

**COUNTRYSIDE PROPRIETARY**  
GROUNDS COMMITTEE MEETING MINUTES  
March 16, 2022 (**Revised 21Mar2022**)

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:03 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) Guest: William Spencer, resident.

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the meeting agenda. Motion: Ron. Second: Barb. Approved unanimously.
- b) Discussion of proposed new process for approval of meeting minutes, to meet the Courier deadline and publish minutes in a timelier fashion.
- c) Confirmation of e-vote approval of the January 2022 meeting minutes. Motion: Pam. Second: Barb. Approved unanimously.
- d) Discussion of the required process and procedures to support an "Action out of Meeting" motion.
- e) In session vote to affirm the unanimous "Action out of Meeting" motion to recommend the BoD approve the \$17,099.00 quote from Advantage Landscapes. Motion: Barb. Second: Pam. Approved unanimously. Mike to ensure this is submitted for 23Mar2022 Board package.
- f) In session vote to affirm the unanimous "Action out of Meeting" motion to approve the printing and mailing of the information letters submitted by the Pond Working Group. Motion: Ron. Second: Terri. Approved unanimously.
- g) Discussion of alternative (to e-mail) contact arrangements for members to be used in the event of meeting problems, as occurred on 2/22. Committee members to send contact information they are willing to share in an e-mail to the group.

**3) RESIDENT & GUEST PARTICIPATION**

- a) Discussion of the Arborist's findings on the row of pine trees adjacent to 138 Minor Rd. Arborist recommended removal. Advantage estimated 2-2.5 days (est. \$4990 - \$6200) for tree removal, stump grinding, and turf repair; Chris is confident that Advantage can complete the work in 2 days. Grindings to be left behind for ground cover; turf repair to be addressed in the fall. We had discussed in the January meeting that we would consider removal of the trees, but not replacement; homeowner is still in agreement with that plan. Motion to add this work to the tree removal list: Barb. Second: Jim. Approved unanimously. Work will likely be done in April or May.
- b) Discussion of a resident request to designate a portion of curb at the end of Millard Ct. as a no parking area due to difficulty accessing their reserved parking spaces. Resident not in attendance. Mike provided history: Back in 2017, the majority of residents along that stretch of Millard Ct protested when that area was temporarily made "No Parking", since Millard has very little curb parking due to fire lane restrictions. Based on historical events, no motion / no action.

#### 4) ADVANTAGE ITEMS

##### a) Landscape Services

- i) Review and discussion regarding the Advantage landscaping monthly report.

The Committee discussed proper mulching and edging procedures; Pamela has provided guidance to Advantage in a separate e-mail.

Discussion on Pam's list of observations of the spring landscaping clean-up, particularly that the Forsythias and Diervillas were sheared/pruned prior to blooming, interfering with the natural shape and blooming.

Chris asked the committee about the use of colored/dyed mulch and the Committee declined.

Mike will send Chris the pictures and specifications for the new plantings in Welbourne, Ludwell as well as all neighborhood entry beds; Advantage was asked to avoid covering new perennials--geraniums & coreopsis--plantings with mulch.

Safety issues around the trails. There are leaning fallen trees along the trail between Nicholson Court and the Tennis Court, that need to be cut and laid down. There is a large dangling branch over the trash can at the end of Nicholson Ct, intersection with the trail. Ron reminded Advantage that we want fallen trees cut to fireplace log length (18-24").

- ii) Discussion of the following proposals from Advantage:

(1) Drainage and erosion concerns at 143-145 Sulgrave: Mike and Chris visited the area on a day that was raining. Chris made his recommendation for Option B to stabilize the area from erosion.

Pam motioned to accept Option B and the Stabilization Enhancements for a total of \$1,055.70. Barb seconded. Unanimously approved.

(2) Proposal for the 5 Crepe Myrtle Shrubs for the fence line at the Rokeby Tot Lot.

Jim noted that the previous proposal was for 5-gallon but Chris proposed 3-gallon. Chris said it was personal preference and they typically use 3-gallon.

Jim motioned to accept the proposal. Tim seconded. Approved unanimously.

- iii) Review and discussion of the Advantage landscaping services calendar showing the timing of the agreement deliverables.

Pam asked about the schedule for our tree installation list if the BOD approves. Chris laid out the process, currently around two-to-four weeks after approval. Locations to be flagged for the crew. Mike will inform Committee members of scheduled plantings, so members can assist with walk/markings locations, if available.

Diane asked if Chris anticipates having any sourcing issues on any of the items on the list? Chris has not looked at the specific cultivars sourcing yet. Penny recommended that he review the list in preparation for the anticipated BOD approval; Chris will alert Mike if any specified selections are unavailable.

Discussion on watering contract. The committee would prefer to have the watering included in the proposal. Chris will provide Mike with a Not To Exceed proposal on the watering for the \$17K of trees by Thursday, March 17<sup>th</sup>, and Mike will distribute to the Committee ASAP. Penny would like to put this to an e-vote for speedy disposition and possible inclusion in next week's Board package. Going forward, the committee asked Chris to provide proposals

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for watering options concomitant with planting proposals, so the Committee can better evaluate the proposals versus our overall budget.

- iv) Discussion of the improper cutback of the Forsythia on Algonkian and Advantage's action plan to ensure this type of action is not repeated.

Chris assured the Committee that this has been addressed with the Advantage crews, and the mistake will not be repeated.

### b) Tree Services

- i) 2.5 storm damage tree service days were completed this period.
- ii) 2.5 regular tree service days have been completed this period.
- iii) Review of the current tree services list.

### 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 16-17.
- ii) Pretreatment services of the townhouse streets was necessary to address the 1 inch of snow and mixed precipitation on January 29<sup>th</sup>.
- iii) Snow services performed on Saturday, March 12.

## 5) PMP REPORT

### a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired 3 sections of damaged split rail fencing this period, 3 damaged fire lane posts and 0 damaged 6x6 street signposts.
- ii) PMP completed its review of the utility monuments, underground vault boxes and power transformers on common grounds and have prepared a list of needed repairs to forward to Comcast, Verizon and Dominion VA Power requesting they address the concerns noted.

Mike presented a draft letter to Verizon on this issue. Pam recommended addressing the letters to a specific person. Penny suggested the PMP staff reach out to Verizon to identify the specific appropriate contact. Committee suggested copying our Loudoun County Supervisor on the letter, since it raised some serious safety concerns that are likely present in other communities. Committee to e-mail Mike with any suggested edits to the Verizon letter.

- iii) PMP plans to use our tractor and bushhog mower to clean up the common wood line areas in the townhouse neighborhoods and other common areas to give a nice defined edge to the wood line for Advantage to maintain. PMP is going to try to clear at least a 6-foot path behind all townhouses.

### b) Accident-Related Items

- i) None this period.

- c) 2022 Budget Proforma was reviewed; current version has Actual and Forecast amounts, but no Budget number. Mike to add a column showing Budget.

### d) 2022 Project List

- i) We have completed an inventory of the split rail fences in the community and will present our recommendations for repairs or replacement to the committee during the April meeting.

### e) CountrySide Pond Items

- i) "Pond letters" to targeted CountrySide residents and to Glen Heather HOA have been sent; Mike will distribute the responses received.
- ii) Mike authorized to get quote from the vendor on triploid carp; vendor should recommend quantity.
- iii) Mike authorized to obtain quote to raise bottom aerators
- iv) Mike advised that Loudoun County's work on the pond will be delayed due to other LoCo projects; work is now anticipated in approximately May.
- v) Discussion regarding the status of the spring startup of the pond aeration system.
- vi) Jim asked Mike to look at the clog in the outfall. Mike said that is part of what the County will be repairing later this year, but Mike's crew will clean it out again (was cleaned in the fall).

## **6) OLD BUSINESS**

- a) Discussion of the final 2021 services approved with BrightView:
  - i) Rokeby Tot Lot improvements – Not completed to condition specified. Mike proposed to ask BV to cut the remaining wood into 18" lengths. Jim countered that the original proposal was to haul away the ash trees and would like BV to finish the job as proposed. Mike to work with BrightView on this, and to withhold payment until work is completed to our satisfaction.
  - ii) Turf Enhancements – Not completed to condition specified. Mike to work with BrightView on this, and to withhold payment until work is completed to our satisfaction.
  - iii) Plantings and seeding between 143 and 145 Sulgrave – Not started and cancelled.
  - iv) Status of warranty work/replacements. Per Pamela, the laurel at intersection of Whittingham and Algonkian Parkway died soon after planting. Euonymus/burning bushes still have dead and half dead bushes along the median strips along Algonkian Pkwy. Mike to contact BrightView on this.
- b) Mike presented a summary of his crew's evaluation of the work to be done on the neighborhood signs, along with a few preliminary quotes. Reserve budget has roughly \$13K allocated for 2022 work on neighborhood signs, but quotes so far are running \$19-45K; there may be a mismatch on scope/number of signs to be addressed in this round. Mike will continue to refine the RFP. Given that the current Reserve study has the option for updates, PMP will need to ensure that any updated estimates of actual/current costs for sign replacement are fed into the Reserve study to keep it as current as possible for ongoing use in CountrySide budgeting. Any excess draw from Reserve funds (beyond current budget) will need to be addressed by the Board come budget time: if future expenditures are forecasted to be significantly increased, then contributions will need to be increased (usually via assessments) to properly fund projected outlays going forward.

Mike's crew will continue to address as much of the maintenance and repair work on the signs as they can; in particular, the Belmont sign on the west side of Halifax Ct will be cleaned to remove mold and mildew.

## **7) NEW BUSINESS**

- a) Discussion of two reports of residents regarding drainage or water ponding on Huntley Court and Dulany Court and the planning for the 2022 street and trail repairs; PMP to note the residents' concerns during repair planning.
- b) The Committee discussed reports of several stands of running bamboo on resident properties that might be expanding onto common ground. Pamela will draft a short article/PSA for the

Courier, explaining to residents that bamboo is an invasive species and should not be chosen for neighborhood plantings unless the homeowner can ensure the bamboo does not grow past property lines. PMP to research the HOA's options to issue violations, in light of existing Virginia regulations on bamboo plantings.

## **8) INFORMATIONAL ITEMS**

- a) PMP is planning to meet with a representative of NVM the week of 3/21 to review the streets that are on the reserve study to receive asphalt and curb services in 2022. Those streets are Berkeley, Mercer, Herbert, Nicholson & Clinton Courts. Update and RFP drafts are expected for the April meeting.
- b) PMP is preparing to begin review of the townhouse sidewalks in all townhouse neighborhoods to address damages during the repairs this year. RFP drafts are expected for the April meeting.
- c) We have been contacted by a representative of the Jefferson Village HOA (adjacent to Foxfield) with a request to allow the USDA access to CountrySide for the purpose of employing deterrent actions for turkey vultures who roost in the pine trees near Spotswood and Wyatt; the birds are damaging roofs and other property in Jefferson Village. However, chasing the birds from the Foxfield location may just cause them to move to Belmont, where another flock of turkey vultures is already established. Asking the USDA to roust the birds from Belmont will incur costs from the USDA, as they require "cooperative funding" for any projects like this. The USDA Wildlife Specialist is willing to make a site visit to CountrySide to evaluate the situation and develop recommendations and cost estimates. Penny and Mike will work to coordinate that visit. Also, the USDA Wildlife Specialist advised that it is not practical to try to relocate the vultures to Horsepen Run (or any other target location), because the "trap and relocate" process is expensive and repugnant. At this point, we will hold off granting access to Jefferson Village until we can determine an overall plan for CountrySide.

**9) ADJOURN**

- a) Meeting Adjourned at 9:55 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, April 20, 2022.**