

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
May 15, 2024

1) CALL TO ORDER

- Meeting Called to Order via remote attendance at 7:04PM.
- Attendees: Fredrik Wallin (Chair), Pamela McGraw (Oakridge), Diane Blunt (Welbourne), Terri Hess (Foxfield) , Timothy Shamble (Oatlands), James Krips (Rokeby), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape)

Absent: Ron McNulty (Morven)

2) COMMITTEE ADMINISTRATION

- Approval of the Agenda. Motion to approve by Diane, Pamela seconded the motion. Agenda approved unanimously. Item regarding NAC meeting from May 14 2024 added as requested by Diane.
- Approval of the April 17, 2024 minutes. Motion to approve by Timothy, Terri seconded the motion. Pamela suggested clarification that Tim is to contact the DoF, and Timothy pointed out a spelling error. Minutes approved unanimously
- Update from First Parking Sub-Group Meeting Monday 5/13 @7pm. No update as the Parking Working Group meeting was rescheduled to a later point in time.

3) RESIDENT & GUEST PARTICIPATION (3-minute limit per speaker)

- None

4) ADVANTAGE ITEMS

- Monthly Report
 - Leaf mulching completed. Matt asked to doublecheck that the correct mulch was used in entry beds.
 - Fertilization using leaf mulch by signs completed.
 - Tree days 4/18, 5/2, 5/9, 5/15.
 - Regular mowing cycle ongoing.
 - Juniper removal on CountrySide Boulevard completed.

- Submitted Proposals
 - Watering Agreement of 2024
Quote 2229. Advantage Landscape will furnish all the labor, equipment, and materials for watering services at an hourly rate of \$65.00 per hour. Discussion about frequency based on plant needs and the established budget, rather than a fixed schedule, as well as cut-off date for watering. Matt estimates that entry sign watering takes 3-4 hours. Tim was asked to add watering as a budget line for next year. Watering will start May 15, 2024 and will end December 1, 2024.
Motion to approve by Pamela, motion seconded by Jim. Motion approved unanimously.

- Landscape Replacements Update
 - Replacement plants on list items are ordered and will be in place in the coming week under Matt's supervision. Matt to ensure quality and accuracy.
 - Discussion about plants in the median at the CSB-Cromwell intersection.
 - Three dead trees ((Fringe, Magnolia, Sourwood) by the pond to be replaced in the fall and place tree guards on the replacement trees. The Magnolia was damaged by deer and Pamela pointed out that damage by animals is not listed as a reason for negating warranty. Matt will bring this up with management and get back to us.
 - Discussion about backorder of plants. Perennials and annuals to be planted upon Matt's return. Matt confirmed Advantage have all items listed with possible exception of the White Potentillas and he is looking for potential substitute.
 - The three Bradford Pear trees on Cromwell to be included in tree days.
 - Tim to investigate what category the CSB pear tree removal and replacement would go under.
 - Tim is working on more detailed updated on Landscape Replacement items. Fredrik asked Tim to include pictures in updates in the future. Matt confirmed that these items will be done by the next meeting and that the adjustments will be documented with pictures. Matt and Tim asked to be more specific in comments and proposed adjustments. The importance of documentation upon completion regarding quality and accuracy was stressed. Matt asked for detailed specifications prior to bidding for projects in order to facilitate the work and improve accuracy. Tim is to compile a document with pictures to be mailed out to the committee upon completion of the flower beds.

5) Pond Issues

- Pond Management Update
 - Vendor to come out this Friday. Aerators are off center.
 - April 1 2024, 59 degrees F, and the dissolved oxygen was 14 ppm and May 7 2024, 75 degrees F, and the dissolved oxygen was 9 ppm. Tim asked to add ranges for clarification in the future, indicating whether the readings are in the normal. range.

- Update – Cattails. Best controlled by applying a Foliar application, typically in August - September prior to cutting them back. Tim to make sure there is no herbicides in the foliar application and if so ask for the application to be done as soon as possible. If the application contains herbicides, the issue will be revisited by the Committee.
- The pond was treated to control the growth of filamentous algae. The pond was also treated with herbicide to control the growth of parrot's feather
- Algae from earlier in the season has cleared up.

6) PMP REPORT

- Monthly Financial, Major Projects, and Invoice Tracking reports
 - Invoice tracking updated to reflect invoice total as well as total paid. Tim asked to investigate why there is a \$300 invoice for pond mulch as mulch is included in the contract as the Pond is common area.
 - Stump removal, trimming, tree removal, and such should not be charged to Additional Landscaping.
 - Tim to restore missing Snow Removal lines
- Tree list.
 - Three Tree days in past month. The Bradford pear trees to be included in future Tree Day. Trimming to be added to Tree days
- Landscaping Agreement Rough Draft RFP
 - The committee conducted a detailed peer review of the proposed edits to the contract and reviewed the mowing map.
- Update on Paving RFP
 - Tim is preparing the RFPs for review in June.

7) OLD BUSINESS

- Update on Invasives Packet
 - Tim and Matt identified 5 areas with invasive species to be prepared for consideration for Loudoun Invasive Removal Alliance (LIRA) grant.
- Update on Department of Forestry
 - Tim reached out and spoke to Lindsey Long who will provide more information on the community forest program.

- Update on Rokeby Stairs
-Tim, Catherine and Fredrik met with VDOT on the site and awaiting information from their engineers. Surveyor needed if exact easement line to be determined at Grounds Committee cost.
- Update on Stone Monuments CountrySide Blvd/Route7
-Deferred to June meeting

8) NEW BUSINESS

- Discussion – placement of Benches on CountrySide Blvd and Algonkian Parkway
-Deferred to June meeting

9) INFORMATIONAL ITEMS

- Discussion – CountrySide Blvd. Medians
-Deferred to June meeting
- Diane informed to grounds Committee regarding a Resident application for a fence on common area.
-Tim asked to make sure the Resident is aware this has not been approved by the Grounds Committee.
- **ADJOURN**
-Terri moved to adjourn, Pamela seconded the motion. Motion approved unanimously.
Meeting Adjourned at 10:47PM.
- Next regular meeting is tentatively scheduled to be held remotely at
7:00 PM on Wednesday, June 19, 2024