



COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
May 18, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:04PM.
- 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: Jamieson Tobey, resident.

2) COMMITTEE ADMINISTRATION

- a) The meeting agenda was unanimously approved (Motion made by Barb, seconded by Terri.)
- b) The Committee unanimously approved the revised April Meeting Minutes (revision issued 18May2022). Motion made by Pamela, seconded by Barb.

3) RESIDENT & GUEST PARTICIPATION

- a) Jamieson Tobey, a resident of Whaley Court, asked the Committee to consider trimming or removing a tree from the common area behind his property (3-4 feet from the fence line), because the branches of the tree are close to the house and brush his house when the wind blows. There is another tree in the nearby common area that is either dead or dying, with the trunk looking like it's falling over. The damaged/leaning tree will be addressed on the next tree day. At that time, Advantage will evaluate the tree near the fence line, to see whether that tree can be trimmed without threatening the health of the tree, to remove the branches that are too close to the house. Ron made a motion, seconded by Jim, for Advantage to trim the tree if it can be done safely, without damaging the tree. If trimming is not a viable option, Chris will report back to the Committee for further discussion.

4) POND ISSUES

- a) The Committee reviewed several AEC pond inspection reports. We discussed the decline in Dissolved Oxygen readings between the last two readings (some of which might be temperature-related, as Oxygen has a higher solubility at lower temperatures). Mike will ask AEC to tell us what levels are ideal for DO readings.
- b) Lo Co has completed the installation of the new outflow screen and has applied seed and straw to the disturbed areas. Advantage will monitor the seed germination and growth; the County to do additional seed and straw.
- c) Mike will ask both AEC and Advantage to distinguish between "board" and the Grounds Committee, to avoid confusion in reports.

5) ADVANTAGE ITEMS

a) Landscape Services

- i) The Committee reviewed the Advantage landscaping monthly report: Pamela noted a dead rose bush in entry area to Oatlands, also 3-4 trees in the Algonkian median close to Rutherford with multiple areas of die back. Chris reported that Advantage has made a change in the Production Manager assigned to CountrySide; the new manager is very pro-active. See further discussion on current projects below.

Pamela suggested included an article in the Courier about the tree project. Pamela to draft the article and send to Penny for review.

ii) Discussion of the following proposals from Advantage Landscape:

- (1) Advantage has offered to install the summer annuals at the Community entrance beds at no additional cost to the community, if we accept the French Quarter Coleus and Bigs Rose Begonias. The coleus gets very large so Advantage will be careful where it's planted (on the corners, with the begonias in the front). Locations for these "no cost" plantings are: both sides of Countryside Blvd (beds at the main entrance at Rt 7 and Countryside Blvd); Cromwell and 777; either end of Algonkian Parkway (east and west ends); bed at the corner of Algonkian Parkway and Countryside Blvd.

Ron motioned to accept Advantage's offer. Terri seconded. Unanimously approved, with our thanks to Advantage for this offer.

We missed the January selection cut off for the summer annuals. In the future, Advantage will send the brochure for Fall annuals in June/July and for Spring 2023 in November.

- (2) The Committee discussed various options for improving the appearance of the planter bed on the hillside of the West Algonkian Entrance sign (at Foxfield past Winding Lane on the right side as you come from the shopping center). There's a significant slope, which makes the redesign challenging. Chris suggested we consider a 2-foot retaining wall and possible removal of the current shrubs and annuals (which are of uneven height and spacing). This area has sustained car accidents before, and the sign's pillars have been repaired; the columns do not have stone below the grade. Any changes to the location of the sign might require County approval; in addition, the VDOT right-of-way needs to be confirmed before we undertake renovations of the space. Mike/PMP will research these issues. Chris will work on design suggestions and present a rendering for the next committee meeting.

- iii) Mike and Chris are meeting weekly (Tuesdays, 2-4PM) to review scope and execution of Advantage's work, and to adjust work instructions for Advantage crews as necessary. The state of several cedars in Foxfield was discussed; Chris does not advise limbing up evergreens in commercial landscaping. Penny asked Chris to come up with some suggestions on the cedars.
- iv) Discussion of several current Advantage projects: Tree replacement effort will start on Monday (5/23). Advantage had some difficulty in finding the correct caliper Buckeyes; the chosen trees are multi-limb, but with a 2" aggregate caliper; Advantage will provide the additional mini-gator bags needed for the multi-limb trees. A tree-location flag was removed at end of Redlin Court; spot to be re-checked and marked with paint. The turf repairs on Vandercastel and at the corner of Algonkian and McPherson have been completed. The work at 143 Sulgrave is partially done (still needs weeding and some turf repairs. Used riprap stone, not ground cover, with straw netting for erosion control). Repair completed on Algonkian looks good. The crape myrtle

bushes originally installed in the Rokeby tot lot were removed due to inadequate size. Pamela suspects the bushes were undersized for 3-gallon container plants. Pamela also asked Chris to verify the stock ID tags before planting. Chris has ordered new larger stock of the infinity variety and anticipates that they will arrive in early June. Chris will provide updates if the schedule changes.

Palmer Court – Mike and Chris looked at it in response to a homeowner’s offer to mow the area to prevent turf damage from landscaping company’s mowers. There is currently no turf damage, although there is some bare soil and the area can get muddy. Chris suggests fall seeding with shade tolerant mix. Even though Chris believes Advantage can mow this area without damaging the turf, he will instruct his crews to mow this area only if it is needed. Mike will respond to the homeowner.

Pamela suggested included an article in the Courier about the tree replacement project. Pamela to draft the article and send to Penny for review.

v) Discussion of the following items raised at previous meetings:

(1) Addressing mulch volcanos. Chris had the production manager look at them. Crews will work to actively pull the mulch back from the trunks of the trees. Actively working on that as they conduct their regular service. Mike and Chris to identify and monitor during their weekly walks.

(2) Addressing the quality of the bed edging performed prior to mulching. They are not using string trimmers. They have a blade to redefine bed edging. Pamela said we require trench edging. They are not sharp and tidy. Pamela provided pictures in March. Chris to remediate.

b) Tree Services

i) No regular tree service days have been completed this period.

Ron reminded Chris that one of the positive features noted about Advantage when they were interviewed was their policy of bringing their crews’ observations and suggestions to our attention for suggested improvements. Chris will remind the crews to do that, and to alert us to any dangerous situations. Chris believes the new Production Manager will help with this.

ii) Review of the current tree services list.

Jim asked about the status of 138 Minor, which is on the list as a High 2. Mike stated that he will get Advantage to complete this work in either May or June.

6) PMP REPORT

a) Common Area Ground Maintenance Items

i) Staff replaced or repaired five sections of damaged split rail fencing this period, two damaged fire lane posts and one 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.

(1) PMP has received contact information from Comcast and is forwarding their list of concerns to them for action.

(2) Dominion Power forwarded a notification and advised that they will provide the materials (paint) but will not send a crew to address the issues noted with the power transformers in the community, since there are no safety or structural issues (just rust and aesthetic problems). Jim offered to follow up with someone at Dominion, if PMP supplies him with the contact information.

(3) Nicole Davis (PMP) is still working to get a POC for Verizon concerns

b) Accident-Related Items

i) None this period.

c) 2022 Budget Proforma

i) Mike is still investigating the discrepancy between the budget figures and the projections for the trash GLs 6145 and 8545. Per Mike, the landfill fees for the budget meeting used the 2021 numbers without the escalation for 2022. Penny asked Mike to provide the date and cost details for the landfill surcharge. Penny will also forward any other questions on the Proforma to Mike in a separate e-mail, copying the Committee members.

d) 2022 Project List

i) PMP is recommending we consider ordering 21A stone to use to fill in the walking path from the Belmont easement trail to the paved trail adjacent to the tunnel entrance on Algonkian Parkway. PMP has a small pile of this stone at the maintenance yard and they will use it at the south side of the subject area to demonstrate how the entirety of the work will look if authorized and approved. Mike will present the results of the “prototype” at the next meeting.

7) OLD BUSINESS

a) Nicole Davis (PMP) will be assisting on the project for the repair and replacement of the neighborhood entry signs. Penny discussed this project with Mike and Nicole on 5/18; PMP will work on providing additional details on the conditions of each of the neighborhood signs, with accompanying pictures, to the Grounds Committee before next meeting. Mike’s crew will also work on a “medium-damage” sign as a sample to see how much of a repair they can effect in-house, before bid packages are finalized. This will allow the Committee to prioritize the signs that need repair by an outside vendor, and so define the scope of the project to be bid out. An official bid package and RFP will be prepared, and based on the delivery/timing of the PMP information, a project timeline will be developed and the target date revised on the Project List (current June date is not realistic). Sign work that will be done internally (i.e., not bid out to vendors), such as power washing, minor paint touch-ups and other minor repairs) has not yet begun, due to demands of pool season preparation.

b) The last piece of the background information for the draft RFP for street, sidewalk, curb & gutter and trail repairs for 2022 was e-mailed just a few hours before this meeting, so the Committee has not had time to review the information and prepare for discussion. Mike will assemble ALL of the RFP information in a single e-mail and distribute it by Friday. The Committee will review and send questions to Mike via e-mail, so that we can approve the RFP for distribution at next meeting, if at all possible.

8) NEW BUSINESS

a) None.

9) INFORMATIONAL ITEMS

- a) Republic Services has submitted a revised letter requesting a fuel surcharge of \$0.56/unit/month from June 1st until the end of the year (approximately \$9,553 in total). Negotiations will be handled by PMP management and members of the Board.

10) ADJOURN

- a) Terri motioned to adjourn, Barb seconded; motion unanimously approved. Meeting adjourned at 8:46PM. Terri motioned; Barb seconded; approved.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, June 15, 2022.**