

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
February 15, 2023

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:00PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield, from 8PM), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Timothy Shamble (Oatlands), Jim White (PMP), Catherine Neelley (PMP), Chris Codino (Advantage Landscape)
- c) Absent: Barb O'Connor (Belmont)
- d) Guest: Roddy Dean (Morven Director) – joined at 7:38PM for discussion of Parking Resolution 233.

**2) COMMITTEE ADMINISTRATION**

- a) Pamela moved to accept the agenda as revised; Timothy seconded. Approved unanimously by those present.
- b) Jim Krips moved to approve the January 2023 Grounds Meeting Minutes; Ron seconded. Timothy Shamble abstained; all others present voted yes. Motion carried.
- c) The Grounds Committee welcomed Jim White as the new PMP Grounds and Facilities Manager.

**3) RESIDENT & GUEST PARTICIPATION**

- a) None anticipated at this time.

**4) ADVANTAGE ITEMS**

- a) The Committee reviewed the Advantage Monthly Report. Tentative plans to start edging February 27. Advantage will hit the buffer around the pond when they do the edging, after tree cleanup. Penny passed along question from Roddy Dean about trimmed pine trees in Morven and the debris / branches were left on the ground; apparently a resident or kids took down the branches and left all the branches on the ground under the trees. PMP will clean up.
- b) The Grounds Committee discussed Advantage's liming and aeration proposal. After the Board of Directors had rejected the November proposal as being too focused on VDOT-adjacent areas, Penny had asked Chris Codino to prepare a revised proposal with more emphasis on common areas throughout the community and avoiding VDOT-adjacent areas, all based on Advantage's recommendations on those areas most in need of the liming and aeration treatment. Jim Krips objected to asking Advantage to provide yet another proposal, and suggested that we proceed with the November proposal, since the BOD vote did not need to be unanimous in an open meeting. Chris Codino confirmed that there would most likely be additional lime treatments required a few months after the initial lime treatment, given the low pH of the soil samples taken throughout the community; he also repeated his advice to hold off on any overseeding until the treated soil was more likely to sustain new growth. Jim K. moved that we send the original proposal back to the BOD again. Timothy seconded. If the BOD approves, aeration would be planned after grass comes out of dormancy, probably late March / early April. The motion was passed unanimously by those present.

## **5) POND ISSUES**

- a) Update on the pond grant and work schedule. Tree removal on the dam to be charged to tree days. Pamela reported that Advantage did a wonderful job with clean-up at the pond. New GL code 7100 has been established to track the grant work.
- b) PMP has contacted AEC about the pond fountain pricing; AEC confirmed that the pricing has not changed since last year's quote. PMP will tell AEC and Huntington Electric to proceed with installation.

## **6) PMP REPORT**

- a) Scheduled two tree days (to include stump removal) in March with Advantage, locations and dates TBD.
- b) Jim W plans to complete the updated tree list by the end of the week and will notify the committee when it is posted to the Google Drive.
- c) The Committee reviewed the new Financial Report prepared by Jim White. Going forward, Jim W will use this report, in place of the previously used Proforma, to keep the Committee informed on our financial status. Jim will also maintain a list/spreadsheet of committed expenditures, so the Committee can make decisions on expenditures against budget using more timely and accurate data than was previously available.
- d) The Committee discussed the need to clean up the area between Haxall and Askegrens, and behind houses on Aldridge Ct. The scope of work could be more extensive than easily handled by PMP staff and equipment. Jim W and Roddy will meet on site to confirm scope and area. If the job is larger than can be done by PMP, Jim W will get Advantage to submit a proposal. The issue has been on the To Do list since last year.

## **7) OLD BUSINESS**

- a) The Committee reviewed Parking Resolution 233 in detail. Penny will make agreed-upon changes and re-distribute the latest revision to the working subcommittee (Ron, Terri, and Roddy) for review. Review of Resolution 234 was deferred due to time constraints. Review and Discussion of proposed revisions to Parking Resolutions 233 and 234.
- b) Status of Cypress trees pruning and removal in Foxfield. The two quotes received so far have been revised to cover the same scope. Awaiting additional quote with the same scope of work.
- c) The damaged tree on Algonkian pkwy near River Bend Middle School was removed by PMP. PMP finally received the accident information from the Loudoun County Sheriff's Office, and PMP will follow up on reimbursement from the driver's insurance.
- d) The punch list on NVM Paving (3 items) will be completed in March; weather permitting. PMP to confirm whether damaged turf on Nicholson Ct. in Welbourne is still on that punch list.

- e) PMP follow up on resident request at January's meeting about the intersection of Spotswood and Palmer Ct. in Foxfield and also discuss another issue brought to our attention in another location.
- f) The Committee reviewed the information provided by PMP on the Grounds funds carried over from 2022 which are available for the 2023 operating budget. Update on funds carried over from 2022 which are available for 2023 operating expenses (per Chris Rogers' email).

## **8) NEW BUSINESS**

- a) Proposed project for the Oatlands area on the hillside by bridge: a few trees have been added to the Tree List for removal; the committee authorized PMP to request a proposal from Advantage to enhance the area.
- b) The Committee has received requests to study several intersections/court entrances in Foxfield for possible parking restrictions and/or curbs to be painted yellow. These areas include the Dorrell Ct. entrance, the right side of Southall Ct., Alden Ct. where it meets McPherson Circle. A resident had already asked us at January's meeting about the intersection of Spotswood and Palmer Ct; since it's a VDOT street that would need to have its parking modified, the plan had been to have PMP prepare a letter to Supervisor Juli Briskman about this. However, it would be best if we can consolidate all of our parking concerns and send only one letter to Supervisor Briskman. We should also discuss the proposed changes to Proprietary-owned streets in Foxfield together, since the proposed changes will likely result in a loss of parking spaces, and we'll want to evaluate that impact overall. PMP will need to investigate further for discussion at a future meeting, and we will need to solicit input from additional residents, perhaps by sending out an email to Foxfield residents announcing that potential parking restrictions will be discussed at the upcoming meeting.

## **9) INFORMATIONAL ITEMS**

- a) Loudoun Water removed a number of trees in Horsepen Run without notice due to encroachment on their sewer line. The relevant easement does include a requirement for remediation if turf is damaged or if shrubbery is removed (but not trees). The removal of the trees eliminates the barrier between school property and HPR, and PMP will follow up with Loudoun Water to see if they will agree to planting any screening shrubbery to reinstate a barrier.
- b) Jim White can be reached via his email or by calling the main office number.

## **ADJOURN**

- c) Meeting Adjourned at 9:52PM.
- d) Next regular meeting is tentatively scheduled to be held remotely at **7:00 PM on Wednesday, March 15, 2023**