

## **COUNTRYSIDE PROPRIETARY**

### **GROUNDS COMMITTEE MINUTES**

February 17, 2021

#### **1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:10 PM.
- b) Attendees: Albert Zangrilli (Chair, Rokeby), Diane Blunt (Welbourne), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView), Jackson Minnich (Solitude)
- c) Absent: Terri Hess

#### **2) COMMITTEE ADMINISTRATION**

- a) Welcome of new Rokeby BoD Representative and incoming GRNDS Chair, Albert Zangrilli.
- b) Discussion and assignment of an alternate committee chair. Pamela McGraw volunteered and was unanimously approved as the alternate chair.
- c) Approval of the November 2020 meeting minutes. Minutes were unanimously approved as drafted.
- d) Discussion with prospective new Committee members:
  - i) Lisa Lynn – Rokeby
  - ii) Christina Goodrich – Rokeby
  - iii) Lauren Robillard- RokebyNone of these residents were able to attend this meeting.

#### **3) RESIDENT & GUEST PARTICIPATION**

- a) Discussion of a resident submitted concern regarding common area drainage adjacent to 143 Sulgrave Court. Resident was present and expressed concerns about the amount of erosion on the common area hillside adjacent to their property. This erosion appears to be due to the lack of effective ground cover, the use of the area as a walking path, and some ruts created by the mowing equipment. BrightView was directed to use alternative equipment in this area to avoid the rutting and to work with PMP to apply a planting "mat" to the eroded area to temporarily stabilize the area. BrightView was also requested to create a proposal to address this area, once the planting season is suitable, and present at the next meeting.
- b) Discussion of a resident concern about a common area tree causing damage to their fence at 230 Finchingfield Court. Resident was not in attendance. The committee considered the issue and due to the close proximity of the tree to the fence, the tree cannot be removed with the fence in place. The committee agreed to add the removal of this tree to a future tree service visit provided the fence is removed prior to the work. PMP was directed to work with the owner and requestor to coordinate this activity.
- c) Discussion of a resident concern about water drainage concerns created when the trail was overlaid in 2020 behind 61 McPherson Circle and the \$6,968.51 proposal from BrightView to install 4 underdrain pipes to divert the water. Resident was in attendance and discussed his concerns with this area. The Committee determined that a common area drainage form should have been completed for this issue and requested the resident complete the form for consideration. PMP was directed to send the form and work with the resident for resubmittal. PMP was also directed to include this area in the review of the trail repairs for 2021 to address the pipe installation during the course of other trail repairs.
- d) Discussion of a residents request on the best method to address the installation of a fence on their property that borders an area where there is an existing common area split rail fence on Peyton Road. The resident was not in attendance. The committee reviewed the request and directed PMP to work with the resident to remove the common area split rail fence in the overlap area in the event the resident does install a fence.

#### **4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report. Committee added the following reminders to BrightView for spring operations:

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- i) Take care during mulch application to not cover perennials and to ensure that there are no mulch "volcanos" at the base of the trees.
- ii) Leave the Laurels in their natural shape.
- iii) No cutting of the Forsythia.
- b) Discussion of the following BrightView proposals:
  - i) Proposal to address water percolating from the ground, adjacent to the Proprietary Maintenance Yard at the parkway pool parking lot at a cost of \$3,909.53. This water is streaming across the surface of the parking lot, causing potential icing concerns. PMP was directed to contact Gardner Engineering to get an estimate of the cost to have them review the area and make a recommendation on the appropriate action needed to address this concern and present at the next meeting.
  - ii) The CTE approved BV's proposal for deep root fertilization of the median cherry trees on Algonkian Parkway at \$1514.10. The committee reminded BrightView that they would like a proposal for the Fungicide treatments of the cherry and crabapple trees for consideration and comparison at the next meeting.
- c) Discussion of concerns regarding the appearance of the replacement burning bushes along Algonkian Parkway after the new and warranty replacements have been completed. BrightView noted there are approx. 10 plants that are being monitored for health and condition as we get into the growing season. BrightView was reminded to not prune the new plantings and selectively prune the older plantings to allow the newer plantings to better match in size and shape.
- d) Discussion of the status of approved projects on Berkeley, Nicholson, and Hopton Courts in Welbourne. The project statuses were discussed and BrightView is waiting until the weather conditions are more appropriate before installing the plantings on Nicholson and Hopton Courts.
- e) Discussion of the replacement Pink Sapphire Coreopsis at the remaining planter beds. Plants have been installed and we are awaiting them to bloom to confirm the proper color selection.

### **5) PMP REPORT**

- a) Tree Removal/Trimming Items and a copy of the current tree services list.
  - i) 5 regular tree service days have been completed this period.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced five sections of damaged split rail fencing, two damaged or rotted street signposts, and two damaged or missing fire lane posts this period.
  - ii) Staff have also been working on a project to clean, sand and repaint numerous corroded and peeling bases on the common area mailboxes in the townhouse neighborhoods. Foxfield has been completed and work is progressing in Welbourne at this time.
- c) Accident-Related Items
  - i) We have received the accident report for the final accident damaged tree in the median of CountrySide Blvd. However, it appears that the insurance information listed on the report is not valid and we are attempting to contact the vehicle owner to seek the updated insurance information to reimburse treatment of the affected tree.
- d) Snow Removal Activities
  - i) BrightView and PMP staff worked to address the snowfall event on 12/16 -18 to clear the streets and trails and to address refreeze areas.
  - ii) BrightView and PMP staff worked to address the snowfall event on January 25-27 to clear the streets and trails and to address refreeze areas.
  - iii) BrightView and PMP staff worked to address the snowfall event on January 31-Feb 3 to clear the streets and trails and to address refreeze areas.
  - iv) BrightView worked to apply sand to the TH streets to address slippery areas after the snowfall event on February 7-8 and to address refreeze areas. Trails did not require any services.

v) BrightView applied a pretreat to the TH streets in advance of the snowfall event on February 11 but no plowing, sanding or trail clearing was required.

e) 2021 Budget

f) 2021 Project List

## **6) OLD BUSINESS**

a) None this period.

## **7) NEW BUSINESS**

a) Discussion with Jackson Minnich of Solitude Lake Management regarding its suggestions and options to address the concerns at the Oakridge Pond, considering that the pond does not meet Loudoun County's requirements for dredging. Numerous residents were in attendance and all parties participated in a robust discussion with Jackson regarding Solitude's evaluation and proposal to treat the pond.

Additional discussions regarding the Oakridge Pond:

- i) Jackson was requested to provide an updated proposal for a three-part, Phoslock treatment for the pond, along with providing some of the product's manufacturer documentation regarding the treatment process.
- ii) Jackson was also requested to provide unit and seasonal pricing for the option of adding a black dye to the pond to darken the water and reduce the available sunlight to the invasive growth.
- iii) Jackson advised that the Dissolved Oxygen (DO) levels of the pond appear to be adequate with the existing aeration system and that it is unlikely additional aeration will be beneficial.
- iv) A resident suggested that federal grant funding options may be available for stormwater concerns and PMP was directed to investigate the process and availability.
- v) Discussion also centered on the accuracy of the sediment depth in the pond, as measured by the County's vendor. Solitude was requested to provide a proposal to perform and provide a sediment map of the pond for future consideration. PMP was also directed to research the original engineering documents for the pond to see if they are available to compare to the current findings.
- vi) For the next meeting, we intend to discuss evaluation and proposal with representatives from VA Waters and Wetlands, Aqualis, and AEC. PMP is working with the vendor to schedule a meeting and site visit in the interim to get their recommendations and suggestions for treatment of the pond.
- vii) Discussed results of the bathymetric survey conducted by Loudoun County.
- viii) Copy of communications from Loudoun County about possible future options and considerations for the Oakridge Pond.
- ix) Discussed resident's experience with Federal entities who have provided surprisingly prompt assistance in case of a similar problem in the past. Will inquire further.

b) Discussion of the BoD fund for tree replacements and the development of a sub-committee to review the community and make suggestions of projects that can be established to make use of the fund. Members agreed to review their own neighborhoods to identify areas where tree planting might be considered for discussion at future meetings.

## **8) INFORMATIONAL ITEMS**

a) None this period

## **9) ADJOURN**

a) Meeting Adjourned at 10:13 PM.

b) Next regular meeting is scheduled to be held remotely at **7:00 PM on March 17, 2021.**

**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES  
March 17, 2021**

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:03 PM.
- b) Attendees: Albert Zangrilli (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)
- c) Absent: Ron McNulty

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the February 2021 meeting minutes.
- b) Discussion with prospective new Committee members: Discussion that if there are multiple members of a neighborhood, the neighborhood only gets one vote. If there is a tie vote, then the committee chair votes to break a tie.
  - i) Lisa Lynn – Rokeby – did not respond to the invitation; not present. Removed from further consideration.
  - ii) Kristina Goodrich – Rokeby– did not respond to the invitation; not present. Removed from further consideration.
  - iii) Jim Krips – Rokeby – responded but could not make it tonight; to be invited to come next month.

**3) RESIDENT & GUEST PARTICIPATION**

- a) Continuing discussion of a resident submitted concern regarding the erosion and common area drainage adjacent to 143 Sulgrave Court. BrightView was approved the expense of \$763.62 and has completed the installation of straw matting to address the worst of the bare area. BrightView is researching options to address this area long term and will report their results and recommendations at the April meeting. Discussion of the interrelated problem caused by common area water runoff. Mike and Dan met on site. Proposal approved to put down matting. Dan is working on additional proposals and item tabled for discussion during the April meeting.
- b) Continuing discussion of a resident concern about water drainage concerns created when the trail was overlaid in 2020 behind 61 McPherson Circle and the updated \$4,646.78 proposal from BrightView to install 2 underdrain pipes and gravel and establish drainage swales to divert the water. Trail is a barrier to the water. Mike and Dan explained the details of the scope of work. Ann motioned to approve; Diane seconded. Approved 3 yes to 2 no. Motion carried. Mike's trail review to be presented at the next month's meeting.
- c) Resident comments on sand and snow. Scott Simon, NAC representative from Foxfield. Mr. Allen had dropped off the line before the discussion. Scott has experience in snow plowing. The last storm, with snow followed by sleet, Bright View applied sand on top of snow which caused cars to spin out and got packed down overnight, then they cleaned/plowed the next day. Some other neighbors were told plows were down.

Mike responded that this storm situation was hard, we didn't get the 2" accumulation before it turned to sleet. We usually wait for 2" per agreement, and based on forecast for this storm, but this was not the ideal situation and it did not play out that way.

#### **4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Discussion of the following BrightView proposals:
  - i) Proposal 7454283 for \$1,205.29 for fungicide applications to the Welbourne crab apple trees. Proposal for 7 large trees. For two applications. Bud break is two weeks behind the Cherries. Product to be applied: Clear 3336. Diane made the motion, Barb seconded, approved: (5) Yes, passed unanimously.
  - ii) Proposal 7440343 for \$3,180.00 to perform grading of the Algonkian and CountrySide median shoulders. Typically done after the treatment in May/June. No motion made.
  - iii) Proposal of \$2,880.00 for the summer entrance annual plantings in a color pattern to be determined. Pam suggests Lantana. It flourished over in some Cascades beds, likes dry conditions, comes in multiple colors, grounds itself quickly and spreads. Dan said they are very hardy after they are established. Dan will check the price through his simulator – Premium annual. Dan thinks we can stick to our budgeted amount with additional spacing. Mike to send the final pricing out to the committee later for an e-vote so Dan can place the order with the grower.
  - iv) Discussion of two proposals from Brightview to perform the street sweeping of the townhouse streets in two phases.
    - (a) Proposal 7451145 for \$1,350.80 to perform a preliminary sweeping of the travel lanes of the streets as soon as is practical to remove the main accumulation of sand from the streets. Combined cost of the two phases is similar in cost to doing the work later in one phase. Proposal to use a Bobcat to do stage 1 and follow up with communication to residents to move their cars (we give 2-3 weeks' notice) and do phase 2 to blow out the sand in all the parking areas and pick up. This work was not done in the past two years in order to save money, but the sand is very deep and dangerous this year. Phase 1: Terri made the motion and Diane seconded, approved (5) unanimously.
    - (b) Proposal 7451143 for \$5,209.20 to perform a more complete sweeping of the parking areas and travel lanes of the streets in late April to remove the remaining sand accumulation from the streets. Phase 2 is greater than \$5K so it has to go to the BOD. Ann motioned; Barb seconded; approved (5) unanimously.
    - (c) Cherry tree fungicide treatment for \$5,120 for 75 trees. (Mike did not receive the proposal and requested that Dan resend it.) Dan described the application, to prevent the leaf spot. Product to be applied: Cleary's 3336. Barb made the motion, Pam seconded, Approved: (5) unanimously.
- c) Discussion with BrightView regarding an option they may have found in equipment that can be purchased to address some of the drainage concerns being noted in the common areas. Costs around \$5K. Mike will be working on review of the trails and a comprehensive plan.

- d) Discussion of the status of the stump grinding and planting on Nicholson and the plantings on Hopton Courts in Welbourne.

## **5) PMP REPORT**

- a) Tree Removal/Trimming Items and a copy of the current tree services list.
  - i) 5 regular tree service days have been completed this period. 2 days were trees that were calls with immediate concerns.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced 2 sections of damaged split rail fencing, one damaged or rotted street signposts, and 3 damaged or missing fire lane posts this period.
  - ii) Staff have continued the project to clean, sand and repaint numerous corroded and peeling bases on the common area mailboxes in the townhouse e neighborhoods. Work has been performed as time and weather allow and Foxfield, Welbourne and Morven have been completed and work is progressing in Oakridge at this time.
  - iii) Mike is adding two items reported by Rokeby's Jim Krips:
    - (1) Wooden steps from Hamilton at the intersection with Cromwell Road. Landing needs work.
    - (2) Bridge crossing at Horsepen Run next to a tot lot on Chelmsford has a cracked pier, which has also been undermined due to erosion form the creek.
  - iv) Mike is doing trail inspections and will make a list of drainage concern areas for discussion at the April meeting.
- c) Accident-Related Items
  - i) No updates at this time.
- d) Snow Removal Activities
  - i) BrightView pretreated and worked to apply sand to the TH streets to address slippery areas after the mixed Snow/rain/sleet and freezing rain event on February 17-19. Due to the hardpack of ice that had formed on the roadways, sand applications were helpful but did not clear the ice accumulation and a round of sand and salt had to be applied to breakdown the ice, to allow plowing to remove the accumulations. Also had to perform a follow up sand application to address refreeze areas. PMP staff also had plow to remove the ice accumulations that had developed on top of the snow on the trails.
- e) 2021 Proforma - Mike to add the column for budget. Snow removal is still under budget.
- f) 2021 Project List. Renewal of grounds contract: Mike is working on it now for review at next month's meeting. Looking to add under trail drainage pipes to be maintained to add to the Land Care Agreement.

Mike is inspecting neighborhood signage during the trail evaluations to determine painting vs. replacement. Two signs at entrance of Carrolton need height adjustments.

Townhouse streets: once they get swept, he will evaluate them for services and repairs, then draft RFP for review at next meeting.

## **6) OLD BUSINESS**

- a) Discussion regarding the recommendations and pricing submitted to address the concerns at the Oakridge Pond.

**Residents in attendance for the pond:** John Geiger, Chris Cox, Peggy Widman, Dave Barrie. Discussion under items 6a and 6b.

Three vendors recommend not treating the phosphorus and recommend routine treatment of the pond for invasive growth, and do not recommend additional fountains; existing aerators are sufficient. Mike agreed to attempt repair of one compressor for about \$250. Last year's failures appear to be possibly due to delay in Solitude technician visit in June. If we keep them on a strict two-week schedule, we should be okay. Weather was also a significant contributor to the problems experienced last year.

We started the aeration last week, but one of the compressors is not producing enough pressure so he plans to take it out of service and do a rebuild on the compressor for about \$200 in parts (to buy a kit).

Penny Francke recommends providing an article for the Courier regarding the EPA recommendations to inform people and raise the consciousness for how people may be unknowingly contributing to the problem. John Geiger will write an article and provide to Mike.

Pam asked about the Solitude proposal to introduce pond dye to reduce the sunlight; it can be applied by staff. Dye packets run around \$200 per season. Environmentally friendly. Does not harm the fish. Color Black Diamond. Mike will check with Karl Evans at Loudoun County and if no environmental objections to using commercially available black pond dye, Mike will buy 16 packets at about \$185 ASAP with the objective to restrict sunlight exposure to restrict the growth.

- b) Copy of updated communications from Loudoun County about their initial findings after a site visit by their engineers at the Oakridge Pond. Discussion on County engineer looking at options to earn nutrient credits.

## **7) NEW BUSINESS**

- a) Discussion of the proposal from Gardner engineering to review and make recommendations to address the water seepage at the entrance of the maintenance yard. Proposal for \$2400-2800 to recommend. No motion made. Pam asked if we know any civil engineers who live in the community; Mike will draft an article for the Courier.
- b) Discussion of the message received from AAA/Republic Services indicating that plastic bags will no longer be acceptable for yard waste collections effective April 1, 2021. This change was necessary due to a change in collection policy at the Fairfax County yard waste collection center. Fairfax is the preferred drop off location because AAA's yard is closer to the Fairfax facility than the Loudoun facility. PMP will get out a blast email and include the change with a notice in the April Courier. Republic will sticker non-compliant plastic bags when found.

- c) Consideration of annuals selection for common areas and identification of specific date. We hope to ensure a timelier planting, as soon as the last freeze date (May 9<sup>th</sup>, Mother's Day) has passed.

**8) INFORMATIONAL ITEMS**

- a) We have been in contact with the Owner of 232 Finchingfield Court, and they advised that they do not agree to access or to remove the fence behind their property to remove the tree discussed at the last meeting. As a result, this request has been closed.
- b) Ann asked about follow up regarding placement of flags around areas to be treated with herbicide. Mike and Dan will put flags around the areas to NOT be treated when BV applies herbicide.

**9) AJOURN**

- a) Meeting Adjourned at 9:23 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on April 21, 2021.**



# ATT 2a

## COUNTRYSIDE PROPRIETARY GROUNDS COMMITTEE MINUTES April 21, 2021

### 1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:11 pm.
- b) Attendees: Albert Zangrilli (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)
- c) Callers: John Geiger and David Barrie.

### 2) COMMITTEE ADMINISTRATION

- a) Approval of the March 2021 meeting minutes. Minutes were approved 6 yes, 1 abstain,
- b) Discussion with James Krips from Rokeby, our new member appointed by the NAC.

### 3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident request to review the common area behind 34 Bickel court for consideration of planting of some ground cover. Resident not in attendance; email might not have been delivered. PMP staff to lay down wood chippings as they are available and as staff have time on the schedule.

### 4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. The following items were communicated to BV:
  - i) Reminder to leave a 2-foot un-mowed buffer around the Oakridge pond.
  - ii) There are still outstanding replacement Coreopsis due at the entrance plantings. Dan was awaiting spring to assess what survived; Dan to inspect and coordinate warranty replacement.
  - iii) Discussion on watering. Dan to conduct a survey on areas needing water (i.e., Cherry trees) and will submit a proposal.
  - iv) BV was reminded a soil test is due in April. Dan to pick the areas and provide the locations on the soil test report.
  - v) There was discussion regarding the wood remaining from a large tree taken down on CSB between Carrolton and Austin Court that is very visible from CSB. Mike will instruct the tree crew to ensure that they cut the segments into smaller, more manageable segments and will address these areas during a future tree service visit.
- b) Discussion of the following BrightView proposals:
  - i) Due to an oversight, the proposal for the treatment of the Cherry trees on Algonkian Parkway was not on the agenda for the 4/7 BoD meeting. We have the proposal and will plan to have it go to the BoD during their next meeting on 4/28.
  - ii) Discussion of the TBD BV proposal to trim back the tree limbs and to remove a severely leaning tree beside 143 & 145 Sulgrave to open the area to receive more direct sunlight. To be added to a future tree service day. Work to thin the tree line, and remove a tree, and limb another tree, to allow more sunlight for grass restoration project planned.

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- iii) Discussion of the \$1,613.08 BV proposal to install plantings in the drainage channel adjacent to 143 Sulgrave to slow down the flow of water going down the hillside. Approve unanimously. Cost to be applied to GL 6127.
- iv) Discussion of the \$2,653.23 BV proposal to install shade tolerant ground cover plantings and mulch in the common area beside and along the sidewalk adjacent to 145 Sulgrave, where heavy mud is washing across walkway. Dan to revise to reduce the square footage and reduce the cost and resubmit to the committee.
- c) Discussion of the status of the replacement plantings on Nicholson Court and the plantings on Hopton Court. Hopton plantings are scheduled to be installed on Friday, April 23. Still awaiting the missing second Juniper in the area adjacent to 2 Nicholson.
- d) Discussion of the replacement plantings for the flower bed at the corner of Spotswood and Bentwood roads. Scheduled warranty replacements for 2 Cherry Laurels.
- e) Discussion of the trimming back of the Cedar tree behind the Carrolton road sign.

## 5) PMP REPORT

- a) Tree Removal/Trimming Items and a copy of the current tree services list.
  - i) 2 regular tree service days and 1 storm damage day have been completed this period.
  - ii) 1 rotting tree Rutherford near pond to be added.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced 1 sections of damaged split rail fencing this period. Showing aging. PMP crew to power wash this summer and if deteriorating to do phased replacements as needed.
- c) Accident-Related Items
  - i) No updates currently.
- d) Snow Removal Activities
  - i) None this period and will be removed from the agenda for the remainder of this season. To remove from next agenda.
- e) 2021 Proforma
- f) 2021 Project List

Please note that certain items required in the weekly reports are listed on the staff projects tab of the project list for monitoring and updates.
- g) Oakridge Pond Items
  - i) We received the rebuild kit for the weak compressor for the aeration system and were able to successfully rebuild the pump and restore it to full operation. We were also able to use parts removed from that pump, and the two pumps that were replaced in 2017, to get one of those old pumps operational to have and use as a spare going forward
  - ii) Solitude Lake was on site April 8<sup>th</sup> to perform their first service visit of the season. They noted there was both underwater algae and floating filamentous algae and they treated for

both. They also applied a pre-emergent control for hydrilla and other invasives to stop them before they bloom.

Mr. Geiger was impressed with the work that Solitude did with the algae, but cattails, hydrilla and parrot feather are coming back; optimistic that Solitude will keep that under control.

Addition of Dye was discussed last month. Because that pond drains into the Potomac River and then the Bay, that dye is not allowed, per Virginia Department of Environmental Quality. However, the product being discussed is benign and the Committee wishes to pursue asking for reconsideration. PMP was asked to contact the VA DEQ for additional review.

## 6) OLD BUSINESS

- a) PMP is still in the developmental stage regarding the development of a comprehensive plan to review and address drainage concerns within the community. As the spring is a busy time for both the Grounds and FAC Committees, this project will be slow to develop until mid-June when more staff time will be available to focus on this plan.

## 7) NEW BUSINESS

- a) A draft article for the May Courier asking for volunteer resident Civil Engineers if they would be willing to lend themselves to consult with the community Committees and or BoD on items found in the community was discussed and edited for release.
- b) PMP is still in the process of reviewing the trails and common areas to generate the list of areas that need attention this year (Cable boxes, power boxes, above ground cables, fire hydrants, etc.). Members were requested to review and comment on the draft land services agreement on Google Drive, prior to the next meeting for final review and release. The list of areas to be addressed will be utilized with the list to define those areas for bid and service.
- c) Members were requested to review and comment on the draft snow removal agreement on Google Drive, prior to the next meeting for final review and release.
- d) Members were requested to review and comment on the draft tree removal agreement on Google Drive, prior to the next meeting for final review and release.
- e) At this time, we have not been able to complete the review of the TH streets to list those areas where repairs are needed. A draft copy of the RFP bid will be prepared and forwarded once we can meet with our vendor to develop the list of areas and scope of services required. The street sweeping will be completed next week, then the paving vendor will assist Mike with inspections and mark for repairs (full patching, crack filling, and patching). Next year will do a seal coat.

## 8) INFORMATIONAL ITEMS

- a) A copy of the communication to go to the TH residents regarding phase 2 of the street sweeping was reviewed, pending the final schedule from BrightView. Start time to be 8:00 am. To use sandwich boards and signs.

## 9) ADJOURN

- a) Meeting Adjourned at 8:42 pm.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on May 19, 2021.**

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MINUTES**  
May 20, 2021

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:07 PM.
- b) Attendees:
  - i) At Parkway: Albert Zangrilli (Chair), Ron McNulty (Morven)
  - ii) Via remote attendance: Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView), Dave Barrie.

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the April 2021 meeting minutes. Ann made the motion to approve. Terry second. Oakridge voted "No." 6 voted to approve. Motion carried.

**3) RESIDENT & GUEST PARTICIPATION**

- a) None.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report.

Discussions:

When Hopton Berm was planted, and mulched, it was also fertilized and watered

Dan updated HOA connect today.

Summer flower rotation: Grower says the Lantana color is not ready yet. Will wait 1 week. To install before holiday weekend.

Mike said crews are picking up sticks, etc. and piling in mulch areas but it's not getting picked up. Dan responded that it was a large volume due to the storm. Dan to have them clean up the rest of the piles.

Jim addressed the main gravel trail off Worthington - smaller tree fell over path was pushed aside and not chipped, even though is near a big chip pile nearby. The large chip pile was left there at Mike's request to use on the trails. PMP will be spreading those chips in June.

Mike to send Dan an email on areas behind THs to be cleared.

Additional tree days to be approved. Mike has a list with enough for the two days in additional to Rokeby (on the tree list). Tot lot is separate proposal. Next two days area the high priority list. Will need 4 more days to follow the 2 days already planned, to continue work on the Rokeby tot lot.

Remove "Flowerpots at pools" from Bright View proposal list.

- b) Discussion of the following BrightView proposals:
  - i) Discussion of the revised \$1,326.61 BV revised proposal to install shade tolerant ground cover plantings and mulch in the common area beside and along the sidewalk adjacent to 145 Sulgrave. Dan to revise the proposal to properly reflect 180 ft/2 of area, which would be half of the size originally estimated. Approved unanimously.
  - ii) Discussion of the BV \$450.00 daily rate proposal for watering, as needed when there is not sufficient natural rainfall to maintain the plantings installed last fall and this spring. Same

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- price as last year; no increase in cost. Last year, Mike had Dan sending him a precipitation report on Monday and Thursday to determine need to water. Dan to revise to change 2020 to 2021. Approved unanimously. Pam asked what locations are being watered. Mike asked Dan to send a list and map of plants installed late last year and this year to be watered.
- iii) Discussion of the \$859.48 BV proposal to replace dead and dying burning bush plantings in the medians of Algonkian Parkway with 24-30" substitutes. Ron motioned; Pam seconded. To install before the holiday break. Need a break down of labor and material on the proposal. Approved unanimously.
  - c) Discussion of the concerns raised regarding landscape services in Morven and the BrightView responses to these concerns.
    - i) Discussion of the \$1,524.17 BV proposal to clean up the discarded limb debris and dead junipers and add mulch to the planter bed under the trees and across from 48 to 54 Aldridge Court. Morven. Large area of dead junipers under pine trees. The Morven Director had asked us to do something about this area because it is unsightly. Pam made a motion to proceed. Ron seconded. Approved unanimously. Contingent on Mike receiving a revised proposal clarifying the scope of work.
  - d) Pam requested results of the soil tests. Dan to provide.
  - e) Pam asked about patch of junipers removed Algonkian and McPherson last year. No grass germinated. Dan will touch up and warranty and add more seed next fall.
  - f) Barb asked when the forsythia pruning will occur. Dan to schedule it. Pam reminded him it needs to be thinned.
  - g) Barb asked about coreopsis replacement at Lindenwood and Westmoreland. Dan was waiting for the new growth to occur. He has an inventory list and will do a survey of all entrances and will provide to Mike. Pam noted that we still do not have the right variety in the ground.
  - h) Barb requested trimming of butterfly bushes at Parkway Pool House to remove dead wood. Dan to take care of it prior to pool opening.
  - i) We discussed the Board's concerns regarding the cherry tree fungicide. We ultimately tabled it because we have now missed the window on application. Future estimates, especially of this cost, will include labor and material cost breakdown.

## 5) PMP REPORT

- a) Tree Removal/Trimming Items and a copy of the current tree services list. 2-3 days' worth of work of trees. Trees are listed in order, prioritizing those deemed to be of immediate threat, down to medium priority and down to lower priority. If they can get to the tot lot can start that. If not, the tot lot will be on the next batch.
  - i) 2 regular tree service days and 4 storm damage days have been completed this period.
  - ii) BrightView has also estimated that the work needed to remove the dead trees in the area behind the Rokeby tot lot will require 2 days of future tree service work. This work will be scheduled as time permits on the tree crew schedule.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced or repaired 5 sections of damaged and aging split rail fencing this period. Mike is seeing a lot of aging rails on his trail inspection tours. Now is not a good time to buy wood – prices are high. To prioritize use of current inventory. When wood prices return to a reasonable price, will go back to phased replacements.
- c) Accident-Related Items
  - i) No updates.

d) 2021 Proforma

Pam asked about the extra amount spent on pond maintenance. It was for materials for Mike to rebuild the pump.

Mike: tracking on budget, at target. Caveat is watering, dependent on whether it is a dry summer. Watering is Line Item 6127, Additional Landscaping.

e) 2021 Project List

f) CountrySide Pond Items

i) Review of the monthly report from Solitude. Mike reported that Solitude came out twice. First treatment was a heavy treatment. Second was just a little around perimeter. Looks good now. Leaving that buffer around the pond – attractive.

ii) Review of the attached responses regarding the use of dye in the waters of the pond. Pond dye is not allowed:

**6) OLD BUSINESS**

a) PMP is still in the developmental stage regarding the comprehensive plan to review and address drainage concerns within the community. As the spring is a busy time for both the Grounds and FAC Committees, this project will be slow to develop until mid-June when more staff time will be available to focus on this plan. Rapid changes from the Governor pool policy is the priority– need to prepare for pool opening.

**7) NEW BUSINESS**

a) PMP is finalizing the review of the trails and common areas to generate the list of areas that need attention this year (Cable boxes, power boxes, above ground cables, fire hydrants, etc.). Results will be compiled and presented at the meeting. Budget – reserve study had a large allowance in previous years. (\$180,000 for last year as a catchup year vs. \$26,088.00 this year.) Need to re-evaluate review of trails to max return for funds. Mike to see how it fell out of reserve study. Jim asked for unit costs. Trails are 5 ft wide. Typically priced by SY. Overlay vs. remove and replace. Around \$23 SF vs \$38-39 for remove/replace. Mike to look up and provide historical numbers to the committee. Typical thickness 3-4 inches.

b) A draft copy of the revised scope of work attachment for the land services agreement is attached for review and the list of areas to be addressed will be utilized with the list to define those areas for bid and service.

Section Q, page 10, Attachment 1, 7b. Trail Maintenance. This is the only new section this year and will be an ongoing service going forward. Mike will have a list of types under the trails as a separate agreement. To restore, clean and open up drainpipes. Potentially extra cost.

Section R. Tree and Shrub Removal states size limits 6" or less caliper. Does not apply to Jim's observations regarding downed trees at Aldridge Court, which are larger.

Liming and fertilizer is additional service and not part of the agreement and is the reason for soil testing; done by separate proposal. Details and schedule for liming and fertilizer are posted on HOA Connect. Mike to help Jim set up access/password.

Pam's comments: Section D Drainage Ditch maintenance – list to be added, which is part of Mike's review. Mike listed some missing areas to be added, such as the drainage ditch along the south side of Algonkian Parkway, prior to Chelmsford Court and the easement trail through the middle of Belmont.

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Section F Pruning:

Paragraph 5 Perennials – a number need to be pruned back in the Fall. Mike to add “as needed in the Fall to maintain appearance.”

Paragraph 3 Shrubs – “sheered five times during the growing season” seems excessive and should be changed to three times. Need frequent maintenance of neighborhood entrances. Barb: Add the Forsythia at Foxfield at the AP tunnel. Jim asked about the statement about the leatherleaf viburnum and glossy abelia. Pam to look at it. They might not still be there. Maybe obsolete verbiage.

Mike to finalize with maps and send to the committee for final review.

Jim: Section H, Paragraph 5, regarding applications of Roundup on gravel shoulders. Why do we do this on a VDOT street? Mike: We, through a permit process, agree to maintain the plantings in the median. Typical for HOAs. If we stop maintaining, we have to remove everything except grass. For an example of VDOT maintained median, see the section of Winding Road off Algonkian.

- c) A draft copy of the scope of work for the snow removal agreement is attached for review and comment. No changes from last contract.
- d) A draft copy of the scope of work for the tree removal agreement is attached for review and comment. No changes from last contract.
- e) PMP and a representative of NVM paving were able to complete a review and to mark and measure the TH streets scheduled for services this year. A copy of the findings will be finalized and presented at the meeting. Mike showed the Base document, same as previous years. Also has a new form for this year. Met with contractor. Mike listed the streets for full depth repairs for milling. Specification document from our engineer to ensure contractors are bidding on the same thing. Also have a map of the area. Mike to get this out to the contractors for pricing for the June meeting.

Diane asked if Mike had a chance to look at the sinking area on Nicholson Ct. (Diane had forwarded email and pictures from the impacted homeowner. In 2018 or 2019 there was a sinkhole next to a standard inlet due to a crack in the wall of the inlet. LC Stormwater filled the sinkhole with concrete. Mike to forward this on to LSW; they may need to do some additional work. They will patch the asphalt as part of the work. There is existing concrete beneath the pavement.

**8) INFORMATIONAL ITEMS**

- a) None this period.

**9) ADJOURN**

- a) Meeting Adjourned at 8:43 PM. Pam moved to adjourn; Barb seconded; all approved.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, June 16, 2021.**



**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES  
June 16, 2021**

**1) CALL TO ORDER**

a) Meeting Called to Order via remote attendance at 7:08 PM.

b) Attendees:

At Parkway: Albert Zangrilli (Chair), Diane Blunt (Welbourne)

Remote: Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)

Absent: Terri Hess, James Krips

**2) COMMITTEE ADMINISTRATION**

a) Approval of the May 2021 meeting minutes. Approved unanimously.

**3) RESIDENT & GUEST PARTICIPATION**

a) None Anticipated.

**4) BRIGHTVIEW ITEMS**

a) Discussion of items noted on the BrightView Landscape Report:

Discussed PH on soil test report. Foxfield & Welbourne were low 6's, we like 7.5. BV to send locations where samples were taken.

Summer flowers: lantana installed. Showing color will take a while to filling Pam says small entrance only has 4 lantanas remaining. Pulled up by animal. Replacements coming.

Pool entrances mulched and pruned for grand opening.

777 Maples on roadway pruned back.

Butterfly bush at Parkway Pool was pruned.

Coreopsis picked up and installed. Pam said it looks very nice.

Forsythia pruning tomorrow with special instructions.

Burning bush on AP lightly tip sheered. Looks much better (Pam).

Replacements coming and Juniper removal in a few weeks.

Good efforts to keep dead wood pruned from trees along AP.

Mowing schedule has been published with a plan to catch up.

Ron noted his email about BV mowing his neighbor's yard instead of around. Should not be trespassing on private property.

Trail clearance pruning – brush and limbs moved back 5 feet. We used to bring the mower and mow to the wood line once a week. Vines knocked back.

145 Sulgrave ground cover proposal adjusted with unit pricing. Euonymus patch is not yet installed awaiting the other install.

Watering canceled due to heavy rains. Mike to send out Dan's list of areas approved to water.

Pam – abelia at back of Parkway gazebo – dead wood needs to be pruned. Horticultural notes included in the package.

- b) Discussion of the following BrightView proposals:
  - i) Discussion of the request from the Facilities Committee to add screening behind the Cromwell pool fence and the \$ \$1,737.27 BV proposal to install three Arborvitae trees at this location. Committee will consider options.
- c) Discussion of the following concerns raised regarding landscape services and the BrightView responses to these concerns:
  - i) Status of the replacement Coreopsis for the entrance planter beds.
  - ii) Frequency of Mowing cycles
  - iii) Routine and timeliness of HOA Connect updates for the mowing schedule and the daily activity reports.
  - iv) Timing of the trimming, mowing and limbing up for clearance of the community trails.

## **5) PMP REPORT**

- a) Tree Removal/Trimming Items and a copy of the current tree services list.
  - i) 2 regular tree service days have been completed this period.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced or repaired 5 sections of damaged split rail fencing this period and replaced one damaged 6x6 street signpost.
- c) Accident-Related Items
  - i) No updates.
- d) 2021 Proforma
- e) 2021 Project List

Entrance signage – Mike working on the SOW for July meeting. Some interested vendors to give up some quotes.

Rokeby stairway to CountrySide (Near Cromwell) needs to be rebuilt. To replace with today's pressure treated lumber in same design. Project list entry for Projects less than 7500 reserve items trails. Working with Catherine to see if BOD will agree to fund the \$1200 – \$1500 cost out of reserve so as not have to take out of our operating budget. The committee voted unanimously to approve the work for an amount NTE \$1,500.00.00.

Diane asked Mike to look at deteriorating wood on Hopton Court bench while he is buying wood.

- f) CountrySide Pond Items
  - i) Copy of the of the monthly report from Solitude.

- ii) Pond has improved with the regular treatments and recent rain. Additional aeration to add more oxygen is not the problem. Currently treating it aggressively before moving to other measures. July is a 3-visit month. John Geiger would like to see more cattails removed but the Committee is happy with the current number of cattails.

**6) OLD BUSINESS**

- a) PMP is sent the RFPs for the Land, Tree and Snow Removal services to the vendors on 6/14 with the bids due on 6/25. Tentatively scheduling an executive session meeting on 6/30 to review the bids. Held pre-bid conf today with 6 vendors. 1 vendor came by today to look around behind the scenes to see what needs to be done. BV was quiet and listened to the questions, Discussion on what had changed.
- b) PMP is scheduled to send the RFPs for the Townhouse Street and asphalt trail repairs to the vendors on 6/14 with the bids due on 6/25. Tentatively scheduling an executive session meeting on 6/30 to review the bids.

**7) NEW BUSINESS**

- a) None this period.

**8) INFORMATIONAL ITEMS**

- a) None this period.

**9) ADJOURN**

- a) Meeting Adjourned at 7:53 PM.
- b) Tentative Executive Session meeting to review RFPs scheduled for **7:00 PM on Wednesday, June 30, 2021.**
- c) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, July 21, 2021.**

**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES**

July 21, 2021

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:06 PM.
- b) Attendees: Albert Zangrilli (Chair), Diane Blunt (Welbourne), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)

Absent: Terri Hess

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the June 2021 meeting minutes. Correct 5e to identify Rokeby stairway. (Side bar on the Rokeby stairway between Hamilton Rd and CSide Blvd: Price of wood is falling. Mike suggested waiting a few weeks to get a better price and to clarify where it falls on the Reserve Study GL.)

**3) RESIDENT & GUEST PARTICIPATION**

- a) Discussion of a resident concern about trash cans being placed and left on the common area bump-out on Ludwell Court and options that can be considered to discourage the use of the bump-out for trash collection. Ludwell 1, 3, 5, 21, 23, and 25 all place their trash in their assigned parking places but the other houses place trash in this grass area. It has become a dumping ground and eyesore. Trash cans block the cars in the adjacent parking spaces. Mike proposes to tape off the area with multi-lingual signs communicating that it is not an area for trash and postcards to the residents. There is also a current practice for repeat offenders to confiscate trash cans left out the day after pick-up. Dan to provide suggestions for landscaping.
- b) Discussion of a resident request to address the pine tree roots from a common area tree before they become a concern to the foundation of her house on Haxall Court. Healthy pine tree there is 25-30 ft tall. These roots are feeder roots seeking moisture. Generally, pine trees do not damage foundations. Asked Dan to have an arborist look when he is on-site on Friday.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report and Horticulture Notes.

Discussion on Horticulture Notes.

See Landscape Report. Additional discussion and comments:

Cicada damage: mature oak trees hit hard.

Work Completed: New Burning Bush plants installed on AP marked with flags. Pam observed that in the Gazebo area has grass and weeds in mulch. At Gazebo, replaced some coneflowers.

Work In Progress: Removing a dead Cherry tree on AP. Chanticleer Pear trees in median between Minor and Cromwell across from elementary school looking dead or dying – Dan to take a look.

Mike requested that when weeds are sprayed and die that BV come back and weedwhacker it. i.e., Nutsedge, lime green weed that needs to be treated. When it takes over it crowds out the turf grass by putting out rhizomes.

Mike pointed out on-going poison ivy near trails needs treatment.

Mike has been getting many calls about urgent tree issues.

Lining up schedule for fall planting projects.

- b) Discussion of the following BrightView proposals:
  - i) Discussion of the request from the Facilities Committee to add screening behind the Cromwell pool fence and the \$1,737.27 BV proposal to install three Arborvitae trees at this location. The Facilities Committee is also exploring other options for screening in the fencing, but there is an issue of wind load if screening is added to this ornamental fence. The tennis courts fences have screening but are anchored deeper. Dan to look at the plants along the fence along the Dulany parking area and identify those plants (since we already have some of those along the fence).
- c) Discussion of the following concerns raised regarding landscape services and the BrightView responses to these concerns:
  - i) Information copy of the watering location map
  - ii) Status of the replacement wrong color Coreopsis for the entrance planter beds. Substitution of Cherry Blast. But now there is a mixture of colors. Dan, Pam and Barb to meet on site.
  - iii) Status of the replacement cone flowers at Parkway.
  - iv) Status of the deadwood pruning requested of the 2 median locations on Algonkian Parkway (one on the left as you exit Rutherford; the other further down on the right, closer to entrance to Chelmsford).
  - v) Timing of the trimming, mowing and pruning limbs for clearance of the community trails.
  - vi) Discussion on overseeding.
  - vii) Liming needed in two townhouse areas in Morven and Oakridge. Pam asked for the exact locations of the samples tested. Dan to get the square footages and provide a price.
  - viii) Request to Dan to look at two areas of turf damage in Welbourne.

## **5) PMP REPORT**

- a) Tree Removal/Trimming Items and a copy of the current tree services list.
  - i) Two storm damage days and four regular tree service days have been completed this period. New storm damage every week.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced or repaired three sections of damaged split rail fencing this period and replaced one damaged 6x6 street signpost.
- c) Accident-Related Items
  - i) No updates.
- d) 2021 Proforma

The Proforma package is not prepared for the FIN meeting until the middle of the month and the information is not available for this meeting. So Proforma for GC is actual for prior month (i.e., June actuals in this report.). Most recent tree work is not showing up. Have not yet identified areas for invasive species treatments. Pam noted that a Foxfield sign is leaning; PMP crew is straightening it up – ground is sloping and they do it every year. Request in the Courier for a Civil Engineer volunteer has not received any response; to repeat the call.

- e) 2021 Project List
- f) CountrySide Pond Items
  - i) Copy of the of the monthly report from Solitude. Treatments have been applied.
    - (1) Generally assessed to be in good shape although there is a notable algae patch covering a corner. To be monitored.

## **6) OLD BUSINESS**

- a) Landscape/snow/tree bids: PMP has contacted all the vendors to advise them of their bid status and coordinated with the four bidders promoted to Phase 2 to schedule their vendor presentations / interviews for next week. PMP is also in the process of contacting the vendor references. Mike to share the list of questions asked last round with the committee members; Committee members may send Mike additional questions. The bidder packages and references are on Google Drive.
- b) Bids for the Townhouse Street and asphalt trail repairs were due by noon on 7/19 and the bid summaries were prepared and sent separately to the members in advance of the meeting. Bid deadline was extended and two have been received; the third is expected tomorrow, 7/22; we need at least three bids for a project of this budget. Committee will conduct an e-vote after receipt of the last bid. Discussion on past performance of the vendors.
- c) Discussion of the member recommendations regarding identifying locations in each neighborhood and possible tree type recommendations for the tree planting project from the Tree Planting and Removal fund set aside by the BoD. Pam and Barb prepared a presentation with suggestions for locations and a list of suggested species. Committee members to use the list of locations as a starting point, review their neighborhood and comment on the list by the end of the month, for discussion at August meeting and proposals at September meeting for planting by November. The fund could also be used to clean up dead brush areas.

## **7) NEW BUSINESS**

- a) Discussion of the reserve project to address the Gravel Roads and Walking Paths, Replenishments and Capital Repairs, and recommended locations to be reviewed. One suggestion is the gravel easement trail that runs down the middle of Belmont, behind the tunnel on Algonkian Parkway. There is \$20K in the Reserve to fix the roadbeds in three areas. Barb is interested in improving a muddy trail in Belmont before the kids go back to school - when you leave the field and go to the treed areas back of houses behind Wiltshire. The field gets very wet following any precipitation. Gravel can be added to the path from the budget. Barb to send Mike details about the specific locations.
- b) Discussion on a very large Bald-Faced Hornets' nest on Haxall in a tree in a small common area. Mike put cones and safety tape in the area. To be treated tonight or tomorrow morning.

## **8) INFORMATIONAL ITEMS**

- a) None this period.

9) **ADJOURN**

- a) Meeting Adjourned at 9:10 PM.
- b) Vendor meetings next week. Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, August 18, 2021.**

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MINUTES**  
August 18, 2021

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:01.
- b) Attendees: Albert Zangrilli (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)
- c) Absent: James Krips

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the July 2021 meeting minutes.

**3) RESIDENT & GUEST PARTICIPATION**

- a) Discussion of a resident's concerns about a large tree in common area behind their property on Nicholson Court. Motion approved to limb up/trim; to add to an upcoming tree day.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report and Horticulture Notes.  
Pam asked clarification on the Forsythia pruning.  
Barb: stump ground behind Wiltshire near a big electrical box was not marked in advance. Dan agreed. Will call MissUtility in the future.  
Weeding Nutsedge.  
Watering: Nicholson Ct. Viburnum is showing signs of stress. Dan will call attention to the watering crew.  
There is a newly dead juniper near the Nicholson Ct. Viburnum that appears to be an animal chewed on the trunk, perhaps a vole.  
Pam: Two dead Laurels at AP & Whittingham. Dan to look.  
Vehicle run off AP near Chelmsford; Burning Bushes: 2 dead uprooted and 2 others died not related to accident. No police report. Remove.  
August watering – tracking.
- b) Discussion of the following BrightView proposals:
  - i) Discussion of the follow up proposal from BrightView to install Rose of Sharon for \$135.00 per plant to address the request from the Facilities Committee to add screening behind the Cromwell pool fence. Pam had asked for an alternative to the expensive Arborvitae that would bloom and fill up the space. Facilities Committee has been looking into screening options for the fencing but has not made any motion to proceed in their past two meetings. The Rose of Sharon is affordable. Can grow up to two feet per year; important to plant when cooler. Cromwell Pool is closed for the season. Will revisit in September mtg. \
  - ii) Discussion of the BrightView \$2,164.00 estimate and design suggestion for the plantings on the bumpout island on Ludwell Court. Most people have stopped dumping their trash since we put up the tape and signs, but the trash service has been dumping the empty cans all over the bump-out instead of where they retrieved the cans. Barb thinks there are too many plants (18) in the proposal, for the size; this species, Rutgers's Pyracantha, will grow to 9 feet. An alternate would be Julien Barbary, a smaller thorn evergreen shrub, or Tiny Tim



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Pyracantha. We removed the dyed mulch from the proposal because we have free mulch on site at Parkway Pool.

- iii) Discussion of the BrightView \$1,450.00 day rate proposal (5 days minimum) to have a 3-man crew with UTV and chipper to drive around areas in the community and clean up brush and debris along the main trails and other prominent areas. Possible winter project, using the winter tree money.
- c) Discussion of the following concerns raised regarding landscape services and the BrightView responses to these concerns:
  - i) Status of the replacement wrong color Coreopsis for the entrance planter beds. All of the pink has been moved to the Welbourne entrance at Dulaney Court. Pam prepared a list of locations that are supposed to have Cherry Blast. Replacements: Algonkian Lindenwood has 7 Cherry Blast Coreopsis. Other Belmont at AP and Westmoreland has 9 Cherry Blast. 12 at Rokeby and 12 at Welbourne. 3 replacements planted at Morven. Dan to schedule a walk-through.
  - ii) Status of the replacement cone flowers at Parkway. Added 3 new plants near the entrance to the gazebo because they looked sparse.
  - iii) Dan requested the seeding list and liming square footage in order to prepare a proposal.
  - iv) List of tree suggestions to be discussed later in the meeting and will be sent to Dan for proposal later.
- d) Review of the BrightView Quarterly Site Assessment. Mike and Dan walked through Morven and took pictures and will report next meeting on corrective pruning and mowing. Diane requested mowing and trimming of the wood line behind Vandercastle and Nicholson. Mike added that all wood lines are creeping throughout; should be mowed regularly. Barb requested attention to the storm drain culvert between Westmoreland and Christopher.

## 5) PMP REPORT

- a) Tree Removal/Trimming Items and a copy of the current tree services list. Mike has been noticing a lot more trees to watch and put on list to watch for recovery, i.e., the large deciduous tree at AP and Powell which has a lot of brown on it.
  - i) 1/2 storm damage day and 1.5 regular tree service days have been completed this period.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced or repaired 2 sections of damaged split rail fencing this period and replaced one damaged 6x6 street signpost.
- c) Accident-Related Items
  - i) No updates.
- d) 2021 Proforma

We are on budget for most lines and are solvent in the aggregate using internal offsets; surpluses in two landscaping categories will be consumed by off-season work, including tree days. One line is slightly over because two Tot Lots had problems with existing security lights and Mike replaced the fixtures with LED light heads, which will eventually save back the cost of replacement in electricity costs.

Paths includes the fences and everything along the trails except for the asphalt.
- e) 2021 Project List

Mike completed the survey of signs. Putting together SOW to repair/replace the foam signs. Completed fire lane painting. Anticipating completing steps on CS across from Cromwell in September.

- f) CountrySide Pond Items. Pam provided updated photographs showing algae. We have had a lot of hot days. If they have treated, the recent rain would have stirred it up. Additional treatment pending for September.
- i) Copy of the of the monthly report from Solitude.

## **6) OLD BUSINESS**

- a) Discussion of the BAFO bids received for the Land Services agreement. Unanimous decision for landscaping and drain cleaning to be presented to the Board in late September.
- b) Discussion of the BAFO bids received for the Tree Services agreement. Unanimous decision for tree services to be presented to the Board in late September.
- c) Discussion of the BAFO bids received for the Snow Removal services agreement. Unanimous decision for snow removal for 2021/2022 beginning Oct 1, 2021 for presentation to the Board at the second meeting in September.
- d) Paving: We have contacted additional vendors and followed up with the original requested vendors and to date, we still only have two bid submissions for the Townhouse Street and asphalt trail repairs. We have reached out to two additional vendors and did not hear back from them regarding the option to bid on 8/16. We have made a good faith effort to solicit more than two bids and have not been successful. Ann made the motion and Barb seconded to approve NVM paving for streets, curbs and trails not to exceed the budgeted amount and to recommend to the Board accept their proposal despite only having two bids.
- e) Discussion of the member recommendations regarding the planting of trees in each neighborhood for the tree planting project from the Tree Planting and Removal fund set aside by the BoD. To finalize the list and get proposals for comparison for unanimous consent between now and the September meeting so that we can make decision at September meeting for presentation to the Board in late September and commencement in October. Encourage the vendor to obtain pricing from more than one grower. Best planted in late Fall, but could also possibly plant in March/April. This is work that is already in reserve budget (not allocated in 2022 budget). Rokeby would like to have a number of dead trees, overrun by vines, removed this year at the Peyton Road tot lot. Goal to plant late Winter/early Spring: will also seek unanimous consent for this project.

## **7) NEW BUSINESS**

- a) Discussion of services and repairs recommended for the cluster mailbox units (CBU's) in the townhouse neighborhoods. 9 years old. Showing age. This may be a project consideration for the 2022 Budget.

## **8) INFORMATIONAL ITEMS**

- a) A nest of Bald-Faced Hornets was reported in a common area tree on Haxall Court. Upon contacting our pest control vendor, we were advised these are very aggressive hornets and as such, we approved a \$425.00 estimate and had the nest treated and removed.
- b) Update on the response from LCGS regarding a new concern with a storm drain inlet on Vandercastel along with an update regarding the original concern on Nicholson.

**9) ADJOURN**

- a) Meeting Adjourned at 9:00 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, September 15, 2021.**

**COUNTRYSIDE PROPRIETARY**  
**GROUPS COMMITTEE MINUTES**  
September 23, 2021

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:05 PM.
- b) Attendees: Albert Zangrilli (Chair), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)
- c) Absent: Diane Blunt

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the August 2021 meeting minutes. Approved unanimously as revised.

**3) RESIDENT & GUEST PARTICIPATION**

- a) Discussion of a resident's suggestion regarding options to consider regarding dredging the pond to help address the ongoing concerns. Committee considered options regarding the pond and treatment. The following actions were decided:
  - i) Pamela will send a draft letter to AI for presentation to the BoD for signature. This letter will be addressed to the VA Dept. of Environmental Quality (DEQ) and request the DEQ to confirm the response received from LoCo indicating that the pond is not at a point requiring dredging for its purpose as a Storm Water Management feature and to affirm it is in compliance with the DEQ permit.
  - ii) Pamela will contact a pond consultant to schedule a virtual meeting to occur in the next few weeks to get an outside opinion regarding the results of the pond survey compared with the conditions still being experienced at the pond. Results of this discussion will be reviewed at the next meeting.
  - iii) PMP will contact the two vendors that provided outside opinions in 2020 to again review the pond and to provide recommendations and proposals to perform treatment services in 2022. These will be reviewed at the next meeting.
  - iv) PMP will work with Solitude to ensure the next treatment of the pond occurs the week of 10/4 to stay on the minimum 2-week treatment schedule.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report and Horticulture Notes.
- b) Discussion of the following BrightView proposals:
  - i) Discussion of the revised BrightView \$1,550.96 estimate and design suggestion for the plantings on the bumpout island on Ludwell Court. The committee reviewed the proposal and revised the number of plantings. They specified a total of 12 Brightglow #3 Diervilla and 12 perennial Geraniums to be planted in the bumpout area. Dan estimated the cost of the revision (and will send a revised quote) and the committee voted unanimously to approve the revision for a cost NTE \$1,100.00. Cost to be applied to GL 6127.
  - ii) Discussion of the BrightView \$11,735.36 proposal for turf aeration of the common turf areas. Committee voted unanimously to recommend the BoD approve the proposal. Cost to be applied to GL 6127.
  - iii) Discussion of the BrightView \$6,790.00 proposal for turf overseeding of the bare/thin turf in the common areas. No motion.
  - iv) Discussion of the BrightView \$2,898.72 proposal for the lime application to the areas identified by the soil testing in the Morven and Oakridge neighborhoods. No motion.
  - v) Discussion of the BrightView proposals for turf renovations:
    - (1) \$3,886.73 for general areas not otherwise identified below. No motion.

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- (2) \$8,718.43 for all stump grind areas. Committee voted unanimously to recommend the BoD approve the proposal. Cost to be applied to GL 6127. PMP to request BrightView to provide a summary of the grass seed proposed to be used in these areas.
- (3) \$303.19 for the AP shoulder between Whittingham Circle intersections. No motion.
- (4) \$3,622.12 for the AP shoulder between Christopher and Chelmsford. No motion.
- (5) \$2,676.67 for the AP shoulder between Lindenwood and Bentley. No motion.
- vi) Discussion of the BrightView \$3,415.00 proposal for the removal of additional dead trees in the areas adjacent to the Rokeby Tot lot. Committee agreed that work should be performed as part of the winter services and the cost applied to GL 6154. PMP was directed to confirm all the identified trees are on common ground and not on resident properties.
- vii) Discussion of the BrightView \$6,007.95 proposal for the landscape improvements to the areas adjacent to the Rokeby Tot lot. The committee revised the proposal to remove the planting of the shrubs and trees and voted unanimously to approve the work for a cost NTE \$2,750.00. Cost to be applied to GL 6127.
- viii) Discussion of the BrightView \$407.78 proposal to make the requested revisions to the AP entrance sign across from Foxfield. No motion.
- c) Discussion of the following concerns raised regarding landscape services and the BrightView responses to these concerns:
  - i) Status of the items noted in the review of the Coreopsis at the entrance plantings. BrightView reported all items addressed.
  - ii) Mowing frequency and effectiveness during the latter part of August to current. BrightView expects to mow on Saturday, September 25<sup>th</sup> and will be back on scheduled the week of 9/27.

### 5) PMP REPORT

- a) Tree Removal/Trimming Items and a copy of the current tree services list. Reviewed and discussed.
  - i) 2 regular tree service days have been completed this period. 1 more tree day remains to be scheduled and BrightView was requested to add 2 more days beyond that day for services.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced or repaired 1 sections of damaged split rail fencing this period and replaced one damaged 6x6 street signpost.
- c) Accident-Related Items
  - i) No updates.
- d) 2021 Proforma. Reviewed and discussed. Committee anticipates holding services until 2022 when we have our new landscaping vendor onboard and will request the BoD consider holding and transferring remaining funds in GL's 6127 to the 2022 budget.
- e) 2021 Project List. Reviewed and discussed.
- f) CountrySide Pond Items
  - i) Copy of the of the monthly report from Solitude. Reviewed and discussed.

### 6) OLD BUSINESS

- a) We have executed the agreement for the Townhouse Street and asphalt trail repairs. Trail repairs are substantially completed, and street repairs are scheduled to begin on 9/27. Weather permitting, street repairs should be completed by 10/4 and sealcoating will be completed by 10/15.
- b) Discussion of the vendor bids submitted for the planting of trees in each neighborhood for the tree planting project from the Tree Planting and Removal fund set aside by the BoD. PMP was directed to get the vendors to all specify the approximate height of all trees specified for comparison.

- c) Review of the 2022 budget project suggestion submitted and discussion of the voting procedures for the committee. The committee discussed and revised the requests. All committee voting is due to PMP by 4:00 PM on Wednesday, September 29, 2021, to be included in the final tally submission to FIN and NAC.

**7) NEW BUSINESS**

- a) Discussion regarding recommending the BoD exercise the first option year of the Trash, Recycle and Yard Waste Agreement with AAA/Republic Services. No Motion. Will be on agenda for October meeting.
- b) Discussion regarding a request from the FAC for review and comment regarding the bid specifications for the replacement of the Kubota, scheduled for this fall. Specifications provided to members for comment.
- c) Discussion of the review of the neighborhood entry signs and the repair list that will be sent to vendors for bid for review at the next meeting. PMP will compile the list for vendor repairs and send out an RFP for services and bids for review at the October meeting. PMP should also note in the future revisions those signs that should be raised for clearance of the planter beds.
- d) Discussion of a request from the Virginia Department of Forestry to submit and record all tree plantings that occur in the community to assist in compliance with the Watershed Improvement Plan (WIP) established by the EPA and the partnering states in the Chesapeake Bay watershed. PMP was directed to file an online report of all trees planted so far this year and going forward. PMP will also contact them in November regarding the grant program for 2022.

**8) INFORMATIONAL ITEMS**

- a) None this period.

**9) ADJOURN**

- a) Meeting Adjourned at 9:21 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, October 20, 2021.**

**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES  
October 20, 2021**

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:01 PM.
- b) Attendees: Albert Zangrilli (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView)

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the September 2021 meeting minutes. Committee voted 6 yeas, 1 abstain to approve the minutes as amended.

**3) RESIDENT & GUEST PARTICIPATION**

- a) Discussion of a resident's concerns about common area tree branches growing over their fence on Conoy Court. Motion to trim several branches back to the trunk: Diane, Second: Jim and Terry. Vote: 5 Yes, 2 No. Motion carried. Anticipated work to be completed in November.
- b) Frederick Wallin, Welbourne resident, called in about fire lane post down on Dulaney. Repainting of fire lane curbs after paving looks great. (1) Comcast cable and Verizon boxes look terrible. Old Verizon legacy copper pedestals throughout the community need to be repaired or removed. Mike will do another inspection this Fall and send a request to both Comcast and Verizon over the winter. If they do not respond, then consider escalating to our County Supervisor. Jim pointed out a utility dislikes a complaint filed with the state corporation commission. He will look into how they are regulated (who is their regulatory agency) and who has oversight. Al suggested that the letter be sent from the BoD on HOA letterhead. Plan to discuss at a November BoD meeting. (2) Fire Lane sign hit by a truck on Dulany Court. (3) Repaving looks great but why didn't they pave the entire court? Why is it patched and did not pave the parking spaces? There is substantial cracking in the asphalt. Mike said the BoD decided to try to extend the useful life of serviceable pavement and only replace the surfaces that are failing, due to high cost of milling and replacing. Crack-fill in sealcoat is an attempt to maintain the pavement over the winter. Not a permanent fix – an interim fix to allow time to rebuild the reserve funds. No traffic underneath parked cars.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report and Horticulture Notes.

**5) PMP REPORT**

- a) Tree Removal/Trimming Items and a copy of the current tree services list.
  - i) 2 regular tree service days have been completed this period. Hope to catch up with the upcoming 4 tree service days.

Chelmsford at Finchingfield has 4 white pines trees die in close proximity. Mike has requested that the arborist, Andy look at them.

There is a separate Winter Tree List, being generated, that includes the Rokeby trees. There are two separate budgets. The winter work gets a discounted daily rate. Mike has requested as many

tree days as possible from BV for December 1 - 31. He has already alerted the BoD that any leftover funds need to be moved to January.

b) Common Area Ground Maintenance Items

- i) Staff replaced or repaired 3 sections of damaged split rail fencing this period and replaced one damaged 6x6 street signpost.

Request in 2022 budget for replacement split rail fencing, 6x6 posts and fire lane posts.

c) Accident-Related Items

- i) No updates.

- d) 2021 Proforma – under budget and anticipated to remain that way. Pam asked: 6128: what is that for? The monthly tree list work routine. 6154 is the Winter tree work. 8571 is work unique to TH neighborhoods. Currently, there is about a half day of work for TH work (i.e., 27 Nicholson, 10 Conoy, and other work.) 6127 is for turf restoration (in areas where stump have been ground followed by fall grass planting or perhaps tree replacement). 6128 is for removal of the tree and grinding of the stump.

- e) 2021 Project List; Paving work completed. Some curb painting still in progress.

f) CountrySide Pond Items

- i) Copy of the of the monthly report from Solitude. Pam asked about the timing of the visits. The report lacks detailed information on evaluation of condition and findings. Mike will plan to be present for the remaining 3 visits. He will tell them to call ahead so he can meet them. Ron, Pam and Jim offered to attend also if available.

- ii) Discussion of the results of the Zoom call with Dr. Andrew Lazur, Ph.D., UMD State Extension Specialist - Water Quality regarding the concerns experienced with the pond. Pam thought he was very helpful and he provided a lot of good information. How do we approach strategy?

There are 3 primary sources of incoming water. 2 from CS and 1 from Glenn Heather/Environs. We should educate neighbors in the watershed about reducing nutrient input. It includes most of Oakridge and Belmont.

Discussion on aeration. Recommended raising the aerators above the sediment.

We have created adequate buffers but the buffers could be widened with the addition of native plants.

He felt Solitude could have done a better job controlling the algae and plant growth. Not as effective as it could be.

He provided a paper on PhosBlock, written by a Solitude employee. We need to ask where they have used this and what was the result.

Pam would like to form a subcommittee to analyze the information and formula strategy for a recommendation to the Committee. Mike suggested we hold a GC meeting in January. Perhaps John Geiger and other homeowners near the pond would be interested in serving.

The letter from the BoD to Loudoun County was approved at the last meeting. Al to follow up to find out if the letter has gone out. There are some documents generated post-construction, referenced in the original studies. We do not have the original design documents from the builder.



Scheduled for Carl Evans to come and meet tomorrow with Mike and Pam.

Earlier, there was discussion at the County that the pond could possibly be an opportunity for the County to earn and spend credits for certain activities to be performed within the watershed of the Bay. But there was nothing that they can do for the pond that would satisfy that project.

Bathymetric Survey was done in 2020.

Carl's responses are very general. Discussed sediment depths reported in the Bathymetric Survey.

Dr. Lazar recommended more fish. Concern that some fish may have been removed. The grass carp eat the most in the first five years and eat less when they get older. The fish are affordable. Consider adding more fish in the spring.

Discussion on requesting proposals from other pond maintenance companies.

Recommendation to educate the community about over fertilization, utilizing some of Dr. Lazar's slides.

Motion to establish a working group to continue discussion. Approved unanimously

## **6) OLD BUSINESS**

- a) NVM Paving has substantially completed all the trail, curb/Gutter and street repairs and are scheduled to complete the sealcoating on October 19. We will then prepare the final punchlist of issues that need to be corrected.
- b) Discussion of the vendor bids submitted for the planting of trees in each neighborhood for the tree planting project from the Tree Planting and Removal fund set aside by the BoD. Discussion was deferred to a future meeting.
- c) Discussion regarding recommending the BoD exercise the first (of two) option year of the Trash, Recycle and Yard Waste Agreement with AAA/Republic Services for \$550,281.60.

Republic is doing the job but having a tough time with supply chain issues associated with the repair and maintenance of vehicles.

Ann motioned to extend the contract for the contracted amount. Pam seconded. Approved unanimously.

- d) Due to workload issue, the finalized list of repairs for the neighborhood entry signs was delayed in going out to the vendors. At this time, we expect to get the package out to the vendors early the week of 10/18.

## **7) NEW BUSINESS**

- a) None this period.

## **8) INFORMATIONAL ITEMS**

- a) An informational copy of the letter prepared for the VA DEQ regarding the Loudoun County Storm Water Management Pond permit. One of the BoD members wanted to send a copy to the EPA and that was approved.

**9) ADJOURN**

- a) Meeting Adjourned at 9:26 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, November 17, 2021.**

**.COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE MINUTES  
November 17, 2021**

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:05 PM.
- b) Attendees: Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), \Anne Steingass (Oatlands), Mike Stracka (PMP), Dan Elbon (BrightView), Chris Codino (Advantage Landscape).
- c) Absent: Albert Zangrilli, Barb O'Connor

**2) COMMITTEE ADMINISTRATION**

- a) Approval of the October 2021 meeting minutes. Approved with some revisions to 5f.
- b) Discussion of committee member participation planning for the 2022 season. Poll of members to see who will return so a list can be prepared for NAC approval with their first meeting. Ann will not be returning to Grounds but will join NAC next year.

**3) RESIDENT & GUEST PARTICIPATION**

- a) John Geiger, for discussions on the Pond.

**4) BRIGHTVIEW ITEMS**

- a) Discussion of items noted on the BrightView Landscape Report and Horticulture Notes.
- b) Discussion of the BrightView \$22,985.00 proposal to perform winter tree services in December.  
Proposed winter tree work could be completed by end of December. Estimate of 12.5 days at with a 15% discount off the regular rate of \$2000/day. Wood that is left on ground in wooded areas to be cut into 18" sections to permit residents to take. Mike would like to add two more days for additional trees on his list. New NTE \$27,000. Motion: Ann, to accept the proposal. Pam added to include the two additional days. Jim added: wood to be cut into 18" sections. Second by Ron. Approved unanimously. Proposal had to go through the BoD.
- c) Discussion of the pending services approved with BrightView:
  - i) Turf Aeration
  - ii) Turf Enhancements
  - iii) Ludwell Court enhancements  
Ludwell Court bump out: still waiting for plants. Pam thinks it is too late in the year to plant them and will not thrive. Mike added that the delay was due to needing additional approval.
  - iv) Rokeby Tot Lot improvements  
Rokeby tot lot started. Jim: a lot of smooth round stones piled up, exposed during dead tree removal. Not part of BV scope. To look at and determine how to proceed.
  - v) Entrance Annuals  
Pam: Flowers at AP and Foxfield oddly placed. Dan to take a look.
  - vi) Plantings and seeding between 143 and 145 Sulgrave.

Sulgrave work to start Friday morning. Trees have not yet been trimmed back – to do in the Spring.

10 Conoy Ct. tree removal was completed.

## **5) PMP REPORT**

- a) Tree Removal/Trimming Items and a copy of the current tree services list. [mike displayed a different list – Winter list.] Hopefully, next year we can get more trees done on tree days with the new contractor.
  - i) 3 regular tree service days have been completed this period.
- b) Common Area Ground Maintenance Items
  - i) Staff replaced or repaired 4 sections of damaged split rail fencing this period and replaced one damaged 6x6 street signpost.
  - ii) We are scheduling to do a tour the week of November 15<sup>th</sup> to review all the utility monuments, underground vault boxes and power transformers on common grounds to prepare a list of needed repairs. Once prepared, we will send notification to Comcast, Verizon and Dominion VA Power requesting they address the concerns noted.

When the work is performed, will send a letter to effected residents.

Verizon is regulated by the State Corporation Commission on copper side and FCC for fiber. Pedestals are regulated by FCC. We have very little documentation. Some of the letters previously sent were lost.

- c) Accident-Related Items
  - i) No updates.
- d) 2021 Proforma
- e) 2021 Project List

BoD was faced with decisions vs. assessment increases, within a pre-determined cap. Unable to move funds to next year. Reserve projects pushed to next year.

Split rail fence

Gravel Roads and walking paths allowance pushed forward

Street signs

Sidewalks

Mailbox stations repairs and cleaning

Fire lane signage identification

Tonight's proposal for tree removal is out of 6128 Dangerous Trees. Long term tree services is specifically for winter removal.

Invasive species removal was not done and funds were not able to be transferred to next year.

- f) 2022 List of Approve Reserve Projects
- g) CountrySide Pond Items

- i) Copy of the of the monthly report from Solitude.

Only received one visit last month.

- ii) Discussion of the response from Solitude to the questions posed regarding the pond treatment effectiveness and options for 2022.
- iii) Discussion of the recommendations and suggestions from the Pond Working group.

Met with Karl Evans from LC. Discussed recommendations. He provided us with the 1983 As-Builts from the pond and results from the 2009 Bathometric Survey, and analysis. LC to clean up some areas. County to clear vegetation and volunteer trees on top of dam and do erosion repair, and re-seed. To install new trash rack. Committee to review draft letter for HOA to send to formally request that work. To be performed late January.

Pam reviewed recommendations from the Working Group.

- iv) Review and discussion of the proposal from AEC to provide pond maintenance services in 2022.

Proposal is less than \$5,000 and can be signed by Dave Barrie without going before the BoD. Motion to accept: Ann. Second: Jim. Approved Unanimously.

## **6) OLD BUSINESS**

- a) NVM Paving has completed the curb/gutter and street repairs and sealcoating, except for some stencils on Finchingfield Ct. There are still a few outstanding punchlist items remaining on the trails that will be completed by the end of this month. There is an invoicing discrepancy. Mike made them aware of the discrepancy and had not yet received a response.
- b) Due to workload issue, the finalized list of repairs for the neighborhood entry signs has been delayed by the weather. At this time, it is recommended we seek bids over the course of the winter to begin repairs when the weather is more suitable in the spring.

Next year will be busy with new contractor and repairs to Lindenwood Pool. Leaks to original 1984 pool shell. Other pools have been renovated. BOD and FAC committee had projected to renovate in 2028. Got credit from LCCW one-time and still losing water. PVC plumbing gets brittle. To get to the plumbing, have to tear up the pool. The money is there in the Reserves. There may be supply line issues and vendor issues.

BoD authorized an additional support person in the office. Erin had been hired originally to seasonally support Mike but moved to backfill the vacant CRC coordinator position.

BoD would like to add the Pond to the Reserve Study the next time, but that will be in 3-4 years and will cost \$2,500 to add it to the Reserve. Need to save up the funds.

## **7) NEW BUSINESS**

- a) Discussion with Advantage Landscape regarding the beginning of services for snow removal for the winter and to begin preparations regarding land and tree services in 2022.

One of the new account managers, Chris Codino, attended. Sara Spence, the other account manager, was unable to attend. Committee members introduced themselves and their neighborhoods.

Advantage tries to respond to all emails within 24-hours and to spend a lot of time in the field. They take a proactive approach to dangerous/diseased trees. Mike clarified that all communication comes through him. To set up a time with Mike to tour snowplow routes. Chris suggests a weekly call or visit with Mike; to set up for a regular set time. Planning to visit at least once a week.

Pam asked how they chose their growers. Chris responded that they use mostly vendors that they know and work with regularly.

Pam asked if Chris would like to walk the neighborhoods with the respective representatives.

Terri shared that Foxfield needs attention to turf and has too many bare spots.

## **8) INFORMATIONAL ITEMS**

- a) None this period.

## **9) ADJOURN**

- a) Meeting Adjourned at 9:02 PM.
- b) Next regular meeting is tentatively scheduled to be held remotely at **7:00 PM on Wednesday, January 19, 2022.**