

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
January 18, 2023

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), Catherine Neelley (PMP).
- c) Absent: Timothy Shamble (Oatlands); Chris Codino (Advantage Landscape)
- d) Guest: Christin Salsman, Foxfield resident.

2) COMMITTEE ADMINISTRATION

- a) Barb moved that the Committee approve the November 2022 meeting minutes; Pamela seconded. Approved unanimously.
- b) Review of Committee Procedures: Penny reminded the Committee to follow Robert's Rules of Order whenever possible.
- c) Terri moved to approve the meeting agenda, with the addition of an item to confirm the selection of Spring flowers. Ron seconded; approved unanimously.
- d) Barb moved that the Committee appoint Pamela as Second Chair; Terri seconded; Approved unanimously.

3) RESIDENT & GUEST PARTICIPATION

- a) Guest resident Christin Salsman told the Committee that the intersection of Spotswood and Palmer Ct in Foxfield has recently seen an increase in vans and commercial vehicles parking on Spotswood and obstructing the view for cars exiting Palmer Ct. Spotswood is a VDOT street, so PMP will reach out to Juli Briskman and ask her assistance in getting VDOT to assess the situation and (hopefully) take remedial action. PMP will keep both the GC and Christin informed on the progress of this effort.

4) ADVANTAGE ITEMS

- a) Landscape Services
 - i) The Committee reviewed the Advantage Landscape monthly report. Comments from Committee members: the drainage ditch cleanup was completed, and the ditches look good; the cherry trees at Minor were planted; the river rock section of the median at Rt 7 & CountrySide Blvd has been cleaned and looks fantastic; the Bickel plantings in Foxfield were completed and look good; the dead crabapple trees in Welbourne were replaced with redbuds. On the bamboo removal, Committee members noted that the vines/stalks were cut but not removed, so we'll need follow-up from Advantage. The Committee will also request a revised proposal from Advantage on lime and aeration treatments for those areas that really need it, in a prioritized ranking, so we can treat sections in order of greatest need.

- ii) The Committee reviewed the Advantage list of 2022 projects. We still need a report from PMP clarifying which projects have been invoiced and paid for, to evaluate remaining budget funds.
- iii) The Spring flower selections made by the Committee at the November meeting are considered “premium” selections and have a higher cost. Going forward, we are asking either Advantage or their grower to better identify standard versus premium plantings. Chris had offered (in an e-mail prior to this meeting) that Advantage would supply 4” annuals (versus 6”) for the same price as 6” standard selections, or a price of \$3,456. Pamela moved that the Committee accept this proposal for the 4 inch “premium” selections (Persian Shield as background, Angelonia Archangel Raspberry as foreground) at a cost NTE \$3,500, contingent on Advantage providing a written estimate to confirm. Barb seconded the motion; unanimously approved.

b) Tree Services

- i) The tree list needs significant clean-up to make sure all listings are accurate, that priorities are assigned to each entry, that addresses are correct, all trees reported are included, etc. Once the list has been corrected, it will be distributed to the Grounds Committee and posted to the Grounds folder on the Google Drive. The Committee also discussed how priorities are assigned to trees on the list and agreed that a tree’s priority rating will not change unless the condition of the tree changes (i.e., something happens to make the tree more of an issue/more dangerous). Also, once an index number is assigned to a tree, that index number does not change, and is a key to identifying/tracking that tree.

c) Snow Removal Services Preparation Status – not discussed due to Chris Codino’s absence.

5) POND ISSUES

a) CountrySide Pond Items

- i) Pamela provided an update on the pond grant project. Saturday, April 22nd is the targeted planting day. Team leads have been identified, and two educational offerings will be available during the event. Advantage plantings should be in place earlier in the week before the day of volunteers’ planting. Articles will run in the Courier to keep the community informed of the plans. Pamela also requested that numerous scrub plantings and trees around the pond be removed prior to the event via a full or partial tree day; she and Barb will work with Advantage to identify the tree/scrub brush to be removed; Committee concurred.
- ii) Pamela made a motion to approve purchase and installation of a fountain for the pond (based on the proposals deferred from last fall) for a combined total cost NTE \$5,100 (2022 costs were \$3850 for the fountain and \$697 for electrical work for installation). Barb seconded; approved unanimously. PMP to confirm pricing for fountain and electrical work.
- iii) Ron moved to renew the contract for pond maintenance with AEC for a cost NTE \$5,300; Pamela seconded. Approved unanimously. To be submitted for BOD approval at the 1/25/23 Board meeting.

6) PMP REPORT

- a) Catherine reported that second interviews were scheduled with candidates for the Grounds and Facilities Manager position; they hope to have someone in place before the busy season. Showanda will be helping with administrative support.

7) OLD BUSINESS

- a) Foxfield Evergreen Trees: Riverbend due to provide a quote this week. Terri has recommended Destiny Tree Services for another possible vendor bid.
- b) Riverbend completed the removal of the dead trees behind 8 and 10 Crisswell and did a great job.
- c) PMP has had difficulty getting the accident report from the Loudoun County Sheriff's Office for the tree damaged by a vehicle on Algonkian Parkway near the middle school. Catherine will try to escalate the inquiry with the LCSO, so we can submit the accident report with an insurance claim.
- d) PMP is still working with NVM, the paving contractor, on punch list items; final payment is being withheld until all items are completed (including turf damage in Welbourne).
- e) Jim reported that a downed tree on a fence at 11 Moss has still not been removed; Catherine thought that Chris had told her the tree had been removed. PMP to follow up with Advantage.

8) NEW BUSINESS

- a) Diane reported that she saw signs of a tree house being constructed on common area; she will submit pictures and information to Tim Pope, DRC Coordinator, for his follow-up.
- b) Ron enquired about the proposed changes submitted on Resolutions 233 and 234. Penny said she would be asking PMP to combine the suggestions in a Word document with Track Changes, or with the submitter identified, so that the Committee can review next meeting. Ron mentioned he had additional suggestions to submit; he will forward those additions to Penny.

9) INFORMATIONAL ITEMS

- a) None this period.

10) ADJOURN

- a) Pamela moved to adjourn; Diane seconded; approved unanimously. Meeting adjourned at 8:44 PM.
- b) Next regular meeting is tentatively scheduled to be held remotely at **7:00 PM on Wednesday, February 15, 2023**