

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
September 18, 2024

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:03 PM.
- b) Attendees: Kumar Sangaran (Chair), Pamela McGraw (Oakridge), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Ron McNulty (Morven), Penny Francke, Tim Pope (PMP), Catherine Neelley (PMP), Matt O'Donnell (Advantage Landscape)
- c) Absent: Timothy Shamble (Oatlands)

2) COMMITTEE ADMINISTRATION

- a) Pamela moved to approve the September 18, 2024 agenda as written; Terri seconded. Approved unanimously by those present.
- b) Terri moved to approve the Minutes of the August 27, 2024 Meeting; Ron seconded. Pamela made a friendly amendment to require any changes to the pear tree replacement plan to require Grounds Committee approval, rather than the "HOA approval" in the Minutes. Terri accepted the friendly amendment. Jim proposed a second friendly amendment to the motion, saying that the June 25th Minutes had been further revised. Penny explained that yes, those June Minutes were revised, but not until after the August 27th meeting—therefore, those changes cannot be referenced in Minutes for an August 27th meeting that predated the later changes—Minutes are a record of what happened IN the meeting, and cannot be predictive of later actions like those requested by Jim several hours after the meeting had ended. Jim withdrew his friendly amendment. On the vote: Diane abstained, all others present approved. August 27th Minutes approved.
- c) Terri moved that the Committee's e-vote approval of the revised (Rev. 4) June 25, 2024 Meeting Minutes be confirmed; Jim seconded the motion. Approved unanimously by those present.

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

- a) Dirk Johnson attended to brief the Grounds Committee on the progress made by the Parking Working Group. He told the Committee that he had investigated one of the main concerns reported to the prior Working Group—that of cars "stored" or parked long-term on townhouse streets; Dirk said he found only one car that fit the criteria for that complaint, so he's not sure it's a major problem. His review of parking complaints reported to PMP showed that the biggest issue was cars parked in Visitor spots, which is already addressed in Resolution 233. The Working Group wrote a "Parking Advisory" document to summarize prior attempts to "fix" parking problems, because their review showed that many of the solutions being suggested had been tried unsuccessfully in the past; the Working Group sees the Advisory document as a way to inform residents of the history, and to hopefully cut down on the frustration and duplication of effort that occurs when the same solutions are revisited. Catherine and Penny told Dirk that they had reviewed the document and inserted comments; one of their concerns is that some of the information in it is also on the CountrySide website, and we do not want to create a situation where we have to maintain the same information in multiple sources or locations. The document will be distributed to the Grounds Committee so

that Committee members can submit their comments and suggestions to Laura Bentzen (Working Group Chair) and Dirk.

- b) The Working Group plans to conduct a survey of townhouse residents (not just owners); Catherine offered to help them execute the survey under the Proprietary's subscription to Survey Monkey, and to advise the Working Group on the communication channels we have in place (e.g., email blasts). Pamela asked if comments and suggestions generated by the survey should really be directed to Maddy Thring of PMP, as currently directed in the draft survey; Catherine and Penny agreed that Maddy should NOT be identified as the contact person for those suggestions.
- c) The Working Group will be requesting a six-month extension to be able to complete their work. Penny invited Dirk and Laura to attend the next Board of Directors meeting to give a similar short summary of progress to date before that extension was voted on by the Board.

4) ADVANTAGE ITEMS

- a) Matt reviewed the Advantage Monthly Report with the Committee. Removal of the trees on CountrySide Blvd that are to be replaced will begin week of October 7th, with install of replacement trees and plantings to occur two weeks later (to allow for weather delays). Matt reported that the pH results on the soil all came back over 6, which is good news, and means we don't have to plan for an additional lime treatment at this time, although we will probably need to revisit this in Fall 2025.
 - i) The Committee discussed several neighborhood spots being targeted for seeding, with Matt explaining the special precautions that would be taken in each spot (e.g., use of a power rake at the area near the Chelmsford tot lot; roping/taping off the area in Foxfield near the bus stop so that the grass is undisturbed while it takes root, etc.)
 - ii) Pamela moved to accept Advantage Proposal #2567 in the amount of \$2316 for plantings at five different locations throughout the neighborhoods; she noted that the shrub being installed at the Rutherford location will require removal of a stump first. Terri seconded the motion. Approved unanimously by those present.
 - iii) Pamela moved to approve Proposal # 2664 in the amount of \$240 for mulching at the pond for plantings installed under last year'; Terri seconded the motion. Approved unanimously by those present.
 - iv) Pamela moved to approve Proposal # 2702 in the amount of \$2025 for turf renovation near the Chelmsford tot lot; Ron seconded the motion. Approved unanimously by those present.
 - v) Jim motioned to approve Proposal #2701 in the amount of \$2670 for soil cultivation and sod installation at the corner of Spotswood and Bentwood, with the caveat that the area needed to be roped off to protect the sod. Terri seconded the motion, but warned Matt that trees in the area will need to be trimmed to allow sufficient sunlight in to allow the sod to thrive. Motion approved unanimously by those present.
 - vi) Terri motioned to accept Advantage Proposal #2703, Option 2 for turf renovation via hydroseeding on select areas along CountrySide Blvd and Algonkian Parkway in the amount of \$19,500; Pamela seconded the motion. Ron (Morven) voted No; all others approved. Motion carried. Penny reminded the Committee and Matt that Board approval

was required since the amount was over \$5K; it will be presented to the Board at the next meeting, and Matt will await word from Tim P.

- b) Tim P advised that the retaining wall with built-in bench at Hopton is dry rotted and needs to be replaced; materials cost estimated at \$850, and PMP will do the work. Materials cost to come out of 6127, Additional Landscaping. Diane moved to approve the \$850; Ron seconded. Approved unanimously by those present.
- c) Tim P advised that with the approval of the above proposals, Grounds had overrun its budget for 6127 by approximately \$4437. When the Committee asked if dollars could be transferred from another budget line, Catherine advised that while they could not transfer dollars, they could plan to compensate for the overage in 6127 by under-running in other areas—i.e., they should be OK as long as the overall budget was not overrun. Catherine offered to review the Grounds budget with Tim P to assess where they stood on expenditures versus budget.

5) POND ISSUES

- a) Pond Management Update: AEC's report was reviewed; all parameters were within acceptable ranges. AEC was able to move the one aerator further from the fountain. Cattail removal will begin in October. Pamela passed along a comment from a resident who said better maintenance at the pond was showing. Tim P is planning to issue an RFP for the pond maintenance contract to get the contract on a three-year bid cycle to align with our other Grounds contracts.

6) PMP REPORT

- a) Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed. Tim P expects that we will use all of the tree-related budget this year in removing dangerous trees and cleaning up storm damage; we may need to pull from the Reserve contingency fund on Storm Damage.
- b) PMP Contract/Scope was discussed.

7) OLD BUSINESS

- a) Benches on CountrySide Blvd and Algonkian Parkway: Tim P spoke to “the park” (name of bench vendor) representative and negotiated a lower price; said we can do the Redwood Stain on pressure treated wood. Jim motioned to accept this proposal for two (2) benches in an amount NTE \$1500, to include shipping, handling, and sales tax (Tim P to confirm sales tax amount), contingent upon having the funds in the budget. Terri seconded. Approved unanimously by those present.
- b) Update - Department of Forestry Walkthrough – September 16: Kumar, Penny, Jim, Pamela, Tim Shamble met on Monday with Lindsey Long of the Department of Forestry and did a walkthrough of sections of CountrySide. Lindsay will forward an initial assessment shortly, with a more detailed assessment to follow in February.
- c) Update – Pavement: Paving scheduled to start Monday, September 16th. Schedule will be communicated to affected residents. Work will include line painting at the Parkway Pool lot.

8) NEW BUSINESS

a) Oatlands Stream Erosion Proposal

- i) Tim Shamble had submitted a suggestion that we purchase 20 sedges as a small-scale experiment to try to mitigate stream erosion at the project site. Terri motioned to purchase the sedges at a cost NTE \$260; Pamela seconded. Approved unanimously by those present. We'll have to determine what volunteer resources are available to plant the sedges.
- ii) Penny mentioned that Loudoun County Stormwater Management had conducted tours of the River Bend Stream Restoration Project; more information is available on the county's website (link available on the CountrySide website).

b) Schedule meeting for Pear Replacement on site

- i) Tim P advised the Committee that he planned to meet with Matt/Advantage on Tuesday Oct 1, 1:00 to look at the CountrySide Blvd site without the pears to determine placement of the new trees and plantings; Committee members are welcome to attend.

9) INFORMATIONAL ITEMS

- a) Tree List was reviewed; stumps will be removed in January. Jim called attention to stumps at the Rokeby tot lot that need attention.
- b) 2025 Budget Requests: Penny reminded Committee members to reserve the use of a "4" rating for only those suggestions that were required by law or to correct serious safety issues. She also reminded the Committee that several current contracts will already require assessment increases to cover the contracted increased costs: the trash contract will add about \$1.18-\$1.24 per household per month, the pool contract will add about \$0.52 per household per month. We expect increases in insurance premiums and other costs, as well, so any recommended or highly rated budget requests should be evaluated with those impending increases in mind.
- c) LIRA Invasives Update: Pamela briefed the group on the status of a possible grant; details are not yet available. We do know that upfront funding or spending will be required, which will be challenging if we don't have budgeted funds available.
- d) Pamela provided information in the packet on Japanese Knotweed, an invasive identified as present in CountrySide during site visits by the invasives experts.

10) ADJOURN

- a) Terri moved to adjourn the meeting; Jim seconded the motion. Approved unanimously by those present. Meeting Adjourned at 11:02 PM, Next meeting is scheduled to be held remotely at **7:00 PM on Wednesday, October 16, 2024.**