Neelley — PMP  
Lisa Marnet — PMP  
Alicia McKenna-Graves— PMP

### CALL TO ORDER:

Dave Barrie called the meeting to order at 6:00 PM.

### EXECUTIVE SESSION:

Penny Francke stated **Mr. President I move that this meeting be recessed, and the Board of Directors immediately reconvene in executive session to consult with legal counsel and discuss and consider contracts and pending or probable litigation as permitted by subsection B of Section 55-510.1 C of the Virginia Property Owners' Association Act. There are no matters identified on the meeting agenda.** Fredrik Wallin seconded the motion. Five voted for the motion, one member was absent. Motion carried. The Board of Directors entered into Executive Session at 6:01 PM.

### Section 55-510.1 C of the Virginia Property Owners' Association Act provides:

**No contract, motion or other action adopted, passed or agreed to in executive session shall become effective unless the board of directors or subcommittee or other committee thereof, following the executive session, reconvenes in open meeting and takes a vote on such contract, motion or other action which shall have its substance reasonably identified in the open meeting. The requirements of this section shall not require the disclosure of information in violation of law.**

The Board exited Executive Session and reconvened in open session at 6:59 PM.

### APPROVAL OF MEETING MINUTES:

**Penny Francke moved that the Board of Directors approve as written the minutes of the Board of Directors Meeting October 7, 2020.** Fredrik Wallin seconded the motion. Motion carried unanimously.

### RESIDENTIAL PARTICIPATION/GUESTS: 2 Residents were in attendance. Items discussed:

- DRC Application 66711-081920 Appeal

### GENERAL BUSINESS:

- A. OLD BUSINESS: None
- B. NEW BUSINESS: None

**ARCHITECTURAL ITEMS:**

**Appeal of DRC Decision, Application #66711-081920**

**Penny Francke moved that the Board of Directors overturn the DRC's decision on September 21, 2020 and approve application #66711-081920.** Five voted for the motion. Morven abstained. Motion carried.

**Minor Violations**

**Penny Francke moved if corrective action is not taken by November 6, 2020 for MINOR violations, the Board agrees to exercise in accordance with Restrictions, Article IV, Section 1(d) "the right of the Association to suspend the voting rights and the rights to use of the common areas for any period during which any assessment remains unpaid and for a period not to exceed sixty (60) days for any infraction of any of the published rules and regulations of the association" effective November 7, 2020.**

**The Board may also exercise the right through its agents and employees, after Design Review Committee Resolution, to enter upon the lot and take such steps as may be necessary to remove or otherwise terminate or abate such violation and the cost thereof may be assessed against the lot upon which such violation occurred. A statement for the amount shall be rendered to the lot owner, at which time the assessment shall become due and payable, in accordance with the CountrySide Proprietary Governing Documents, Covenants and Restrictions Article VI, Section 1.** Bob King seconded the motion. Five voted for the motion.

Welbourne abstained. Motion carried.

**FACILITIES:** None

**FINANCE:**

Write off Remaining Debt on Settled Accounts

Bob King moved that the Board of Directors authorize the treasurer to write off the remaining debt on the settlement of accounts #70708 and #70196. The Write-off amounts are:

Account #70708 - \$1737.51

Account #70196 - \$1571.96

Roddy Dean seconded the motion. Motion carried unanimously.

**GROUNDS:**

Fall Turf Restoration

Fredrik Wallin moved that the Board of Directors approve BrightView proposal 7339353 for the Fall Turf Restoration at a cost of \$4,621.65 plus additional turf restoration as identified by the Grounds Committee at a total cost NTE \$6,000.00. Cost to be applied to GL 6127. The Grounds Committee unanimously approved this request. Bob King seconded the motion. Motion carried unanimously.

Winter Long Term Tree Services

Fredrik Wallin moved that the Board of Directors approve BrightView proposal 7351558 to complete the winter long term tree removals as recommended by the Arborist at a cost of \$36,000.00. Cost to be applied to GL 6154. The Grounds Committee unanimously approved approval. Four voted for the motion. Oatlands and Morven voted against the motion. Motion carried.

**INFORMATION/DISCUSSION ITEMS:**

**COMMITTEE REPORTS:** None

**MANAGEMENT REPORTS:**

Management Report

o Parkway Basketball Court Vandalism

Financial Reports

Project List

CountrySide Proprietary

**ADJOURN:**

Bob King moved to adjourn the meeting. Penny Francke seconded the motion. Motion carried unanimously. The meeting adjourned at 7:38 PM

**COUNTRYSIDE PROPRIETARY  
FACILITIES COMMITTEE MINUTES  
September 17, 2020**

**1) CALL TO ORDER**

a) Meeting Called to Order via GoToMeeting at 7:09 PM.

b) Attendees: Borda (at Parkway), Boone, Bour, Francke (at Parkway), Jackson, Shamble, Stracka (PMP). Also present for select portions: Grace LaFrancois (Waves), Irina Lupu (Sunset), Dimo Velikov (Sunset)

**2) COMMITTEE ADMINISTRATION**

a) The FAC voted unanimously to approve the February 2020 meeting minutes.

b) The FAC voted unanimously to confirm the previous e-vote (also unanimous) to reappoint Maria Borda as the Rokeby alternate and as an "at large" member to represent neighborhoods without representation.

c) The FAC voted unanimously to confirm the previous e-vote (also unanimous) to appoint Amanda Boone as the Oakridge representative.

d) The FAC voted unanimously to appoint Timothy Shamble to represent the Oatlands Neighborhood Welcome, Tim!

e) The FAC voted unanimously to confirm the previous e-votes (all also unanimous) during the pandemic meeting suspension period on the following items:

i) The 2020 Pool Management Contract was awarded to Sunset Pools.

ii) The FAC approved a request from the Algonkian Elementary School to have their 5th Grade graduation pool party at the Lindenwood Pool on June 3rd, 2020. (Unfortunately, this and all other reservations for the meeting room were cancelled for the duration of the pandemic emergency.)

iii) The FAC recommended that the Board of Directors approve the purchase of three (3) hip shade structures at the Parkway Pool to All Recreation for a cost NTE \$27,000.00. This project has been completed.

iv) The FAC recommended that the Board of Directors approve the replacement waterline tiles and coping stone repairs necessary at the Parkway Main pool. This project has been completed.

v) The FAC recommended that the Board of Directors approve the replacement of the 9 damaged skimmers and 2 floor returns to Sunset Pool for a cost NTE \$12,500.00. Cost to be applied to GL 9807.

vi) The FAC recommended to the Board of Directors that the tennis court repair project originally scheduled for Fall 2020 be delayed until Spring of 2021, after learning that fall temperatures can threaten the integrity of the repairs.

iii) Crystal Blue Aquatics was awarded the bid

to complete the pressure testing and leak location at the Lindenwood Pool at a cost of \$1,235.00 (charged to GL 7520).

iv) The following repairs and purchases from Sunset were approved:

(1) Pump seals and skimmer grout repairs at the Parkway Wading Pool for a cost NTE \$350.00 (charged to GL 7520).

(2) Leak testing of the Cromwell wading pool for a cost NTE \$750.00 (charged to GL 7520).

(3) Leak repair for the Cromwell Wading pool pump for a cost NTE \$412.86 (charged to GL 7520).

(4) Items required to pass the Loudoun County Health Department Inspection at Parkway for a cost NTE \$1,159.45 (charged to GL 7520).

(5) Repair of leaks in the PW Filter plumbing for a cost NTE \$1,480.82 (charged to GL 7520).

(6) Items required to pass the Loudoun County Health Department Inspection at Cromwell for a cost NTE \$388.00 (charged to GL 7520).

**3) GUEST & RESIDENT PARTICIPATION**

a) None.

**4) WAVES ISSUES**

a) Grace LaFrancois explained her plans to replace the roof, doors, and floor of the Waves shed at Parkway as part of her Girl Scout Gold Award project. Grace also requested permission to install a 3 ft x 4 ft patio of paving stones at the entrance to the shed, to make the doors easier to open. The FAC unanimously approved that request. The FAC did request that the replacement doors be white, and that Grace work with Mike Stracka to ensure selection of a white shade that is compatible with nearby structures at the pool facility. The FAC says a huge "THANK YOU!" to Grace for tackling this project!

**5) POOL ISSUES**

a) The FAC reviewed the BOD decision to close the pools for the 2020 season.

b) Irina Lupu of Sunset elaborated briefly on Sunset's proposed 2021 Addendum to address COVID-19-related operating adjustments. Irina suggested that the addendum was a "worst-case" scenario that might or might not be applicable to their contract with CountrySide, since that would be an "exiting", versus a new, contract. P. Francke explained that FAC and CountrySide would need a definitive decision from Sunset on this as soon as possible, as we needed to make our 2021 plans based on a specific scope of work in 2021,

that would be delivered by our pool management company. Irina agreed to review the question with Sunset management and respond to us. Irina also confirmed that Sunset anticipates continued problems with staffing based on their reliance on international student lifeguards.

c) FAC anticipates that COVID-19 issues will impose at least some additional operational requirements for the 2021 pool season. We hope to gather feedback from contacts in both the Loudoun Coalition of Homeowners and Condominium Associations (LCHCA) and the Community Associations Institute (CAI) to assist in our planning for 2021.

d) Sunset Pool and Mike Stracka advise that the seasonal closure procedures for all three pools is completed. PMP was directed to work with Sunset to review the winterization of the Parkway Wading pool to ensure all possible actions have been taken to prevent any freeze damage in the piping system.

e) Mike proposed that we purchase several "Gizmo" devices (designed to absorb the expansion of winter freeze-up in swimming pool skimmers); he will send out information and quotes on this to the FAC.

f) Mike reviewed the results of the leak testing conducted at the Cromwell Wading pool. Leaks were discovered at the skimmer and were repaired by Sunset at no additional cost

d) Sunset Pool and Mike Stracka advise that the seasonal closure procedures for all three pools is completed.

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f) Mike reviewed the results of the leak testing conducted at the Cromwell Wading pool. Leaks were discovered at the skimmer and were repaired by Sunset at no additional cost.

**6) PROJECT LIST & BUDGET**

a) 2020 Project List was reviewed.

b) The FAC reviewed the RFP responses for the roof replacement at the Cromwell Pool bathhouse. Mike informed us that an additional bid beyond those shown on the spreadsheet in the original meeting package had been received from NV Roofing for a cost NTE \$21,000.00 (costs to be applied to Reserve GL 9805).

The FAC motion and approval is contingent upon verification that all bid details are comparable across the bids submitted (necessary since not all details had been provided to FAC for the meeting).

c) The FAC reviewed the bids for the sand filter replacements at the Parkway and Cromwell pools and voted unanimously to recommend that the Board award the business to Crystal Blue Aquatics for a cost NTE \$26,700 (costs to be applied to Reserve GLs 9806 and 9801). Mike/PMP will impress upon the vendor the need for improved responsiveness.

d) The FAC reviewed the bids for replacement of the water heaters at the Lindenwood pool and voted unanimously to recommend that the Board award the business to Vern's Plumbing for a cost NTE \$7,500.00 (costs to be applied to Reserve GL 9817).

e) PMP worked with Huntington Electric to complete the schedule the electrical system inspection and repairs for all three pools. This project has been completed.

f) The milling and paving and color coat of the basketball courts by the Parkway pool parking lot has been completed.

g) Mike provided a status update on the Parkway whitecoat project. All staining and cleaning issues have been addressed by Sunset and Crystal Blue Aquatics.

h) Plumbing repairs at Lindenwood (behind cinderblock wall in women's rest room) were completed by Vern's Plumbing.

i) A "Pool Credit" of \$37.00 per household will be issued to homeowners (Approved by BOD 02 Sep 2020). Penny to report back to FAC on how the message about the credit will be communicated to residents.

**7) OLD BUSINESS**

a) PMP ordered, received, and placed the 16 new chairs for the Parkway meeting room.

**8) NEW BUSINESS**

a) The FAC briefly reviewed the spreadsheet sent by Mike with the 2021 budget project submissions and guidelines for voting. All committee voting sheets need to be submitted to PMP by COB on Friday, September 25, 2020.

b) Penny requested that Mike review his search results on umbrellas to produce a list of possible purchase options for the pool decks. FAC also discussed use of a cantilevered umbrella at the Parkway baby pool to supplement the shade sail.



**COUNTRYSIDE PROPRIETARY  
FACILITIES COMMITTEE MINUTES  
November 12, 2020**

Mike will report back to the FAC on suitable umbrella options; he will also provide a site map/sketch, with area measurements, of the baby pool enclosure, so that FAC can evaluate the possibilities for secure placement of a cantilevered umbrella.

- c) Note: An agenda item to discuss the \$341.86 proposal from Miracle Equipment for replacement slide rule signage for the Lindenwood Pool was inadvertently skipped and will be addressed via separate e-mails.
- d) Penny requested that Mike review his search results to produce a narrowed-down list of possible purchase options for replacement of the pool chemical storage bins at all three pools.
- e) In light of the uncertainty surrounding Sunset Pool's ability to adequately staff lifeguard positions and their proposed reduction in the scope of work to be performed by pool staff in 2021, the FAC voted unanimously to re-bid the pool management contract. Penny will continue to work with PMP on revisions/additions to the scope of work requirements in the RFP (specifically to address cleaning, social distance monitoring, occupancy management, COVID-19 screening, etc.)

**9) INFORMATIONAL ITEMS**

- a) A sample copy and draft of the 2021 Pool Rules and Regulations is available on Google Drive for member review and comment before next pool season.
- b) Copies of the 2020 Meeting Room and Pool Rental forms are available on Google Drive for member review and comment.
- c) PMP has stained all the Parcourse signs except the new main sign at the Lindenwood Pool. The fresh wood for that sign must weather another 2 to 3 months before stain can be applied.
- d) PMP worked with Fairfax Fire Extinguishers to complete the annual inspections of all the fire extinguishers.
- e) The Nissan NV 200 van accident repairs were completed. PMP also had the vehicle repaired and a recall repair performed under warranty during this period. and the vehicle has been returned to service.
- f) Copies of the in-season Sunset supervisor pool inspections are available for review in the Google Drive folder.

**10) ADJOURN**

- a) Meeting Adjourned at 9:31 PM.
- b) Next FAC meeting is scheduled for October 8, 2020, at 7:00 PM.**

**1) CALL TO ORDER**

- a) Meeting Called to Order via GoToMeeting at 7:06 PM.
- b) Attendees: Boone, Bour, Francke, Jackson, Shamble, Stracka (PMP). Also, for Waves discussions: Courtney Freck, Grace LaFrancois.

**2) COMMITTEE ADMINISTRATION**

- a) September 2020 meeting minutes were approved unanimously.

**3) GUEST & RESIDENT PARTICIPATION**

- a) None.

**4) WAVES ISSUES**

- a) The FAC anticipates that the Parkway pool house roof will be replaced in 2021. In light of this, we agreed that Grace LaFrancois' repair work on the Waves shed could be postponed until 2021. This will allow the Waves to exactly match the roof shingles of their shed to those of the main building. Grace will submit a detailed repair plan for the shed to Mike Stracka, who will distribute it to the FAC. Repairs to the shed must be completed in advance of the 2021 pool season.
- b) Penny Francke informed Courtney Freck of CountrySide's plans to engage a firm for specialized cleaning services to address COVID-related requirements for the pool facilities for the 2021 pool season. The FAC and Board of Directors anticipates that any use of the CountrySide pool facilities outside of normal residents' use will require additional cleaning cycles, the costs for which must be covered by the organization using the facility; this includes use of Parkway by the swim team. Courtney asked that we pass along any available information on the estimated cleaning costs, even if preliminary, so the Waves can evaluate how to address the additional costs they would incur; Mike Stracka to send that information to Courtney.

**5) POOL ISSUES**

- a) Mike Stracka confirmed to the FAC that Sunset used a compressor to blow the water out of the Parkway wading pool piping, installed antifreeze and that all waterproofing plugs have been installed. Mike is confident that the pools have been adequately winterized.

b) The FAC agreed to Mike's proposed purchase (estimated NTE \$525) of 58 Skimmer freeze protection devices (i.e. Wizzmo Skimmer Protectors) for all six pools (Main and Wading). Cost to be applied to GL 7520, Pool Repairs.

c) Discussion regarding the level of control desired regarding the cattails at the pond. The committee confirmed that the cattails are a desired element in limited locations and quantities but should be controlled and prevented from growing in the vicinity of the three bench seating areas.

**6) PROJECT LIST & BUDGET**

a) 2020 Project List was reviewed.

b) 2020 Proforma and Year End Projection were discussed.

c) The FAC discussed color choices for both the shingles and the metal dormer covers for the Cromwell roof. On the roof shingles, "Black Sable" seemed to be the popular choice, but the group thought that the "Black Onyx" choice might be even better. Unfortunately, we did not receive a larger sample of Owens Corning "Black Onyx" shingles from Arocon Roofing. Mike will contact the roofer to request those samples be delivered ASAP, and the FAC team committed to responding quickly once the samples are available. If "Black Onyx" shingles are unavailable or unsuitable, the "Black Sable" shingle will probably be chosen. For the dormer roof covering, the FAC members unanimously chose Englert's Colonial Red based on the samples provided.

d) Mike confirmed that Crystal Blue Aquatics has completed the replacement of the sand filters at Cromwell and Parkway pools; CBA will be on call in the spring of 2021 in the event there are any issues found when we start the systems.

e) Vern's Plumbing completed the replacement of the water heaters at Lindenwood. As the pool has been winterized, they will return after the start the pools in 2021 to check for leaks and to energize the new heaters.

**7) OLD BUSINESS**

a) The FAC discussed possible uses of a cantilevered umbrella to supplement the undersized shade sail at the Parkway wading pool, and whether a tilting straight-pole umbrella might work better. Purchase of standard market-type umbrellas, which are always useful at the pools, was also discussed. Mike will research additional options for sturdier cantilever and/or tilting umbrellas for a Parkway at all three pools.

wading pool trial, as well as options for straight pole/ market-type umbrellas to replenish the umbrella inventory

**8) INFORMATIONAL ITEMS**

a) Pond Issues

i) Solitude Lake Management's \$640.00 proposal for adding triploid carp to the Oakridge pond was approved and the carp were added to the pond in April. Cost was applied to GL 6153.

ii) The likely cause of the dead fish (Catfish) found at the pond was due to a possible pond "Inversion" caused by the high temperatures, lack of fresh water and low oxygen levels.

iii) We approved a \$332.00 Sediment Testing proposal with Solitude and the results of the testing are attached for review. Cost applied to GL 6153.

b) Once weekly watering for the plantings installed last fall and spring in the roadway medians was approved for a cost NTE \$1,350.00. Cost applied to GL 6127.

c) We are working with Loudoun County regarding sinkholes and possible underground storm drainpipe repairs they may need to perform in the common area behind 55 Carrolton Road.

**9) ADJOURN**

a) Meeting unanimously adjourned at 9:43 PM.

b) **Next regular meeting is tentatively scheduled for 7:00 PM, Wednesday, September 16, 2020 via remote attendance.**



**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES  
August 3, 2020**

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:00 PM.
- b) Attendees: Fredrik Wallin (Chair), Diane Blunt (Welbourne), Pamela McGraw (Oakridge), Ron McNulty (Morven), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)
- c) Absent: Terri Hess, Barbara O'Connor, Tim Shaw, Matt Sturgeon

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the February Meeting Minutes. The minutes were approved unanimously.

**3) RESIDENT & GUEST PARTICIPATION**

- a) Request from a resident to make a portion of the curb on Alden Court a fire lane. Committee directed PMP to send a postcard to the most affected homes on Alden and Mercer Court and invite residents to attend the next meeting to discuss this request.
- b) Discussion of a resident request to review the drainage on the trail behind 12 Devenshire Court. Committee directed PMP to begin review and investigation of options available to address the standing water along this unpaved trail and report back at the next meeting.
- c) Discussion of residents continuing concerns regarding the drainage work completed between 3 and 5 Meskill Court and the BrightView \$604.53 estimate to address the concerns. BrightView agreed to add 2 more drain boxes in this location under warranty to address the standing water concerns. No additional amounts were approved for this work. PMP was also requested to send a friendly notice to the residents advising that trimming back the trees growing over the area will allow it to dry faster
- d) Discussion of a resident concern about common area trees growing up against their house at 8 Owens Court and the BrightView \$910.00 estimate to address these concerns. The committee unanimously approved to have the 2 limbs removed from the Oak tree during an upcoming tree service visit. The work on the smaller trees is to be removed from the scope of work as noted on the proposal and will reduce the cost incurred from \$910.00 to \$500.00.

- e) Discussion of a resident concern about the common area trees leaning behind the row of houses at 24 to 33 Nicholson Court and the BrightView \$685.00 estimate to address these concerns. The committee unanimously approved to have the elm tree and one dead tree removed during an upcoming tree service visit and this will reduce the cost incurred.
- f) Discussion of a resident concern about a common area tree growing into and causing damage to their fence behind 87 Bickel Court and the BrightView \$1,735.00 estimate to address this concern. Three residents were on the call to discuss this concern. After much consideration, the committee unanimously agreed to have BrightView remove the tree and grind the stumps at a mutually agreeable time in the future, after the resident removes the fence to allow the work to proceed. Cost NTE \$3,500.00 and charged to GL 8571.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Discussion of the following BrightView proposals:
  - i) Discussion of the \$4,901.19 proposal from BrightView for replacements to the burning bushes along Algonkian. The committee unanimously approved the proposal to install the 5-gallon sized plants for a cost NTE \$3,694.15. Cost to be applied to GL 6127. Work to be scheduled for mid to late September.
  - ii) Discussion of the \$2,875.00 proposal from BrightView for the fall entrance annual plantings. The committee decided to install the yellow and blue violas in a mixed pattern and unanimously approved the proposal for a cost NTE \$2,875.00. Cost to be applied to GL 6127.
  - iii) Discussion of the \$836.59 proposal from BrightView to remove the dead junipers along Algonkian near the intersection with McPherson Circle. The committee unanimously approved the proposal for a cost NTE \$836.59. Cost to be applied to GL 6127. Work to be scheduled for mid to late September
  - iv) BrightView \$1,230.51 proposal for the removal of dead plantings in various areas of the community. The Committee directed PMP to have these items addressed during an upcoming tree service visit.

- c) Discussion of the ongoing concerns regarding the punchlist items for the neighborhood entrance plantings and the trimming of the Shasta Daisy's at some of the signs. BrightView agreed to replace the Shasta Daisy's with a dwarf variety in mid to late September. The Committee also requested BrightView to work with their supplier regarding the incorrectly colored Coreopsis plantings to also be replaced in mid to late September. The committee suggested that if they have difficulty finding properly matching plants, to advise the committee and the committee will work to make a substitution of the Coreopsis for a different plant.
- d) Discussion of the ongoing concerns about planter bed weeding in general, and specifically at the planting near the south tunnel entrance on Algonkian Parkway. BrightView agreed the planter beds will be weeded with every mowing going forward.
- e) Discussion of the redesign completed by BrightView at the planting bed at the intersection of Vandercastel and Cromwell, at no cost to the Proprietary. Positive feedback has been received regarding this entrance and the Committee thanked BrightView for their efforts.
- f) Discussion of the BrightView HOA Connect feature. PMP and BrightView will continue to work to resolve the map view issue and refine other features as possible.
- g) Informational copy of the May and June Quality Site Assessments from BrightView. PMP was requested to attend the future QSA inspections and will work with BrightView to schedule and attend the inspections moving forward.

**5) PMP REPORT**

- a) Tree Removal/Trimming Items
  - i) 8 regular tree service days have been completed this period.
  - ii) 5 storm damage tree service days have been completed this period.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced seven sections of damaged split rail fencing, one damaged or rotted street signposts, and 1 damaged fire lane posts this period.
- c) Accident Related Items
  - i) None this period
- d) 2020 Proforma. PMP advised that once the July proforma is available, they will create and send an excel version of the Proforma, updated with projections of expenses for the rest of the year.
- e) 2020 Project List Reviewed.

**6) OLD BUSINESS**

- a) Discussion and status of the paving projects:
  - i) Parkway pool parking lot, basketball courts and trails all substantially completed. Final punchlist items still in progress.
  - ii) Basketball courts color coat and striping scheduled for 8/17-19
  - iii) Underdrain and concrete work scheduled for 8/24-28.
  - iv) Paving work scheduled for 8/31 to 9/11.
  - v) Street phasing schedule has been included in the August Courier and posted on the website. We will be sending postcard notices to all affected properties the week of 8/3.
- b) Update on the Loudoun County Stormwater work in the drainage channel adjacent to Whittingham Circle.

**7) NEW BUSINESS**

- a) Discussion and approval of items approved via affirmation vote during the stay at home period.
  - i) BrightView \$2,880.00 proposal to plant summer flowers (red and white begonias). Cost will be applied to GL 6127.
  - ii) BrightView proposal for watering services (2x per week) during the month of July for a cost NTE \$2,700.00. Cost to be applied to GL 6127.
  - iii) BrightView \$1,537.73 proposal for the redesign of the planter bed at the intersection of Nicholson and Vandercastel. Cost to be applied to GL 6127.
  - iv) BrightView \$2,143.12 proposal for the redesign of the plantings at the Gazebo at Parkway. Cost to be applied to GL 6127.
  - v) BrightView \$1,256.05 proposal for the redesign of the plantings at the entrance of the Parkway Clubhouse. Cost to be applied to GL 6127.All the proposal listed above were approved by a unanimous vote of the committee.
- b) Discussion of the \$12,766.00 proposal from Solitude for nutrient remediation at the pond to address the items noted in the test results. PMP was directed to work with Solitude to see what other treatment options might be available for the pond, including the option of treating the pond with Aluminum Sulfate, and report back at the next meeting.

c) Discussion regarding the level of control desired regarding the cattails at the pond. The committee confirmed that the cattails are a desired element in limited locations and quantities but should be controlled and prevented from growing in the vicinity of the three bench seating areas.

**8) INFORMATIONAL ITEMS**

- a) Pond Issues
- i) Solitude Lake Management’s \$640.00 proposal for adding triploid carp to the Oakridge pond was approved and the carp were added to the pond in April. Cost was applied to GL 6153.
- ii) The likely cause of the dead fish (Catfish) found at the pond was due to a possible pond “Inversion” caused by the high temperatures, lack of fresh water and low oxygen levels.
- iii) We approved a \$332.00 Sediment Testing proposal with Solitude and the results of the testing are attached for review. Cost applied to GL 6153.
- b) Once weekly watering for the plantings installed last fall and spring in the roadway medians was approved for a cost NTE \$1,350.00. Cost applied to GL 6127.
- c) We are working with Loudoun County regarding sinkholes and possible underground storm drainpipe repairs they may need to perform in the common area behind 55 Carrolton Road.

**9) ADJOURN**

- a) Meeting unanimously adjourned at 9:43 PM.
- b) **Next regular meeting is tentatively scheduled for 7:00 PM, Wednesday, September 16, 2020 via remote attendance.**

**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES  
September 16, 2020**

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:00 PM.
- b) Attendees:
  - i) In person (Parkway Clubhouse): Fredrik Wallin (Chair), Pamela McGraw (Oakridge)
  - ii) Virtual: Diane Blunt (Welbourne), Barbara O’Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)
  - c) Absent: Terri Hess, Ron McNulty, Tim Shaw, Matt Sturgeon.

**2) COMMITTEE ADMINISTRATION**

a) Approval of the August Meeting Minutes. It was noted that item 3d shall be revised to clarify: The work on the smaller trees is to be removed from the scope of work as noted on the proposal and will reduce the cost incurred from \$910.00 to \$500.00 The minutes were approved unanimously as revised.

**3) RESIDENT & GUEST PARTICIPATION**

- a) Continuing discussion of a request from a resident to make a portion of the curb on Alden Court a fire lane. No residents were present for discussion. The committee felt the necessary clearance for traffic flow is maintained at this entrance. No changes were recommended.
- b) Continuing discussion of a resident request to review the drainage on the trail behind 12 Devenshire Court. PMP recommends the addition of gravel to raise the surface of the walking surface and to help dispel the water. Project can be completed within house staff for a cost NTE \$1,200.00. The committee voted 3 yea, 1 nay to direct PMP to proceed with the work as proposed. Planned discussion with representatives of Solitude Lake did not occur due to an apparent mail failure in the sending of the dial in information. PMP was directed to draft a letter to the Algonkian Representative on the Board of Supervisors asking for their assistance in expediting the timeline for the survey and/or dredging if required

**PMP was also directed to contact Solitude regarding the following:**

- i) That scheduling of routine services for the remainder of the season is coordinated to effectively maintain control of the algae growth.
- ii) To get a proposal for routine services for 2021.
- iii) To get recommendations on the treatment options available for the pond depending on if and or when the county makes a determination of, and then can physically perform, a dredging of the pond.
- c) Discussion of a resident request for additional one-way signs at all intersections on Vandercastel. The committee voted unanimously to direct PMP to order and install the additional signs for a cost NTE \$250.00. Cost to be applied to GL 6055.

- d) Discussion of a resident request to trim back the tree growth alongside Moss court in the common area between 3 and 9 Moss Road. The committee voted 3 yea, 1 nay to have BrightView trim back the few trees and vines that are overhanging the street surface. This work is to be scheduled during a visit when winter service rates are in effect. Cost to be applied to GL 6128.
- e) Discussion of a resident concern about erosion in the common area behind 177 Sulgrave Court. The committee voted unanimously to have BrightView correct and regrade the erosion channel and add rip rap to stabilize the drainage path for a cost NTE \$2,266.05. Cost to be applied to reserve GL 9556.
- f) Discussion of a concern where a resident left the remains of a tree removed from their property on common ground, cut up similar to common area trees removed by the Proprietary. The committee directed PMP to clarify that residents may not place their woody debris on common areas and violations should be issued as appropriate.
- g) Discussion of a resident request to enhance the plantings at a planter bed in the common area adjacent to 2 Haxall Court. The committee considered the remote location of his planter bed and directed that BrightView include this area on their list of areas for turf renovation this fall.
- h) Discussion of a resident request to address the bare and muddy traffic island in front of 22 Nicholson Court. Pamela, Diane and Barb agreed to work with BrightView to review this and other similar areas in Welbourne to develop a plan and strategy to address these areas.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Discussion of the following BrightView proposals:
  - i) Discussion of the \$3,180.00 proposal from BrightView to complete the grading of the median shoulders on CountrySide and Algonkian. The committee voted unanimously to have BrightView perform this service, after BrightView completes the 4th application of herbicide to the shoulders. Cost to be applied to GL 6127.
  - c) Discussion of the results of the restoration projects that were completed at the two drainage culverts in Belmont and the additional \$5,128.64 proposal from BrightView to address concerns. After review, the committee agreed that the original proposal did not sufficiently account for the materials or services necessary to restore the area.

The committee voted unanimously to recommend the BoD approve this additional \$5,128.64 proposal from BrightView to correct the issues noted in this area and to return it to the condition it was as shown in the picture taken in 2007. Cost to be applied to reserve GL 9556.

- d) Discussion of the status of the update of the common area mowing map and calendar update for the HOA connect feature. Numerous concerns were noted with the members ability to view work tickets and PMP and BrightView were directed to work on resolutions to these concerns.
- e) Discussion of the ongoing concerns regarding the punchlist items for the neighborhood entrance plantings and the trimming of the Shasta Daisy's at some of the signs. BrightView was again directed to work with their suppliers and purchasers to ensure that the proper, matching plant varieties are ordered and installed, including the 7 entrances that require the proper color coreopsis.
- f) Additional discussion was completed with BrightView regarding the following concerns:
  - i) Continued reoccurrence of the mulch beds not being weeded at every mowing.
  - ii) Concern that sidewalk and curb edging is not being performed on every other mowing as required.
  - iii) Concern that the Thistle growing in the bed and turf of the Algonkian tunnel hillside are not under control and are only being addressed when requested or pointed out.

Dan agreed to have a special meeting with the service crews the morning of September 17, 2020 to reinforce these contract deliverable items.

- g) BrightView was also requested to include the traffic island in the median of the Peyton Road entrance off CountrySide Blvd in the areas specified for turf renovations.
- h) The committee also discussed concerns with the chemical, no spray areas not being properly observed by BrightView's applicators. It was agreed that going forward, PMP and BrightView will review each of these areas prior to future applications and BrightView will place special markers to denote the extent of these areas.

## 5) PMP REPORT

- a) Tree Removal/Trimming Items
  - i) 3 regular tree service days have been completed this period.
  - ii) 2 storm damage tree service days have been completed this period.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced one sections of damaged split rail fencing, one damaged or rotted street signposts, and 22 damaged or missing fire lane posts this period. Fire lane post replacement have been completed in Welbourne, Oakridge and Morven and are in progress in Foxfield.
  - ii) Staff also began repainting the faded reserved parking space numbers in areas where needed. Oakridge has been competed and work is now in progress in Morven.
- c) Accident Related Items
  - i) We are working with the LCSO to get accident reports for three separate accidents damaging a total of 7 median trees on CountrySide Blvd. We expect to be able to recover the costs for cleanup and replacement of these trees and will present the proposals for replacements once we get the insurance filing information.
  - d) 2020 Proforma. The committee requested PMP to inquire with the Finance Committee to determine if there might be a more effective report that can be provided to the committee to better show the costs incurred to date compared to the overall budget each month.
  - e) 2020 Project List. Was reviewed with no concerns

## 6) OLD BUSINESS

- a) Discussion and status of the paving projects:
  - i) Parkway pool parking lot and the basketball courts have been completed. Trails are substantially complete, but we are still awaiting final completion of the punchlist cleanup before releasing the final payment. Final restorations and cleanup are scheduled for the week of 9/21.
  - ii) Underdrain and concrete work have been completed.
  - iii) Paving work to all courts is now substantially completed.
  - iv) Speed hump replacements were installed on 9/16. Curb painting, punchlist issues and general cleanup are scheduled for the week of 9/21.

## 7) NEW BUSINESS

- a) Discussion of the 2021 budget project submissions and guidelines for voting. All committee member voting sheets need to be submitted to PMP by the COB on September 26, 2020
- b) Discussion of an apparent dumping of limbs and brush on Common area near 25 Braxton Court and the BrightView \$351.71 estimate to address the concerns. PMP was directed to issue violations as appropriate in relation to this common area dumping.
- c) Discussion of the BAFO bids received for the 2021-2023 trash, recycling and yard waste agreement. The committee unanimously recommends the BoD award the 2021 agreement for Trash, Recycling and Yard Waste Collection to AAA/Republic Services for the annual total cost of \$534,429.24. Cost to be applied to GL's 6145 and 8545.
- d) Discussion of the results of the research into pet waste bag options provided by Penny Francke. The committee members present at Parkway reviewed the options and recommend that the members with dogs work with PMP to review the samples next week, once a pending final sample is received. The Committee would also like to extend a big "Thank You" to Penny Francke for her hard work and assistance in compiling these options and samples.

## 8) INFORMATIONAL ITEMS

- a) Loudoun County's contractor is in process working on the drainage channel adjacent to Whittingham Circle.

## 9) ADJOURN

- a) Meeting Adjourned at 10:05 PM.
- b) **Next regular meeting is scheduled for 7:00 PM on October 21, 2020.**

## COUNTRYSIDE PROPRIETARY GROUNDS COMMITTEE MINUTES October 21, 2020

## 1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:00 PM.
- b) Attendees:  
In Person (Parkway Meeting Room): Fredrik Wallin (Chair) Pamela McGraw (Oakridge)

**2) COMMITTEE ADMINISTRATION**

a) Approval of the September Meeting Minutes. It was noted that item 4fi shall be revised to as follows: Concern that sidewalk and curb edging is not being performed on every other mowing as required item. The minutes were approved unanimously as revised.

**3) RESIDENT & GUEST PARTICIPATION**

a) Discussion of a resident request to trim back limbs on a common area tree that may be allowing wildlife to gain access to the side of the house to the property at 21 Vandercastel. The residents were present and discussed their concerns regarding wildlife using the tree limbs to gain access to their property. The Committee voted unanimously to have the tree removed and the stump ground during the next tree service visit in early November. Cost to be applied to GL 8571.

b) Virtual discussion with Jackson Minnich of Solitude Lake Management regarding the condition of and suggested actions to address concerns at the Oakridge Pond. Jackson reported that based on his observations, there are numerous areas of the pond where the water is below 6 inches deep. Based on the understanding that the average depth of the pond is intended to be 3 feet, this indicates the need for dredging and that the shallow conditions make it very difficult to control the filamentous algae growth. Fredrik advised the committee that a communication was sent and acknowledged by Supervisor Briskman regarding our concerns and we are awaiting a response from her to hopefully clarify the timelines for the survey and potential dredging. Jackson was requested to provide a proposal for 2021 services that maximize treatments to the extent allowable in the effort to control the growth until such time as other actions are determined.

**4) BRIGHTVIEW ITEMS**

a) Discussion of items noted on the BrightView Landscape Report.

b) Discussion of the following BrightView proposals:

i) Proposal 7340994 to edge out the parking island on Nicholson and create a mulch bed at a cost of \$772.50. The Committee discussed the scope of work and reduced the coverage of the mulch to the "bump out" only. BrightView revised the cost of the work to \$550.00 and the Committee unanimously approved the revised proposal. Cost to be applied to GL 6127.

ii) Proposal 7321773 to remove debris from the storm drainage culvert on Peyton by the tot lot at a cost of \$908.92. The Committee unanimously approved the proposal. Cost to be applied to GL 6127.

iii) Proposal 7321781 to remove debris in the storm drainage stream between Austin and Devonshire Courts at a cost of \$1,320.92. The Committee unanimously approved the proposal. Cost to be applied to GL 6127.

iv) Proposal 7339353 for the Fall Turf Renovation at a cost of \$4,621.65. The committee noted there were additional areas where this activity is desired. As such, the committee voted unanimously to approve these services for a cost NTE \$10,000.00 and PMP was directed to work with BrightView to identify the additional areas to be addressed. Cost to be applied to GL 6127.

v) Proposal 7339271 for Fall Turf Aeration at a cost of \$18,255.00. Due to late date on which this work could be completed by BV, past the time when temperatures will be sufficient to assure seed germination, the committee voted 4 no, 1 yea and the motion was not approved.

vi) Proposal 7339280 for Fall Turf Overseeding at a cost of \$6,790.00. Because aeration facilitates overseeding (which was not approved), there was no motion and this issue was not considered.

vii) Proposal 7341964 for the fall plantings recommended at a cost of \$4,375.68 The Committee unanimously approved the proposal. Cost to be applied to GL 6127.

viii) Proposal 7353579 to make improvements at both Loudoun Connector bus stop areas in Foxfield at a cost of \$572.68. The committee voted 4 yeas, 1 no and the motion was approved. Cost to be applied to GL 6127.

ix) Proposal 7351558 to complete the winter long term tree removals as recommended by the Arborist at a cost of \$36,000.00. The Committee unanimously approved the proposal. Cost to be applied to GL 6154.

x) Proposal 7355910 for watering in October at a cost of \$450.00 per occurrence. The Committee unanimously approved the proposal for up to 4 waterings at a cost NTE \$1,800.00. Cost to be applied to GL 6127.

c) Discussion of the ongoing concerns regarding the punchlist items for the neighborhood entrance plantings and the replacement of the Shasta Daisies at many of the signs. Scheduled to be installed Friday, October 23rd



- d) Discussion of the status of the warranty plantings and replacements at the Gazebo and Parkway Pool Entrance. Scheduled to be installed Friday, October 23rd.
  - e) Discussion of BrightView's winter forecast tool and forecast for this winter. Committee requested these forecasts be added to HOA Connect.
  - f) Discussion of the BrightView soil testing results. Based on the test results, no lime application is needed this year.
  - g) Discussion of the BrightView CountrySide Horticultural Notes. Committee requested these reports be included with the monthly BrightView reports.
  - h) Discussion of the observations made during the member review of the Welbourne neighborhood. Barb, Pamela and Diane and will work on breaking down items on the list into project suggestions for the remainder of this year as well as a list of contract deliverables that BrightView will need to address now and in all areas moving forward.
  - i) The committee also requested that PMP and BrightView create HOA connect accounts for all the members to be able to log in and see the application and review work tickets.
  - j) BrightView's Branch Manager, Todd Thompson, joined in the meeting, as requested by the GC. Concerns/ expectations with regard to consistent grounds maintenance and compliance with contract specs were shared, such that understanding for improvement expected was conferred and received.
- 5) **PMP REPORT**
- a) Tree Removal/Trimming Items
    - i) 2 regular tree service days have been completed this period.
    - b) Common Area Ground Maintenance Items
      - i) Staff replaced one sections of damaged split rail fencing, one damaged or rotted street signposts, and 41 damaged or missing fire lane posts this period. Fire lane post replacement have been completed in Welbourne, Oakridge and Morven and only Dorrell, Alden, Mercer and Palmer courts remain to be completed in Foxfield. Weather permitting, these are expected to be completed by 10/23.
      - ii) Staff also completed repainting the faded reserved parking space numbers in areas where needed.
      - ii) Other than the application of the Fire Lane Stencils, Staff have also finished applying the yellow paint to all the fire lane curbs in the townhouse neighborhoods. The Fire Lane stencils will be applied as time and weather allow over the next few weeks.

- ic) Accident Related Items
  - i) We have been able to locate and work with the insurance copies regarding two of the three accidents that damage a total of 7 median trees on CountrySide Blvd. We have filed claims for the replacement of 6 of the trees and expect to receive reimbursement in the next few weeks. We just received the accident report number for the third accident and will be working with the LCSO to get a copy of that accident report and file a claim for the replacement of the last tree.
    - (1) Discussion and consideration of BrightView proposal 7308163 for the removal of the damaged pear tree caused by the auto accident on 8/16 at a cost of \$250.00. The Committee unanimously approved the proposal. Cost to be applied to GL 6127 with the expectation that the insurance reimbursement will also be credited back to this same account.
    - (2) Discussion and consideration of BrightView proposal 7308184 for the removal of 5 damaged pear trees caused by the auto accident on 8/24 at a cost of \$1,250.00. Committee unanimously approved the proposal. Cost to be applied to GL 6127 with the expectation that the insurance reimbursement will also be credited back to this same account.
    - (3) Discussion and consideration of BrightView proposal for the removal of the damaged pear tree caused by the auto accident on 9/2 at a cost of \$250.00. Committee unanimously approved the proposal. Cost to be applied to GL 6127 with the expectation that the insurance reimbursement will also be credited back to this same account.
    - (4) Discussion and consideration of BrightView proposal 7316843 for the replacement pear tree caused by the auto accident on 8/16 at a cost of \$948.97. Committee unanimously approved the proposal. Cost to be applied to GL 6127 with the expectation that the insurance reimbursement will also be credited back to this same account.
    - (5) Discussion and consideration of BrightView proposal 7316827 for the replacement of five pear trees caused by the auto accident on 8/24 at a cost of \$4,970.09. Committee unanimously approved the proposal. Cost to be applied to GL 6127 with the expectation that the insurance reimbursement will also be credited back to this same account.

6) **OLD BUSINESS**

- a) Discussion and status of the paving projects:
- i) All street paving work has been completed.
  - ii) Vendor has indicated they have completed all punchlist items. Most of the trail punchlist items have been completed but there were still numerous items that remain. PMP will work with the vendor to correct these issues and will continue to hold final payment until they are successfully completed.
- b) Discussion of the results of member evaluation of the sample bags provided as part of the research into pet waste bag options provided by Penny Francke. The committee voted unanimously to switch to the Dog Waste Depot, MittN Bag Depot-999 bags. It is anticipated the switch to these bags will reduce the annual expense for the bags by nearly \$14,000.00. An order for these bags will be placed immediately and we will begin using them as we exhaust or supply of the current bags. Cost to be applied to GL 6070.

7) **NEW BUSINESS**

- a) Confirmation of the e-vote to recommend the BoD exercise the 2nd option year with BrightView for the Land Services agreement for services in 2021, at the agreed contract price of \$241,920.00. Cost to be applied to GL 6125.
- b) Confirmation of the e-vote to recommend the BoD exercise the 2nd option year with BrightView for the Tree Services agreement for services in 2021, at the agreed daily prices established in the agreement of \$2,000.00 per day, \$1,000.00 per half day. Cost to be applied to GL's 6128 and 8571.
- c) Confirmation of the e-vote to recommend the BoD exercise the 2nd option year with BrightView for the Snow Removal Services agreement for services in the 2020-2021 winter season, as per the hourly rate structure established in the agreement. Cost to be applied to GL 8540.
- All the proposals listed above were approved by a unanimous vote of the committee.

8) **INFORMATIONAL ITEMS**

- a) A copy of the final committee aggregate voting scores for the 2021 budget project submissions.
- b) Loudoun County's contractor has completed the restoration work on the drainage channel adjacent to Whittingham Circle.
- c) Loudoun County is scheduled to make repairs to the underground stormwater drainpipes behind 55 Carrolton the week of 10/19. This is to repair the leaks in the pipes that caused the sinkholes that were filled in by the county in Late July/Early August.

9) **ADJOURN**

- a) Meeting Adjourned at 9:58 PM.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, Wednesday, November 18, 2020 via remote attendance.



NEIGHBORHOOD ADVISORY COUNCIL  
Virtual Meeting  
Approved Meeting Minutes  
October 13, 2020

**Members in attendance:**

Belmont: Inge Nystrom, Lou Kaiser and Art Rodriguez  
Foxfield: Elizabeth McMahon and Scott Simon  
Morven: Brenda Koontz, Linda Lurie , Molly Murphy and Jonathan Breslow  
Oakridge: Julie Young and Traci Medlock  
Oatlands: Courtney Hasbrouck  
Rokeby: Pat Bour and Diane Bohn  
Welbourne: Diane Blunt

**Others in attendance:**

Jeff Kretsch, BoD Liaison  
Lisa Marnet, PMP  
Pat Bour called the virtual meeting to order at 6:13pm  
Approval of the September 8, 2020 meeting minutes  
Courtney Hasbrouck moved, Art Rodriguez seconded,  
approved unanimously. One abstained.

**BELMONT**

Approval of the September 8, 2020 meeting Approved  
**2021 Budget Spreadsheets/Scores and Timeline**  
Error online item #11 CRC -Waves donation, this will  
be amended. Amended spreadsheet will be sent by this  
Thursday at the latest. Timeline for the budget minutes  
remains the same. The current spreadsheet may be  
used to start the draft process.

**Proposed Guideline "standard"- Entry Door  
Welbourne**

Approved

**Resident Requests for Guideline Change**

**Fence Style- Single Family Homes**

Denied; Not consistent with the Fence styles and colors  
on the Community.

**Entry Door- Morven Tudor Townhomes I**

Additional standard door style for Morven  
Tudor Townhouse entry door. Compatible with the  
architectural characteristics of the Tudor style and  
appropriate addition for the Community Guidelines.

Approved

**Entry Door- Morven Tudor Townhomes II**

Additional standard door style for Oakridge and Morven  
Tudor Townhouse entry door.

**Request to remove established door style Morven  
Tudor Townhomes**

Approved

**"Standard" Roof for Waltham Court, Oakridge  
Globe Colonial Townhomes**

Approved

**"Standard" Siding colors for Waltham Court,  
Oakridge Globe Colonial Townhomes**

Approved

Proposed revisions to existing Guidelines

**Room Additions/House Expansion (single family)**

Approved.

Patio Doors "standard" for Oakridge and Morven Tudor  
Townhomes

Approved

Trim and Trim Wrap- All Neighborhoods

Approved.

Standing Committee Reports

CRC-No Meeting, Pumpkin Patch, Oct 17th , Shred  
Event , Oct 24th . FAC- Rebid Pool, Cromwell Roof to  
be

replaced. FIN- No meetings business as usual. GRDS-  
No Report

Review of Neighborhood Applications

Ten applications reviewed.

**FOXFIELD**

Approval of the September 8, 2020 meeting minutes  
Approved

2021 Budget Spreadsheets/Scores and Timeline

Pulled from agenda due to update needed

Proposed Guideline "standard"- Entry Door Welbourne

No report given

**Resident Requests for Guideline Change**

Fence Style- Single Family Homes

No report given

Entry Door- Morven Tudor Townhomes I

No report given

Entry Door- Morven Tudor Townhomes II

No report given

**Request to remove established Entry Door**

**"standard" Morven Tudor Townhomes**

No report given

**"Standard" Roof for Waltham Court, Oakridge  
Globe Colonial Townhomes**

No report given

**"Standard" Siding colors for Waltham Court,  
Oakridge Globe Colonial Townhomes**

No report given

**Proposed revisions to existing Guidelines**

Room Additions/House Expansion (single family)  
Approved.  
Patio Doors "standard" for Oakridge and Morven Tudor Townhomes  
No report given  
Trim and Trim Wrap- All Neighborhoods  
Approved.  
Standing Committee Reports  
CRC-Update given about giving out Pumpkins to the kids.  
Review of Neighborhood Applications  
Color change on front door from white to black -  
Approved  
Color change to fence and deck- Contingent approval

**MORVEN**

Approval of the September 8, 2020 meeting minutes  
Approved

**2021 Budget Spreadsheets/Scores and Timeline**

Error online item #11 CRC -Waves donation, this will be amended. Amended spreadsheet will be sent by this Thursday at the latest. Timeline for the budget remains the same. The current spreadsheet may be used to start the draft process.

**Proposed Guideline "standard"- Entry Door Welbourne**

Approved

**Resident Requests for Guideline Change**

**Fence Style- Single Family Homes**

Fence style for Single Family Homes: Resident purposed 4 ft. W x 6 ft. H White Vinyl spaced picket fence. "Flat Cap Picket Fence" for Oatlands neighborhood only. Based on the fence style and material, this was denied.

**Entry Door- Morven Tudor Townhomes I**

Additional standard door style for Morven Tudor Townhouse entry door. Compatible with the architectural characteristics of the Tudor style and appropriate addition for the Community Guidelines.  
Approved

**Entry Door- Morven Tudor Townhomes II**

Additional standard door style for Oakridge and Morven Tudor Townhouse entry door.  
Request to remove established door style Morven Tudor Townhomes  
Approved

"Standard" Roof for Waltham Court, Oakridge Globe Colonial Townhomes

Approved

"Standard" Siding colors for Waltham Court, Oakridge Globe Colonial Townhomes

Approved

**Proposed revisions to existing Guidelines**

Room Additions/House Expansion (single family)

Approved.

Patio Doors "standard" for Oakridge and Morven Tudor Townhomes

Approved

**Trim and Trim Wrap- All Neighborhoods**

Approved.

**Standing Committee Reports**

CRC- No meeting. Small pumpkins, donated by Brightview will be given out on Saturday, October 17, 2020 at Parkway Pool from 9:00am-12:00 pm.; one pumpkin per child. There will be an additional shred event is scheduled for Saturday, October 24, 2020 9:00am-12:00 pm.

Facilities-

Grounds- No report

Finance- The have had no regular meetings; business tasks being completed.

Election Committee-There will be an election this year for the board because there is more than one candidate running for Oakridge and Foxfield neighborhoods. Details will be forth coming.

**Review of Neighborhood Applications**

Two applications submitted for review; both were approved

**OAKRIDGE**

Approval of the September 8, 2020 meeting minutes  
Approved

**2021 Budget Spreadsheets/Scores and Timeline**

Error online item #11 CRC -Waves donation, this will be amended. Amended spreadsheet will be sent by this Thursday at the latest. Timeline for the budget remains the same. The current spreadsheet may be used to start the draft process.

**Proposed Guideline "standard"- Entry Door Welbourne**

Approved

**Resident Requests for Guideline Change**

Fence Style- Single Family Homes

Denied; Not consistent with the Fence styles and colors on the Community.

Entry Door- Morven Tudor Townhomes I  
Additional standard door style for Morven Tudor Townhouse entry door. Compatible with the architectural characteristics of the Tudor style and appropriate addition for the Community Guidelines.  
Approved

**Entry Door- Morven Tudor Townhomes II**

Additional standard door style for Oakridge and Morven Tudor Townhouse entry door.

**Request to remove established door style Morven Tudor Townhomes**

Approved

**"Standard" Roof for Waltham Court, Oakridge Globe Colonial Townhomes**

Approved

**"Standard" Siding colors for Waltham Court, Oakridge Globe Colonial Townhomes**

Approved

**Proposed revisions to existing Guidelines**

Room Additions/House Expansion (single family)

Approved.

Patio Doors "standard" for Oakridge and Morven Tudor Townhomes

Approved

Trim and Trim Wrap- All Neighborhoods

Approved.

**Standing Committee Reports**

CRC-No Meeting, Pumpkin Patch, Oct 17th , Shred Event , Oct 24th . FAC- Rebid Pool, Cromwell Roof to be replaced. FIN- No meetings business as usual.

GRDS- No Report

Review of Neighborhood Applications

Two applications reviewed.

**OATLANDS**

Approval of the September 8, 2020 meeting minutes

Approved

2021 Budget Spreadsheets/Scores and Timeline

Error online item #11 CRC -Waves donation, this will be amended. Amended spreadsheet will be sent by this Thursday at the latest. Timeline for the budget remains the same. The current spreadsheet may be used to start the draft process.

Proposed Guideline "standard"- Entry Door Welbourne

Approved

Resident Requests for Guideline Change

Fence Style- Single Family Homes

Denied; Not consistent with the Fence styles and colors on the Community.

Entry Door- Morven Tudor Townhomes I  
Additional standard door style for Morven Tudor Townhouse entry door. Compatible with the architectural characteristics of the Tudor style and appropriate addition for the Community Guidelines.  
Approved

Entry Door- Morven Tudor Townhomes II

Additional standard door style for Oakridge and Morven Tudor Townhouse entry door.

Request to remove established door style Morven Tudor Townhomes

Approved

"Standard" Roof for Waltham Court, Oakridge Globe Colonial Townhomes

Approved

"Standard" Siding colors for Waltham Court, Oakridge Globe Colonial Townhomes

Approved

Proposed revisions to existing Guidelines

Room Additions/House Expansion (single family)

Approved.

Patio Doors "standard" for Oakridge and Morven Tudor Townhomes

Approved

Trim and Trim Wrap- All Neighborhoods

Approved.

Standing Committee Reports

CRC-No Meeting, Pumpkin Patch, Oct 17th , Shred Event , Oct 24th . FAC- Rebid Pool, Cromwell Roof to be replaced. FIN- No meetings business as usual.

GRDS- No Report

Review of Neighborhood Applications

Six applications reviewed

**ROKEBY**

Approval of the September 8, 2020 meeting minutes

Approved

**2021 Budget Spreadsheets/Scores and Timeline**

On hold pending correction

Proposed Guideline "standard"- Entry Door Welbourne  
Approved

**Resident Requests for Guideline Change**

Fence Style- Single Family Homes

Denied

Approved

Entry Door- Morven Tudor Townhomes I  
Approved  
Entry Door- Morven Tudor Townhomes II  
Approved  
Request to remove established Entry Door "standard"  
Morven Tudor Townhomes  
"Standard" Roof for Waltham Court, Oakridge Globe  
Colonial Townhomes  
Approved  
"Standard" Siding colors for Waltham Court, Oakridge  
Globe Colonial Townhomes  
Approved all three colors

**Proposed revisions to existing Guidelines**

Room Additions/House Expansion (single family)  
Approved.  
Patio Doors "standard" for Oakridge and Morven Tudor  
Townhomes  
Approved  
Trim and Trim Wrap- All Neighborhoods  
Approved  
Standing Committee Reports  
CRC-No Meeting, Pumpkin Patch, Oct 17th , Shred  
Event , Oct 24th . FAC- Rebid Pool, Cromwell Roof  
to be replaced. FIN- No meetings business as usual.  
GRDS- No Report  
Review of Neighborhood Applications  
Five applications; 4 approved and one contingent  
approval size to conform; resident on meeting and  
agreed.

**WELBOURNE**

Approval of the September 8, 2020 meeting minutes  
Approved  
2021 Budget Spreadsheets/Scores and Timeline  
Error online item #11 CRC -Waves donation, this will  
be amended. Amended spreadsheet will be sent by  
this Thursday at the latest. Timeline for the budget  
remains the same. The current spreadsheet may  
be used to start the draft process.  
Proposed Guideline "standard"- Entry Door Welbourne  
Approved

**Resident Requests for Guideline Change**

Fence Style- Single Family Homes  
Denied; Not consistent with the Fence styles and  
colors on the Community.  
Entry Door- Morven Tudor Townhomes I  
Additional standard door style for Morven Tudor  
Townhouse entry door. Compatible with the  
architectural characteristics of the Tudor style and  
appropriate addition for the Community Guidelines.  
Approved  
Entry Door- Morven Tudor Townhomes II  
Additional standard door style for Oakridge and  
Morven Tudor Townhouse entry door.  
Request to remove established door style Morven  
Tudor Townhomes  
Approved  
"Standard" Roof for Waltham Court, Oakridge Globe  
Colonial Townhomes  
Approved  
"Standard" Siding colors for Waltham Court, Oakridge  
Globe Colonial Townhomes  
Approved  
Proposed revisions to existing Guidelines  
Room Additions/House Expansion (single family)  
Approved.  
Patio Doors "standard" for Oakridge and Morven Tudor  
Townhomes  
Approved  
Trim and Trim Wrap- All Neighborhoods  
Approved.  
Standing Committee Reports  
CRC-No Meeting, Pumpkin Patch, Oct 17th , Shred  
Event , Oct 24th . FAC- Rebid Pool, Cromwell Roof  
to be replaced. FIN- No meetings business as usual.  
GRDS- No Report  
Review of Neighborhood Applications  
Six applications reviewed.

**Meeting Adjourned at 9:30pm**

# NEIGHBORHOOD SERVICES

The Proprietary, its members, and the Board of Directors do not recommend or endorse any person on this list. Use of any person on this list is at the sole discretion of the resident. If you or your child would like to register to be on the services list, please email Erin Gilmore at [erinrg.cside@pmpbiz.com](mailto:erinrg.cside@pmpbiz.com) to get a copy of the registration form.

SERVICE	LOCATION	AVAILABILITY	NAME	PHONE	AGE
<b>Babysitting</b>	All	Days	Roxana Jahnsen	571-434-8127	Adult
<b>Babysitting/Pets</b>	All	Anytime	Paige Bakatsias	703-655-2473	18
<b>Babysitting/Pets</b>	All	Anytime	Madison Bakatsias	703-400-5416	16
<b>Babysitting/Pets</b>	All	Weekend/Summer/ Evening/Holidays	Peter Dyson	703-404-4051	14
<b>Babysitting/Pets</b>	All	Weekend/Summer/ Holiday	Daniela Miranda	703-407-0941	15
<b>Pets</b>	All	Anytime	Julianne McNulty	703-444-2552	Adult
<b>Yard Work/Snow</b>	All	Weekends/Evening/ Summer	Zack Daughtry	571-277-6820	17
<b>Yard Work/Pets/ Babysitting</b>	All	Weekends/Evening/ Summer	Ben Shumaker	571-434-8682	13
<b>Yard Work/Pets</b>	All	Weekends/Evenings/ Summer	Shumaker Brothers (Jack, Sam)	571-434-8682	16, 15
<b>Yard Work/Snow</b>	All	Anytime	John Ellis Rawls	571-342-4862	Adult

*CountrySide Circa 1987*



# SELLING YOUR HOME

## WHAT YOU NEED TO KNOW



### **Selling your home? You will need to order a POA Packet!**

Virginia Property Owner's Act (Contract disclosure statement; right of cancellation).

- A. Subject to the provisions of Article 2 of 55-509, a person selling a lot shall disclose in the contract that (i) the lot is located within a development which is subject to the Virginia Property Owner's Association Act; (ii) the Act requires the seller to obtain from the property owners' association an association disclosure packet and provide it to the purchaser....

When the Proprietary receives an order for a POA packet it initiates a physical inspection of the entire property.

The inspection of exterior maintenance items includes peeling paint, algae on siding, broken window seals, wood rot, fences in need of repair etc. In addition, exterior modifications/enhancements are noted and checked for previous approval. If you haven't done so already, please ensure that you have submitted an application for those exterior modifications

Selling a home can be stressful enough so ensuring the exterior of your home is in tip top shape and you have applied for and been approved for any exterior modifications before you list will make the selling process much smoother.

Ready to order a POA package? Please contact the Proprietary office at

703-430-0715.



# ADVERTISEMENTS

**Advertising Rates Per Issue:** the CountrySide Board of Directors has adopted the following Advertising Policy for the CountrySide Courier. Annual and Semi-Annual contracts are available for display advertising with monthly billing. Two months MUST be paid at signing; remaining months of contract will be billed monthly. For those advertisers who do not have a signed contract, payment is required at the time of submittal. There is a \$25 fee for any and all returned checks.

**Display Advertising:** (Effective March 1, 2014)

Full Page	7-3/4" wide x 9-3/4" tall	\$300.00
Half Vertical	3-3/4" wide x 9-3/4" tall	\$200.00
Half Horizontal	7-3/4" wide x 4-3/4" tall	\$200.00
Quarter Page	3-3/4" wide x 4-3/4" tall	\$125.00
Business card (1/8)	3-1/2" wide x 2" tall	\$75.00

**Classified Advertising:** \$10 for the first 40 words, and 25 cents for each word thereafter. Payment in full must accompany all classified submittals. **If you would like to advertise in the CountrySide Courier, please visit our website [www.countryside-va.org](http://www.countryside-va.org) and download the advertising form. You can also e-mail Erin Gilmore at [erinrg.cside@pmpbiz.com](mailto:erinrg.cside@pmpbiz.com) for more information.**

The CountrySide Proprietary, its members, and/or Board of Directors do not recommend or endorse any advertiser.

The CountrySide Proprietary reserves the right to decline any advertisement for any reason it deems appropriate.

Submitted articles are the opinion of the author and do not necessarily reflect the opinions of the CountrySide Proprietary, its members, or the Board of Directors.



# CLASSIFIEDS:

**Home Improvement Services**  
**Anthony Fracchiolla**  
**Licensed/Insured**  
**Text/Call 703-231-8988**  
**Free Estimates**

**Offering honest, prompt, and affordable services. We won't leave until you are satisfied!**

**Interior Painting**  
**Bathrooms**  
**Basements**  
**Carpets**

**Flooring**  
**Kitchens**  
**Windows**  
**Tiles**

The Christ Accounting Group

The Christ Accounting Group

Lori Christ CPA, LLC

Phone: 703-304-5173

Email: Lori@LoriChristCPA.com

• Tax Services

• Bookkeeping

• Small Business Payroll

Mike Christ EA

Phone: 202-725-2716

Email: MikeChrist@thechristaccountinggroup.com



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**Drywall Repair • Wallpaper Removal**

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# December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 <b>Annual Meeting</b> 8:00 PM (Parkway)	15	16	17	18	19
20	21	22	23	24	25 <b>Christmas Day</b> Office Closed	26
27	28	29	30	31 <b>New Year's Eve</b>		

# January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>NEW YEAR'S DAY</b> OFFICE CLOSED	2
3	4	5	6 BOARD OF DIRECTORS MEETING	7	8	9
10	11	12 NAC MEETING 6:00 PM	13	14	15	16
17	18 MARTIN LUTHER KING, JR DAY OFFICE CLOSED	19	20	21	22	23
24	25 DRC MEETING 6:30 PM	26	27 BOARD OF DIRECTORS MEETING	28	29	30