

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
April 20, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:02PM.
- 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), Dave Carper (Advantage Landscape), William Kirkpatrick (AEC)
- c) Absent: Jim Krips (Rokeby)
- d) Guests: Sam Wilson, Rebecca Ryan, Kim Randol, Roddy Dean (residents)

2) COMMITTEE ADMINISTRATION

- a) Approval of the meeting agenda. Motion: Pamela. Second: Ron. Approved unanimously.
- b) Confirmation in session vote of the "Action Out of Meeting" approval of the March meeting minutes. Motion: Ron. Second: Pamela. Approved unanimously.

3) RESIDENT & GUEST PARTICIPATION

- a) Committee discussed a request from a Welbourne resident to install an additional stop sign on Vandercastel at Berkeley Ct, as a traffic calming measure. Other approaches were also discussed, such as additional warning signs, speed bumps, lowering the speed limit to 5 or 10 MPH, asking the Loudoun County Sheriff's office to park a vehicle at the intersection, etc. PMP to confirm LoCo Sheriff's jurisdiction on townhouse streets and see if they'd be willing to park a vehicle there and/or monitor for speeding. A survey to residents off Vandercastel is also planned, to gather additional input.
- b) Committee discussed a resident's complaint about a bare and muddy traffic bumpout in front of 22 Lyndhurst Ct (resident not present). The pine tree in that area may be inhibiting grass growth, and the health of the tree is suspect. PMP will add the tree to a list for further observation/evaluation, and the turf area will be considered as a candidate for fall turf restoration, after the results of the tree evaluation.
- c) Committee heard from a resident whose car was towed by Al's Towing because the car straddled two parking spaces, although both spaces were assigned to the homeowner. Al's returned the car to the homeowner once the situation was explained, and no towing charges were incurred. Al's Towing has been instructed to enforce Resolution 233's prohibition against taking up two parking spaces *only* for Visitor spots and pool parking lots; Resolution 233 will be amended to reflect this change in policy.
- d) A resident raised concerns about standing water in her parking space; Mike explained that the area is known to have underground springs, and that we try to address drainage concerns when we do street repairs. Mike will keep the resident informed on the timing of upcoming planned street repairs. Resident also expressed dismay about some pine trees being cut down in Foxfield. The Committee explained its policies on tree removal (only when necessary), and on the process for requesting replacement tree plantings (submit a request to the Grounds Committee/such requests are evaluated against our limited budget for replacement trees).

- e) A resident expressed concern that mowing of common areas was being neglected in favor of more visible, non-HOA-owned areas like Countryside Blvd and Algonkian Parkway. Mike will continue to work with Advantage to ensure that **all** contracted areas are mowed as necessary.

4) POND ISSUES

- a) William Kirkpatrick of AEC Aquatics reported to the Committee based on AEC's observations and recommendations after their initial service visit in April. The pond currently has more catfish than are ideal, and that situation will be monitored by AEC. Additionally:
 - i) AEC recommends against adding triploid carp at this point, since the carps' waste products contribute to algae growth.
 - ii) There is no need to raise the bottom aerators at this time, as they are currently operating effectively. AEC also warned that attempts to raise the aerators could possibly result in damage to the structure.
- b) Mike provided the update that Lo Co has completed the tree removal on the pond dam structure. They are still awaiting delivery of the new outflow screen and will return to install it and to reseed the bare areas when it arrives. Lo Co has also completed the work to clean and stabilize the two inlet areas of the pond.

5) ADVANTAGE ITEMS

- a) Landscape Services
 - i) The Committee voted unanimously (of those 5 members present at the time of the vote) to approve Advantage's proposal to provide watering services for the approved trees; Advantage will tailor its watering services to weather reports and forecasts.
 - ii) The Committee reviewed Advantage's mowing, edging and mulching practices; Pamela reminded Advantage of previous instructions to avoid creating "mulch volcanoes", which Pamela observed in several locations (Peyton, McPherson, Algonkian Pkwy, etc.), and to improve edging. Dave reported that a new project manager with a background in landscaping has been assigned to CountrySide.
 - iii) The Committee reviewed Advantage's annotated quote on the approved order for replacement trees; when Pamela questioned the size notations on several maple trees, Dave explained that Advantage planned several substitutions of smaller size, based on available supply, and that no price adjustments were being offered. The Committee made it very clear that substitutions without price adjustments was not acceptable, and that we expect quoted material to be delivered as contracted. Dave agreed to discuss the proposed substitutions with Chris and Advantage management. Also, once the inventory is available, Mike will coordinate with Advantage and GC members to make sure placement locations for the new trees is as planned by the Committee.
 - iv) Following a resident complaint, Advantage was reminded that notification of chemical applications needed to feature larger and more widely placed signs.
- b) Tree Services
 - i) 2 regular tree service days have been completed this period.
 - ii) The tree services list was reviewed.

6) 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 has issued service tickets with Comcast, Verizon and Dominion VA Power requesting they address the worst of the concerns noted. PMP plans to use these service visits to obtain contact information to forward the full lists to each vendor.
 - iii) PMP is in process with the project to use our tractor and bushhog mower to clean up the common woodline areas in the townhouse neighborhoods and other common areas.
 - iv) Advantage provided an estimate for repair of a damaged section of the common area turf along Vandercastel Road: Dave said that the area could be repaired for \$50 IF the work was included when other turf services were performed. This work was approved.
 - v) Advantage also provided an estimate of \$875 for seeding/turf repair at the corner of Algonkian and Askegrens; this was unanimously approved by the 5 Committee members present at the vote. Note: Per Dave Carper, the watering of this seeded area will be included under the tree-watering contract from Advantage.
- b) Accident-Related Items
 - i) None this period.
- c) 2022 Budget Proforma was reviewed; Mike to investigate why the monthly trash numbers are slightly above budget.
- d) 2022 Project List
 - i) PMP completed its inventory of the split rail fences in the community and at this time, it appears that most of the rails will need to be replaced along with about 40 percent of the posts. PMP will contact suppliers to get pricing for the materials.
 - ii) PMP has also reviewed the gravel trails and roads and recommend that we focus our efforts on applying gravel to the portion of the sewer easement trail that runs behind the Algonkian tunnel entrance to the grave easement trail that runs down the center of Belmont.

7) OLD BUSINESS

- a) Discussion of the final 2021 services approved with BrightView:
 - i) Rokeby Tot Lot Tree Work. BrightView has been on site and cleaned up much of the tree debris left from previous services. PMP and Jim met with them onsite and agreed that they will come out one more time to complete the dropping of one final tree and to cut up the remaining fallen wood into fireplace lengths.
- b) The Committee discussed Mike's summary of the pricing received so far for the repair and replacement of the neighborhood entry signs. Since the quotes are significantly higher than the Reserve funds allocated for periodic repairs, Mike was asked to revise the listing of the targeted signs to provide more detail (including pictures) on the condition of each sign, and to rank the signs according to those most needing immediate repair or replacement, so the Committee can make informed decisions on how to proceed. Ron suggested GAM Signs as another potential vendor.

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- c) Mike to forward the draft RFP for street, sidewalk, curb & gutter and trail repairs for 2022 to the Committee for review.
- d) Mike clarified the Board of Directors' policy on the Reserve fund for storm-damaged trees (GL3260): it is intended for clean-up of storm damage, **not** for general tree replacement. Going forward, proposed new plantings will have to be identified as resulting from storm damage if any Reserve funds are to be used. Plans for the "approved" tree replacement project may need to be deferred if outside the normal operating budget.

8) NEW BUSINESS

- a) Mike presented a notice from Republic Services requesting a fuel surcharge for services effective 6/1/2022. Our contract with Republic specifies that such increases must be agreed to by both parties, so PMP will inform Republic that any such increase will be subject to negotiation.

9) INFORMATIONAL ITEMS

- a) PMP is beginning its review of the townhouse sidewalks in all townhouse neighborhoods to address damages during the repairs this year. A report on the totals and RFP drafts should be available for the May meeting.

10) ADJOURN

- a) Meeting Adjourned at 9:36PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, May 18, 2022.**