

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
August 17, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:00 PM.
- b) Attendees Present: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Chris Codino (Advantage Landscape)
- c) Absent: Jim Krips (Rokeby)
- d) Guests: Ashley Churchill Clendenin, Roddy Dean

2) COMMITTEE ADMINISTRATION

- a) Pamela moved to approve the Meeting agenda; Barb seconded. Approved unanimously.
- b) Ron motioned for approval of the July Meeting Minutes; Pamela seconded. Five (5) yes, one (1) abstention. Minutes approved.

3) RESIDENT & GUEST PARTICIPATION (5 Min Limit Each)

- a) Discussion of the BoD suggestion to renumber parking spaces 32-39 at the end of Millard court. Background: The BOD approved Grounds' recommendation from the July 2022 meeting to leave spaces reassigned to accommodate the request of a disabled resident; however, the Board suggested that rather than leave the parking spaces assigned discontinuously, as they are now, that we renumber spaces 32 through 39 sequentially, with all "matching" spaces side by side. This would better allocate spaces closer to each resident's property and would require repainting the numbers in only four spaces. Pamela motioned to accept the Board suggestion and renumber the spaces sequentially; Barb seconded. Approved unanimously.
- b) Ms. Clendenin asked the Committee to make a curb area behind parking space #22 on Bickel Ct a fire zone or no parking zone, as it is very difficult to maneuver around any vehicles parked there. Terri, as Foxfield rep, visited the area and agrees with the request. Terri made a motion to paint the curb area behind space #22 yellow and convert it to a no parking zone; Ron seconded. Motion approved unanimously. Terri also suggested that the GC consider a stop sign in this area; PMP was asked to investigate the stop sign idea and make a recommendation at a future meeting.

4) POND ISSUES

- i) The Committee reviewed copies of the AEC pond inspection reports for this period. Pamela observed that the latest treatment completely cleared the pond of the substantial algae growth noted prior to treatment. Mike commented that when a heavy rain follows a treatment, it really breaks up the algae.
- ii) Discussion of the Pond Subcommittee recommendations and proposals for our current pond contractor and their electrician to install a fountain in the pond. Committee directed Mike to ask for a BAFO to be reconsidered next month.
- iii) Pamela updated the Committee on the progress of the grant application under the VA trees for Clean Water Program.

5) ADVANTAGE ITEMS

a) Landscape Services

- i) The Committee reviewed and discussed the Advantage landscaping monthly report.
- ii) The Committee reviewed the Advantage weekly meeting report summary. Mike will post the updated and sortable document to the Grounds folder on the Google drive.
- iii) Discussion of the following proposals from Advantage Landscape:
 - (1) \$18,759.38 proposal from Advantage to complete the annual fall turf aeration and overseeding. Advantage recommends annual turf aeration, and Chris pointed out that CountrySide has skipped this service for two years. Mike confirmed that the Operating Budget includes funds (GL 6127) for turf aeration. Ron made a motion to accept the Advantage proposal; Terri seconded. Votes: 4 to approve, 2 against. Motion carried. Chris will separately provide recommendations for specific areas to be overseeded, and he will apply any potential savings on overseeding to this proposal's costs.
 - (2) \$1,322.73 proposal from Advantage to replace two declining cherry trees on common area on CountrySide Blvd near 138 Minor, along with a 3rd tree to be replaced at Advantage's expense due to the damages that were incurred during tree removals near that property. Chris to revise quote to remove 3 trees but only replace 2 trees, and committee to take an e-vote on the new quote.
- iv) Discussion with Advantage to define the specifications for sidewalk edging and clarify the scope of services in the agreement because of on-going complaints from residents. Mike will draft a communication to residents for committee review.
- v) Discussion regarding Advantage's design suggestion for the Algonkian Parkway western entrance sign. Chris will send revised design for consideration.
- vi) Discussion regarding Advantage's recommendations for addressing the trees and growth on both side of Algonkian Parkway at the western entrance just beyond Winding Road.

b) Tree Services

- i) Three regular tree service days have been completed this period.
- ii) Two storm damage tree service day have been completed this period.
- iii) Review of the current tree services list. Mike to add index numbers, prioritization and budget information.

6) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired one section of damaged split rail fencing this period, one damaged fire lane posts and no six-by-six street signposts.
- ii) PMP issued service tickets with Comcast (1001502316792094), Verizon (WO# VAC804EEZ6) and Dominion VA Power (WO# 332-058-67) requesting they address the worst of the concerns noted.

- (1) PMP has submitted the letter of our concerns to Verizon, and they have responded and advised they have forwarded the list to operations to address these issues. PMP will continue to monitor the areas and report on their progress.
- (2) PMP is still working with Jim to clarify and confirm possible actions with Dominion Power.
- (3) PMP had been provided a POC for the Comcast concerns but subsequent follow up communications with this contact have not been successful. PMP will again contact Comcast Corporate to get a functioning address to submit our concerns. All urgent issues have been addressed directly via service tickets.

b) Accident-Related Items

- i) A vehicle accident resulted in damages to numerous burning bush plants in the Algonkian Median between McPherson Circle and CountrySide Blvd. Advantage has remove the dead material and PMP is working with the LCSO and the vehicle owner's insurance company to get reimbursement for the damages.

c) 2022 Budget Proforma was reviewed.

d) 2022 Project List was reviewed.

- i) PMP is targeting to install the gravel for the easement pathway in Belmont the week of 8/15.

7) OLD BUSINESS

- a) PMP is working with NVM to finalize and execute the street, sidewalk, curb and gutter, and trail repair agreement and to schedule services. Target date to begin repairs is 9/12 and PMP will be utilizing electronic messaging and physical posting on the mailboxes to notify residents once the schedule is established.
- b) Discussion of Resolutions 233 and 234: a copy of Resolution 233 was not included in the meeting package, so discussion of that resolution was deferred to a later meeting. Resolution 234 was discussed and revised; a draft version will be circulated by PMP before the next meeting to try to finalize recommended changes. PMP to verify Loudoun County ordinances regarding parking of commercial, abandoned, and junked vehicles on VDOT streets. A suggestion was made to have a smaller group work on Resolution 233, if possible, and prepare draft changes for next meeting.
- c) The discussion of the draft communication to Welbourne residents regarding the traffic speed concerns on Vandercastel Road was deferred to the next meeting due to the late hour. Action: Mike to provide the summary of the VDOT traffic study conducted on Rutherford in 2019.

8) NEW BUSINESS

- a) Discussion of turf renovations to be revisited when Advantage submits a list of proposed target areas.
- b) The Committee reviewed the list of Tree Planting Requests submitted by residents. Any potential 2022 candidates will need to be evaluated once the remaining operating budget is clarified.

9) INFORMATIONAL ITEMS

- a) PMP is currently working with our pest control vendor to address one more Bald-Faced Hornet nest in a tree on Palmer Court. Fortunately, this location is out of the general traffic path and the house immediately adjacent is vacant, reducing the immediate impact.

10) ADJOURN

- a) Meeting Adjourned at 10:48 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, September 21, 2022.**