

ATT 2A

COUNTRYSIDE PROPRIETARY GROUNDS COMMITTEE MINUTES February 19, 2020

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM.
- b) Attendees: Fredrik Wallin (Chair), Diane Blunt (Welbourne), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Matt Sturgeon (Rokeby), Mike Stracka (PMP), Matt Hochstetler (BrightView),
- c) Absent: Hess, Shaw, Steingass

2) COMMITTEE ADMINISTRATION

- a) Approval of the November Meeting Minutes. Minutes were unanimously approved.
- b) Discussion and assignment of an alternate committee chair. Pamela McGraw was appointed to the position.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of the results of the presentation of the Drainage Subcommittee to the BoD. The BoD agreed to the use of the form prepared by the subcommittee. PMP will send the form to property owners who contact the office with a concern, and the completed form will then be forwarded to the committee for review and consideration during their next scheduled meeting.
- b) Discussion of a resident concern about a common area tree at 28 Millard Court. The resident was present and expressed their concern about the tree causing damage to their fence. As the tree is so close to the fence, the fence will need to be removed to allow access to the tree. The homeowner agreed to remove the fence, as needed, and the committee voted unanimously to have the tree removed and the stump ground during an upcoming tree service visit. Cost to be applied to GL 8571.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Update from BrightView regarding the updated punch list of items prepared by Pamela and Barb regarding the entrance plantings and remaining pear tree plantings due on CountrySide Blvd. The correct color coreopsis plants and the pear trees on CSB will be installed as the weather is more suitable in April.
- c) Informational copy of an introductory letter from the new BrightView Branch Manager, Todd Thompson.
- d) Discussion of the following BrightView proposals:
 - i) Proposal 7095387 for \$1,100.00 to clean out built up soils and debris in the drainage channels behind Lipscomb Court in Belmont. The committee voted unanimously to approve the proposal. Cost to be applied to the storm water drainage system reserve GL 9556.

- ii) Proposal 7095397 for \$4,865.00 to clean out built up soils and replace missing rip rap around the barrels of the drainage channels behind Austen Court in Belmont. The committee voted unanimously to approve the proposal. Cost to be applied to the storm water drainage system reserve GL 9556.
- e) Discussion of the online BrightView Agreement deliverables calendar and recommended revisions. Brightview introduced a new web service tool called HOA Connect and presented a short video. The video was well received, and the committee looks forward to making use of this tool going forward.
- f) Matt Hochstetler advised that he is moving on to a new opportunity with BrightView and will be transitioning out of this site. He introduced Dan Elbon as our new Account Manager and the committee welcomed Dan to the community.
- g) Per committee's discussion, BrightView was requested to provide a proposal for landscaping at the corner of Nicholson & Vandercastel for review at the next meeting.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) BrightView was onsite for 3 scheduled days and removed 16 dead or hazardous trees.
 - ii) Brightview was also onsite for 2.5 days to clean up storm damages from the winds on 2/7/2020.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 8 sections of damaged split rail fencing, 5 damaged or rotted street sign posts and 2 damaged fire lane posts this period.
- c) Accident Related Items
 - i) None this period
- d) 2020 Budget
- e) 2020 Project List

6) OLD BUSINESS

- a) Discussion of the bids for the 2020 maintenance of the Oakridge pond. The committee and interested residents around the pond reviewed and discussed the bids presented. The committee unanimously recommends the BoD accept the bid from Solitude Lake Management, for 2020 services between April and November, for a total cost of \$5,376.00 with three addendums:
 - Add a statement that the proposed treatment controls result in less than 20% total vegetative coverage of the pond at any point in time.
 - Add a statement that all aquatic herbicides used are deemed safe for use with fish.
 - Add a statement that the vendor must include in their monthly reports, the type and quantities of all aquatic herbicides used in the pond, during that period.

Cost to be applied to GL 6153.

- b) PMP was also requested to get Solitude to provide:
 - i) An estimate for addition of triploid grass carp to the Pond
 - ii) Provide a review of our current aeration system to determine if it is providing adequate levels of dissolved Oxygen
 - iii) Their assessment of cattail growth/quantity in the pond.

7) NEW BUSINESS

- a) Discussion of the damage to the plantings at the Christopher Road entrance planter bed.
- b) Discussion of the bids received for the asphalt and trail repairs. The committee reviewed and discussed the bids received and unanimously recommends that the BoD award the project to NVM Paving and Concrete for a total cost of \$940,792.00, broken down as follows:
 - i) \$734,376.00 for townhouse street repairs and overlays. Cost to be applied to TH reserve GL 9554.
 - ii) \$6,930.00 for townhouse curb and gutter repairs. Cost to be applied to TH reserve GL 9557.
 - iii) \$132,375.00 for trail repairs. Cost to be applied to GEN reserve GL 9558.
 - iv) \$47,500.00 for repairs and overlays to the pool parking lots. Cost to be applied to GEN reserve GL 9577.
 - v) \$19,611.00 for repairs to the basketball courts at the Parkway Pool parking lot. Cost to be applied to GEN reserve GL 9585.
- c) Discussion regarding a common area stormwater drainage channel clearing project in Morven being planned by Loudoun County General Services.
- d) Review and discussion regarding the estimate from Gardner Engineering to provide contract administration and construction oversight for the Street repair project. The committee unanimously recommends the Bod accept the Proposal from Gardner Engineering for a cost not to exceed \$6,500.00. Cost to be applied to GL 9577.

8) INFORMATIONAL ITEMS

- a) The sunken sidewalk sections on Benton Court were removed and replaced to bring the sidewalk back to its original grade.
- b) A copy of the 2019 pond service report from Solitude Lake Management was provided to the committee.
- c) We have been working with the cabling vendors installing fiber cables in the VDOT easements along CountrySide Blvd and Algonkian Pkwy to make sure they restore any damaged common areas in the course of their work.

- d) VDOT has also recently begun filling some of the shoulder erosion areas reported along CountrySide and Algonkian.

9) **ADJOURN**

- a) Meeting Adjourned at 9:21 PM.
- b) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, March 18, 2020** at the **Parkway Meeting Room**.

**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.

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- 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 with in 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 completed 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)

Virtual: Diane Blunt (Welbourne), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon and Todd Thompson (BrightView)

Absent: Terri Hess, Tim Shaw and Matt Sturgeon

2) COMMITTEE ADMINISTRATION

- a) Approval of the September Meeting Minutes. It was noted that item 4fii 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.
 - iii) 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.
- c) 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) Discussion and consideration of BrightView proposal 7338721 for the replacement pear tree caused by the auto accident on 9/2 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.
- d) 2020 Proforma and YE Projection. Discussed and revised.
 - e) 2020 Project List. Discussed and approved.

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.**

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
November 18, 2020**

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:02 PM.
- b) Attendees: Fredrik Wallin (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)
- c) Absent: Ron McNulty

2) COMMITTEE ADMINISTRATION

- a) Approval of the October Meeting Minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of the dumping of woody debris along the trail between 24 and 26 Bedford Drive. A resident violation was cleared by their removal of debris added to the debris pile, but a large quantity of older debris remains at this area and numerous residents have asked for it to be removed. BrightView has submitted a \$351.71 proposal to chip up the debris in this area. The committee voted 3 yeas, 2 nays to approve the proposal for a cost NTE \$351.71. Cost to be applied to GL 6127.
- b) Discussion of a resident concerns about common area tree limbs growing over their property at 34 Alden Court. The limbs are too high to reach to trim and they would like them removed to prevent the pine needles from collecting on their property and before the limbs begin encroaching on their roof. The committee directed PMP to have BrightView's arborist evaluate the trees and to mark for removal any tree that is determined to pose a hazard to the property during a future tree service visit.
- c) Discussion of a resident concern about common area pine trees behind their property at 3 Berkeley Court that they feel is leaning and may be creating drainage concerns. The committee directed PMP to have BrightView's arborist evaluate the tree to see if it or the root system pose any concerns and to continue to monitor the tree during future rain events to determine if there are any standing water concerns to be addressed.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. It was noted that the following work noted as completed on the report are not yet complete:
 - i) Replacement of the coreopsis in the entrance beds is partially completed and is still in progress.
 - ii) Work in the Welbourne punchlist is partially completed and is still in progress.
- b) Discussion of the following BrightView proposals:
 - i) Proposal to edge out the parking island in front of 15 Nicholson and create a mulch bed at a cost of \$500.00. The committee voted unanimously to approve the proposal for a cost NTE \$500.00. Cost to be applied to GL 6127.

Grounds Committee Minutes

November 18, 2020

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- ii) Proposal to edge out the parking island in front of 25 Nicholson and create a mulch bed at a cost of \$500.00. The committee voted unanimously to approve the proposal for a cost NTE \$500.00. Cost to be applied to GL 6127.
 - iii) Proposal to edge out the parking island in front of 31 Berkeley and create a mulch bed at a cost of \$500.00. The committee voted unanimously to approve the proposal for a cost NTE \$500.00. Cost to be applied to GL 6127.
 - iv) Proposal to add a Shasta Viburnum and to hand trim the juniper in the planter bed next to the mailboxes adjacent to 2 Nicholson Court at a cost of \$427.93. The committee voted unanimously to approve the proposal for a cost NTE \$430.00. Cost to be applied to GL 6127.
 - v) Proposal to add 16 Diervilla 'Kodiak Red' Shrubs and mulch in the planter beds next to the bench area on Hopton Court at a cost of \$ 2,740.94. The committee decided to reduce the total number of Diervilla to 14 and voted unanimously to approve the proposal for a cost NTE \$2,500.00 as revised. Cost to be applied to GL 6127.
- c) Discussion of concerns regarding the appearance of the burning bushes along Algonkian Parkway after the new and warranty replacements have been completed. BrightView was directed to perform another review of the condition of the bushes and to provide a report on their condition, making specific note of the number and locations where needed. It was also noted that the plants replaced this year are marked with Green ribbons for those replaced under warranty and orange ribbons for those new replacements.
 - d) Discussion of the status of the warranty plantings and replacements of the entrance annual daisy's and at the Gazebo and Parkway Entrance. Replacements have been successfully planted and will be monitored in the spring.
 - e) Discussion of the updated Welbourne Survey observations made during the member review of the Welbourne neighborhood. BrightView's designer and the Welbourne Survey members will confer to reconsider the following designs and proposals:
 - i) Alternate designs for the bench considered for the curb "bumpout" in front of 15 Nicholson Court.
 - ii) Alternate designs to address the erosion in the common area between the end units of 19 and 21 Nicholson.
 - f) BrightView was requested to prepare the following proposals for the first meeting in 2021:
 - i) Proposal to treat the Yoshino Cherry trees in the Algonkian medians with a fungicide to prevent the Shot-Hole disease experienced in 2020.
 - ii) Proposal to address concerns with the crabapple trees in Welbourne.

5) PMP REPORT

- a) Tree Removal/Trimming Items and a copy of the current tree services list.
 - i) 3 regular tree service days have been completed this period.

b) Common Area Ground Maintenance Items

- i) Staff replaced two sections of damaged split rail fencing, zero damaged or rotted street signposts, and 34 damaged or missing fire lane posts this period. Fire lane post replacements have been completed.
- ii) Staff continue to apply the Fire Lane stencils on the repainted curbs as time and weather allow.

c) Accident Related Items

- i) We have received the reimbursement for one of the damaged trees and the check for the 5 damaged trees is in the mail from that insurance company. We are still awaiting the updated copy of the final accident report to be filed by the investigating deputy. Once it is filed and available, we will get a copy of that accident report and file a claim for the replacement of the last tree.

d) 2020 Proforma and YE Projection

e) 2020 Project List

6) OLD BUSINESS

a) Discussion and status of the paving projects:

- i) NVM finally completed all remaining punchlist items on 11/9. This completes all paving work for this year.

7) NEW BUSINESS

- a) Discussion of the \$4,992.00 proposal from Solitude for the annual pond services agreement for the 8-month period of April to November 2021. The committee unanimously voted to approve the proposal for a cost NTE \$4,992.00. Cost to be applied to GL 6153.

The committee also noted that the missed second service visit in October of 2020 shall be set aside and used in 2021 to ensure that service visits occur every 2 weeks for treatment and control during the growth period of the filamentous algae.

The committee also directed PMP to follow up and ensure the monthly service reports from Solitude are delivered by the 15th of the following month.

8) INFORMATIONAL ITEMS

- a) Loudoun County's contractor has completed the repairs to the underground stormwater drainpipes behind 55 Carrolton.

9) ADJOURN

- a) Meeting Adjourned at 9:28 PM.
- b) Next regular meeting is TBD