

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
July 17, 2024

**1) CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:02 PM.
- Attendees: Penny Francke (Chairing for Fredrik Wallin, upon his resignation), Pamela McGraw (Oakridge), Diane Blunt (Welbourne), Terri Hess (Foxfield), Ron McNulty (Morven), Timothy Shamble (Oatlands), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape)
- Absent: Jim Krips (Rokeby)

**2) COMMITTEE ADMINISTRATION**

- Ron moved to approve the agenda as written; Terri seconded. Pamela proposed an item be added to discuss Fredrik's email to the group; Ron suggests capping the discussion at 10 minutes as a friendly amendment, which was accepted. Approved unanimously.
- The June meeting minutes were not included in the July Meeting packet; they will be forwarded to the Committee members separately.

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

- None.

**4) ADVANTAGE ITEMS**

- Matt reviewed the Advantage report with the Committee. He said we should expect soil testing results in August. He also observed that the excessive weed growth in the medians and gravel was to be expected, and warned that it will become more obvious as mowing gets less frequent; he suggested that the Committee might want to consider use of a broadleaf herbicide (NOT Roundup) once or twice in 2025. Terri reported that one of the flower beds near Southall (off McPherson near Persimmon) had a lot of weeds; Matt promised to follow up.
- The Committee discussed the Advantage invasives proposal. Terri moved to accept Advantage Proposal #2436 for Phase II invasives treatment at the specified locations for an amount NTE \$3150; Pamela seconded. Approved unanimously. Ron asked Tim and Matt to check the area around Haxall near Askegrens.
- The Committee reviewed the Advantage proposal for annual plantings; Matt explained that they'd included another 25 plants (which increased the price by \$150) to avoid bare spots. Pamela asked about bed in median at CS Blvd and Rt 7. Matt says that bed was there and when we removed the junipers it became more obvious. The cost does cover that bed. Terri moved to accept Advantage proposal #2435 for annual plantings, in an amount NTE \$3600; Ron seconded. Approved unanimously.
- Pamela moved to accept Advantage proposal #2437 for installation of two (2) Buddleias at Parkway Pool for \$140; Terri seconded. Pamela suggested that the PMP crew temporarily install the post/chain protection that has been effective elsewhere. Approved unanimously.

- Matt reported an explosion of mite activity on our burning bushes with the heat, and recommended treatment. PMP to issue notifications and post notice on the website; Matt to send Tim the MSDS.
- The Committee deferred discussion of a “Neighborhood Landscape for Fall” plan until the August meeting. Committee members to submit suggestions for their respective neighborhoods to Tim for compilation (Pamela and Diane have already submitted).

## **5) POND ISSUES**

- Pond Management Update – test results in normal range.
- Cattails Containment Update: Pamela thought that cattail cutting was part of the contract in the past, but Tim confirmed that it is NOT in scope for the current contract. If we want to control the cattails from growing out of the boundaries, we need to have the work done. Pamela moved to accept AEC’s proposal #2917 for in the fall/winter of 2024 for \$2500; Terri seconded. Approved unanimously.
- In the Fall, Tim P will create an RFP for a two-year contract for pond management, and will add cutting back cattails to the scope. Penny reminded the Committee that our Governing Documents allow us to receive bids for multi-year contracts, but restrict our commitments to one year at a time. The Committee was reminded to increase the pond maintenance budget line item request to accommodate the added scope.

## **6) PMP REPORT**

- Monthly Financial, Major Projects, and Invoice Tracking reports reviewed. Tim to update the date on the Monthly Financials Report. Pet Station Supplies at \$0 YTD because we’re still working off inventory from prior purchases. Terri reported that a trashcan and pet supply station in Foxfield needed to be replaced after someone set off fireworks in the trash can.

## **7) OLD BUSINESS**

- Benches on CSide Blvd and Algonkian Parkway: Tim P reported that he was having some difficulty finding benches similar to those at the Rokeby tot lot; he presented metal and wood options to the Committee. There are wooden benches throughout the neighborhoods, and the one existing memorial bench in the area is wood, as is the bench at the Lindenwood parking area. The Committee discussed purchasing composite benches, rather than wood, for longevity. Prices shown in Tim P’s product sheets do not include freight. Tim Shamble made a motion to purchase two (2) 6 ft. wooden pressure-treated benches with back, from “the Park Catalog” for a cost NTE \$1275; Terri seconded. All Committee members present preferred the wood benches over the metal. After discussion, the Committee decided to defer this issue until August so that Jim Krips could participate in the decision. Tim P to send the links on the benches to the Committee members.

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- Oatlands Project: Tim Shamble prepared a white paper update. Terri asked about erosion under that bridge. Per Tim S, the group from Audubon was not enthusiastic about the ability to control erosion. We could plan one area to see if it would help. Bringing in rocks could require us to obtain permits. Chris Van Vlack of LCSWC saw the drainage area by Persimmon and was interested in planting trees to shield the old landfill. Can't put rocks in the streambed, just plants on the banks. Pamela suggests targeting stabilizing the banks with plant material. Tim and Pamela to write up suggestions for plants for next month.
- Penny mentioned that a suspension bridge in Horse Pen Run may need to be replaced because the trees anchoring the bridge are dying. Dave Barrie (Chair of HPR Committee) would appreciate any recommendations the Grounds Committee could offer on replacement trees. Penny will forward the email with information on the suspension bridge in HPR.
- Penny to send a link about the cell tower behind RBMS.
- Blue Ridge Prism Walkthrough – July 1: Tim Pope received the report from his walk with Natali and will distribute to the GC. We are one of 8 communities competing for the 5 spots.
- Department of Forestry Tree Survey request: the Committee was reminded that any requests to outside agencies (e.g., government agencies like the DOF) should be run past the Board of Directors before applications or requests are made. This is because CountrySide Proprietary is a non-stock corporation under Virginia law, and only the Board of Directors is authorized to take actions on behalf of the community as a whole. – see packet write up. CountrySide is the owner. Pamela drafted the original letter. Check with the BOD prior to applying for anything with any Agency. CS is a corporation and only BOD can approve a request to an Agency on behalf of the community.
- Bamboo Walkthrough – July 22 at 10:00 AM, Pkwy Pool Parking Lot, with Juli Briskman's office. Let Tim know if you want to attend. Give Tim a list to include areas on private property that are encroaching on common area.

### 8) NEW BUSINESS

- Asphalt and Pavement Work: Scope combines 2023 and 2025 target areas and allocations from the Reserve Study; projected costs are within budget. Tim P. commented that NVM is the best value and they have worked well with us in the past. Pamela moved to award the 2024 paving work to NVM; Tim S seconded. Approved unanimously. Tim Pope to send to BOD for approval.

### 9) INFORMATIONAL ITEMS

- Landscape Bids – Tim Pope provided an overview, and confirmed that the scope of the 2025-2027 landscaping contract would include maintenance of the pond beds added in the 2023 pond grant project (reflecting a change in scope from the last RFP/current contract scope, since those beds did not exist when the last contract was scoped). The Committee agreed that 26 mowings should be sufficient. The Committee also agreed to eliminate the highest bid response received

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from further consideration, since the price differential placed the vendor out of contention for the business. Interviews with the four (4) remaining candidates will be scheduled for Tuesday, July 30<sup>th</sup> at 7 PM, with 20 minutes allowed for each vendor (with a 5 minute buffer in between each vendor).

- Tree List is on pace to be completed with one tree day per week; Advantage will return to do stumps. Terri noted that the fallen pine trees on Spotswood from last summer are still there; Tim and Matt will follow up.

**10) ADJOURN**

- Diane moved to adjourn the meeting; Terri seconded. Approved unanimously. Meeting Adjourned at 9:13 PM. Next regular meeting scheduled to be held remotely at **7:00 PM** on **Wednesday, August 21, 2024**.