

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
September 21, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:05 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), Catherine Neelley (PMP), Nicole Davis (PMP) Chris Codino (Advantage Landscape)

2) COMMITTEE ADMINISTRATION

- a) Pamela moved to approve the Meeting Agenda as written; Barb seconded. Motion unanimously approved.
- b) Barb moved to approve the August meeting minutes; Terri seconded. Jim abstained; otherwise unanimously approved.

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

- a) The Committee discussed a resident request to address the water ponding and muddy ground behind his property at 34 Southall Court. Resident was not present. Terri provided background and photos of the canopy trees; it appears the area would benefit from a cut-back of volunteer trees and overhanging brush, which might improve the success of sodding. Chris will visit and develop a recommendation.

4) POND ISSUES

- i) The Committee reviewed the AEC pond inspection reports for this period.
- ii) Pamela motioned to approve AEC's proposal to install a fountain in the pond AND the associated required electrical work from Huntington Electric; total expenditure NTE \$4900; Jim seconded the motion. Motion unanimously approved. This expense was not budgeted in GL Code 6153, so funds would be drawn from other budget lines. PMP to confirm the numbers in the proposal with both vendors and ensure sales tax is not charged on services portion of the quotes.
- iii) We are still awaiting an update from the Department of Forestry on the grant under the VA trees for Clean Water Program. The Committee had previously allocated \$5K for pond plantings as a "match" for grant funds (to be charged against GL 6127, Additional Landscaping).

5) ADVANTAGE ITEMS

- a) Landscape Services
 - i) The Committee reviewed the Advantage landscaping monthly report. Notes: Advantage will not prune the burning bush. Fall installation of the Pansies is tentative October 1, dependent on the shipment from the grower.

Buckeye trees are still anticipated late October – early November.

Some newly installed trees are still in shock and have dropped their leaves. Advantage to monitor the plantings and replace as appropriate, including one of the new Redbuds in the

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Rokeby tot lot has turned brown and is in shock. Advantage to assess all the new trees prior to the next meeting.

Proposals are still showing a fuel charge. Chris will discuss with Advantage management and advise on whether this is still applicable.

- ii) The Committee discussed the Advantage weekly meeting report summary. We are still receiving a lot of complaints from residents about common area mowing and other issues. Advantage has identified areas of shortcomings and will address those areas.
- iii) The Committee discussed the following proposals from Advantage Landscape:
 - (1) Ron motioned to accept Advantage Estimate #2762 in the amount of \$2,846.25 for the replacement of the accident damaged burning bush in the Algonkian Median near CountrySide Blvd. (We have received insurance reimbursement for this damage). Terri seconded the motion. Approved unanimously.
 - (2) Terri motioned to accept Advantage's Estimate #2781 in the amount of \$1,738.80 to clean up the river jack stones in the CountrySide median at Route 7. Diane seconded the motion. Diane, Terri, Barb, and Tim voted Yes, Jim, Pamela, and Ron voted No. Motion carried.
 - (3) The Committee discussed the Advantage proposal for fall turf restorations. Advantage recommended waiting till after lime application and, hopefully, restoration of proper pH level of soil.
 - (4) Proposal (Estimate #2912) from Advantage for fall plant replacements needed in the common areas throughout the community was tabled until the October meeting to allow committee members time to review the locations and recommended suggestions.
 - (5) Diane motioned to approve Advantage Estimate #2910 in the amount of \$4094.46 for replacement options for the Welbourne crabapple trees, contingent on corrections to proposal (to add species Okame Cherry, Eastern Native Redbud, and to change the last line for the Cherries to be installed in Locations 1 and 6). Jim seconded the motion. Approved unanimously.
 - (6) The Committee discussed Advantage Estimate #2909 for replacement options near the Junipers across from 50 Aldridge. Committee decided **not** to do this.
 - (7) The Committee discussed Advantage Estimate #2907 for knocking down the undergrowth on the Algonkian Parkway hillsides between Spotswood and the end of the property. Committee decided that 9 trees should be removed from the hillside, but the work should be done during a regular tree service day; Advantage to estimate the time/cost.
 - (8) The Committee discussed Advantage Estimate #2908 for replacing the grasses at the planter beds on Spotswood at Bickel Court to address sightline issues. Original complaint arose because the tall grasses obscure traffic sight lines. Terri and Ron will meet on site to review the design, then Advantage will rework the proposal.

Penny directed PMP to start to track Grounds approved work and expenditures by neighborhood to ensure an equitable distribution of budget funds.
- iv) The Committee discussed the results of the soil testing conducted by Advantage. Methodology: Multiple core samples are taken from each neighborhood and those samples are aggregated together per neighborhood. Overall, pH is low throughout the community, and Advantage

recommends lime treatment; several applications may be necessary in the long run, since the recommended first treatment of 50 lbs per 1,000 sq ft is the maximum loading and that may not be sufficient to correct to an acceptable pH. Advantage would test the soil again approximately two months after the first application to evaluate and recommend subsequent treatments.

Ron motioned to approve Advantage Estimate # 2925 in the amount of \$34,125.00 for the first lime treatment; Terri seconded the motion. Ron, Terri, Jim, Tim, and Diane voted Yes; Pamela and Barb voted No. Motion carried. Note: This item was not specifically budgeted and will require adjustments from other line items for Grounds to keep within its overall budget.

b) Tree Services

- i) Three regular tree service days have been completed this period.
- ii) One storm damage tree service day have been completed this period, mainly to address a Common area tree that fell against the back of the house and back yard of 33 Devon Court.
- iii) Review of the current tree services list.

6) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired ten sections of damaged split rail fencing this period, two damaged fire lane posts and no six-by-six street signposts.
- ii) PMP has 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 submitted the letter of our concerns to Verizon, and they have responded and advised they have forwarded the list to operations, and they have started making repairs to many of the items noted.
 - (2) PMP is still working with Jim to clarify and confirm possible actions with Dominion Power.
 - (3) PMP has finally located a reachable POC for the Comcast concerns and has forwarded an advance copy of our list to them, and they have indicated they are initiating their review of the list to begin addressing the concerns.

b) Accident-Related Items - none

c) 2022 Budget Proforma – to be updated by PMP Finance.

d) 2022 Project List reviewed.

7) OLD BUSINESS – Deferred to October meeting

8) NEW BUSINESS

- a) Pamela motioned to exercise the first option year of our land services agreement with Advantage at a cost of \$240,960; Barb seconded the motion. Approved unanimously.
- b) Ron motioned to exercise the first option year of our snow removal services agreement with Advantage, at the hourly rates detailed in Attachment 2 of the Snow Removal Services Agreement;

Pamela seconded the motion. Approved unanimously. Catherine explained that when PMP sends a letter to exercise an option, we state that all Terms and Conditions remain the same.

- c) Ron motioned to exercise the first option year of our tree services agreement with Advantage at the rates of \$2,495 for a full day, \$1,870 for a half-day; Tim seconded the motion. Approved unanimously.

9) INFORMATIONAL ITEMS

- a) Our pest control vendor did treat and remove the Bald-Faced Hornet nest in a tree on Palmer Court.

10) ADJOURN

- a) Diane moved to adjourn; Ron seconded the motion. Approved unanimously. Meeting adjourned at **9:50PM**
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, October 19, 2022.**