

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
January 24, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:09 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Chris Codino (Advantage Landscape)
- c) Residents/Guests: William Spencer, Minor Rd; Matt Brown, Benton Ct.

2) COMMITTEE ADMINISTRATION

- a) Approval of the November 2021 meeting minutes. Jim Krips moved to approve. Pamela McGraw seconded. Corrections and clarifications from Penny per BOD Budget: Item 5E, BOD did carry forward unused funds. Also Item 6, Grounds Committee might want to consider spending \$2,500 for a study by CountrySide's Reserve Analysts that would determine if the Pond could be added to the Reserve Study and funded accordingly in the future; would still require Board approval, if study recommended so designating the Pond. Barb abstained from vote because she was not in attendance. Penny explained per Robert's Rules of Order, a vote to approve Minutes is meant to signify a member's trust in the committee to properly record the minutes; this is independent of whether the committee member was present at the meeting in question. Motion to approve Minutes was carried.
- b) The Committee welcomed a new Chair, Penny Francke, the Oakridge representative on the BoD, and Tim Shamble, our new member representing Oatlands.
- c) Pamela McGraw was unanimously elected as Alternate Chair.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident concern regarding common area trees and limbs adjacent and over their property at 46 Benton Court. Diane Blunt, Welbourne rep, viewed the tree last year when it first came up and advocated for trimming. Mike will add it to the next tree day to trim a few limbs.
- b) Discussion of a resident concern regarding common area trees and limbs adjacent and over their property at 138 Minor Road. Homeowner confirmed that he is open to removal of the trees without the promise of replacement. Mike will have Advantage (landscaping contractor) evaluate the line of trees and come back with a recommendation to the Committee for remedial options.

4) ADVANTAGE ITEMS

- a) Landscape Services
 - i) Mike outlined the Committee's expectations for Advantage's reporting and meeting participation.
- b) Tree Services
 - i) 3 regular tree service days were completed during the last weeks of the previous vendor's contract since the last meeting (November - December 2021).
 - ii) Review of the current tree services list. Mike to update with a couple of additions.

c) Snow Removal Services

- i) Snow removal services on the streets and the trails were necessary to address the 4.5 inches of snow received on January 3rd and the 4.8 inches of snow received on January 6-7.

5) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired 6 sections of damaged split rail fencing this period, 2 damaged fire lane posts and two damaged 6x6 street signposts.
- ii) Kubota was out of service for repairs, which delayed PMP's review of all the utility monuments, underground vault boxes and power transformers on common grounds to prepare a list of needed repairs. Mike expects to complete that review within 1-2 weeks, weather permitting. PMP will submit a report to Comcast, Verizon and Dominion VA Power requesting they address the concerns noted. Mike has a specific contact name for Verizon for communications on cables and posts.

b) Accident-Related Items

- i) None this period.

c) 2022 Budget: \$50K carried forward from 2021.

d) 2022 Project List was reviewed; Committee asked Mike to correct owner of "Pool Season Preparation" (page 2) from GRNDS to FAC.

e) CountrySide Pond Items

- i) The Committee reviewed the monthly reports from Solitude (previous pond management vendor). Switched providers for the next contract, to start in April; Mike will invite the new contractor to attend the next meeting.
- ii) Loudoun County General Services will work to remove volunteer trees that have grown at the waterline of the pond's earthen dam. Pamela and Mike met with Karl Evans about upcoming improvements to the dam.
- iii) Pamela updated the Committee on the results of the Pond "Working Group"; the group is preparing educational materials for residents within the pond's vicinity on how they can help mitigate the effects of runoff, excess fertilizer, etc., and help maintain the pond's health; these materials will be communicated to residents via PMP e-mail. There currently doesn't seem to be a need for a 2022 Pond Working Group, but that can be revisited if things change. Our thanks to the 2021 Pnd Working Group: John Geiger, Jim Krips, Ron McNulty, and Pamela McGraw!

6) OLD BUSINESS

a) NVM Paving completed all outstanding punchlist items by the end of November for the street, curb and gutter and trail repairs.

b) Committee discussed "final" 2021 services provided by BrightView. Mike will ensure that BrightView is paid only for services that have been completed properly (and will dispute charges unacceptable services, like seed sown improperly). Of particular note:

- i) Jim Krips said that he would inspect the cleanup of the trees that were cut down at the Rokeby tot lot. Mike stated that BV intended to complete this work the week of January 17.

- ii) Plantings and seedings between 143 and 145 Sulgrave were not completed by BrightView. Pamela requested that Advantage be asked to bid on that work.
- iii) Tree plan should also be put out for bid.

7) NEW BUSINESS

- a) Graffiti near McPherson Circle – reported to the Sheriff and being removed this week. Also, there is graffiti on the LC school sign; Mike will report that to the school.

8) INFORMATIONAL ITEMS

- a) None this period.

9) ADJOURN

- a) Meeting Adjourned at 8:34 PM.
- b) Next regular meeting is tentatively scheduled to be held remotely at **7:00 PM on Wednesday, February 16, 2022.**