

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE AGENDA
January 17, 2024**

- **CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:07PM.
- Attendees: Penny Francke (Substitute Chair), Pamela McGraw (Oakridge), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Ron McNulty (Morven), Timothy Shamble (Oatlands), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape)
- Absent: Fredrik Wallin (Chair)
- Guests: Alys Jarvela, Ashlee Booth

- **COMMITTEE ADMINISTRATION**

- Penny F chaired the meeting at Fredrik's request, in Fredrik's absence.
- Election of Co-Chair: Pamela volunteered. Terri made a motion to appoint Pamela as alternate chair; Jim seconded. Unanimously approved.
- Penny reminded the Committee that all requests to PMP must go through the Committee Chair and are subject to approval by the Board President (as PMP contract point person).
- Tim S moved to approve the agenda as written; Pamela seconded. Unanimously approved. Committee was reminded to submit requested agenda items at least one week prior to the meeting date.
- Terri moved to approve the November 15, 2023 minutes as written; Tim S seconded. Unanimously approved.

- **RESIDENT & GUEST PARTICIPATION (5-minute limit per speaker)**

Alys Jarvela, Belmont resident, says she is representing 150 residents and reiterated her previous request to the Committee to discontinue the use of herbicide. She asked that we avoid the use of herbicide near tot lots, and also near drainage areas, where the herbicides can kill beneficial invertebrates and make mosquito problems worse. The Committee confirmed to Alys that use of herbicide was discontinued mid-2023 for both turf areas and roadway shoulders, except for spot treatments (like cracks and sidewalk gutters) and for invasives (see Grounds Minutes June, July, and September 2023). Only Finale (not Roundup) is being used for the spot treatments. The Committee still needs to discuss whether to direct Advantage to do a manual winter cleanout of drainage ditches to avoid use of herbicides in the ditches this year; Tim P was asked to add this to the February Meeting agenda. The Committee will also need to decide whether to continue the hold on herbicide use on turf areas and roadway shoulders; the condition of those areas, which have not seen herbicide use for 6+ months, should provide a reference point to residents for how the turf areas will look without herbicide use. Matt confirmed that the drainage ditches in Horsepen Run have not had herbicide applied since the last application 5-6 months ago; any browned areas are probably the result of the weeds killed in that last application. Advantage will need direction before April 1st on

whether herbicides will be used on turf areas (per the contract) or not. Committee to discuss both herbicide use and drainage ditch treatment (manual vs herbicides) at next meeting. Alys agreed that invasives cannot be effectively treated without herbicides.

- Ashlee Booth, Foxfield resident since July 2023, reported that of her two parking spaces, the one furthest from her unit has a blind spot and is difficult to back out of safely; she is requesting that additional curb space be painted yellow. Ashlee to send details on space numbers and issues to Tim Pope, and PMP will examine area and provide pictures and/or diagrams for the Committee to evaluate at the next meeting.

- **ADVANTAGE ITEMS**

- Monthly Reports were reviewed.

- a) December

- (1) Tree Project wrapped up week of 12/18
- (2) Aeration “Touch Up” of four locations completed.
- (3) Second lime application completed 12/15
- (4) CountrySide Sign Enhancements (Algonkian Pkwy across from Foxfield) completed with adjustments.

- b) January

- (1) Approved Invasives for areas approved are scheduled for January, after snow delays. Work to be charged to the 2023 budget.
- (2) Maintenance Contracted Storm Drain leaf clean up scheduled for January.
- (3) Pamela had reported an attempted theft of the new holly bush at the CountrySide sign plantings across from Foxfield; when Advantage investigated, they found several liriope had been stolen, Advantage replace the liriope and fixed the holly at no charge; the Committee thanked Matt for this prompt attention.
- (4) Advantage plans to repeat soil testing April or May, to see results from the two lime applications.
- (5) Jim asked Matt when Rokeby would get “caught up” on areas missed in the lime applications; Matt committed to hit those areas next month and to add a review to the pending projects list.
- (6) Pamela commented that the entry beds plantings look better than ever, and that the replacement plantings at the pond look great and healthy. Perennials have been marked with lime green signs to help avoid covering with mulch; Pamela reminded Matt to take care with mulch applications, and to NOT prune the forsythia. Pamela asked Matt to explain the difference between pruning included in our contract and the cutbacks Matt mentioned in his monthly report. Matt explained that some areas need more drastic cutbacks than are covered by the contract pruning—e.g., abelia at the shopping center, burning bushes, growth around the tunnel that should be cut back for security concerns. Tim P will work with Matt to organize a drive-through with a small group to develop a list of recommendations for the next meeting.

- Discussion on selection of the Spring Annuals: Matt offered to hold pricing the same for premium plantings as for regular: \$6 for 4.5 inch pots. Pamela suggested the SunColeus Wasabi/Lantana Lucky Flame/SunPatens Lilac combination. Diane moved to accept that recommendation; Ron seconded. Approved unanimously.

- **2024 AEC Pond Management Renewal**

- Renewal of AEC Pond Management Agreement for 2024:
Tim to get 3 bids per Resolution 48 (required for contracts over \$5,000). The AEC bid has a statement that the pricing is only good for 30 days, dated January 2; Tim P will confirm that they will hold that price longer.

- **PMP REPORT**

Monthly Financial, Major Projects, Invoice Tracking reports, Future expenditures:

Tim will have more complete financial reporting for the next meeting. Penny explained that the “Future Expenditures” spreadsheet is just a tool to track committed expenditures and projects against budgeted funds, especially in the Additional Landscaping budget line; Fredrik and the Committee can decide whether to use this or some other tool. Penny advised the Committee to try to pace its expenditures more evenly throughout the year, to avoid a year-end rush to spend remaining funds.

- The Tree list was whittled down substantially in 2023, thanks to Tim Pope’s diligence. Thanks again, Tim P!

- **OLD BUSINESS**

- Parking Resolutions 233 & 234: Proposed revisions on both Resolutions have been posted to the website and published in the January Courier with the required opinions from the Board President and Secretary. The Resolutions will be voted on by the Board of Directors at the February 7, 2024 BOD meeting; all comments on the resolutions should be submitted before that date.
- Neighborhood Signs: the Grounds Committee’s recommendation will be presented for approval to the Board of Directors at the January 24, 2024 BOD meeting.
- Oatlands Stream Enhancement Update: Tim P is working on getting a third bid. He will also try to reach Chris Stone of Loudoun County, who offered to provide advice on this project, but who has been difficult to reach.

- **NEW BUSINESS**

- Discussion – PMP Oversight of Contractor’s Work:

Jim believes that PMP needs to more closely oversee work done by contractors to ensure the work is being done properly. The GC is concerned that the delay in filling the DRC position is impacting Tim P’s ability for this oversight. Tim P told the Committee that he is working on a delegation plan to have Bryan and Carlos perform more tasks where they can.

- **INFORMATIONAL ITEMS**

- Stump Removal:

Tim is preparing an RFP letter for stump grinding, including overseeding/remediation of the areas where the stumps are removed. Committee members should be sure to report any stumps in their neighborhoods to Tim P to be sure the list is as complete as possible; Tim P will distribute the list for review before it is sent in the RFP.

- **ADJOURN**

- Meeting Adjourned at 9:04 PM.
- Next regular meeting is tentatively scheduled to be held remotely at **7:00 PM on Wednesday, February 21, 2024.**