

COUNTRYSIDE PROPRIETARY
GROUPS COMMITTEE MEETING MINUTES
November 16, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:03 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), Chris Codino (Advantage Landscape)
- c) Guest: Audra Garnett, Foxfield resident

2) COMMITTEE ADMINISTRATION

- a) Barb moved to approve the meeting agenda; Pamela seconded. Approved unanimously.
- b) The Committee reviewed a sample motion that had been provided for guidance on wording of future motions.
- c) October Minutes had been approved via e-vote prior to this meeting.

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

- a) Ms. Garrett related to the Committee some ongoing problems she is experiencing with a neighbor's visitors and/or contractors parking in her (Ms. Garrett's) parking space. Ms. Garrett is suggesting that we post signs stating "Resident Parking Only". The Committee explained that we generally try to minimize the amount of signage throughout the community and suggested that Ms. Garrett have a one-on-one conversation with her neighbor about the ongoing parking issues. We also explained that Resolutions 233 and 234 spell out the policies on parking, and once those Resolutions have been revised, they will be published to the website and Courier.

4) ADVANTAGE ITEMS

- a) Landscape Services
 - i) The Committee reviewed the Advantage monthly report and provided feedback in several areas: the drainage ditch cleanup still needs more attention, as not all ditches have been cleaned satisfactorily (Barb reported that #17 was not clean); the leaf removal resulted in complaints from a resident who said the debris was blown all over cars—Advantage needs to provide more notice to PMP so we can notify homeowners in advance.
 - ii) Review of the following Advantage Proposals:
 - (1) Terri moved to accept the \$1980.00 proposal from Advantage for drainage remediation behind 34 Southall Ct; Jim seconded the motion. Approved unanimously.
 - (2) Pamela moved to accept the \$28,275.00 revised proposal (Estimate #2775) from Advantage to complete the annual fall turf aeration and liming; Jim seconded the motion. Approved unanimously by the Committee (requires Board approval).

- (3) Barb moved to accept the \$7450.00 proposal from Advantage for Invasive species (bamboo) removal; Terri seconded. Approved unanimously by the Committee (requires Board approval).
- (4) Ron moved to accept Advantage proposal #1872 in the amount of \$15,720.00 for cleaning of under-drains; Barb seconded the motion. Approved unanimously. Note: this was part of the original contract proposal back in August 2021, and the work had already been approved by the Board of Directors as part of the 2022 Budget. PMP will send signed proposal to Advantage to signify acceptance. (This work is completely separate from the drainage ditch cleanup work.)
- (5) The Committee reviewed Advantage proposal #3046 in the amount of \$9,425 for remediation work on the 19 Leyland Cypress (not cedars, as previously referenced) trees in Foxfield. Given the fixed scope of work, Pamela motioned to obtain competitive bids from other vendors for this work. Tim seconded the motion; Ron/Morven voted No; six others voted Yes. Motion carries. PMP to obtain competitive bids.

iii) Reconsideration of the following Advantage Proposals:

- (1) The Committee requested Advantage to remove the 9 dead trees mentioned in Estimate #2907 (for \$5951.25 for AP Hillside Clean-up) as part of a tree day. Committee instructed PMP to work with Advantage to schedule as many tree days as possible, within the existing budget, before year-end.
- (2) The Committee discussed Advantage Estimate #2912 in the amount of \$8034.71 for replacements for dead plantings. Barb and Pamela made several suggestions for substituting plants other than those listed (reduce pear trees from 2 to 1; replace linden trees, as current lindens are not doing very well; cherry laurels get too large for that location, etc.) Advantage to revise proposal with suitable replacements. However, in the interests of expediting the schedule for planting the replacements, Pamela moved to accept Advantage's revised proposal in an amount NTE \$8,000, contingent on approval of substituted plantings. Tim seconded; approved unanimously.
- (3) Barb moved to accept Advantage Estimate #2908, in the amount of \$2357.73, for Bickel Ct bed plantings; Terri seconded. Approved unanimously.
- (4) Diane requested a reconsideration of Advantage proposal #2871 (NTE \$1,740) for cleanup of the river jack/stone bed at the Rt 7/CountrySide Blvd intersection, since some of the previous budget constraints had been alleviated. Diane moved to approve this expenditure; Tim seconded the motion. Diane, Tim, Barb, and Terri voted Yes; Jim, Pamela, and Ron voted No. Motion carried.

b) Tree Services

- i) The Committee reviewed the tree list and requested that PMP work with Advantage to schedule tree days as soon as possible.

5) POND ISSUES

- a) The AEC report from their October visit was reviewed.
b) Pamela gave an update on the pond grant; volunteers to date include a biology teacher from Potomac Falls High School who will get students involved.
c) Pamela moved to approve Advantage Proposal/Estimate #2784, in an amount NTE \$7,500 for pond plantings and associated installations as noted, with the understanding that approximately \$5,000 of the total expenditures for the pond project will be reimbursed under the VA Department of Forestry grant. Barb seconded the motion; approved unanimously. Planting date is projected to be April 22, 2023.

6) PMP REPORT

- a) Common Area Ground Maintenance Items
i) Fire beside trail between Ferguson and Jeremy Ct. No real damage done, mostly burned leaves,
ii) NVM paving, curb and gutter, and concrete sidewalk work substantially complete with a few punch list item remaining
b) 2022 Budget Proforma reviewed.
c) 2022 Project List reviewed.

7) NEW BUSINESS

- a) The Committee reviewed the bid comparison sheet prepared by PMP for removal of two dead trees in the common areas behind 8 and 10 Crisswell. Barb moved to award the work to Riverbend at a cost of \$2,750; Tim seconded. Approved unanimously. PMP will obtain a Certificate of Insurance from Riverbend before authorizing the work.
b) Penny presented a summary of the 2023 approved budget for Grounds, which is roughly 8.6% higher than the 2022 totals. Of particular note is the addition of a new GL category for Dangerous Trees, which is budgeted at \$25,000 for 2023. Also, Invasive Species funding was raised from \$7,500 to \$20,000, in recognition of the growing problem.
c) Jim moved that the Committee follow Barb and Pamela's suggestion for the Spring Flowers to be ordered from Advantage: First choice Persian Shield (as a background), with Angelonia Archangel Raspberry (or Pink, if Raspberry is not available) for the foreground; Second Choice All Sun Coleus "Special Effects" (only if first choice is not available). Barb seconded; approved unanimously.

8) INFORMATIONAL ITEMS – None

9) ADJOURN

- a) Meeting Adjourned at 10:35 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, January 18, 2023.**