

COUNTRYSIDE PROPRIETARY
GROUPS COMMITTEE MEETING MINUTES
October 19, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 6:48 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Catherine Neelley (PMP), Nicole Davis (PMP), Chris Codino (Advantage Landscape)
- c) Absent: Ron McNulty (Morven)

2) COMMITTEE ADMINISTRATION

- a) Pamela motioned to approve the agenda as written with one change: Item 7, Welbourne Traffic Study, was deferred to November, because the meeting package did not contain the draft survey to be sent to Welbourne residents. Barb seconded the motion; unanimously approved.
- b) Barb motioned to approve the September meeting minutes; Jim seconded. Unanimously approved.
- c) Penny requested that the Committee more closely follow Robert's Rules of Order, especially in these areas: A motion must be made and seconded before discussion commences on an item requiring a vote; committee members are to indicate when they wish to speak, and wait to be recognized by the Chair, to aid the flow of discussion; the agenda should be followed without deviation, insofar as is possible; when the Chair indicates discussion has ended, members should refrain from further comment.
- d) Penny alerted the Committee members to a serious budget issue: Based on Advantage proposals approved by the Committee YTD, we are in danger of exceeding our budget before year-end. Penny had distributed a list of recently approved projects that had not yet been passed on to Advantage (or, in the case of the \$34K lime treatment, to the Board for approval) until the budget conflict is resolved. For further discussion, please see Item 8b.
- e) Penny requested that any requests for proposals from Advantage, or any work requested from PMP, by Committee members first go through the Committee, to ensure committee support for the effort. Penny to be copied and kept in the loop, since as a Director she has more visibility to other demands on PMP's time.

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

- a) No guests present.

4) ADVANTAGE ITEMS

a) Landscape Services

- i) The Committee reviewed the Advantage landscaping monthly report with Chris Codino. The status of the cleanout of the culverts/drainage ditches was discussed in detail. In her research into the Budget-Proforma reconciliation, Penny learned that the “extra” \$15K budgeted against GL code 6125 Grounds Maintenance Program, over and above the cost of the annual Advantage contract, had been earmarked for a one-time intensive culvert cleanout by Advantage. That work was never performed because Advantage never received the authorization/signed proposal from Mike. Chris indicated that Advantage had decided to proceed with the “regular” maintenance of the culverts in the Spring. He said the Fall cleanouts were underway; in addition to the culverts listed in the monthly report (7,8,9,17,22,23,24,25), he said culverts #1 through 6 and #26 had also been completed. Barb has expressed concern about the thoroughness of the culvert cleanout, but she will review the locations of those culverts where she thought the work unsatisfactory against the list of culverts completed, to see whether those of concern had yet been cleaned, and let us know the results. For reference, the list of culverts and their locations is detailed in the Advantage contract on the Google Drive’s Grounds folder.
- ii) The Committee requested that Advantage prepare a proposal to remove 3 cedars, trim any/all deadwood from all trees, limbing up 13 cedars total, per the plan Terri submitted (included in the Grounds Meeting Package). PMP to forward the cedars plan to Advantage.
- iii) The Committee asked Chris to submit a proposal for removal of a very large section of invasive plants surrounding a grouping of trees at the corner of Fairmont. PMP to forward pictures and information to Chris.
- iv) Chris had visited the area of poor drainage behind 34 Southall, and we discussed several options to remedy this area. Terri noted that while she is willing to table other Foxfield requests, this issue has existed for some time and should be considered a priority, especially the trim back of overhanging branches onto the resident’s property. Chris believes that installation of a surface drain box (not a French drain) would greatly improve the situation, as it would take advantage of the existing slope in the ground to divert water before it pools behind the townhouse. Terri also requested trim-back of the trees from the common area, as some overhang into the resident’s yard; this should also improve the likelihood that any sod or seeding would get sufficient light. Rubberized mulch was discussed but was rejected because the surface needs to be smooth enough for residents to wheel their trash cans across the area. Chris suggested that a combination of the surface drain box (with underground extension to the tree line for drainage), along with either sod or the seed-and-net approach that was used behind 143 Sulgrave, should work. Chris to submit proposal, with different price-point options if warranted, and with the trimming of the trees included as a separate line item.
- v) Chris informed us that the last four trees from our Spring order have finally arrived, and they should be installed by month-end or soon thereafter. Replacement trees for any of the original order which have died will also be replaced, including one of the redbuds by the Rokeby tot lot. Chris confirmed that CountrySide will NOT be billed (retroactively or otherwise) for the watering of the original trees that Advantage has been performing since the trees were planted. Advantage’s policy is that watering charges do not begin until all items from the original order have been received and installed, and since the buckeyes were delayed so long, we will only be billed for watering services after the last trees are installed. The watering contract was set to run through November, but Chris said depending

on the weather, Advantage may be watering the trees through the first couple of weeks in December.

vi) The Committee reviewed the following Advantage Proposals:

- (1) \$6,775.00 proposal from Advantage to remove tree behind 10 Crisswell. Pamela suggested that we investigate whether the tree in question is on common area ground or on the resident's property, because the Loudoun County Real Estate database's aerial photos seem to show the tree as well within the property line. The resident who lodged the complaint is the neighbor at 8 Crisswell. PMP to check if they have a copy of the plat; if they do, they will re-visit the site to evaluate responsibility for the removal of the tree. Penny asked Catherine to ensure that any similar future requests for tree removal be evaluated by PMP against property lines, to ensure we are not using Grounds funds for removal of trees that are on private property.
- (2) \$15,913.13 proposal from Advantage to complete the annual fall turf aeration: Penny informed Chris that we want to hit "pause" on the aeration proposal for now, until Grounds has time to re-evaluate its approved work against projected budget overruns. Jim pointed out that Advantage's proposal includes 65 acres for treatment, whereas our prior vendor had proposed treating only 45 acres. Chris said he's going off the maps he was given. When asked whether he would recommend aeration over lime treatments (in case we can't do both), Chris explained how the two treatments work together: lime would work faster in aerated soil. Based on this, a different approach was suggested. Committee members will evaluate their neighborhoods for areas that are most in need of attention, or where treatment would have the most visual impact, with an eye to limiting the treatment area to "most urgent" only. Then Chris will prepare proposals for treatment of both aeration AND lime, to see if we can better manage the costs for the combined treatments. Chris to send us the detailed neighborhood maps for committee members to use in targeting areas for treatment.
- (3) \$19,400.00 proposal from Advantage for Invasive species (bamboo) removal. Penny informed Chris that our total budget for Invasive Species treatment is \$7,500, so Chris will rework the estimate to define separate areas of possible treatment with associated costs, so the Committee can decide which areas might be treated this year.
- (4) \$8,034.00 proposal from Advantage for fall plant replacements needed to replace dead plants in the common areas throughout the community: The Committee members are to evaluate the most needed replacements, given the budget constraints, and we will have to get back to Chris with a (hopefully) reduced list of plants targeted for replacement.

b) Tree Services

- i) One regular tree service day was performed this period.
- ii) The Committee discussed the current tree services list with Chris and requested his advice on which trees most urgently needed attention. Given the budget constraints, we will have to limit service to those trees which pose a more immediate safety issue. Chris will investigate

whether Advantage can offer reduced pricing for off-season work to address “winter trees” (i.e., trees that should be addressed from the Long Term Tree Services GL code).

5) POND ISSUES

- a) Pamela informed the Committee that our grant application was successful and that we have been awarded a \$5,000 grant from the VA trees for Clean Water Program! Given the delay in the grant award, we will have to push the installation of the plantings until Spring 2023; we will be requesting that the \$5,000 from *our* budget, pledged for the necessary match to the award, be carried into next year. Pamela stressed how helpful and responsive Chris had been to our requests for proposal revisions, based on feedback from the DOF, and the Committee thanked Chris for his help.

Nicole confirmed that she had received the monthly report from AEC, although it was not in the Meeting Package; she now understands it is needed for the package each month. Nicole will forward copies of the report to Committee members.

6) PMP REPORT

- a) Common Area Ground Maintenance Items
 - i) Staff replaced or repaired the damaged split rail fencing at the parkway parking lot and HPR trail head, coordinated the paving and concrete work, repaired and painted benches at P.
 - 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. Jim is still trying to identify a Point of Contact at Dominion.
- b) 2022 Budget Proforma: Penny explained that she had requested that Catherine provide the expanded Proforma that was included in the meeting package, as the one we had been using was missing approximately 8-10 GL code/line items that fall under the Grounds budget.
- c) 2022 Project List was reviewed. Pamela requested that PMP update the notes on the Project List to reflect that the Neighborhood Signs project needs further work by PMP before the project is ready for discussion in the Grounds Committee. That project will be pushed until 2023.

Catherine reported that the asphalt and paving work should be finished by 21Oct, with Bryan reviewing punch list items with NVM.

7) OLD BUSINESS

- a) Discussion of the survey to Welbourne residents regarding possible traffic calming measures along Vandercastel was deferred until the November meeting since the draft survey for residents was not included in the meeting package. Catherine informed the Committee that she and Mike had contacted the Loudoun County Sheriff’s Office and confirmed that the LCSO has jurisdiction for speed limit and traffic law enforcement on the townhouse streets. However, the requests for an increased presence along Vandercastel, along with the question of whether the LCSO would be willing to occasionally park an empty LCSO car nearby as a speed deterrent,

hadn't been mentioned. Now that Catherine knows about that part of the request to PMP, PMP will follow up with the LCSO.

8) NEW BUSINESS

- a) Barb moved that the Committee approve the exercise of the second option year on our trash and yard waste agreement with Republic Services at a cost NTE \$635,000; Pamela seconded the motion. Approved unanimously.
- b) The Committee devoted substantial time to discussion of items already approved for expenditure in 2022, since to proceed with all items would put us over budget by at least \$5K, with no funds remaining for other work this year. Penny committed to sending out the spreadsheets with the analysis of how she had reached that conclusion. After much discussion, the Committee:
 - confirmed its previous approval of the Advantage proposal for replacement of dead crabapple trees in Welbourne with redbuds (Estimate #2910) at the cost of \$4,094.46
 - reversed its previous approval of Advantage estimate #2781 for clean-up of the river jack stone bed at the intersection of CountrySide Blvd and Rt 7. That bed can be treated with pesticide to kill the weeds.
 - agreed that the lime application proposal (#2925) would need to be revised based on the committee's prioritized list of areas to be targeted for aeration and lime treatment
 - agreed that purchase and installation of the fountain for the pond would be deferred until 2023
 - agreed to leave unchanged the approval on the cherry trees on CountrySide Blvd near Minor Rd (Advantage estimate #2776), inasmuch as we believe that Mike had already sent a signed authorization to Advantage for this work and Advantage may have purchased the trees.
- c) Discussion of forming a working group to prioritize and evaluate candidates for 2023 tree plantings was deferred indefinitely given our 2022 budget constraints.

9) INFORMATIONAL ITEMS

10) ADJOURN

- a) Meeting Adjourned at 10:20 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, November 16, 2022.**